

**CITY OF FALCON HEIGHTS**  
Regular Meeting of the City Council  
City Hall  
2077 West Larpenteur Avenue  
**AGENDA**  
October 14, 2020 at 7:00 P.M.

**NOTE: THIS MEETING WILL BE HELD BY WEB CONFERENCE\***

- A. CALL TO ORDER:
- B. ROLL CALL: ANDREWS \_\_\_ GUSTAFSON\_\_\_ LEEHY\_\_\_  
MIAZGA \_\_\_ WEHYEE\_\_\_
- STAFF PRESENT: THONGVANH\_\_\_
- C. PRESENTATION
1. NineNorth (NSAC - CTV) Professional and Technical Services Agreement
- D. APPROVAL OF MINUTES:
1. September 16, 2020 City Council Regular Meeting
  2. September 23, 2020 City Council Regular Meeting
  3. October 7, 2020 City Council Workshop Meeting
- E. PUBLIC HEARINGS:
- F. CONSENT AGENDA:
1. General Disbursements through: 10/09/20 \$157,605.08  
Payroll through: 9/30/20 \$19,923.34
  2. Select Committee on Recycling & the Environment (SCORE) Grant Application
  3. Resignation of Kim Johnson from the Community Engagement Commission (CEC)
  4. Appointment of Kevin Neff to the Falcon Heights Volunteer Fire Department
  5. Appointment of Jonah Malenfant to the Falcon Heights Volunteer Fire Department
  6. Appointment of Ian Overby to the Falcon Heights Volunteer Fire Department
  7. Rice Creek Watershed
  8. Ramsey County Sheriff's Office Request
  9. City Logo
- G: POLICY ITEMS:
1. Amber Union - DEED Grant
  2. Beekeeping Ordinance
  3. The Hendrickson PUD Amendment
- H. INFORMATION/ANNOUNCEMENTS:
- I. COMMUNITY FORUM:  
*Please limit comments to 3 minutes per person. Items brought before the Council will be referred for consideration. Council may ask questions for clarification, but no council action or discussion will be held on these items.*
- J. ADJOURNMENT:

\*You can participate in the meeting by clicking the following Zoom link:

<https://us02web.zoom.us/j/89488033956>

BLANK PAGE



***The City That Soars!***

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	October 14, 2020
<b>Agenda Item</b>	Presentation C1
<b>Attachment</b>	See Below
<b>Submitted By</b>	Sack Thongvanh, City Administrator

<b>Item</b>	NineNorth (NSAC/CTV) Professional and Technical Services Agreement
<b>Description</b>	North Suburban Access Corporation provides professional and technical services to the City of Falcon Heights. I have included materials provided by Dana Healy, Executive Director of CTV North Suburbs during the October 7 <sup>th</sup> City Council Workshop.
<b>Budget Impact</b>	This has been included in the 2021 Proposed Budget.
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Letter</li> <li>• Proposed 2021 Service Agreement</li> <li>• Memo and PowerPoint Presentation</li> </ul>
<b>Action(s) Requested</b>	Staff would recommend approval of the NineNorth 2021 Service Agreement

BLANK PAGE



September 15, 2020

Sack Thongvanh, City Administrator  
City of Falcon Heights  
2077 Larpenteur Ave W  
Falcon Heights, MN 55113

Dear Sack,

First, we'd like to thank you for Falcon Heights's partnership with the North Suburban Communications Commission and Access Corporation (dba CTV North Suburbs). We truly value the Falcon Heights community and want to continue to support the city through enhancing your communications by making information available to all residents.

The cable and communications landscape continues to change. We are adapting with it. Historically, we have charged per hour for meeting coverage. We will be offering meeting coverage service as a flat rate per meeting. This makes it easier for our cities to budget, but it represents a more accurate account of our costs. The cost per meeting, when purchased in a bulk buy, is \$173 per meeting. For ala carte meetings, for emergency situations, the cost is \$207 per meeting.

We will not be increasing costs of webcasting and cablecasting this year because of the price structure change of meeting coverage.

Your Municipal Producer will continue to be Maureen Anderson. The benefit for using the CTV services is the peace of mind that the meetings will be executed properly, and there will always be a back-up operator available.

We will continue to offer the Neighborhood Network program for \$1 a year. If you chose to participate, CTV will produce *at least* 3 productions a year related to your city, which will also be webcasted, cable casted and archived for the city.

We are also offering a 20% discount in 2021 for our cities to utilize our social media coordination services. For your city, it would be \$4,576 for the year to have social media coordination support for your communications staff. If you would like this service added, please let us know.

Please let me know if you have any questions about the service agreement for 2021. We look forward to serving the city of Falcon Heights. Thank you.

Sincerely,

Dana Healy  
Executive Director  
North Suburban Access Corporation, CTV North Suburbs

# North Suburban Access Corporation Professional and Technical Services Agreement

This contract is between the North Suburban Access Corporation, a Minnesota Municipal Corporation, (herein “the NSAC”) and the City of Falcon Heights, Minnesota (herein “the City”).

## Recitals

1. Under Minnesota law, the NSAC is empowered to provide such professional and technical services as are desired by the City.
2. The City desires to engage the NSAC for video webcasting services and archiving services (herein “the Services”).
3. The City represents that it is empowered to engage the NSAC.

## Agreement

### 1. Term of Contract

- 1.1. **Duration.** This Agreement will become effective January 1, 2021 and will remain in effect for a period of one (1) year. At the expiration of the one (1) year period, the Agreement will automatically renew for another period of one (1) year, unless notice to terminate this Agreement is provided no less than ninety (90) days prior to the end of the current term. If this Agreement is terminated prior to the completion of a one (1) year period, the NSAC will be entitled to payment, determined on a *pro rata* basis, for Services satisfactorily performed.
- 1.2. **Survival of Terms.** The following clauses will remain in effect after the termination of the Agreement: Section 5. Liability, Section 6. Government Data Practices and Intellectual Property, Section 8. Governing Law, Jurisdiction, and Venue; and Section 9. Disclosure.

### 2. Services Provided

- 2.1. **Services.** The NSAC will provide the Services described in Schedule A (attached).
- 2.2. **Additional Services.** The City may also request additional services during the term of the Agreement (see Section 1.1. Duration). If accepted by the NSAC, Schedule A will be amended to include a description of the

additional services and according compensation. Unless otherwise specified, all terms of this Agreement will apply to any amendments to Schedule A.

- 2.3. **Standard of Care.** To the extent any property, such as camera or computer equipment, is loaned by the NSAC to the City, the City will exhibit a standard of care consistent with Minnesota law.
- 2.4. **City Assistance.** Depending on the nature of the Services, the NSAC may from time to time require access to public and private lands or property. To the extent the City is legally and reasonably able, the City will provide access to and make provisions to enable the NSAC or its agents or employees to enter upon public and private land and property as required for the NSAC to perform the Services.

The City will furnish the NSAC with a copy of any special standards or criteria promulgated by the City relating to the Services, including, but not limited to, design and construction standards, that is necessary for the NSAC to prepare for its performance of the Services.

### 3. Payment

- 3.1. **Compensation.** The City will pay for all Services to be performed by the Contractor as specified in Schedule A (attached).
- 3.2. **Fee Adjustment.** The NSAC reserves the right to annually adjust the fees associated with the Services specified in Schedule A. Such adjustments, if any, will be enacted on January 1 of a given year. Prior to enacting any fee adjustments, the NSAC must provide written notice of such to the City at least ninety (90) calendar days prior to the effective date of the fee adjustment.
- 3.3. **Invoices.** The City must promptly pay the NSAC after the NSAC presents an invoice for those Services that have been actually performed. The NSAC must timely submit invoices.
- 3.4. **Event Cancellation.** The City agrees to pay 70% of the expected event amount for any cancellation unless sufficient prior notice is provided. "Prior Notice" is defined as at least 10 business days (including the day of the event) before the scheduled event.

### 4. Assignment, Amendments, Waiver, and Completeness

- 4.1. **Assignment.** The City may not assign, license, or transfer any rights or obligation under this Agreement without prior written consent of the NSAC and a fully executed Assignment Agreement, executed and



approved by the same parties who executed and approved this Agreement, or their successors in office.

- 4.2. **Amendments.** Any amendments to this contract must be made in writing and will not be effective until executed and approved by the same parties who executed and approved this Agreement, or their successors in office.
- 4.3. **Waiver.** If the NSAC fails to enforce in a timely manner any provision of this Agreement, that failure does not waive the provision or the NSAC's right to enforce the provision.
- 4.4. **Completeness.** This Agreement contains all negotiations and agreements between the NSAC and the City. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

## **5. Liability**

The City must indemnify and hold harmless the NSAC, its agents, and its employees from any claims or causes of action, including attorney's fees incurred by the NSAC arising from performance of this Agreement by the City, its agents, or its employees. The clause must not be construed to preempt any legal remedies the NSAC may have for the City's failure to fulfill its obligations under this Agreement.

## **6. Government Data Practices and Intellectual Property**

- 6.1. **Government Data Practices.** To the extent applicable, the City and NSAC must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this Clause by either the City or the NSAC.

Each Party shall notify the other of any Data Practices Act request for video recordings created pursuant to this Agreement. All requests for the release or sale of video recordings created pursuant to this Agreement shall be directed to and fulfilled by the NSAC.

## **7. Endorsement**

The City must not claim that the NSAC endorses its products or services.

## **8. Governing Law, Jurisdiction, and Venue**

Minnesota Law governs this Agreement. Venue for all legal proceedings arising from this Agreement shall be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

## **9. Disclosure**

The City consents to disclosure of its social security number, federal employer tax identification number, and Minnesota tax identification number, to the Commission as is necessary for compliance with Minnesota and other applicable law.

## **10. Severability**

If any section or clause of this Agreement is held to be invalid or unenforceable, then the meaning of that section or clause shall be construed so as to render it enforceable to the extent feasible. If no feasible interpretation would save the section or clause, it shall be severed from this Agreement with respect to the matter in question, and the remainder of the Agreement shall remain in full force and effect. However, in the event that such a section or clause is essential or substantially alters the Agreement, the Parties shall negotiate a replacement section or clause that will achieve the intent of such unenforceable section or clause to the extent permitted by law.

## **11. Employment**

Employees of the NSAC performing work pursuant to this Agreement shall remain at all times employees only of the NSAC. The NSAC will be responsible for worker's compensation, salary, and training.

*[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]*

Dated: \_\_\_\_\_

**North Suburban Access Corporation**

By: \_\_\_\_\_

Its: \_\_\_\_\_

Attest

By: \_\_\_\_\_

Its: \_\_\_\_\_

**Falcon Heights, City Administrator**

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Schedule A. Services (Falcon Heights).

Service	Quote	Agreed
<p><u>Municipal Production Services:</u> The NSAC agrees to provide the following:</p> <ul style="list-style-type: none"> <li>• A total of 36 meetings for 2021 include 2 City Council Meetings per month and 2 Planning Commission meetings per month. Cost per meeting is \$173. For each additional meeting a flat fee of \$207 per meeting will be charged. CTV will provide a municipal producer to record and broadcast LIVE meetings;</li> <li>• Equipment and meeting room preparation;</li> <li>• Provide the timing of the discussion and agenda items for web links;</li> <li>• Upload minutes for all 2021 meetings;</li> <li>• Provide backend support for closing, annotating, and posting the meeting for program the following day.</li> <li>• Provide Master Control services to ensure quality controls.</li> </ul> <p>The City agrees to provide the following:</p> <ul style="list-style-type: none"> <li>• Provide a weekly schedule of live and/or recorded events of shows at least one week in advance of first event/show on the schedule.</li> <li>• Provide the NSAC with the name and telephone number and email address of an emergency contact who can answer questions about the cablecast and/or encoding of live events.</li> <li>• Provide PDF copies of minutes for upload.</li> </ul>	<p>\$6,228 per year</p>	<p>\$6,228 per year</p>
<p><u>Cablecasting Services:</u> The NSAC agrees to provide the following:</p> <ul style="list-style-type: none"> <li>• Live broadcasting of City Council meetings and applicable Advisory Commission meetings on appropriate channels;</li> <li>• Schedule the City channel with up to 4 premiers of programming, and 17 reruns of programming per week, totaling 21 playbacks per week;</li> </ul> <p>The City agrees to provide the following:</p> <ul style="list-style-type: none"> <li>• Monthly schedule of cablecast playbacks.</li> </ul>	<p>\$633 per year</p>	<p>\$633 per year</p>

Schedule A. Services (Falcon Heights).

<p><u>Carousel:</u></p> <ul style="list-style-type: none"> <li>• Coordination of 1 Carousel per month at \$5 per Carousel, per month. This does not include labor to manage the Carousel.</li> </ul>	<p>\$60 per year</p>	<p>\$60 per year</p>
<p><u>Web streaming Services:</u> The NSAC agrees to provide the following:</p> <ul style="list-style-type: none"> <li>• Live web streaming of City Council meetings and Planning Commission meetings, no more than 4 regular programs per month.</li> <li>• Encoded meetings and the accompanying agendas posted within 24 hours on the NSAC’s website;</li> <li>• Post links between agenda items and their video discussion;</li> <li>• Storage of recorded videos for up to 6 months.</li> </ul> <p>The City agrees to provide the following:</p> <ul style="list-style-type: none"> <li>• Provide the NSAC with monthly schedule of all live meetings to be streamed and/or encoded for posting on the NSAC’s website;</li> <li>• Notify the NSAC as soon as possible of the cancellation of a live event, including city meeting, which is scheduled for playback, of any change in the day or beginning time of any live event, including city meeting, or of any additions of special meeting to the schedule;</li> <li>• Provide the NSAC with the name and telephone number for a main contact of the cablecast.</li> <li>• Chapter marking information on the agenda will be provided by the City for meetings not utilizing the NSAC’s municipal producers.</li> </ul>	<p>\$2,048 per year</p>	<p>\$2,048 per year</p>
<p><u>Social Media Coordination - Lite:</u> The NSAC agrees to provide the following:</p> <ul style="list-style-type: none"> <li>• 3 Custom-made posts per week.</li> <li>• A content execution calendar with up to 12 planned posts per month, with creative content.</li> <li>• Quarterly analytics</li> </ul> <p>The City agrees to provide the following: A monthly newsletter and items of upcoming interest.</p>	<p>\$5,720 per year  (20% discount for new customer - \$4,576)</p>	<p>-</p>
<p><u>Consultation:</u> The NSAC agrees to provide the following:</p> <ul style="list-style-type: none"> <li>• Audio/Visual equipment maintenance related to municipal meeting coverage and delivery;</li> </ul>	<p>\$80 per hour. Proposal for projects will</p>	<p>-</p>

Schedule A. Services (Falcon Heights).

<p>and</p> <ul style="list-style-type: none"> <li>• Audio/Video equipment planning, and/or installation.</li> </ul>	<p>need a contract</p>	
<p><u>Neighborhood Network Services:</u> The NSAC agrees to provide the following:</p> <ul style="list-style-type: none"> <li>• Produce at least 2 productions a year for the City, at the discretion of the NSAC;</li> <li>• Cablecast, web stream, and distribute via link to the City the final product;</li> <li>• Storage of recorded videos for up to 6 months.</li> </ul> <p>The City agrees to provide the following:</p> <ul style="list-style-type: none"> <li>• Submit to the NSAC monthly production requests by October 31<sup>st</sup> 2019.</li> </ul>	<p>Introductory rate of \$1 per year</p>	<p>\$1</p>
<p><b>Total</b></p>		<p>\$8,970 per year</p>

# MEMO REGARDING PRICE RESTRUCTURE

Meeting Date: 10/7/20

Agenda Item No.: -

Presenter – Dana Healy, CTV North Suburbs

Item Description: City Meeting Price Restructure

## BACKGROUND

The goal of the NSCC/NSAC partnership (dba CTV) is to collectively improve the communications of our partner cities through our mission to the community: producing community focused digital media that educates and engages residents.

Additionally, we offer services to our partner cities at a competitive rate, that would be very difficult to purchase in an ala carte fashion on the open market. This is an investment our partner cities put into CTV services like city meeting coverage, webcasting, video production, and social media. High quality, front facing communication is vital to transparency of government and communication to residents.

Historically, our city meeting cost model was hourly, \$33 per hour. This does not accurately represent the investment into city meeting coverage. Our cost structure for 2021 is \$173 per meeting. A cost per meeting structure helps cities and CTV budget more accurately.

Below is a more accurate model of the investment into each city meeting to ensure quality and transparency to the community is met.

Item	Description	Cost	Hours	Total Cost
Municipal Producer	The producer arrives on site or virtual to a meeting, sets up the equipment, records and directs the meeting coverage, as well as breaks down after. This is the person city staff and city council would regularly see. If this person is unable to produce their assigned meeting, there is another producer on call.	\$20 per hr	3-4 varying on meeting length	\$60- \$80 per meeting
Engineer	An engineer is on standby to troubleshoot equipment failure, network transmission issues, or to help people access virtual meetings. This person has industry and city-specific knowledge. Our engineer is Pat Cook.	\$25 per hr	1-3 hours	\$25- \$75 per meeting
Programming	The programming staff starts and stops back up recordings, and is the first quality control to ensure the transmission of the program is being broadcasted, webcasted, and recorded redundantly. This person monitors the meeting until the end.	\$18 per hr	2-4 varying on meeting length	\$36- \$72 per meeting

Quality Control	Due to audio transmission issues at one of our partner cities in 2019, we decided to use a contractor to provide another layer of quality control of the audio and video transmission. This person checks multiple broadcast and webcast feeds at a different site, to ensure citizens with different internet speeds and cable packages can receive the meeting.	\$35 per meeting		\$35 per meeting
	<b>Total Investment into each Meeting</b>			<b>\$156 to \$262</b>

16

17 As a percent increase, from 2020 to 2021 it will seem like a large jump. In reality, through the hourly  
 18 model, CTV was operating at an unsustainable loss. This cost re-structuring will bring all of our  
 19 cities in line, and allow for capacity building into the future.

20 **POLICY OBJECTIVE**

21 To review the 2021 cost structure.

22 **BUDGET IMPLICATIONS**

23 A cost restructuring of the city meeting structure that ranges from a 0% increase to a 53% increase  
 24 for some partner cities.

25 **STAFF RECOMMENDATION**

26 NA.

27 **REQUESTED ACCESS CORPORATION ACTION**

28 NA

Prepared by: Dana Healy, Executive Director  
 Attachments: A:



# MEMO REGARDING SOCIAL MEDIA

Meeting Date: 10/7/20  
Agenda Item No.: -

---

Presenter – Dana Healy, CTV North Suburbs

---

---

Item Description: Social Media Added Value

---

1 **BACKGROUND**

2 All of our cities in the JPA have different needs and budgets. Falcon Heights has been doing strong  
3 work around social media. CTV would like to build upon that base by offering our social media  
4 coordination service free for 2021. This is \$5,720 per year service.

5 Working directly with city staff, CTV staff would develop a content calendar with 12 planned posts  
6 per month, approximately 3 per week. Additionally, we would offer quarterly analytics to provide  
7 staff with some strategy options to increase community engagement. This service offering will save  
8 staff time that can be utilized elsewhere.

9 This pro-bono service offering for 2021 is in response to the price restructuring of the city meeting  
10 costs.

11 **POLICY OBJECTIVE**

12 To understand the social media service offering.

13 **BUDGET IMPLICATIONS**

14 The social media coordination cost to the city for 2021 will be \$0. This is to add additional value to  
15 the price adjustment of the city meeting structure.

16 **STAFF RECOMMENDATION**

17 NA.

18 **REQUESTED ACCESS CORPORATION ACTION**

19 NA

Prepared by: Dana Healy, Executive Director  
Attachments: A:

## AGENDA

1. Service Agreement
  1. City meeting Cost Restructure
  2. Social Media
2. NineNorth Re-Brand
  1. Build Out
  2. Brand

### Service Contracts and Price Structure

**Past \$ Structure - \$33 per hour**

**New \$ Structure - \$173 per meeting**

### Service Contracts and Price Structure

Item	Description	Cost	Hours	Total Cost
Municipal Producer	<ul style="list-style-type: none"> <li>- Physically at meeting</li> <li>- Set up, break down</li> <li>- Seen by City</li> <li>- Others on call</li> </ul>	\$20 per hour	3-4 varying on meeting length	\$60-\$80 per meeting
Engineer	<ul style="list-style-type: none"> <li>- Troubleshooting</li> <li>- Higher skill set</li> <li>- City specific knowledge</li> </ul>	\$25 per hour	1-3 hours	\$25-\$75 per meeting

### Service Contracts and Price Structure

Item	Description	Cost	Hours	Total Cost
Programming	<ul style="list-style-type: none"> <li>- Starts and stops recordings</li> <li>- 1<sup>st</sup> QC point</li> <li>- Monitors</li> </ul>	\$18 per hour	2-4 varying on meeting length	\$36-\$72 per meeting
Quality Control	<ul style="list-style-type: none"> <li>- Outsourced</li> <li>- AV transmission monitoring</li> <li>- Multi broadcast sources</li> </ul>	\$35 per meeting		\$35 per meeting

Service Contracts and Price Structure

**Total Meeting Investment –  
\$156 to \$262**

Service Contracts and Price Structure

- Bring all cities in line
- Allow for capacity building

## Added Value – Social Media

---

- 3 Custom-made posts per week.
- A content execution calendar with up to 12 planned posts per month, with creative content.
- Quarterly analytics

## Added Value – Social Media

---

	Sample Weekly Schedule				
	Mon.	Tue.	Wed.	Thu.	Fri.
Facebook AM	Canva - Commission Vacancy	Photo - Illegal to sweep leaves into street. Link to ordinance	Canva - Nite to Unite	(CTV video)	Screen Grab - E-newsletter is out
Twitter	Parks Commisison LIVE tonight - link	Community Engagement - LIVE meeting		City Council workshop	
Twitter					
Instagram					
LinkedIn					
E-News					E-newsletter comes out
YouTube					

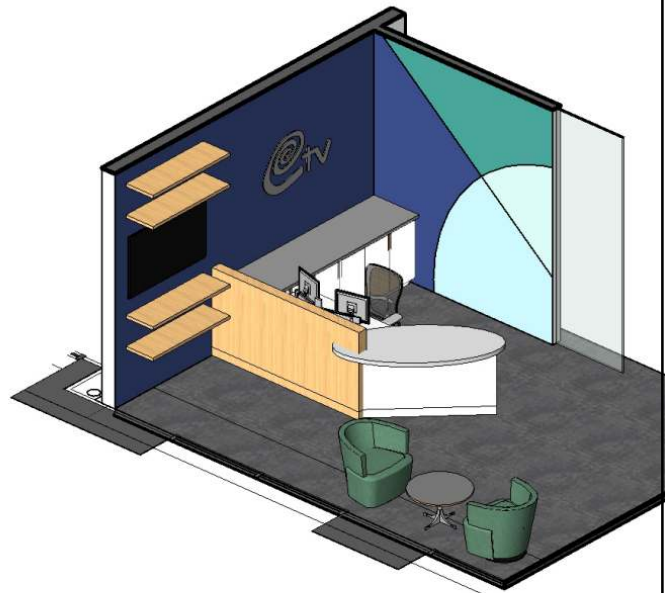
## Added Value – Social Media

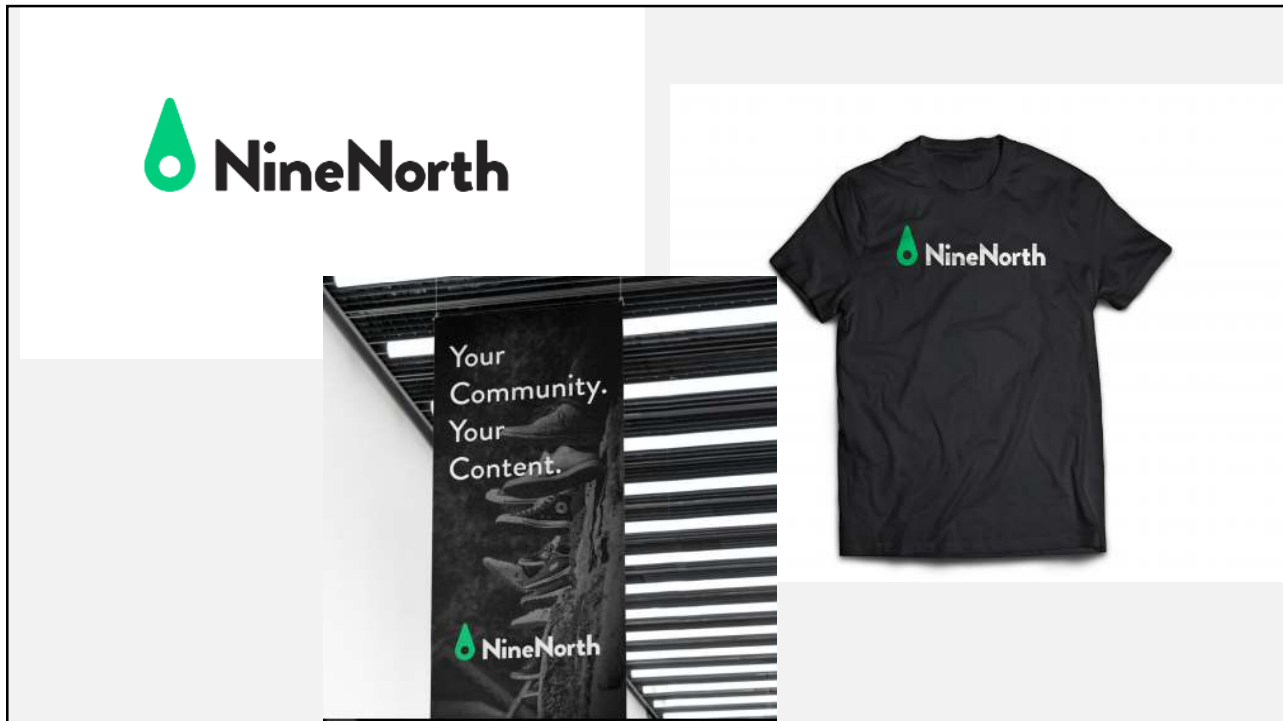
Value - \$5,720 per year

Cost to the City - \$0

**32% Savings  
in Facilities**

**ROI in  
2.5 Years**





BLANK PAGE



**CITY OF FALCON HEIGHTS**  
City Council Workshop  
City Hall  
2077 West Larpenteur Avenue

**MINUTES**  
September 16, 2020  
6:30 P.M.

**NOTE: THIS MEETING WAS HELD BY WEB CONFERENCE**

- A. CALL TO ORDER: 6:31 p.m.
- B. ROLL CALL: ANDREWS\_X\_ GUSTAFSON\_X\_ LEEHY\_X\_  
MIAZGA \_\_\_ WEHYEE\_X\_

STAFF PRESENT: THONGVANH\_X\_

- C. PRESENTATIONS:

None.

City Administrator Thongvanh requested to add two items to the agenda: Item 4 would be a discussion of election information, and Item 5 would be a discussion of rental permits for housing.

- D. POLICY ITEMS:  
1. CARES Act Funding

City Administrator Thongvanh

The city was allocated \$412,789 in funding. Various uses of funding have been seen in other communities. Some businesses in Falcon Heights are utilizing business support funding from Ramsey County.

One use of funding could be to support staff time that has been allocated to COVID-19 related work in recent months. I've spoken with a few auditors about this. Another option would be to support public safety work. During the pandemic, all encounters with fire and police officials are being treated as a COVID event to protect staff safety.

To create and administer a city program by the deadline of November 15<sup>th</sup> may be impossible due to our current staffing capacity. One option could be to work with Ramsey County to connect residents to existing resources, or to work with county agencies to manage applications. This would avoid the City from handling sensitive personal information on income and identity.

## 2. Proposed 2021 Levy Updates

### City Administrator Thongvanh

There are some projects that are on the radar that will impact the levy in coming years. This year's levy shows an 8.9 percent increase from last year's levy, which factors in a COLA increase of 3% for all city staff. The city tax rate fluctuates between approx. 20-35 percent, and the rate is based on the total valuation of property within the City. Compared to other cities in Ramsey County, the city is near the middle in terms of tax rate. A median value home in Falcon Heights (\$314,000) would see an increase of \$79 per year. The preliminary levy will be brought to the council meeting next week.

## 3. Public Safety Updates

### a. Police Services

### City Administrator Thongvanh

Our contract with Ramsey County expires at the end of 2021, and we are required to give notice of termination 9 months prior to that. Discussions are in the works, and I included our service contract with the county in the packet for council and the public to review. Sheriff Fletcher will be at the meeting next week to provide an update and answer questions.

### b. Fire Services

### City Administrator Thongvanh

The mayor and I met with members of the fire department about issues including the ending of our contract with Lauderdale, equipment, and partnership with the City of Roseville for department leadership. Once the city's levy is approved, it can't be increased but it can be reduced. This impacts our decisions around the fire department related to operations.

### Mayor Gustafson

Morale is higher among members of the department. The City of Roseville is no longer able to provide fire administrative services after 2020, so we will need to accommodate this within our department. We still need to find qualified leadership for the department. We discussed these issues with the captains and others on the department.

### City Administrator Thongvanh

We need to look at ways to provide services during daytime. Losing Lauderdale, we have fewer calls which raises cost per call. We can always put off capital investments, but eventually those expenses will be there. In the 2020 budget, we were able to include funds for new helmets and new hoods. Roseville may be willing to provide day services through a contract. Roseville's per-call cost is \$500, compared to ours which is approximately \$6,000. The City will send a letter of interest to a few area departments to find out what costs would be.

### Mayor Gustafson

I would like to highlight that this is not a rushed decision, and that the City has been in conversations about the future of the department for many months. In seeking proposals from other departments, we are doing our due diligence.

Council Member Wehyee

If there are opportunities to improve our communication around this topic, I'd like to explore those.

City Administrator Thongvanh

I will continue to look at various options and will probably seek formal action from council at the next regular meeting to send a letter of interest.

4. Added Item: Election Information

City Administrator Thongvanh

Council Member Miazga had made a request earlier to do a separate mailing for election information. We have been providing information in some of our existing channels- our fall mailed newsletter which is sent to every resident, our weekly e-newsletter, and social media. Now the question is whether the council would like the city to do an independent mailing with election information. It was estimated to cost about \$12,000-13,000.

Council Member Andrews

If we are putting adequate information on these channels, combined with additional information that is available to residents from other sources, I don't believe it would be necessary for the city to do another mailing.

Mayor Gustafson

I agree.

City Administrator Thongvanh

Alright, we will go with that direction.

5. Added Item: Rental Permits for Housing

City Administrator Thongvanh

Rental permits renewals are coming up this fall. We have a fire marshal that is anticipating limited availability this fall, although this doesn't alleviate our responsibility as a City to safety. We may need to look at whether we have anyone internally do to the inspections, or whether we need to contract the service. Some communities have suspended the inspections for the year and dealt with problem properties as they have come up. If we can stress the safety protocol for inspections during COVID-19, I think we should consider continuing to do it to ensure houses are safe for renting.

Mayor Gustafson

I would be in favor of continuing the inspections, whether through training someone from our fire department or hiring an interim.

Council Member Wehyee

What goes into an inspection? Is there any contact with residents or people on site?

City Administrator Thongvanh

The Fire Marshall has a checklist of items to look for in the building, such as smoke detectors. They look at the bedrooms and make sure rooms in basements have egress windows, which we have discovered code violations on in the past. Inspections for multi-family buildings aren't necessary for every tenant's unit unless requested by the tenant, or the property owner has raised an issue.

Foster care or daycare homes receive inspections and are licensed through the State of Minnesota.

Council Member Wehyee

I would be in favor of inspections.

City Administrator Thongvanh

I'll move forward with that direction and I'll see what's viable, either looking internally or hiring a temporary consultant.

E. INFORMATION/ANNOUNCEMENTS

Council Member Andrews

The beekeeping ordinance will have a public hearing at Tuesday's Planning Commission meeting and then come before council. The Garden subcommittee has been collecting survey results and the process of analyzing and crafting an ordinance has been arduous. What we will be doing is defining residential gardens, and limiting community gardens to parks and not allowing them within residential properties. We feel this is better than having people do something called a community garden in their yard go through a process that could create alienation among their neighbors. We also talked about the existing garden that is planted and maintained by residents on Tatum, and this garden will be unaffected by the ordinance and will be grandfathered in.

City Administrator Thongvanh

To clarify, a residential garden would be allowed on the property as long as it adheres to the native landscaping requirements, and it must be maintained by the property owner. Regarding the garden on Tatum, we have not received notification that it is used by anyone other than residents. Unless we hear the property owner has rented out space to non-residents, we will continue to allow it.

Council Member Leehy

The mayor and I visited the Philando Castile memorial after the vandalism last week, and the family of Philando Castile was grateful for our solidarity. There's been a lot of work by the committee that maintains the garden to decide what to do.

Council Member Wehyee

We are very excited about Sheriff Fletcher's update to the council next week.

Mayor Gustafson

At the Ramsey County League of Local Government monthly meeting we got an update about the technology needs of the school districts and different ways the needs are being met in the community. People PC is a great resource for anyone needing access to hardware. I'm also looking forward to the Sheriff's visit.

City Administrator Thongvanh

The consultant we are looking at using for the community conversations shared an updated proposal. The proposal includes additional time for some preparation work, and increased the initial amount by about \$1,000.

Justin Markon, our Community Development Coordinator will unfortunately be leaving. I have hired an interim staff member from WSB Associates. We're hiring for the position and I've changed the title of the position to Planner/Community Development Coordinator to capture the skillset we are seeking in the position.

F. ADJOURNMENT: 9:21 p.m.

---

Randall C. Gustafson, Mayor

Dated this 16th day of September, 2020

---

Sack Thongvanh, City Administrator

BLANK PAGE

**CITY OF FALCON HEIGHTS**  
Regular Meeting of the City Council  
City Hall  
2077 West Larpenteur Avenue

**MINUTES**  
September 23, 2020 at 7:00 P.M.

**NOTE: THIS MEETING WAS HELD BY WEB CONFERENCE**

- A. CALL TO ORDER: 7:04 p.m.
- B. ROLL CALL: ANDREWS\_X\_ GUSTAFSON\_X\_ LEEHY\_X\_  
MIAZGA\_X\_ WEHYEE\_X\_  
STAFF PRESENT: THONGVANH\_X\_  
FREIHAMMER\_X\_  
WALTER\_X\_

- C. PRESENTATION  
1. Ramsey County Sheriff's Office Annual Report- Sheriff Bob Fletcher

Sheriff Fletcher

Body cameras have been implemented. The death of George Floyd has caused us to reevaluate everything we do in law enforcement. We are trying to reduce the amount of lethal force and deadly encounters. We've always had a Duty to Intervene policy, and have always banned chokeholds unless there's a deadly force threat by the suspect and we've done de-escalation, diversity and mental health training. During COVID-19, some of our deputies took on food distribution and public health responsibilities after COVID-19 began.

Undersheriff Ramacher

We have seen an increase in violent crime in St. Paul, and we expect this to expand to the suburbs, especially carjacking.

Council Member Miazga

Is St. Paul paying for your patrols like Falcon Heights is? What are your plans for the election to ensure voters are protected from intimidation?

Sheriff Fletcher

St. Paul does not pay for our patrols, they pay for my salary and the salaries of some of the deputies. We haven't received a direct request from any of the polling places. Uniforms don't belong at the polls unless there is some request or indication of the need. We would respond to a call if needed.

Council Member Wehyee

What strategies are being implemented to eliminate racial disparities with respect to traffic stops?

Sheriff Fletcher

I'm also concerned by those disparities. I would like to see a policy that requires a moving violation in order for a stop to be made. We see that defective equipment such as broken taillights are tied to income level.

I would like to bring up one big issue. I don't believe that having one deputy working in Falcon Heights with back up deputies responding from 3 miles away is the best practice. This lack of contiguous service area is a problem because we need to have backup in a timely fashion. St. Paul, Ramsey County, Roseville, and St. Anthony are on different radio frequencies. I don't want to suggest that we don't want your contract. Roseville and St. Pauls' common borders with the city are significant. My recommendation is that Falcon Heights court Roseville or St. Paul to provide policing services at a cheaper rate. Otherwise, in 2022, we need to have a conversation about adding a second deputy to the city which would significantly increase cost by \$350,000.

Administrator Thongvanh

This is the first time I or the council have heard about this. We can have a conversation about that but I don't know that this is the place to discuss those details.

2. Receiving the Feasibility Report and Ordering Public Hearing for the 2021 Pavement Management Program (PMP)

Administrator Thongvanh

I sent an updated resolution to council via email that we request your consideration on tonight.

City Engineer Freihammer

The current pavement is on average 28 years in age. Mill and overlay would solve many of the shallow pothole problems that can't be fully fixed with patching. We are proposing 3.86 miles of street improvements at an estimated cost of \$1,165,700. The optional storm water improvements on Lindig Avenue would add an additional \$90,000 in cost. The City's assessment policy allows an assessment of \$405,000, MSA funds would cover \$308,000, the Sanitary Sewer Fund would cover \$90,000. The remainder of \$308,000 could be covered by the City's Street Infrastructure Fund, or bonded.

Tonight, staff recommend adopting the resolution to accept the feasibility report and order a public hearing for October 28. This would trigger a mailing on the public hearing and information about the project including any assessments for properties.

The Lindig portion of the project could be decided at the meeting with the public hearing, or the meeting when plans and specs are included.

Council Member Wehyee motioned to accept the Resolution 20-35 regarding the Feasibility Report and Order a Public Hearing for the 2021 Pavement Management Program.

Mayor Gustafson seconded.  
Approved, 4-0.

Council Member Miazga was not present for the vote.



### 3. Ramsey County Ditch 4 Project Update

#### City Engineer Freihammer

The county will assess benefiting jurisdictions Falcon Heights property owners. The Falcon Heights portion is around \$400.

#### Administrator Thongvanh

This would not require a vote, it would be considered an administrative action to execute the payment.

#### City Engineer Freihammer

We will be creating a website for the pavement management project so that we can include a link for more information about the proposed project.

#### D. APPROVAL OF MINUTES:

1. September 9, 2020 City Council Regular Meeting

Council Member Leehy Moved, Approved 4-0.  
Council Member Miazga was not present for the vote.

#### E. PUBLIC HEARINGS:

#### F. CONSENT AGENDA:

1. General Disbursements through: 9/15/20 \$321,568.12  
Payroll through: 9/15/20 \$19,083.41
2. City Council and Advisory Roles and Procedures
3. Title Change for Community Development Coordinator to Planner/Community Development Coordinator
4. Request for Interest (RFI) for Fire Services
5. Accept the Resignation of Community Development Coordinator Justin Markon
6. Met Council Livable Communities Act

Council Member Wehyee mentioned a grammatical edit to item F5.

Council Member Andrews Moved, Approved 4-0.  
Council Member Miazga was not present for the vote.

#### G. POLICY ITEMS:

1. Adoption and Certification of the 2021 Preliminary Levy

#### Administrator Thongvanh

We are required by the State to adopt the preliminary levy by the end of September. After adoption, the levy cannot be increased but it may be decreased in the final levy. The discussion with the Sheriff tonight may have an impact on the budget and therefore the levy, so I will need to have a conversation with him about policing services.

The final 2021 levy hearing will be on December 9, 2020. The resolution for action tonight is to accept the preliminary levy and to set the final levy hearing date.

Council Member Wehyee moved to approve Resolution 20-38.  
Approved, 4-0.

Council Member Miazga was not present for the vote.

H. INFORMATION/ ANNOUNCEMENTS:

Council Member Andrews

The beekeeping ordinance was recommended by the Planning Commission so I look forward to council taking action next month.

Council Member Leehy

I am looking forward to the celebration at Curtiss Field this Saturday. I also want to acknowledge the passing of Justice Ruth Bader Ginsberg.

Council Member Wehyee

The Community Engagement Commission met this week. We also learned that the chair of the CEC, Kim Johnson, has submitted her resignation

Mayor Gustafson

We will be looking at speed reduction or traffic calming issues in the context of the recent request for stop signs. The fire department will be included in upcoming discussions with the letter of interest.

Administrator Thongvanh

The Curtiss Field event will be broadcast live on Facebook and we will be sharing the link through social media and our website. Fall street sweeping will be happening soon, residents are reminded to not sweep leaves into the street and cooperate with requests to move vehicles. The community conversations planning group that includes Council Members Wehyee and Leehy as well as Julie and Dena from the CEC has been meeting to plan 3 conversations. We hosted a meeting with the fire department last night to share information.

I. COMMUNITY FORUM:

*Please limit comments to 3 minutes per person. Items brought before the Council will be referred for consideration. Council may ask questions for clarification, but no council action or discussion will be held on these items.*

J. ADJOURNMENT: 9:25 p.m.

---

Randy Gustafson, Mayor

Dated this 23rd day of September, 2020

---

Sack Thongvanh, City Administrator

**CITY OF FALCON HEIGHTS**  
City Council Workshop  
City Hall  
2077 West Larpenteur Avenue

**MINUTES**  
October 7, 2020  
6:30 P.M.

**NOTE: THIS MEETING WAS HELD BY WEB CONFERENCE**

- A. CALL TO ORDER: 6:31 p.m.
- B. ROLL CALL: ANDREWS\_X\_ GUSTAFSON\_X\_ LEEHY\_X\_  
                  MIAZGA\_X\_ WEHYEE\_X\_  
  
                  STAFF PRESENT: THONGVANH\_X\_ WALTER\_\_\_\_
- C. PRESENTATIONS:
  - 1. CTV Updates and Agreement

Dana Healy, NineNorth (formerly CTV)

Historically, the company has billed at an hourly rate of \$33/hour, and they will be shifting to an a la carte cost of \$172 per meeting. In addition, they would like to propose an added value that would provide social media content and analytics support. The value of the social media service would be \$5,720 per year, but we are offering it to the city at a cost of zero.

CTV is undergoing a brand shift after 30 years. The shift to NineNorth would acknowledge the shift away from cable TV and the move to other types of digital content. The branding will be rolled out in January.

Mayor Gustafson

Would the social media content be posted to the NineNorth platform or shared with Falcon Heights staff to post on our channels?

Dana Healy

We set up a cloud-based file sharing system, meet monthly to coordinate strategy, create the content, and then put it into the box. We also create a posting calendar.

Mayor Gustafson

After 2022, would we be charged for the social media service?

Dana Healy

If you would want the service for beyond 2021, yes it would be a yearly cost moving forward. The meetings will cost about \$6,200 per year.

D. POLICY ITEMS:

1. Bee Ordinance Updates

Ryan Kryzos, Interim Community Development Coordinator

The ordinance was recently reviewed by Council at a workshop in August. Since then, the Environment and Planning Commissions have reviewed the ordinance and both have recommended approval. Since Council last reviewed the draft, the flyaway barrier regulations were simplified to make administration and compliance easier. There was also a change to allow for further scrutiny in cases where an allergy is a concern.

2. Garden Ordinance Updates

Ryan Kryzos, Interim Community Development Coordinator

The ordinance has made its way through the subcommittee. Since May, the group met 5 times to prepare a draft ordinance. The subcommittee conducted a survey to identify a survey that would be acceptable to the community. The garden ordinance will draw significantly from the native landscaping ordinance that the city already has, however the draft garden ordinance limits this to personal use of gardens by the homeowner on site. The Environment Commission will review the ordinance on Monday October 12, and there will be a public hearing in front of the Planning Commission on October 27.

3. The Hendrickson PUD Amendment Update

Ryan Kryzos, Interim Community Development Coordinator

The original plans for the development showed pavers under the turf to reinforce the surface and allow for fire access in the event of an emergency, but the pavers were never installed. Fire officials reviewed the site and decided that the pavers were not necessary for fire access. The Planning Commission reviewed their recommendations and held a public hearing on the request to amend the PUD to formally allow for the change at their meeting on September 22 and recommended approval of the PUD amendment. There were no comments from the public and no one attended the meeting. If the City were to deny the request, the property owner would need to install the pavers; approving the request does not result in any changes to the site. The request will go before Council at the regular meeting later this month.

4. Ramsey County Sheriff's Office Request

Administrator Thongvanh

The RCSO was able to secure a less costly helmet and shield, which reduces the cost to Falcon Heights to about \$19,500. Contract City managers and administrators scrutinized the request to ensure that the request was reasonable.

Council Member Leehy

With this being COVID-related, will this be coming from our CARES funding?

Administrator Thongvanh

Yes. This is to add new equipment; this would prevent sharing of equipment while more individuals are asked to respond at the same time due to increased numbers of protests in recent months. If there are no additional concerns, I will bring this to the next Council meeting.

5. City Logo

Administrator Thongvanh

Council Member Leehy volunteered to work with staff on the logo design. We secured a graphic artist to help with the logo.

Council Member Leehy

We have focused on trying to develop something that is unique to Falcon Heights. We wanted to stick with the color green, while creating a design that showed a falcon soaring.

6. CARES Act Funding

Administrator Thongvanh

There is a November 15 deadline for the city to allocate CARES funding, and if the city does not use it by that date it reverts back to Ramsey County, and eventually the state if the county does not use it. I have been working with MMB and our auditors on our requirements for reporting on the use of the funds. We've been purchasing PPE, as well as technology upgrades and improvements to City Hall's ventilation system.

7. Small Business and Non-Profit Relief Funding

Administrator Thongvanh

Some other communities are administering programs in-house, or working with a third party to administer. The City of Roseville is using a third party to administer the business and residential portion of their program, which eats a portion of their program dollars. In the packet, I've illustrated what other cities are doing and how they're supporting businesses and non-profits. One non-profit organization that would be a potential recipient is the Como-Falcon Heights Nurse program.

Council Member Leehy

Another idea would be to purchase iPads to support students who don't have access to technology through school.

Council Member Miazga

It may be worth using a third party to avoid overburdening city staff with the program administration.

Administrator Thongvanh

If council members can look at the materials and examples and within a few weeks, send me what they like about them, we'll continue to work on putting together a comprehensive idea. We'll bring this back for discussion at the November council workshop.

E. INFORMATION/ANNOUNCEMENTS

Council Member Miazga

I went to the Curtiss Field event with Council members Wehyee and Leehy.

Council Member Leehy

The Curtiss Field event was filmed and it's available on the CTV website. Secondly, there was a Parks and Recreation Commission meeting on Monday.

Council Member Wehyee

I was fortunate enough to attend the event at Curtiss Field. I also attended one of the Night to Unite block parties last evening.

Mayor Gustafson

I attended the Night to Unite block party on Albert Street. The fire department distributed a handout to residents at the event that contained some misinformation about per resident cost this year and in the next budget year.

Administrator Thongvanh

The number quoted on the handout did not take into account the debt service that is attributed to the fire department, which is part of their budgeted operations. The results from the RFI will likely be included in our discussion at the November workshop.

This year, the Lions will be using the community park building for holiday tree sales. They will be adhering to guidelines on COVID and are submitting a plan to ensure safety of operations.

Regarding the warming house at Curtiss Field for the ice rink, staff are concerned that having a facility this year will not be possible due to COVID-19 precautions.

I'm continuing to work with the CEC on the community conversations. We're hoping to have 3 events this fall.

F. ADJOURNMENT: 8:20 p.m.

---

Randall C. Gustafson, Mayor

Dated this 7th day of October, 2020

---

Sack Thongvanh, City Administrator



*The City That Soars!*

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	October 14, 2020
<b>Agenda Item</b>	Consent F1
<b>Attachment</b>	General Disbursements and Payroll
<b>Submitted By</b>	Roland Olson, Finance Director

<b>Item</b>	General Disbursements and Payroll
<b>Description</b>	General Disbursements through: 10/09/20 \$157,605.08 Payroll through: 9/30/20 \$19,923.34
<b>Budget Impact</b>	The general disbursements and payroll are consistent with the budget.
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• General Disbursements and Payroll</li> </ul>
<b>Action(s) Requested</b>	Staff recommends that the Falcon Heights City Council approve general disbursements and payroll.

BLANK PAGE



PACKET: 02189 SEPT 25 PAYAABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS	P.O. #			
POST DATE	BANK CODE	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION

01-03110 CENTURY LINK

I-202009257630		land line auto dialer	63.96			
9/25/2020	APBNK	DUE: 9/25/2020 DISC: 9/25/2020		1099: N		
		lcell phone svc		601 4601-85011-000	TELEPHONE - LANDLINE	63.96
		=== VENDOR TOTALS ===	63.96			

01-05063 PATRICK GAFFNEY

I-202009257628		REIMB DIRECT DEPOSIT ERROR	128.61			
9/25/2020	APBNK	DUE: 9/25/2020 DISC: 9/25/2020		1099: N		
		REIMB DIRCT DEPOSIT ERROR		101 4124-61550-000	OFFICER COMPENSATION	128.61
		=== VENDOR TOTALS ===	128.61			

01-05582 MENARDS

I-202009257627		LARPENTEUR MEDIAN EXPS	415.26			
9/25/2020	APBNK	DUE: 9/25/2020 DISC: 9/25/2020		1099: N		
		LARPENTEUR MEDIAN EXPS		101 4132-87010-000	BOULEVARD MAINTENANCE	415.26
		=== VENDOR TOTALS ===	415.26			

01-05552 MN BRASS INC

I-202009257625		REFUND 3% TAX	1,414.00			
9/25/2020	APBNK	DUE: 9/25/2020 DISC: 9/25/2020		1099: N		
		REFUND 3% TAX		202 4202-89100-000	MISC - 3% EXENSES	1,414.00
		=== VENDOR TOTALS ===	1,414.00			

01-05427 NANDKUMAR, NALISHA

I-202009257629		REIMB CELL PHONE EXP	40.00			
9/25/2020	APBNK	DUE: 9/25/2020 DISC: 9/25/2020		1099: N		
		REIMB CELL PHONE EXP		101 4116-85010-000	TELEPHONE	40.00
		=== VENDOR TOTALS ===	40.00			

01-06184 RAMSEY COUNTY - POLICE AND 911

I-EMCOM 008748		CAD	530.66			
9/25/2020	APBNK	DUE: 9/25/2020 DISC: 9/25/2020		1099: N		
		CAD		101 4122-81200-000	911 DISPATCH FEES	530.66
I-EMCOM 008698		RADIO DFLEET RUPPORT	68.64			
9/25/2020	APBNK	DUE: 9/25/2020 DISC: 9/25/2020		1099: N		
		RADIO DFLEET RUPPORT		101 4124-86800-000	RADIO MESB/FLEET SUPPORT	68.64

PACKET: 02189 SEPT 25 PAYAABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
BT DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-06184	RAMSEY COUNTY -	POLICE AND 911( ** CONTINUED ** )				
I-EMCOM 008731		RAMSEY COUNTY - POLICE AND 91	2,739.96			
9/25/2020	APBNK	DUE: 9/25/2020 DISC: 9/25/2020		1099: N		
		RAMSEY COUNTY - POLICE AND 911		101 4122-81200-000	911 DISPATCH FEES	2,739.96
		=== VENDOR TOTALS ===	3,339.26			
=====						
01-06973	RENGEL PRINTING CO					
I-123502		NEWSLETTER	1,765.09			
9/25/2020	APBNK	DUE: 9/25/2020 DISC: 9/25/2020		1099: N		
		NEWSLETTER		101 4116-70500-000	POSTAGE	1,765.09
		=== VENDOR TOTALS ===	1,765.09			
=====						
01-06483	SENTRY SYSTEMS, INC.					
I-761570		MONITORING SVC	94.50			
9/25/2020	APBNK	DUE: 9/25/2020 DISC: 9/25/2020		1099: N		
		MONITORING SVC		101 4131-87100-000	PANIC BUTTON SECURITY	94.50
		=== VENDOR TOTALS ===	94.50			
=====						
01-00935	ST PAUL REGIONAL WATER SERVICE					
I-202009257626		H2O AND SS	158.51			
9/25/2020	APBNK	DUE: 9/25/2020 DISC: 9/25/2020		1099: N		
		H2O		101 4141-85040-000	WATER	53.02
		SS		101 4141-85070-000	SEWER	25.21
		H2O		101 4141-85040-000	WATER	61.89
		SS		101 4141-85070-000	SEWER	18.39
		=== VENDOR TOTALS ===	158.51			
=====						
01-06930	U.S. POSTMASTER					
I-202009257631		STALMPS 20 ROLLS FOREVEER	1,460.00			
9/25/2020	APBNK	DUE: 9/25/2020 DISC: 9/25/2020		1099: N		
		STALMPS 20 ROLLS FOREVEER		101 4112-70500-000	POSTAGE	1,160.00
		300 DOLLAR STAMPS		101 4112-70500-000	POSTAGE	300.00
		=== VENDOR TOTALS ===	1,460.00			
		=== PACKET TOTALS ===	8,879.19			

PACKET: 02192 OCT 1 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----  
 DT DATE BANK CODE -----DESCRIPTION----- GROSS P.O. #  
 DISCOUNT G/L ACCOUNT -----ACCOUNT NAME----- DISTRIBUTION

01-00900 BEISSWENGER'S

I-360928		STIHL CHAIRSAW	469.95				
9/30/2020	APBNK	DUE: 9/30/2020 DISC: 9/30/2020		1099: N			
		STIHL CHAIRSAW		101 4141-70100-000	SUPPLIES		469.95
=== VENDOR TOTALS ===			469.95				

01-05422 BP

I-202010017634		FUEL	543.95				
10/01/2020	APBNK	DUE: 10/01/2020 DISC: 10/01/2020		1099: N			
		FUEL		101 4141-74000-000	MOTOR FUEL & LUBRICANTS		19.85
		FUEL		101 4124-74000-000	MOTOR FUEL & LUBRICANTS		95.33
		FUEL		101 4132-74000-000	MOTOR FUEL & LUBRICANTS		428.77
=== VENDOR TOTALS ===			543.95				

01-03103 CANON FINANCIAL SERVICES

I-21915809		COPIER CHRGS	122.39				
10/01/2020	APBNK	DUE: 10/01/2020 DISC: 10/01/2020		1099: N			
		COPIER CHRGS		101 4131-87010-000	CITY HALL MAINTENANCE		122.39
=== VENDOR TOTALS ===			122.39				

01-03109 CENTURY COLLEGE

I-721303		FIRE INSTRUCTOR CLASS 1	415.00				
9/30/2020	APBNK	DUE: 9/30/2020 DISC: 9/30/2020		1099: N			
		FIRE INSTRUCTOR CLASS 1		101 4124-86020-000	TRAINING		415.00
=== VENDOR TOTALS ===			415.00				

01-04020 EMERGENCY SERVICES MARKETTING

I-202010017638		I AM RESPONDING SUBSCRIPTION	355.00				
10/01/2020	APBNK	DUE: 10/01/2020 DISC: 10/01/2020		1099: N			
		I AM RESPONDING SUBSCRIPTION		101 4124-70100-000	SUPPLIES		355.00
=== VENDOR TOTALS ===			355.00				

01-03143 F & M TRUCKING INC

I-7109		RED MULCH FOR MEDIANS	179.80				
10/01/2020	APBNK	DUE: 10/01/2020 DISC: 10/01/2020		1099: N			
		RED MULCH FOR MEDIANS		101 4132-87010-000	BOULEVARD MAINTENANCE		179.80
=== VENDOR TOTALS ===			179.80				

PACKET: 02192 OCT 1 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

ID	GROSS	P.O. #				
POST DATE	BANK CODE	DESCRIPTION	DISCOUNT	G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
01-04061 FALCON HEIGHTS FIRE RELIEF						
I-202010017637		FIRE RELIEF FUNDS	60,256.12			
10/01/2020	APBNK	DUE: 10/01/2020 DISC: 10/01/2020		1099: N		
		SUPPLEMENTF FUNDS		101 4125-64040-000	FIRE RELIEF AID	10,895.75
		FIRE RELIEF FUNDS		101 4125-64040-000	FIRE RELIEF AID	49,360.37
=== VENDOR TOTALS ===			60,256.12			
01-05134 HEJNY RENTAL, INC.						
I-328220		LARP MEDIAN EQUIP RENTAL	313.26			
10/01/2020	APBNK	DUE: 10/01/2020 DISC: 10/01/2020		1099: N		
		LARP MEDIAN EQUIP RENTAL		419 4419-92056-000	LARPENTEUR MEDIAN 2020	313.26
=== VENDOR TOTALS ===			313.26			
01-05153 HOME DEPOT CRC/GECF						
I-202010017635		TRASH CAN/ HOSE	155.97			
10/01/2020	APBNK	DUE: 10/01/2020 DISC: 10/01/2020		1099: N		
		TRASH CAN/ HOSE		101 4141-70100-000	SUPPLIES	155.97
=== VENDOR TOTALS ===			155.97			
01-05399 JONES & BARTLETT LEARNING LLC						
I-1143655		TNG BOOKS	63.87			
9/30/2020	APBNK	DUE: 9/30/2020 DISC: 9/30/2020		1099: N		
		TNG BOOKS		101 4124-86020-000	TRAINING	63.87
=== VENDOR TOTALS ===			63.87			
01-06620 LUTHER NORTH COUNTRY FORD						
I-202010017633		SWITCH	59.23			
10/01/2020	APBNK	DUE: 10/01/2020 DISC: 10/01/2020		1099: N		
		SWITCH		101 4132-87000-000	REPAIR EQUIPMENT	59.23
=== VENDOR TOTALS ===			59.23			
01-05263 MID CITY SERVICES- INDUSTRIAL						
I-135492		MAT SVC	42.15			
10/01/2020	APBNK	DUE: 10/01/2020 DISC: 10/01/2020		1099: N		
		MAT SVC		101 4131-70110-000	SUPPLIES	42.15
=== VENDOR TOTALS ===			42.15			

PACKET: 02192 OCT 1 PAYABLES  
 VENDOR SET: 01 City of Falcon Heights  
 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS	P.O. #		
POST DATE	BANK CODE	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====					
01-05843	MN NCPERS	LIFE INSURANCE			
I-458800102020		LIFE INS	48.00		
10/01/2020	APBNK	DUE: 10/01/2020 DISC: 10/01/2020		1099: N	
		LIFE INS		101 21709-000	OTHER PAYABLE 24.64
		LIFE INS		204 21709-000	OTHER PAYABLE 1.60
		LIFE INS		601 21709-000	OTHER PAYABLE 15.52
		LIFE INS		602 21709-000	OTHER PAYABLE 6.24
		=== VENDOR TOTALS ===	48.00		
=====					
01-07263	NEXTEL	COMMUNICATIONS, INC			
I-610189225-297		TO SEPT 14	101.77		
10/01/2020	APBNK	DUE: 10/01/2020 DISC: 10/01/2020		1099: N	
		TO SEPT 14		101 4131-85015-000	CELL PHONE 101.77
		=== VENDOR TOTALS ===	101.77		
=====					
01-05676	OFFICE	DEPOT			
I-124159018001		COPY PAPER, ENVELOPES	287.68		
10/01/2020	APBNK	DUE: 10/01/2020 DISC: 10/01/2020		1099: N	
		COPY PAPER, ENVELOPES		101 4112-70100-000	SUPPLIES 287.68
I-124183427001		ENVELOPES	10.78		
10/01/2020	APBNK	DUE: 10/01/2020 DISC: 10/01/2020		1099: N	
		ENVELOPES		101 4112-70100-000	SUPPLIES 10.78
		=== VENDOR TOTALS ===	298.46		
=====					
01-06185	RAMSEY	COUNTY			
I-PUBW 0018850		LARP MEDIAN CONCRETE REMOVAL	232.29		
10/01/2020	APBNK	DUE: 10/01/2020 DISC: 10/01/2020		1099: N	
		LARP MEDIAN CONCRETE REMOVAL		419 4419-92056-000	LARPENTEUR MEDIAN 2020 232.29
		=== VENDOR TOTALS ===	232.29		
=====					
01-00935	ST PAUL	REGIONAL WATER SERVICE			
I-202009307632		H2O AND SS	152.84		
9/30/2020	APBNK	DUE: 9/30/2020 DISC: 9/30/2020		1099: N	
		H2O AND SS		101 4141-85040-000	WATER 53.02
		H2O AND SS		101 4141-85070-000	SEWER 25.21
		H2O AND SS		101 4131-85040-000	WATER 58.49
		H2O AND SS		101 4141-85070-000	SEWER 16.12
		=== VENDOR TOTALS ===	152.84		

PACKET: 02192 OCT 1 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION

01-06525 SUBURBAN ACE HARDWARE

I-202010017636		AIR HOSE/ PAINT AND ROLLERS	59.97			
10/01/2020	APBNK	DUE: 10/01/2020 DISC: 10/01/2020		1099: N		
		PAINT SUPPLIES		101 4131-70110-000	SUPPLIES	14.98
		AIR HOSE		101 4124-70100-000	SUPPLIES	44.99
		=== VENDOR TOTALS ===	59.97			

01-05752 UNIVERSAL TRUCK SERVICE LLC

I-42895		ANNUAL INSEPTIONS	263.56			
10/01/2020	APBNK	DUE: 10/01/2020 DISC: 10/01/2020		1099: N		
		ANNUAL INSPECTON SWEEPER		602 4602-87101-000	ANNUAL SWEEPER INSPECTIO	263.56
I-42896		ANNUALL INSPECTION PLOW TRK	145.88			
10/01/2020	APBNK	DUE: 10/01/2020 DISC: 10/01/2020		1099: N		
		ANNUALL INSPECTION PLOW TRK		101 4132-87000-000	REPAIR EQUIPMENT	145.88
		=== VENDOR TOTALS ===	409.44			
		=== PACKET TOTALS ===	64,279.46			

PACKET: 02194 OCT 7 PAYABALES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS	P.O. #		
ST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME----- DISTRIBUTION
=====					
01-07689	WALTER, ASHLEIGH				
I-202010077640		CELL PHONE/M ILEAGE REIMB	47.34		
10/07/2020	APBNK	DUE: 10/07/2020 DISC: 10/07/2020		1099: N	
		CELL PHONE REIMB		101 4117-85015-000	CELL PHONE 20.00
		MILEAGE REIMB		101 4112-86010-000	MILEAGE & PARKING 5.75
		CO9VID MASKS REIMB		101 4131-70111-000	COVID -19 SSUP[PLIES 21.59
		=== VENDOR TOTALS ===	47.34		
=====					
01-00161	ANCHOR PAPER COMPANY				
I-10633539-00		ROLL TOWELS	179.21		
10/07/2020	APBNK	DUE: 10/07/2020 DISC: 10/07/2020		1099: N	
		ROLL TOWELS		101 4131-70110-000	SUPPLIES 179.21
		=== VENDOR TOTALS ===	179.21		
=====					
01-00295	AVR, INC				
I-221035		SIDEWALK PANELS	847.00		
10/07/2020	APBNK	DUE: 10/07/2020 DISC: 10/07/2020		1099: N	
		SIDEWALK PANELS		101 4141-87120-000	FACILITIES & GROUND MAIN 847.00
		=== VENDOR TOTALS ===	847.00		
=====					
01-03089	CASH				
I-202010077641		ENVELOPES/POSTAGE/ SUPPLIES	49.97		
10/07/2020	APBNK	DUE: 10/07/2020 DISC: 10/07/2020		1099: N	
		ENVELOPES/POSTAGE/ SUPPLIES		101 4112-70100-000	SUPPLIES 49.97
		=== VENDOR TOTALS ===	49.97		
=====					
01-06290	CITY OF ROSEVILLE				
I-229490		FIRE DEPT 3RD QTR	10,000.00		
10/07/2020	APBNK	DUE: 10/07/2020 DISC: 10/07/2020		1099: N	
		FIRE DEPT 3RD QTR		101 4124-80330-000	FIRE CONSULTANT 10,000.00
I-229499		SUPPLIES FOR FIRE DEPT	724.53		
10/07/2020	APBNK	DUE: 10/07/2020 DISC: 10/07/2020		1099: N	
		SUPPLIES FOR FIRE DEPT		101 4124-70100-000	SUPPLIES 724.53
I-229504		MP;/ ENGINEERING/SHREDDING EV	9,106.11		
10/07/2020	APBNK	DUE: 10/07/2020 DISC: 10/07/2020		1099: N	
		FMP ENG		419 4419-80100-000	ENGINEERING 8,093.57
		AUG ENG		101 4133-80100-000	ENGINEERING SERVICES 137.97
		SHREDDING EVENT		101 4116-89010-000	SPECIAL EVENTS 874.57
		=== VENDOR TOTALS ===	19,830.64		

PACKET: 02194 OCT 7 PAYABALES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05115	GOPHER STATE ONE CALL					
I-90385		LOCATES	87.75			
10/07/2020	APBNK	DUE: 10/07/2020 DISC: 10/07/2020		1099: N		
		LOCATES		601 4601-88030-000	LOCATES	87.75
		=== VENDOR TOTALS ===	87.75			
=====						
01-05060	MCQUEEN EQUIPMENT INC					
I-W07051		REPAIR SWEEPER	3,848.81			
10/07/2020	APBNK	DUE: 10/07/2020 DISC: 10/07/2020		1099: N		
		REPAIR SWEEPER		602 4602-83025-000	SWEEPER PARTS/SUPPLIES	3,848.81
		=== VENDOR TOTALS ===	3,848.81			
=====						
01-05670	METRO PRODUCTS INC					
I-154687		BATTERIES/ CUT OFF DISC	189.53			
10/07/2020	APBNK	DUE: 10/07/2020 DISC: 10/07/2020		1099: N		
		BATTERIES/ CUT OFF DISC		101 4132-70120-000	SUPPLIES	189.53
		=== VENDOR TOTALS ===	189.53			
=====						
01-05665	METROPOLITAN COUNCIL					
I-1114945		SS NOV	51,341.49			
10/07/2020	APBNK	DUE: 10/07/2020 DISC: 10/07/2020		1099: N		
		SS NOV		601 4601-85060-000	METRO SEWER CHARGES	51,341.49
		=== VENDOR TOTALS ===	51,341.49			
=====						
01-05676	OFFICE DEPOT					
I-12675613001		DOOR HANGER	15.99			
10/07/2020	APBNK	DUE: 10/07/2020 DISC: 10/07/2020		1099: N		
		DOOR HANGER		101 4112-70100-000	SUPPLIES	15.99
I-126762189001		DISINFECTANT WIPES	14.29			
10/07/2020	APBNK	DUE: 10/07/2020 DISC: 10/07/2020		1099: N		
		DISINFECTANT WIPES		101 4112-70100-000	SUPPLIES	14.29
I-126762190001		KLEENEX TISSUE	22.98			
10/07/2020	APBNK	DUE: 10/07/2020 DISC: 10/07/2020		1099: N		
		KLEENEX TISSUE		101 4112-70100-000	SUPPLIES	22.98
		=== VENDOR TOTALS ===	53.26			



PACKET: 02194 OCT 7 PAYABALES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS	P.O. #		
POST DATE	BANK CODE	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION

01-05374 TENNIS SANITATION LLC

I-2759639		RECYCLING SEP	6,464.75		
10/07/2020	APBNK	DUE: 10/07/2020 DISC: 10/07/2020		1099: N	
		RECYCLING SEP		206 4206-82030-000	RECYCLING CONTRACTS 6,464.75

I-2759640		SWMT CEC COSTS	66.50		
10/07/2020	APBNK	DUE: 10/07/2020 DISC: 10/07/2020		1099: N	
		SWMT CEC COSTS		101 4131-87010-000	CITY HALL MAINTENANCE 66.50

=== VENDOR TOTALS === 6,531.25

01-05870 XCEL ENERGY

I-202010077639		ELECT	5.19		
10/07/2020	APBNK	DUE: 10/07/2020 DISC: 10/07/2020		1099: N	
		ELECT		209 4209-85020-000	STREET LIGHTING POWER 5.19

=== VENDOR TOTALS === 5.19

=== PACKET TOTALS === 83,011.44

PACKET: 02196 OCT 8 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS	P.O. #		
POST DATE	BANK CODE	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION

01-00897 BARTON SAND AND GRAVEL CO

I-200930		CONCRETE DISPOSAL	25.00		
10/08/2020	APBNK	DUE: 10/08/2020 DISC: 10/08/2020		1099: N	
		CONCRETE DISPOSAL		101 4132-87010-000	BOULEVARD MAINTENANCE 25.00
=== VENDOR TOTALS ===			25.00		

01-05171 FRA DOR INC

I-2009194		BLACK DIRT FOR MEDIANS	369.00		
10/08/2020	APBNK	DUE: 10/08/2020 DISC: 10/08/2020		1099: N	
		BLACK DIRT FOR MEDIANS		419 4419-92056-000	LARPENTEUR MEDIAN 2020 369.00
=== VENDOR TOTALS ===			369.00		

01-05290 GOODIN COMPANY

I-2415788-00		TOILET BOWL	312.75		
10/08/2020	APBNK	DUE: 10/08/2020 DISC: 10/08/2020		1099: N	
		TOILET BOWL		101 4131-70110-000	SUPPLIES 312.75
I-2416053-00		VACUUM BREAKER	195.08		
08/2020	APBNK	DUE: 10/08/2020 DISC: 10/08/2020		1099: N	
		VACUUM BREAKER		101 4131-70110-000	SUPPLIES 195.08
=== VENDOR TOTALS ===			507.83		

01-05319 H&L MESABI

I-7014		BOBFAT CUTTING EDGES	436.56		
10/08/2020	APBNK	DUE: 10/08/2020 DISC: 10/08/2020		1099: N	
		BOBFAT CUTTING EDGES		101 4132-87000-000	REPAIR EQUIPMENT 436.56
=== VENDOR TOTALS ===			436.56		

01-05263 MID CITY SERVICES- INDUSTRIAL

I-142762		MATSVCS	42.15		
10/08/2020	APBNK	DUE: 10/08/2020 DISC: 10/08/2020		1099: N	
		MATSVCS		101 4131-70110-000	SUPPLIES 42.15
=== VENDOR TOTALS ===			42.15		

PACKET: 02196 OCT 8 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS	P.O. #		
POST DATE	BANK CODE	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====					
01-06525	SUBURBAN ACE HARDWARE				
-----					
I-202010087643	CHAIN AND ANCHORS	54.45			
10/08/2020	APBNK	DUE: 10/08/2020 DISC: 10/08/2020	1099: N		
	CHAIN AND ANCHORS		101 4132-70120-000	SUPPLIES	54.45
	=== VENDOR TOTALS ===	54.45			
	=== PACKET TOTALS ===	1,434.99			

IP #	NAME	AMOUNT
0022	RANDALL C GUSTAFSON	393.07
-0023	MELANIE M LEEHY	262.05
-0024	MARK J MIAZGA	262.05
-0025	YAKASAH WEHYEE	262.05
-0026	KAY ANDREWS	255.30
-1005	SACK THONGVANH	3,814.90
-1022	NALISHA NANDKUMAR	1,527.41
-1023	ASHLEIGH WALTER	1,415.74
-1136	ROLAND O OLSON	2,783.59
L-1021	JUSTIN M MARKON	2,610.50
L-0095	MICHAEL J POESCHL	128.61
L-0097	PATRICK GAFFNEY	128.61
L-0124	MICHAEL D KRUSE	128.61
L-1030	TIMOTHY J PITTMAN	2,239.40
L-1033	DAVE TRETSEVEN	1,773.45
L-1143	COLIN B CALLAHAN	1,938.00

TOTAL PRINTED: 16 19,923.34

9-24-2020 6:02 AM PAYROLL CHECK REGISTER  
 PAYROLL NO: 01 City of Falcon Heights

PAGE: 1  
 PAYROLL DATE: 9/24/2020

\*\*\* REGISTER TOTALS \*\*\*

REGULAR CHECKS:		
DIRECT DEPOSIT REGULAR CHECKS:	16	19,923.34
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	16	19,923.34

\*\*\* NO ERRORS FOUND \*\*\*

\*\* END OF REPORT \*\*



**The City That Soars!**

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	October 14, 2020
<b>Agenda Item</b>	Consent F2
<b>Attachment</b>	Resolution
<b>Submitted By</b>	Nalisha Nandkumar, Assistant to the City Administrator

<b>Item</b>	2021 Ramsey County Select Committee on Recycling & The Environment (SCORE) Grant Submittal and Enter Into Agreement with Ramsey County for Funding
<b>Description</b>	<p>The City of Falcon Heights has a long standing history of working with Ramsey County to increase participation in City Wide Recycling Services. The SCORE Grant helps the City to perform these services and to increase the participation rate through education, events, and a diversity of the activities. The results of these actives contribute to our high participation rate and will continue to do so into the future.</p> <p>Our estimated allocation for 2021 from Ramsey County is \$15,726.</p>
<b>Budget Impact</b>	Funds from the SCORE grant are used for a number of recycling efforts in the city.
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>Resolution 20-39 Authorization to Apply for the Select Committee on Recycling &amp; the Environment (SCORE) Grant</li> </ul>
<b>Action(s) Requested</b>	Staff recommend approval of attached resolution authorizing application of the 2021 SCORE grant. The grant is in the estimated amount of \$15,726.

BLANK PAGE

**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

October 14, 2020

No. 20-39

-----

**RESOLUTION AUTHORIZING THE 2021 RAMSEY COUNTY SELECT COMMITTEE  
ON RECYCLING & THE ENVIRONMENT (SCORE) GRANT SUBMITTEL AND  
ENTER INTO AN AGREEMENT WITH RAMSEY COUNTY FOR FUNDING**

**WHEREAS**, the City of Falcon Heights has a recycling program, which serves the residents of the City; and

**WHEREAS**, the City utilizes the Select Committee on Recycling & the Environment (SCORE) Grant funding to offset costs of that program each year; and

**WHEREAS**, the City Council has determined that participation in this program is beneficial to the residents of Falcon Heights.

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Falcon Heights, Minnesota:

1. Direct staff to apply for the Select Committee on Recycling & the Environment (SCORE) Grant funding to offset costs of the program.
2. Authorize the Mayor and City Administrator to execute all necessary documents.

**ADOPTED** by the Falcon Heights City Council this 14th day of October, 2020.

Moved by:

Approved by: \_\_\_\_\_

Randall C. Gustafson  
Mayor

GUSTAFSON        \_\_\_\_\_    In Favor  
LEEHY  
MIAZGA            \_\_\_\_\_    Against  
ANDREWS  
WEHYEE

Attested by: \_\_\_\_\_

Sack Thongvanh  
City Administrator

BLANK PAGE





***The City That Soars!***

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	October 14, 2020
<b>Agenda Item</b>	Consent F3
<b>Attachment</b>	Resolution
<b>Submitted By</b>	Ashleigh Walter Administration & Communications Coordinator

<b>Item</b>	Resignation of Kim Johnson from the Community Engagement Commission
<b>Description</b>	Kim Johnson joined the Community Engagement Commission on January 10, 2018, and was appointed chairperson on December 16, 2019. On September 22, 2020, Ms. Johnson submitted a resignation letter (email) to the City, citing difficulties of canceled events and virtual meetings this year.
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Resolution 20-40 Resignation of Kim Johnson from the Community Engagement Commission</li> </ul>
<b>Action(s) Requested</b>	Staff recommends approval of attached resolution accepting the resignation of Kim Johnson from the Community Engagement Commission and thank her for her work on the commission and dedication to the City of Falcon Heights.

BLANK PAGE

**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

October 14, 2020

No. 20-40

-----

**RESOLUTION ACCEPTING THE RESIGNATION OF KIM JOHNSON FROM THE  
FALCON HEIGHTS COMMUNITY ENGAGEMENT COMMISSION**

**WHEREAS**, the City appointed Kim Johnson on January 10, 2018 as a member of the City of Falcon Heights Community Engagement Commission; and

**WHEREAS**, on December 16, 2019, the commission elected Kim Johnson as commission chair; and

**WHEREAS**, on September 22, Kim Johnson submitted her letter of resignation with a last day of to be effective immediately;

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Falcon Heights, Minnesota:

1. That the "Letter of Resignation" is accepted by the City Council of the City of Falcon Heights.

Moved by:

Approved by: \_\_\_\_\_  
Randall C. Gustafson  
Mayor

GUSTAFSON        \_\_\_    In Favor  
MIAZGA  
ANDREWS        \_\_\_    Against  
LEEHY  
WEYHEE

Attested by: \_\_\_\_\_  
Sack Thongvanh  
City Administrator

BLANK PAGE



**The City That Soars!**

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	October 14, 2020
<b>Agenda Item</b>	Consent F4
<b>Attachment</b>	Resolution
<b>Submitted By</b>	Sack Thongvanh, City Administrator

<b>Item</b>	Appointment of Kevin Neff to the Falcon Heights Volunteer Fire Department
<b>Description</b>	<p>Kevin Neff submitted an application to the Fire Department because of his interest in public safety. Fire Department personnel have reviewed his application and interviewed Mr. Neff. The Department would recommend the appointment of Payton Hurney.</p> <p>Mr. Neff will have two years to complete the necessary training and education before he will be an official volunteer firefighter.</p>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Resolution 20-41 Appointing Kevin Neff to the Falcon Heights Volunteer Fire Department</li> </ul>
<b>Action(s) Requested</b>	Staff would recommend approval of attached resolution and appoint Kevin Neff to the Falcon Heights Volunteer Fire Department.

BLANK PAGE

**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

October 14, 2020

No. 20-41

-----  
**RESOLUTION APPOINTING KEVIN NEFF TO THE FALCON HEIGHTS VOLUNTEER FIRE  
DEPARTMENT**

**WHEREAS**, the City of Falcon Heights has a Volunteer Fire Department and continues to advertise for people interested in serving the City of Falcon Heights ; and

**WHEREAS**, the City received an application from Kevin Neff regarding his interest to serve on the Fire Department; and

**WHEREAS**, the Fire Department conducted an interview and would recommend the appoint Kevin Neff to the Falcon Heights Volunteer Fire Department; and

**WHEREAS**, the City Administrator and Mayor conducted a final interview and would recommend Council approval.

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Falcon Heights, Minnesota:

1. Kevin Neff will have two years from the approval of the resolution to complete the necessary training and education before he will be an official volunteer firefighter.
2. That the appointment is approved and adopted by the City Council of the City of Falcon Heights.

Moved by:

Approved by: \_\_\_\_\_  
Randall C. Gustafson  
Mayor

GUSTAFSON        \_\_\_    In Favor  
MIAZGA  
ANDREWS        \_\_\_    Against  
LEEY  
WEYHEE

Attested by: \_\_\_\_\_  
Sack Thongvanh  
City Administrator

BLANK PAGE





*The City That Soars!*

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	October 14, 2020
<b>Agenda Item</b>	Consent F5
<b>Attachment</b>	Resolution
<b>Submitted By</b>	Sack Thongvanh, City Administrator

<b>Item</b>	Appointment of Jonah Malenfant to the Falcon Heights Volunteer Fire Department
<b>Description</b>	<p>Jonah Malenfant submitted an application to the Fire Department because of his interest in public safety. Fire Department personnel have reviewed his application and interviewed Mr. Malenfant. The Department would recommend the appointment of Payton Hurney.</p> <p>Mr. Malenfant will have two years to complete the necessary training and education before he will be an official volunteer firefighter.</p>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>Resolution 20-42 Appointing Jonah Malenfant to the Falcon Heights Volunteer Fire Department</li> </ul>
<b>Action(s) Requested</b>	Staff would recommend approval of attached resolution and appoint Jonah Malenfant to the Falcon Heights Volunteer Fire Department.

BLANK PAGE

**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

October 14, 2020

No. 20-42

-----  
**RESOLUTION APPOINTING JONAH MALENFANT TO THE FALCON HEIGHTS  
VOLUNTEER FIRE DEPARTMENT**

**WHEREAS**, the City of Falcon Heights has a Volunteer Fire Department and continues to advertise for people interested in serving the City of Falcon Heights ; and

**WHEREAS**, the City received an application from Jonah Malenfant regarding his interest to serve on the Fire Department; and

**WHEREAS**, the Fire Department conducted an interview and would recommend the appoint Jonah Malenfant to the Falcon Heights Volunteer Fire Department; and

**WHEREAS**, the City Administrator and Mayor conducted a final interview and would recommend Council approval.

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Falcon Heights, Minnesota:

1. Jonah Malenfant will have two years from the approval of the resolution to complete the necessary training and education before he will be an official volunteer firefighter.
2. That the appointment is approved and adopted by the City Council of the City of Falcon Heights.

Moved by:

Approved by: \_\_\_\_\_  
Randall C. Gustafson  
Mayor

GUSTAFSON        \_\_\_    In Favor  
MIAZGA  
ANDREWS        \_\_\_    Against  
LEEY  
WEYHEE

Attested by: \_\_\_\_\_  
Sack Thongvanh  
City Administrator

BLANK PAGE



**The City That Soars!**

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	October 14, 2020
<b>Agenda Item</b>	Consent F6
<b>Attachment</b>	Resolution
<b>Submitted By</b>	Sack Thongvanh, City Administrator

<b>Item</b>	Appointment of Ian Overby to the Falcon Heights Volunteer Fire Department
<b>Description</b>	<p>Ian Overby submitted an application to the Fire Department because of his interest in public safety. Fire Department personnel have reviewed his application and interviewed Mr. Overby. The Department would recommend the appointment of Ian Overby.</p> <p>Mr. Overby will have two years to complete the necessary training and education before he will be an official volunteer firefighter.</p>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Resolution 20-43 Appointing Ian Overby to the Falcon Heights Volunteer Fire Department</li> </ul>
<b>Action(s) Requested</b>	Staff would recommend approval of attached resolution and appoint Ian Overby to the Falcon Heights Volunteer Fire Department.

BLANK PAGE

**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

October 14, 2020

No. 20-43

-----  
**RESOLUTION APPOINTING IAN OVERBY TO THE FALCON HEIGHTS VOLUNTEER FIRE  
DEPARTMENT**

**WHEREAS**, the City of Falcon Heights has a Volunteer Fire Department and continues to advertise for people interested in serving the City of Falcon Heights ; and

**WHEREAS**, the City received an application from Ian Overby regarding his interest to serve on the Fire Department; and

**WHEREAS**, the Fire Department conducted an interview and would recommend the appoint Ian Overby to the Falcon Heights Volunteer Fire Department; and

**WHEREAS**, the City Administrator and Mayor conducted a final interview and would recommend Council approval.

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Falcon Heights, Minnesota:

1. Ian Overby will have two years from the approval of the resolution to complete the necessary training and education before he will be an official volunteer firefighter.
2. That the appointment is approved and adopted by the City Council of the City of Falcon Heights.

Moved by:

Approved by: \_\_\_\_\_  
Randall C. Gustafson  
Mayor

GUSTAFSON        \_\_\_    In Favor  
MIAZGA  
ANDREWS         \_\_\_    Against  
LEEY  
WEYHEE

Attested by: \_\_\_\_\_  
Sack Thongvanh  
City Administrator

BLANK PAGE





**The City That Soars!**

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	October 14, 2020
<b>Agenda Item</b>	Approve Rice Creek Watershed District to Conduct Drainage Proceedings for Ramsey County Ditches 4 and 5 Under the Minnesota Watershed Law
<b>Attachment</b>	Resolution Map
<b>Submitted By</b>	Jesse Freihammer, City Engineer

<b>Item</b>	Approve Rice Creek Watershed District to Conduct Drainage Proceedings for Ramsey County Ditches 4 and 5 Under the Minnesota Watershed Law
<b>Description</b>	<p>The Rice Creek Watershed District (RCWD) has various levels of authority over the surface water bodies and conveyance systems throughout the City of Falcon Heights. That authority is generally granted by Minnesota Statutes Chapter 103. By default, the watershed is authorized to provide maintenance and improvement of certain drainageways, such as ditches, and charge the cost of that maintenance and/or improvement to the properties directly adjacent to and benefiting from the drainageway.</p> <p>Minnesota Statutes offers “alternative power” for maintaining drainageways. As the statute itself states:</p> <p style="padding-left: 40px;">103D.621 DRAINAGE IMPROVEMENTS. Subdivision 1. Findings. The legislature finds that because of urban growth and development in the metropolitan area problems arise for the improvement and repair of drainage systems which were originally established for the benefit of land used for agriculture. The procedure for improvement and repair of drainage systems now in the metropolitan area should be simplified to more adequately and economically improve and repair drainage systems.</p> <p>Minnesota Statute 103D.621 Subd. 4, grants RCWD the authority to undertake proceedings related to the Drainage Systems in accordance with the Watershed Law (Minnesota Statutes Chapter 103D) rather than the Drainage Code (Minnesota Statutes Chapter 103E), subject to concurrence by city councils and town boards where the Drainage Systems are located.</p> <p>Rice Creek Watershed District has asked the City to provide official concurrence with this Statute to allow them to properly plan and execute projects on Ramsey County Ditches 4 and 5 (see Attachment B for the alignment of these “county ditches”). Conducting the proceedings under the Watershed Law will facilitate flexibility in financing the recommended repair option.</p>

<b>Budget Impact</b>	There are no immediate or direct financial impacts to the City based on this action. This simply provides the Rice Creek Watershed District additional flexibility in maintaining and funding their drainageways in an urban environment versus the assumed rural and agricultural environment that the other sections of the State Statute address.
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Resolution 20-44 Approval to Conduct Drainage Proceeding for Ramsey County Ditch 2, 4, and 5 Under the Watershed Law</li> <li>• Site Map</li> </ul>
<b>Action(s) Requested</b>	Approve Rice Creek Watershed District to Conduct Drainage Proceedings for Ramsey County Ditches 4 and 5 Under the Minnesota Watershed Law

**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

October 14, 2020

No. 20-xx

---

**RESOLUTION FOR APPROVAL TO CONDUCT DRAINAGE PROCEEDINGS FOR  
RAMSEY COUNTY DITCHES 2, 4 AND 5 UNDER THE WATERSHED LAW**

BE IT RESOLVED by the City Council of the City of Falcon Heights, as follows:

WHEREAS, Rice Creek Watershed District (“RCWD”) is the drainage authority for Ramsey County Ditches 2, 4 and 5 (the “Drainage Systems”);

WHEREAS, RCWD is proceeding on repair of the Drainage Systems;

WHEREAS, the RCWD Engineer is preparing repair reports recommending repair options that balance the drainage function of the Drainage Systems with water quality and flood damage concerns in the watershed;

WHEREAS, Minnesota Statute 103D.621 Subd. 4, grants RCWD the authority to undertake proceedings related to the Drainage Systems in accordance with the Watershed Law (Minnesota Statutes Chapter 103D) rather than the Drainage Code (Minnesota Statutes Chapter 103E), subject to concurrence by city councils and town boards where the Drainage Systems are located;

WHEREAS, RCWD has requested concurrence from the City of Falcon Heights to conduct the necessary proceedings related to the Drainage Systems under the Watershed Law, rather than the Drainage Code;

WHEREAS, the purpose of conducting proceedings under the Watershed Law is to provide consistent management of all drainage systems under RCWD management, comprehensive wetland management, and appropriate administration of resource management plans; and

WHEREAS, conducting the proceedings under the Watershed Law will facilitate flexibility in financing the recommended repair option.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF FALCON HEIGHTS, MINNESOTA:

The City of Falcon Heights, in accordance with Minnesota Statute 103D.621 Subd. 4., consents to the Rice Creek Watershed District's request to conduct proceedings for Ramsey County Ditches 2, 4 and 5 under Minnesota Statutes Chapter 103D.

-----

Moved by:

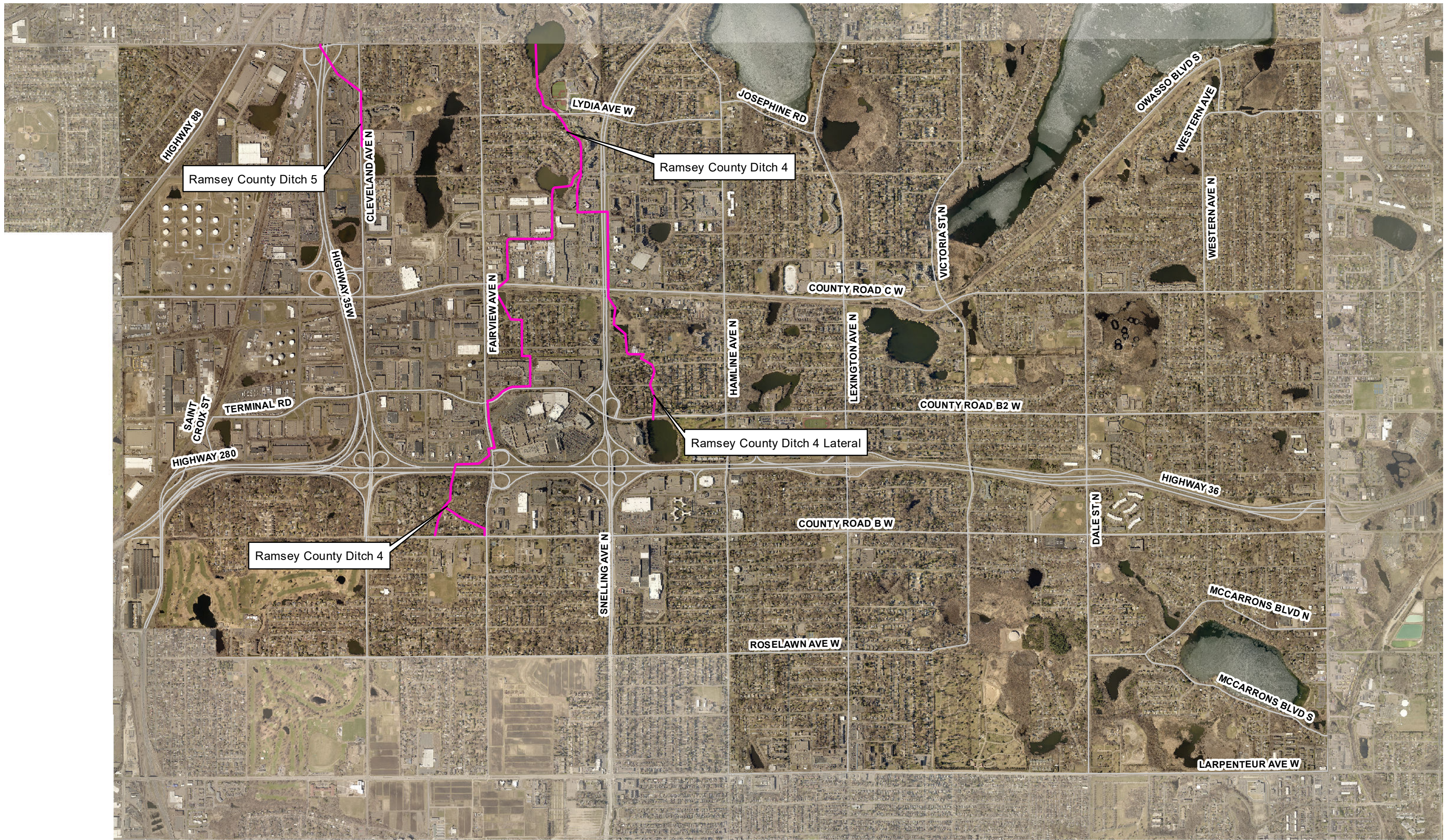
Approved by: \_\_\_\_\_

Randall C. Gustafson  
Mayor

GUSTAFSON        \_\_\_    In Favor  
MIAZGA  
ANDREWS        \_\_\_    Against  
LEEHY  
WEYHEE

Attested by: \_\_\_\_\_

Sack Thongvanh  
City Administrator



**Ramsey County Ditch 4 & 5**

Prepared by:  
Engineering Department  
August 17, 2020

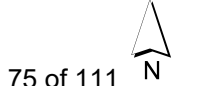
Data Sources and Contacts:  
 \* Ramsey County GIS Base Map (11/2/15)  
 \* City of Roseville Engineering Department  
 For further information regarding the contents of this map contact  
 City of Roseville, Engineering Department,  
 2660 Civic Center Drive, Roseville MN

DISCLAIMER:  
 This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If there are any discrepancies or errors found please contact 651-792-7075. The preceding disclaimer is provided pursuant to Minnesota Statutes § 460.03, Subd. 21 (2000), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.

0 1000 2000 3000 4000 Feet



mapdoc: RCD 4&5.mxd  
 map: RCD 4&5.pdf



BLANK PAGE



**The City That Soars!**

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	October 14, 2020
<b>Agenda Item</b>	Consent F8
<b>Attachment</b>	Request
<b>Submitted By</b>	Sack Thongvanh, City Administrator

<b>Item</b>	Ramsey County Sheriff's Office Request
<b>Description</b>	<p>The attached request is the total cost. The City of Falcon Heights will be responsible for about 14.04% of the total cost. Attached you will find the original request total of \$181,070.20. They were able to secure a lower price for helmets and shields from \$110,385.09 to \$67,835. The new total cost for the request is \$138,520.10.</p> <p>The City of Falcon Heights will be responsible for 14.04% for a cost of \$19,448.22.</p>
<b>Budget Impact</b>	The funds will be paid from available funds.
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Ramsey County Sheriff's Office Request</li> <li>• Helmet Cost Update</li> </ul>
<b>Action(s) Requested</b>	Staff recommends approval of the request from Ramsey County Sheriff's Office for 14.04% of the total cost not to exceed \$19,448.22.

BLANK PAGE





# Ramsey County Sheriff's Office

Bob Fletcher, Sheriff

## Public Safety Services Division

1411 Paul Kirkwold Drive • Arden Hills, Minnesota 55112

Phone: 651-266-7300 • Fax: 651-266-7306

www.RamseyCountySheriff.us

Contract City Managers,

Throughout the pandemic we have identified several items that would greatly improve the safety of our staff, decrease the likelihood they will contract COVID-19, and promote their ability to continue providing safe and professional public service to the citizens of the contract cities. The following items are listed and described in the order of the most immediate need.

Item	Price	Quantity	Total	Vendor
Helmet & Face Shield	1157.98	95	110,385.09	Team Wendy
Medical Bags & Contents for Squads	300.00	15	4500.00	Galls / McKesson
Office Sneeze Guards	1720.08	N/A	1720.08	Rak Construction
Mobile Fingerprint Identification System	3,435.00	15	51,525.00	DataWorks Plus
PPE	10,000.00	N/A	10,000.00	Various
Conex Box	2,940.00	1	2,940.00	Big Blue Boxes

- The helmets and face shield purchase will eliminate a shared item that retain germs. Acquiring this item will provide deputies with equipment that will prevent the spread of COVID-19 and protect them from deadly threats and other airborne objects propelled at them.
- The medical bag purchase will increase the amount of life-saving equipment available in our squad cars and reduce the need to share and transfer these items between squad cars and deputies. Acquiring more bags will reduce the number of surfaces and buildings each bag is deployed in and prevent the spread of COVID-19 and other viruses from one squad to the next and one deputy to another.
- The office sneeze guards will be installed around the high traffic area in the administrative cubicles. The guards will be installed in the two cubicles that experience the largest amount of employee visits. These will help protect our clerical staff from being overly exposed to COVID-19 and other viruses.
- The mobile fingerprint identification system will provide our deputies with the ability to immediately identify individuals they encounter. This purchase will prevent this device from being constantly shared and transferred among deputies and squad cars and prevent the spread of COVID-19. This purchase also serves to enhance equitable service by reducing the length of time people are detained for identification purposes.



- The personal protective equipment purchase would provide our employees with replacement masks, cleaning supplies, and other COVID-19 protective items. We have utilized multiple vendors to acquire items throughout the pandemic and these items are sporadically available at fluctuating prices. It is difficult to provide an accurate price and quantity for these purchases based on availability. The amount listed will assist our ability to provide our employees with the necessary protective equipment.
- The conex box is needed to contain replacement supplies due to a shortage of space in the PSSD building.

**Streicher's - Minneapolis**  
 10911 W Hwy 55  
 Minneapolis, MN 55441  
 Phone: 763-546-1155  
 Fax: 763-546-6776



**SALES QUOTE**

Sales Quote Number: Q337890  
 Sales Quote Date: 09/29/20  
 Page: 1

Federal ID # 41-1458127

Sell 3601  
 To: RAMSEY CO. SHER. DEPT.-PATROL  
 1411 PAUL KIRKWOLD DR  
 ARDEN HILLS, MN 55112

Ship  
 To: RAMSEY CO. SHER. DEPT.-PATROL  
 1411 PAUL KIRKWOLD DR  
 ARDEN HILLS, MN 55112

Phone: (651) 266-7303  
 Fax: (651) 266-7306

Ship Via  
 Terms Net 15

SalesPerson Rochel Moore  
 Phone: 612-325-1869  
 E-mail: rochelm@Streichers.com

Item No.	Description	Unit	Quantity	Unit Price	Total Price
PRT-774MCR2SK.L	Ballistic Helmet: Delta 4 Mid-Cut w/R2S Mesh Black L-XL	EA	95	369.00	35,055.00
PRT-1301500	PPE Face Shield: DK7-X.250 AFRU for Protech rail helmets	EA	95	128.00	12,160.00
PRT-W1177282	Helmet Access: WSCA,: Rail System, Blk, For #774 Helmets	EA	95	114.00	10,830.00
PRT-LPFK.15	Laser Protective Film Kit, 1.5 Wide x 12.5 Long	EA	95	40.00	3,800.00
STR-MISC	Protech 702L PPE Ballistic Face Shield Single hit rail mount	EA	15	310.00	4,650.00
NTC-30K.G	Name tag cloth:Black Cloth w/.30 (8mm) Gold Letters (Spec) <b>RCSO Badge #, Sew velcro on back</b>	EA	95	8.00	760.00
STR-MISC	Heavy Duty Velcro applied to helmet 5" long	EA	95	4.00	380.00
FRT	Shipping, Handling & Insurance	EA	1	200.00	200.00

Quoted prices do not include Sales Tax. All quoted prices are valid for 60 days from the date of the quote.

Total: 67,835.00

BLANK PAGE



***The City That Soars!***

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	October 14, 2020
<b>Agenda Item</b>	Consent F9
<b>Attachment</b>	See Below
<b>Submitted By</b>	Sack Thongvanh, City Administrator

<b>Item</b>	City Logo
<b>Description</b>	<p>Council Member Melanie Leehy and City Administrator Sack Thongvanh were directed by the Council to develop a new City logo that reflected our past and our future.</p> <p>Similar to the City website, the Council felt like it was time to develop a logo that needed to be updated. It has been mentioned by Council Members and residents that our logo was not very welcoming because it looks like the falcon is attacking a prey. We commissioned a graphic artist to work with the City to develop a logo that was welcoming and that emphasize “Cultivating a Caring Community”.</p>
<b>Budget Impact</b>	The cost of the graphic artist is \$400. Funds have been allocated for this type of work.
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Proposed City Logo</li> </ul>
<b>Action(s) Requested</b>	Staff recommends approval of the attached logo to designate the logo as the official City Logo.

BLANK PAGE



BLANK PAGE





**The City That Soars!**

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	October 14, 2020
<b>Agenda Item</b>	Policy G1
<b>Attachment</b>	Resolution and Letter of Support
<b>Submitted By</b>	Ryan Krzos, Interim Community Development Coordinator

<b>Item</b>	Approve Grant Applications for Amber Union Project
<b>Description</b>	<p>The City and Buhl GTA, LLC (the developer of the Amber Union project) are preparing grant applications for environmental cleanup at the Amber Union property (1667 Snelling Ave). These grant monies are requested to remediate asbestos and other contamination associated with seventy-plus years of use at the site. The grant descriptions are below.</p> <p>The City and developer applied for grants from the Metropolitan Council’s Tax Base Revitalization Account, Ramsey County Environmental Response Fund, and MN Department of Employment and Economic Development (DEED) Contamination Cleanup program in 2019. The (DEED) Contamination Cleanup program was awarded which will used for soil and soil vapor mitigation</p> <p>The MetCouncil and Ramsey County grants was not awarded since the housing bonding was not awarded. The project has since risen in priority for bond funding from 7th in January 2020 to 2nd which means that based on last years funding cycle applied to the January 2021 round.</p> <p>The City is re-applying for the Metropolitan Council’s Tax Base Revitalization Account funding. This grant will help with asbestos abatement. Buhl GTA, LLC is also re-applying for a grant from Ramsey County Environmental Response Fund which will be used for asbestos abatement.</p>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Resolution 20-45 Authorizing Grant Application for Metropolitan Council</li> <li>• Letter of Support for Ramsey County ERF grant</li> </ul>
<b>Action(s) Requested</b>	Staff recommend approval of resolution and the Letter of Support for the Ramsey County ERF grant and authorize the City Administrator to execute all documents.

BLANK PAGE



CITY OF  
**FALCON HEIGHTS**

2077 W. Larpenteur Avenue  
Falcon Heights, MN 55113-5594

email: mail@falconheights.org  
website: www.falconheights.org

*The City That Soars!*

Phone - (651) 792-7600  
Fax - (651) 792-7610

October 23, 2019

Ms. Denise Beigbeder  
Ramsey County Environmental Response Fund  
15 West Kellogg Boulevard  
Saint Paul, MN 55102

Re: Amber Union mixed use property

Dear Ms. Beigbeder,

I am writing to express the City of Falcon Heights' support for Buhl GTA, LLC's development proposal for the former TIES property site at 1667 Snelling Avenue North, hereafter referred to as the Amber Union project. The project includes the redevelopment of two buildings to include 128 apartments, a small retail space, and greater exterior amenities to include a patio and playground equipment for apartment tenants. The addition of the housing units in this area will complement this highly desirable area of the metropolitan area.

If awarded, the grant monies will be used for asbestos abatement. In order to cover some of the expense of cleaning up the contamination, Buhl GTA LLC has applied for remediation grant funding through the Ramsey County ERF program, MN DEED Contamination Cleanup Grant program, and the Metropolitan Council Tax-Base Revitalization Account. The Amber Union project will be a valuable addition to the city, increasing housing options in the area and furthering development goals outlined in the City's 2040 Comprehensive Plan.

Thank you for your consideration of Buhl GTA, LLC's application.

Sincerely,

---

Sack Thongvanh  
City Administrator  
City of Falcon Heights

BLANK PAGE

**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

October 14, 2020

NO. 20-XX

-----  
**A RESOLUTION AUTHORIZING GRANT APPLICATION FOR METROPOLITAN  
COUNCIL'S TAX BASE REVITALIZATION ACCOUNT FOR AFFORDABLE  
HOUSING AND RETAIL REDEVELOPMENT BUILDING AT  
1667 SNELLING AVENUE**

**WHEREAS**, the City of Falcon Heights is a participant in the Livable Communities Act's Local Housing Incentives Account Program for 2020 as determined by the Metropolitan Council, and is therefore eligible to make an application to apply for funds under the Tax Base Revitalization Account; and

**WHEREAS**, the City of Falcon Heights has identified a contamination clean-up project within the City that meets the Tax Base Revitalization Account's purposes and criteria and is consistent with and promotes the purposes of the Metropolitan Livable Communities Act and the Policies of the Metropolitan Council's adopted metropolitan development guide; and

**WHEREAS**, the City has the institutional, managerial and financial capability to ensure adequate project and grant administration; and

**WHEREAS**, the City certifies that it will comply with all applicable laws and regulations as stated in the contract grant agreements; and

**WHEREAS**, the City finds that the required contamination cleanup will not occur through private or other public investment within the reasonably foreseeable future without Tax Base Revitalization Account grant funding; and

**WHEREAS**, the City represents that it has undertaken reasonable and good faith efforts to procure funding for the activities for which Livable Communities Act Tax Base Revitalization Account funding is sought but was not able to find or secure from other sources funding that is necessary for cleanup completion and states that this representation is based on the following reasons and supporting facts:

- A portion of the site was formerly used as a filling station and recognized environmental concerns have been identified that require environmental remediation and stabilization in order to attract apartment and retail tenants

- Portions of the site are currently vacant or were occupied by tax-exempt entities, making little contribution to the tax base and renovation will create new business opportunities to meet the needs of the marketplace
- Portions of the site were constructed in 1946 and 1956 with asbestos containing material, thus requiring environmental remediation in order to attract employers that will provide permanent living wage jobs for the region
- The location of the project can take advantage of existing infrastructure investments, as well as transit connections via Metro Transit routes #30, #61 and A

**NOW THEREFORE BE IT RESOLVED THAT**, the Falcon Heights City Council authorizes Buhl GTA, LLC and Braun Intertec to submit an application for Metropolitan Council Tax Base Revitalization Account grant funds and, if the City is awarded a Tax Base Revitalization Account grant for the mixed use restoration project, the City will be the grantee and agrees to act as legal sponsor to administer and be responsible for grant funds expended for the project contained in the Tax Base Revitalization grant application submitted on November 1, 2019.

Adopted by the Falcon Heights City Council this 14th day of October, 2020.

Moved by:

Approved by: \_\_\_\_\_  
 Randall C. Gustafson  
 Mayor

GUSTAFSON        \_\_\_\_\_    In Favor  
 WEYHEE  
 LEEHY            \_\_\_\_\_    Against  
 MIAZGA  
 ANDREWS

Attested by: \_\_\_\_\_  
 Sack Thongvanh  
 City Administrator



**The City That Soars!**

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	October 14, 2020
<b>Agenda Item</b>	Policy G2
<b>Attachment</b>	Beekeeping Ordinance
<b>Submitted By</b>	Ryan Krzos, WSB, Interim Community Development Coordinator

<b>Item</b>	Beekeeping Ordinance
<b>Description</b>	<p>The draft ordinance allowing residential beekeeping was discussed at the August meetings of the Environment Commission and Planning Commissions as well as the September City Council workshop. The Environment Commission met on September 15, and recommended approval of the ordinance.</p> <p>A few changes have been made since the September City Council Workshop meeting. Namely, the flyway barrier provisions have been simplified as well as stating that the City will be responsible for notifying nearby property owners of a permit application regarding possible allergies. Further, after a permit is issued, it could be revoked if a medically documented allergy is sent to the City</p> <p>At their September 22<sup>nd</sup> meeting the Planning Commission approved a motion on a 4-0 vote to recommend approval of the proposed Amendment. The City Council will considered the Ordinance amendment at the October 14<sup>th</sup> meeting.</p>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Ordinance 20-05 Beekeeping</li> <li>• Summary Ordinance 20-05 Beekeeping</li> </ul>
<b>Action(s) Requested</b>	Staff recommends approval of the attached Beekeeping Ordinance and Summary Ordinance.

BLANK PAGE



**ORDINANCE NO. 20-05**

**CITY OF FALCON HEIGHTS  
RAMSEY COUNTY, MINNESOTA**

**AN ORDINANCE AMENDING CHAPTERS 10 AND 113  
OF THE FALCON HEIGHTS CITY CODE**

THE CITY COUNCIL OF FALCON HEIGHTS ORDAINS:

**SECTION 1** That the findings contained in the preamble to this Ordinance are as follows:

WHEREAS, honey bees (*apis mellifera*) are of benefit to humankind, and to Minnesota in particular, by providing agriculture, fruit and garden pollination services and by furnishing honey, and other useful products; and

WHEREAS, Minnesota is among the leading states in honey production and agricultural by products associated with beekeeping throughout the United States; and

WHEREAS, domestic strains of honey bees have been selectively bred for desirable traits, including gentleness, honey production, tendency not to swarm and non-aggressive behavior, characteristics which are desirable to foster and maintain; and

WHEREAS, gentle strains of honey bees can be maintained within populated areas in reasonable densities without causing a nuisance if the bees are properly located and carefully managed; and

WHEREAS, honeybees are bioindicators of environmental pollution and polinators for food crops and other ative and non-native plant communities; and

WHEREAS, home beekeeping is primarily a hobby or small-scale commercial enterprise for the production of honey

WHEREAS, home beekeeping enhances food security, provides a source of pure honey with known origin and composition and contributes to the environmental and food production knowledge of our citizenry

NOW THEREFORE, be it ordained and enacted by the City of Falcon Heights:

**SECTION 2** In Chapter 10 – Animals of the City Code of Falcon Heights, Article V – Beekeeping and Section 10-37 – Beekeeping are added as follows:

**ARTICLE V – BEEKEEPING**

***Section 10-37 – Beekeeping***

(a) *Definitions.* As used in this article, the following words and terms shall have the meanings ascribed in this section unless the context of their usage indicates another usage.

Apiary means the assembly of one or more colonies of bees at a single location.

Beekeeper means a person who owns or has charge of one or more colonies of bees.

Beekeeping equipment means anything used in the operation of an apiary, such as hive bodies, supers, frames, top and bottom boards and extractors.

Colony means an aggregate of bees consisting principally of workers, but having, when perfect, one queen and at times drones, brood, combs, and honey.

Flyway barrier means a barrier that raises the flight path of bees as they come and go from a hive.

Hive means the receptacle inhabited by a colony that is manufactured for that purpose.

Honey bee means all life stages of the common domestic honey bee, *apis mellifera* species.

Lot means a contiguous parcel of land under common ownership.

Nucleus colony means a small quantity of bees with a queen housed in a smaller than usual hive box designed for a particular purpose.

Undeveloped property means any idle land that is not improved or actually in the process of being improved with residential, commercial, industrial, church, park, school or governmental facilities or other structures or improvements intended for human occupancy and the grounds maintained in associations therewith. The term shall be deemed to include property developed exclusively as a street or highway or property used for commercial agricultural purposes.

(b) *Purpose of Ordinance.* The purpose of this ordinance is to establish certain requirements for beekeeping within the City and to avoid issues which might otherwise be associated with beekeeping in populated areas. Compliance with this ordinance shall not be a defense to a proceeding alleging that a given colony constitutes a nuisance, but such compliance may be offered as evidence of the beekeeper's efforts to abate any proven nuisance. Compliance with this ordinance shall not be a defense to a proceeding alleging that a given colony violates applicable ordinances regarding public health, but such compliance may be offered as evidence of the beekeeper's compliance with acceptable standards of practice among hobby beekeepers in the State of Minnesota.

(c) *Standards of practice.*

- (1) Honey bee colonies shall be kept in hives with removable frames, which shall be kept in sound and usable condition.
- (2) Each beekeeper shall ensure that a convenient source of water, such as a bird bath or pet dish, is available on the lot so long as colonies remain active outside of the hive.

- (3) Each beekeeper shall ensure that no wax comb or other material that might encourage robbing by other bees are left upon the grounds of the apiary lot. Such materials once removed from the site shall be handled and stored in sealed containers, or placed within a building or other insect-proof container.
- (4) For each colony permitted to be maintained under this ordinance, there may also be maintained upon the same apiary lot, one nucleus colony in a hive structure not to exceed one standard 9-5/8 inch depth 10-frame hive body with no supers.
- (5) Each beekeeper shall maintain their beekeeping equipment in good condition, including keeping the hives painted if they have been painted but are peeling or flaking, and securing unused equipment from weather, potential theft or vandalism and occupancy by swarms. It shall not be a defense to this ordinance that a beekeeper's unused equipment attracted a swarm and that the beekeeper is not intentionally keeping bees.

(d) *Colony density.*

- (1) Colonies must be located in a rear yard and must meet setback and building separations as established in city zoning and building codes, except that colonies must maintain a 20-foot separation from dwellings on adjacent properties.
- (2) Except as otherwise provided in this ordinance, in each instance where a colony is kept less than 25 feet from a property line of the lot upon which the apiary is located, as measured from the nearest point on the hive to the property line, the beekeeper shall establish and maintain a flyway barrier at least 6 feet in height. The flyway barrier may consist of a wall, fence, dense vegetation or a combination thereof, such that bees will fly over rather than through the material to reach the colony. If a flyway barrier of dense vegetation is used, the initial planting may be 4 feet in height, so long as the vegetation normally reaches 6 feet in height or higher. If such a flyway barrier exists prior to establishing a colony, the beekeeper does not need to establish a new barrier.
- (3) If a flyway barrier is required, it must enclose the rear and side yards of the apiary lot, or contain the hive or hives in an enclosure at least 6 feet in height. All fences must meet the regulations of section 113-242 of the code.
- (4) A flyway barrier is not required if the property adjoining the apiary lot line is
  - a. undeveloped, or,
  - b. a wildlife management area or naturalistic park land with no horse or foot trails located within 25 feet of the apiary lot line.
- (5) No person is permitted to keep more than the following numbers of colonies on any lot within the City, based upon the size or configuration of the apiary lot:
  - a. One half acre or smaller lot, 2 colonies
  - b. Larger than 1/2 acre but smaller than 3/4 acre lot, 4 colonies

- c. Larger than 3/4 acre lot but smaller than 1 acre lot, 6 colonies
  - d. Larger than one acre lot, 8 colonies
- (6) If the beekeeper serves the community by removing a swarm or swarms of honey bees from locations where they are not desired, the beekeeper shall not be considered in violation of this ordinance limiting the number of colonies if they temporarily house the swarm on the apiary lot in compliance with the standards of practice set out in this ordinance for no more than 30 days from the date acquired.

(e) *Permit*

- (1) No person shall keep, maintain or allow to be kept any hive or other facility for the housing of honeybees on or in any private property in the City without a permit.
- (2) Any person desiring a permit for the keeping of honeybees shall make written application to the City Administrator on a form provided, accompanied by a site plan of the real property upon which bees are to be kept, showing the number and location of hives and the provision for flyway barriers, water supply and any other conditions required by this section. The application shall include a statement that the applicant will at all times keep the bees in accordance with the provisions of this ordinance and any additional restrictions, limitation conditions or prohibitions specified in the permit as necessary to safeguard public health and general welfare.
- (3) The City Administrator may grant a beekeeping permit pursuant to this section only after the applicant has met approved educational requirement as established by the City Administrator.
- (4) Upon receipt of a permit application, mailed notice should be given by the City to the property owners or occupants within 100 feet of the property for which a beekeeping permit is sought. If any notified owner or occupant has a medically documented allergy to bees, the permit may be denied by the City Administrator. The medical documentation must be submitted to the City Administrator within 14 days for consideration of denial of the permit.
- (5) The initial permit is valid for up to two years beginning on the date the honey bees arrive on the site and ending on December 31 of the following year. Subsequent permits are valid from January 1 of one year to December 31 of the second year. The application fee for such permit shall be an amount established by the City Council. Should the permit be refused, denied or revoked, the fee paid with the application shall be retained by the City.
- (6) If an owner or occupant of property within 100 feet of the permitted location is found to have a medically documented allergy to bees after a permit has been issued, the City Administrator will consider revocation of the permit. The medical documentation must be submitted to the City Administrator for consideration of revocation of the permit.
- (7) Beekeeping permits are non-transferable and do not run with the land.

(8) A permit is a license granted to the beekeeper by the city and does not create a vested zoning right.

(f) *Inspection.* The City Administrator or designated official shall have the right to inspect any apiary for the purpose of ensuring compliance with this Ordinance once annually upon prior notice to the owner of the apiary property, and more often upon complaint without prior notice.

(g) *Presumed Colony/Hive Value.* For the purpose of enforcing City ordinances against destruction of property, each colony/hive shall be presumed to have a value of \$275.

(h) *Compliance.*

(1) Upon receipt of credible information that any colony located within the City is not being kept in compliance with this ordinance, the City Administrator shall cause an investigation to be conducted. If the investigation shows that a violation may exist and will continue, the City Administrator shall cause a written notice of hearing to be issued to the beekeeper, which notice shall set forth:

- a. The date, the time and the place that the hearing will be held, which date shall be not less than 30 days' from the date of the notice;
- b. The violation alleged;
- c. That the beekeeper may appear in person or through counsel, present evidence, cross examine witnesses and request a court reporter, and

(2) Notices may be served personally, or by mailing to the last known address of the owner and if the premises are occupied, to the premises. However, if the beekeeper cannot be located, then notice may be given by publication in a legal newspaper for the county in which the apiary property is located, at least seven days before the hearing.

(3) The hearing shall be conducted by the City Council. The burden shall be on the City to demonstrate by a preponderance of evidence that the colony or colonies have been kept in violation of this ordinance. If the City Council finds a violation, then they may order that the bees be removed from the City or such other action as may address the violation, and that the apiary lot be disqualified for permitting under this ordinance for a period of two years from the date of the order, the apiary lot ownership changes, in which case the prohibition shall terminate. If the order has not been complied with within 20 days of the order, the City may remove or destroy the bees and charge the beekeeper with the cost thereof.

(4) No hearing and no order shall be required for the destruction of honey bees not residing in a hive structure that is intended for beekeeping.

(i) *Savings Clause.* In the event any part of this ordinance or its application to any person or property is held to be unenforceable for any reason, the unenforceability thereof will not affect the enforceability and application of the remainder of this ordinance, which will remain in full force and effect.

**SECTION 2** Section 113-174(d) is amended as follows. Additions are shown with an underline.

***Sec. 113-174 - One-family R-1 residential district***

(d) Permitted accessory uses. No accessory structures or use of land shall be permitted except for one or more of the following uses:

- (14) Beekeeping as regulated by the Code

**SECTION 3** Section 113-181(d) is amended as follows. Additions are shown with an underline.

***Sec. 113-181 - R-4 high density multiple-family residential district-apartment buildings***

(d) Permitted accessory uses. The following uses shall be permitted accessory uses:

- (3) All accessory uses as permitted in the R-1 and R-2 districts except that the keeping of chickens and bees, as regulated by the Code, is only allowed as accessory to a single-family or two-family home.

**SECTION 4** This ordinance shall be effective upon its passage and a summary published in the official newspaper.

**ADOPTED** this 14th day of October, 2020, by the City Council of the City of Falcon Heights, Minnesota.

-----  
Moved by:

Approved by: \_\_\_\_\_  
Randall C. Gustafson  
Mayor

GUSTAFSON           \_\_\_ In Favor  
LEEHY  
MIAZGA               \_\_\_ Against  
WEHYEE  
ANDREWS

Attested by: \_\_\_\_\_  
Sack Thongvanh  
City Administrator

**SUMMARY ORDINANCE NO. 20-05**

**CITY OF FALCON HEIGHTS  
RAMSEY COUNTY, MINNESOTA**

**AN ORDINANCE AMENDING CHAPTERS 10 AND 113  
OF THE FALCON HEIGHTS CITY CODE  
CONCERNING TRAFFIC AND VEHICLES**

This ordinance amends Chapters 10 and 113 of the Falcon Heights City Code concerning beekeeping in residential zones. The amendments include definitions, standards of practice, and permit and compliance procedures.

A printed copy of the entire ordinance is available for inspection by any person during the City Administrator/Clerk’s regular office hours.

APPROVED for publication by the City Council of the City of Falcon Heights, Minnesota this 14<sup>th</sup> day of October, 2020.

CITY OF FALCON HEIGHTS

BY: \_\_\_\_\_  
Randall C. Gustafson, Mayor

ATTEST:

\_\_\_\_\_  
Sack Thongvanh, City Administrator

BLANK PAGE





**The City That Soars!**

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	October 14, 2020
<b>Agenda Item</b>	Policy G3
<b>Attachment</b>	Hendrickson PUD Ordinance
<b>Submitted By</b>	Ryan Krzos, WSB, Interim Community Development Coordinator

<b>Item</b>	The Hendrickson PUD Amendment Update
<b>Description</b>	<p>The Urban Farm planned unit development (PUD) district provides the regulations for The Good Acre and The Hendrickson on Larpenteur Avenue. While construction at the Hendrickson was wrapping up in spring 2020, it was discovered that paver grass was not installed on the east side of the property, between the building and the garages on the Larpenteur Manor property. Paver grass was discussed during the project application process in 2018 and was included in the final site plan and landscaping plan. The property owner would like to remove the paver grass from the scope of the project. In order to do so, a PUD amendment is required, as well as updated plans for the City's files.</p> <p>Paver grass is a method of placing reinforcements (pavers) under sod so that the ground does not collapse when driven on but is still aesthetically pleasing. In the context of The Hendrickson, paver grass was considered as a possibly helpful addition on the east side of the building for light-duty truck access in the case of emergency. There is a surmountable curb on the north side of the east wall, but no corresponding drive-over curb on the south end.</p> <p>The Fire Marshall as well as Fire Chief from Roseville Fire Department visited the site. In their perspective, the paver grass is not a necessary component of the project. The building is fully sprinkled and could be accessed by hand ladders as well as hoses. The recommendation from the Fire Department is that the addition of a paver system would not be a great improvement on the current situation.</p> <p>Staff concur with this assessment and recommend approval of the ordinance amendment, which would remove the paver grass from the project scope for The Hendrickson. If approved by the City Council, no paver grass would have to be installed. If the amendment is not approved, the property owner would have to remove the current landscaping and install the paver.</p> <p>At their September 22<sup>nd</sup> meeting the Planning Commission approved a motion on a 4-0 vote to recommend approval of the proposed Amendment. The City Council will consider the PUD amendment at the October 14<sup>th</sup> meeting.</p>

<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Ordinance 20-06 Hendrickson PUD Amendment Ordinance</li> <li>• Ordinance Summary20-06 Hendrickson PUD Amendment Ordinance</li> <li>• Updated Plans</li> </ul>
<b>Action(s) Requested</b>	Staff recommends approval of the Amended PUD Ordinance and Summary Ordinance.

City PUD Amendment  
Received 9/3/2020

**CADD QUALIFICATION**

CADD files prepared by the Consultant for this project are instruments of the Consultant's professional services for use solely with respect to this project. These CADD files shall not be used on other projects, for additions to this project, or for completion of this project by others without written approval by the Consultant. With the Consultant's approval, others may be permitted to obtain copies of the CADD drawing files for information and reference only. All intentional or unintentional revisions, additions, or deletions to these CADD files shall be made at the full risk of that party making such revisions, additions or deletions and that party shall hold harmless and indemnify the Consultant from any & all responsibilities, claims, and liabilities.

**SUBMITTAL/REVISIONS**

CITY SUBMITTAL	03/07/18
WATERSHED RESUBMITTAL	04/18/18
CITY SUBMITTAL	10/31/18
FOUNDATION PERMIT	11/09/18
WATERSHED RESUBMITTAL	11/12/18
CONSTRUCTION DOCUMENTS	11/30/18
WATERSHED RESUBMITTAL	12/04/18
ASI-01	01/16/19
ASI-11	04/01/19
ASI-17	06/25/19
ASI-20	09/06/19
ASI-23	10/14/19
ASI-24	10/21/19
ASI-25	12/17/19

**PROFESSIONAL SIGNATURE**

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Trevor D. Grays PE  
License No. 53706  
Date 11/30/18

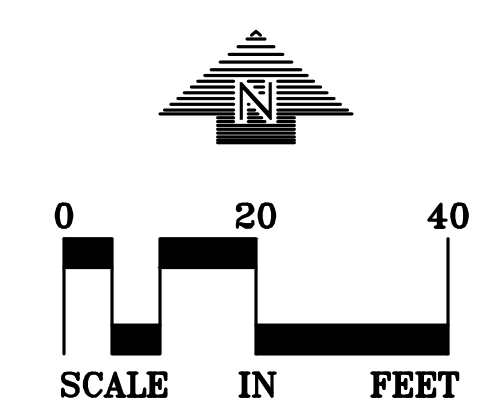
**QUALITY CONTROL**

Loucks Project No. 17106  
Project Lead TDG  
Drawn By ZBM  
Checked By TDG  
Review Date 11/30/18

**SHEET INDEX**

C1-1	EXISTING CONDITIONS
C1-2	DEMOLITION PLAN
C2-1	SITE PLAN
C3-1	GRADING PLAN
C3-2	SWPPP
C3-3	SWPPP NOTES
C4-1	UTILITY PLAN
C8-1	CIVIL DETAILS
C8-2	CIVIL DETAILS
C8-3	CIVIL DETAILS
C8-4	CIVIL DETAILS
L1-1	LANDSCAPE PLAN
L2-1	LANDSCAPE DETAILS

**NOTE:**  
BACKGROUND INFORMATION IS FROM A SURVEY BY JACOBSON ENGINEERS & SURVEYORS. LOUCKS MAKES NO GUARANTEE TO THE ACCURACY OR COMPLETENESS OF THE EXISTING CONDITIONS INFORMATION SHOWN ON THESE PLANS. REFER TO AS-BUILT SURVEY DATED DECEMBER 7, 2015.



EXISTING	CIVIL LEGEND	PROPOSED
○	SANITARY MANHOLE	●
○	STORM MANHOLE	●
○	CATCH BASIN	●
○	CULVERT	○
○	HYDRANT	○
○	GATEVALVE	○
○	POST INDICATOR VALVE	○
○	LIGHT POLE	○
○	POWER POLE	○
○	SIGN	○
○	BENCHMARK	○
○	SOL BORINGS	○
○	WATER MANHOLE	○
○	TELEPHONE MANHOLE	○
○	UTILITY MANHOLE	○
○	ELECTRIC MANHOLE	○
○	WATER SERVICE	○
○	SANITARY SERVICE	○
○	HANDICAP PARKING	○
○	DIRECTION OF FLOW	○
○	SPOT ELEVATION	○
○	CONTOURS	○
○	SANITARY SEWER	○
○	STORM SEWER	○
○	WATERMAN	○
○	FOREMAN	○
○	DRANTILE	○
○	SILT FENCE	○
○	CURB & GUTTER	○
○	RETAINING WALL	○
○	TREELINE	○
○	EASEMENT LINE	○
○	SETBACK LINE	○
○	FENCE LINE	○
○	UNDERGROUND TELE	○
○	UNDERGROUND GAS	○
○	OVERHEAD UTILITY	○
○	UNDERGROUND FIBER OPTIC	○
○	UNDERGROUND ELECTRIC	○
○	UNDERGROUND CABLE TV	○
○	PROPERTY LINE	○
○	CONIFEROUS TREE	○
○	DECIDUOUS TREE	○
○	PARKING COUNTS	○

**PAVEMENT TYPES**

[Pattern]	CONCRETE SIDEWALK
[Pattern]	CONCRETE PAVEMENT
[Pattern]	SPECIALTY CONCRETE PAVEMENT (COLOR SELECTIONS TO BE DETERMINED BY OWNER)
[Pattern]	LIGHT DUTY BITUMINOUS PAVEMENT
[Pattern]	HEAVY DUTY BITUMINOUS PAVEMENT
[Pattern]	XGRASS

**SITE DATA**

TOTAL SITE AREA:	1.25 AC
DISTURBED AREA:	1.18 AC
EXISTING IMPERVIOUS AREA:	0.35 AC (28.2%)
PROPOSED IMPERVIOUS AREA:	1.03 AC (82.1%)

**DEVELOPMENT AND DESIGN STANDARDS**

**MINIMUM PARKING LAYOUT DIMENSIONS (90 DEGREE PATTERN):**

PARKING SPACE WIDTH	= 9 FT
PARKING SPACE LENGTH	= 18 FT
DRIVE AISLE WIDTH	= 24 FT

**OFF-STREET PARKING CALCULATIONS**

EXISTING PARKING	= 0 STALLS
EXISTING PARKING REMOVED	= 0 STALLS
PROPOSED PARKING	= 11 STALLS
TOTAL PARKING PROVIDED	= 11 STALLS

**ACCESSIBLE PARKING**

EXISTING ACCESSIBLE PARKING:	= 0 STALLS
REMOVED ACCESSIBLE PARKING:	= 0 STALLS
PROPOSED ACCESSIBLE PARKING:	= 1 STALLS
TOTAL ACCESSIBLE STALLS:	= 1 STALLS

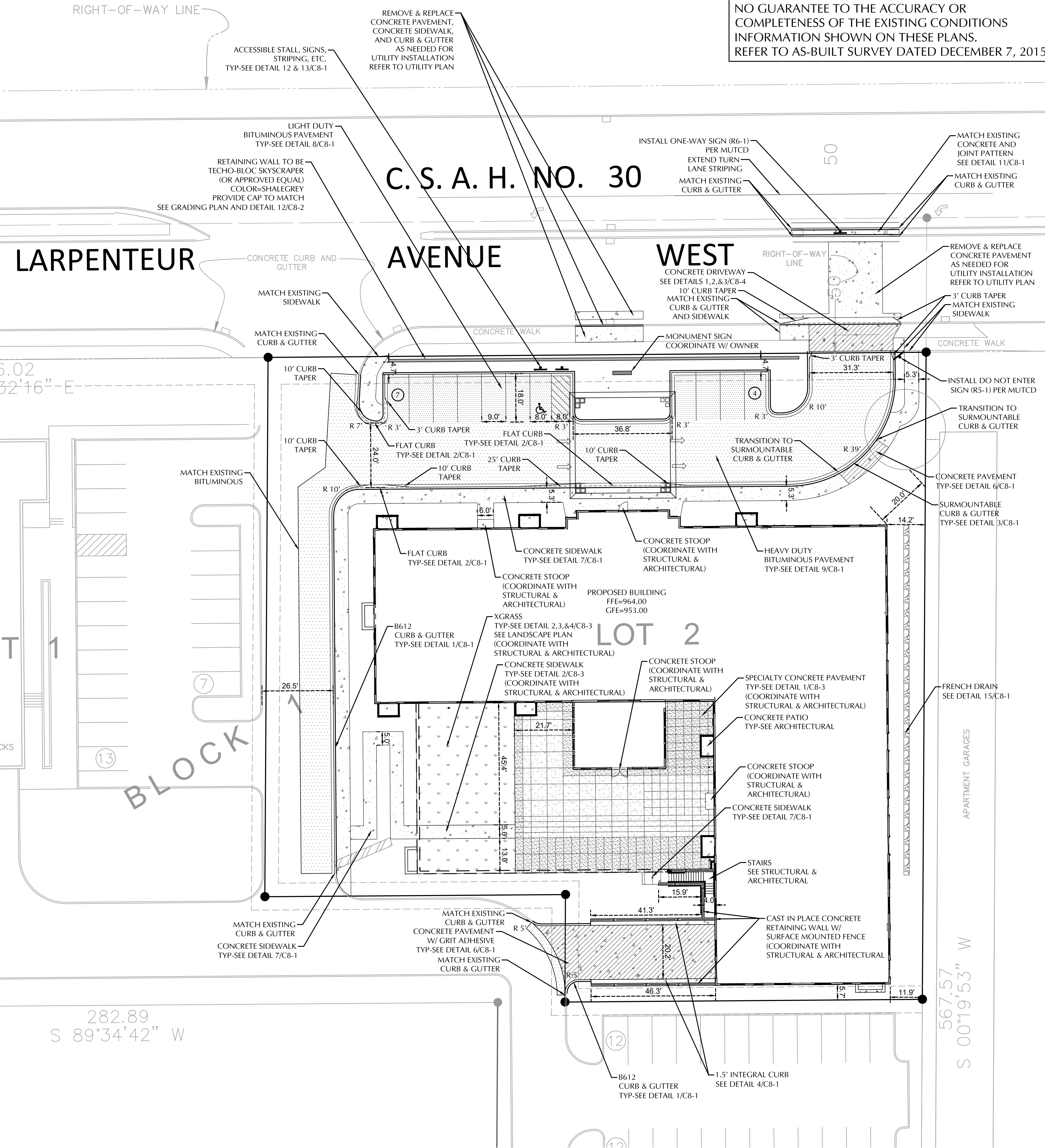
- SITE NOTES**
- ALL PAVING, CONCRETE CURB, GUTTER AND SIDEWALK SHALL BE FURNISHED AND INSTALLED IN ACCORDANCE WITH THE DETAILS SHOWN PER THE DETAIL SHEET(S) AND STATE/LOCAL JURISDICTION REQUIREMENTS.
  - ACCESSIBLE PARKING AND ACCESSIBLE ROUTES SHALL BE PROVIDED PER CURRENT ADA STANDARDS AND LOCAL/STATE REQUIREMENTS.
  - ALL CURB DIMENSIONS SHOWN ARE TO THE FACE OF CURB UNLESS OTHERWISE NOTED.
  - ALL BUILDING DIMENSIONS ARE TO THE OUTSIDE FACE OF WALL UNLESS OTHERWISE NOTED.
  - TYPICAL FULL SIZED PARKING STALL IS 9' X 18' UNLESS OTHERWISE NOTED.
  - ALL CURB RADII SHALL BE 3.0' UNLESS OTHERWISE NOTED.
  - BITUMINOUS IMPREGNATED FIBER BOARD TO BE PLACED AT FULL DEPTH OF CONCRETE ADJACENT TO EXISTING STRUCTURES AND BEHIND CURB ADJACENT TO DRIVEWAYS AND SIDEWALKS.
  - SNOW STORAGE AREAS ARE NOT PROVIDED ON SITE; ALL SNOW TO BE TRUCKED OFF SITE.

**SIGNAGE AND STRIPING NOTES**

- CONTRACTOR SHALL BE RESPONSIBLE FOR ALL SITE SIGNAGE AND STRIPING AS SHOWN ON THIS PLAN.
- CONTRACTOR SHALL PAINT ALL ACCESSIBLE STALLS, LOGOS AND CROSS HATCH LOADING AISLES WITH WHITE PAVEMENT MARKING PAINT, 4" IN WIDTH.
- CONTRACTOR SHALL PAINT ANY/ALL DIRECTIONAL TRAFFIC ARROWS, AS SHOWN, IN WHITE PAINT.
- ALL SIGNAGE SHALL INCLUDE POST, CONCRETE FOOTING AND STEEL CASING WHERE REQUIRED.
- ALL SIGNAGE NOT PROTECTED BY CURB, LOCATED IN PARKING LOT OR OTHER PAVED AREAS TO BE PLACED IN STEEL CASING, FILLED WITH CONCRETE AND PAINTED YELLOW. REFER TO DETAIL.
- ANY/ALL STOP SIGNS TO INCLUDE A 24" WIDE PAINTED STOP BAR IN WHITE PAINT, PLACED AT THE STOP SIGN LOCATION, A MINIMUM OF 4' FROM CROSSWALK IF APPLICABLE. ALL STOP BARS SHALL EXTEND FROM DIRECTIONAL TRANSITION BETWEEN LANES TO CURB.
- ALL SIGNS TO BE PLACED 18" BEHIND BACK OF CURB UNLESS OTHERWISE NOTED.

**CALL BEFORE YOU DIG**  
**Gopher State One Call**  
TWIN CITY AREA: 651-454-0002  
TOLL FREE: 1-800-252-1166

**WARNING:**  
THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND / OR RELOCATION OF LINES.  
THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE CALL AT 651-454-0002 AT LEAST 48 HOURS IN ADVANCE FOR THE LOCATIONS OF ALL UNDERGROUND WIRES, CABLES, CONDUITS, PIPES, MANHOLES, VALVES OR OTHER BURIED STRUCTURES BEFORE DIGGING. THE CONTRACTOR SHALL REPAIR OR REPLACE THE ABOVE WHEN DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.



Plotted: 09/05/2020 4:26 PM  
 W:\2017\17106\CADD\DATA\CIVIL\_dwg\Sheet Files\C2-1 SITE PLAN

August 31, 2020

TO: Falcon Heights Planning Commission/Falcon Heights City Council

RE: Request to Amend the Approved Site Plan

The planning commission approved the PUD amendment on 2/27/2018. The submission included a site plan and a landscaping plan. The site plan noted "Grass Pavers" on the east side of the building. The landscaping plan did not reference the "Grass Pavers" it just noted turf seed.

"Grass Pavers" were proposed because paving the area between the building and the neighboring garage buildings would be aesthetically unappealing. The "Grass Pavers" are designed to accommodate the weight of a fire truck.

The initial review of the site plan by the Fire Chief, included a recommendation to add a hydrant at the rear of the property. In further review of the fire code, since the building was 100% sprinkled, the additional hydrant was not required.

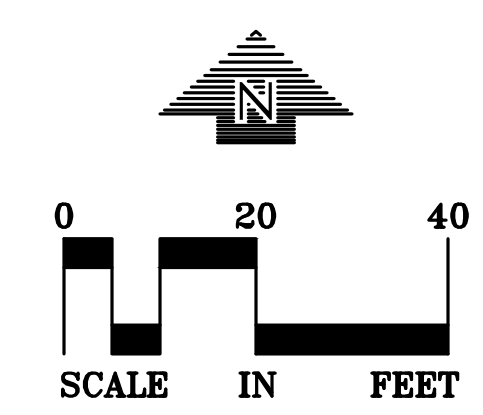
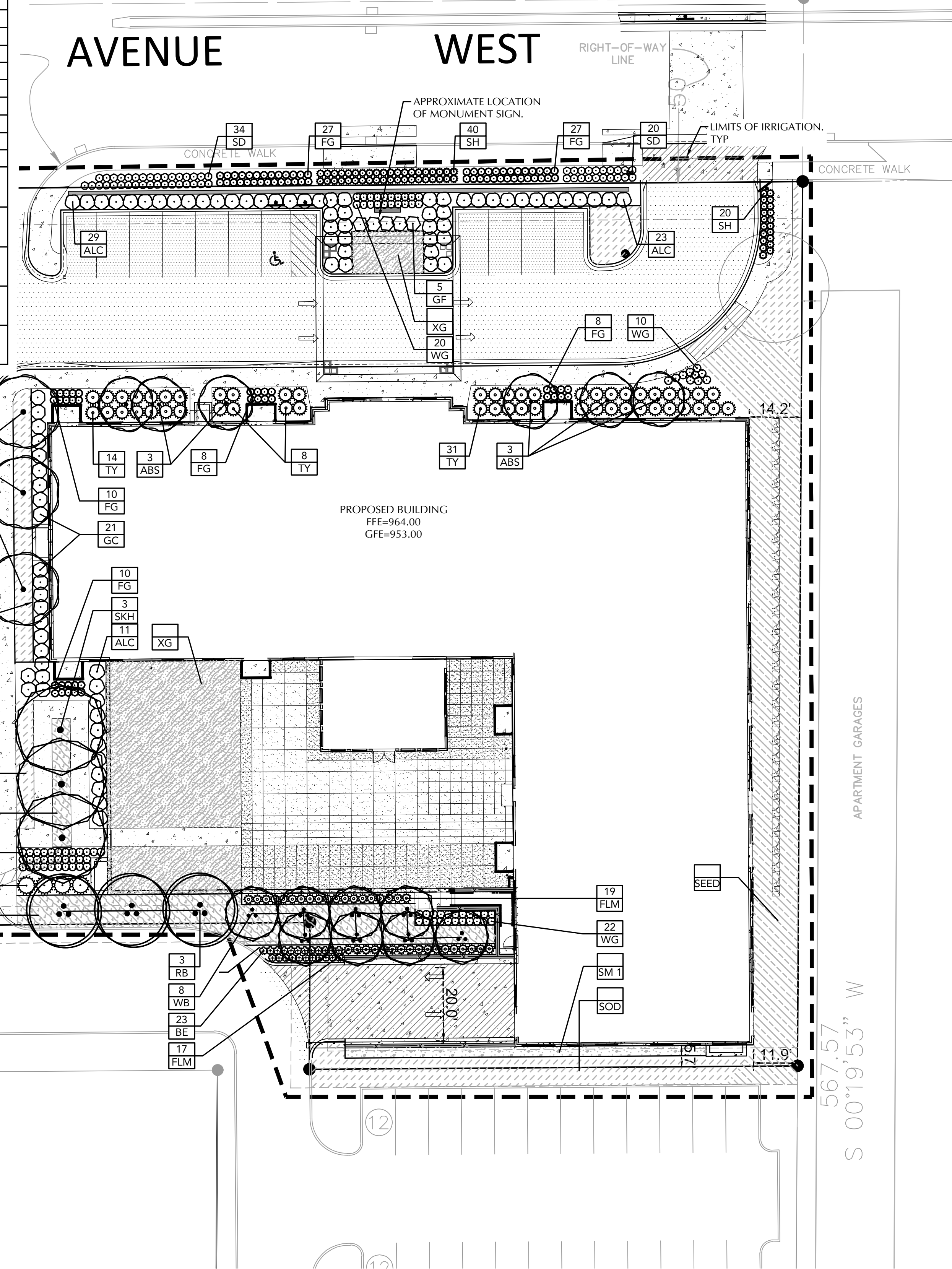
Our Architect was representing us in conversations with the city and the Fire Chief. We thought that probability of driving a fire truck along the east side of the building was discussed at that time. Our position was that by the time a fire truck arrived on site, the sprinkler system would have flooded the building. We were told the Fire Chief thought it would be have a drive lane wide enough to drive a pick-up truck between the building if necessary.

A pickup truck could drive on that side of the building without the need to Install the "Grass Pavers" at a cost of \$30K.

PLANT SCHEDULE							
<b>DECIDUOUS TREES</b>							
RB	3	RIVER BIRCH CLUMP	Betula nigra	B & B		8' HGT	
SKH	3	SKYLINE HONEYLOCUST	Gleditsia triacanthos 'Skycole'	B & B	2.5" Cal		
WB	8	WHITESPIRE BIRCH CLUMP	Betula populifolia 'Whitespire Sr.'	B & B		8' HGT	
<b>ORNAMENTAL TREES</b>							
ABS	6	AUTUMN BRILLIANCE SERVICEBERRY	Amelanchier x grandiflora 'Autumn Brilliance'	B & B	1.5" Cal		
JT	3	JAPANESE TREE LILAC	Syringa reticulata	B & B	1.5" Cal		
<b>SHRUBS</b>							
ALC	63	ALPINE CURRANT	Ribes alpinum	5 gal	24" HGT		48" o.c.
GC	21	GLOSSY BLACK CHOKEBERRY	Aronia melanocarpa elata	5 gal	24" HGT		48" o.c.
GF	5	GRO-LOW FRAGRANT SUMAC	Rhus aromatica 'Gro-Low'	5 gal	24" SPRD		48" o.c.
<b>GRASSES</b>							
FG	90	FEATHER REED GRASS	Calamagrostis x acutiflora 'Karl Foerster'	1 gal			24" o.c.
FLM	36	FLAME MISCANTHUS	Miscanthus sinensis 'Purpurascens'	1 gal			30" o.c.
SH	60	PRAIRIE DROPSSEED	Sporobolus heterolepis	1 gal			24" o.c.
<b>CONIFEROUS SHRUBS</b>							
SG	4	SEA GREEN JUNIPER	Juniperus chinensis 'Sea Green'	5 gal	18" SPRD		60" o.c.
TY	53	TAUNTON YEW	Taxus x media 'Taunton'	5 gal	18" SPRD		48" o.c.
<b>PERENNIALS</b>							
BE	23	BLACK EYED SUSAN	Rudbeckia fulgida 'Goldstrum'	1 gal			24" o.c.
WG	84	ROZANNE GERANIUM	Geranium 'Rozanne'	1 gal			24" o.c.
SD	54	STELLA D' ORO DAYLILY	Hemerocallis x 'Stella de Oro'	1 gal			24" o.c.
<b>GROUND COVERS</b>							
	SM 1	STONE MULCH GRAY TRAP ROCK 1 1/2" 3" DEPTH OVER FABRIC					
	SM 2	STONE RIP RAP GREY TRAP ROCK RIP RAP SIZE - 5"-12" OVER FABRIC					
	SEED	TURF SEED					
	SOD	TURF SOD					
	XG	XGRASS					

C. S. A. H. NO. 30

AVENUE WEST



**GENERAL NOTES**

CONTRACTOR SHALL VISIT SITE PRIOR TO SUBMITTING BID. HE SHALL INSPECT SITE AND BECOME FAMILIAR WITH EXISTING CONDITIONS RELATING TO THE NATURE AND SCOPE OF WORK.

VERIFY LAYOUT AND ANY DIMENSIONS SHOWN AND BRING TO THE ATTENTION OF THE LANDSCAPE ARCHITECT ANY DISCREPANCIES WHICH MAY COMPROMISE THE DESIGN AND/OR INTENT OF THE PROJECT'S LAYOUT.

ASSURE COMPLIANCE WITH ALL APPLICABLE CODES AND REGULATIONS GOVERNING THE WORK OR MATERIALS SUPPLIED.

CONTRACTOR SHALL PROTECT ALL EXISTING ROADS, CURBS/GUTTERS, TRAILS, TREES, LAWNS AND SITE ELEMENTS DURING PLANTING OPERATIONS. ANY DAMAGE TO SAME SHALL BE REPAIRED AT NO COST TO THE OWNER.

CONTRACTOR SHALL VERIFY ALIGNMENT AND LOCATION OF ALL UNDERGROUND AND ABOVE GRADE UTILITIES AND PROVIDE THE NECESSARY PROTECTION FOR SAME BEFORE CONSTRUCTION / MATERIAL INSTALLATION BEGINS (MINIMUM 10' - 0" CLEARANCE).

ALL UNDERGROUND UTILITIES SHALL BE LAID SO THAT TRENCHES DO NOT CUT THROUGH ROOT SYSTEMS OF ANY EXISTING TREES TO REMAIN.

EXISTING CONTOURS, TRAILS, VEGETATION, CURB/GUTTER AND OTHER EXISTING ELEMENTS BASED UPON INFORMATION SUPPLIED TO LANDSCAPE ARCHITECT BY OTHERS. CONTRACTOR SHALL VERIFY ANY AND ALL DISCREPANCIES PRIOR TO CONSTRUCTION AND NOTIFY LANDSCAPE ARCHITECT OF SAME.

THE ALIGNMENT AND GRADES OF THE PROPOSED WALKS, TRAILS AND/OR ROADWAYS ARE SUBJECT TO FIELD ADJUSTMENT REQUIRED TO CONFORM TO LOCALIZED TOPOGRAPHIC CONDITIONS AND TO MINIMIZE TREE REMOVAL AND GRADING. ANY CHANGE IN ALIGNMENT MUST BE APPROVED BY LANDSCAPE ARCHITECT.

City PUD Amendment  
Received 9/3/2020

**THE HENDRICKSON**  
1750 LARPEUR AVENUE WEST  
FALCON HEIGHTS, MN 55113

1750 LARPEUR, LLC  
55 EAST 5TH STREET, SUITE 200  
ST. PAUL, MN 55101

**LOUCKS**  
PLANNING  
CIVIL ENGINEERING  
LAND SURVEYING  
LANDSCAPE ARCHITECTURE  
ENVIRONMENTAL  
7200 Hemlock Lane, Suite 300  
Maple Grove, MN 55369  
763.424.5505  
www.loucksinc.com

**CADD QUALIFICATION**  
CADD files prepared by the Consultant for this project are instruments of the Consultant's professional services for use solely with respect to this project. These CADD files shall not be used on other projects, for additions to this project, or for completion of this project by others without written approval by the Consultant. With the Consultant's approval, others may be permitted to obtain copies of these CADD files for informational and reference only. All intentional or unintentional revisions, additions, or deletions to these CADD files shall be made at the full risk of that party making such revisions, additions or deletions and that party shall hold harmless and indemnify the Consultant from any & all responsibilities, claims, and liabilities.

**SUBMITTAL/REVISIONS**

CITY SUBMITTAL	03/07/18
WATERSHED RESUBMITTAL	04/18/18
CITY SUBMITTAL	10/31/18
FOUNDATION PERMIT	11/09/18
WATERSHED RESUBMITTAL	11/12/18
CONSTRUCTION DOCUMENTS	11/30/18
WATERSHED RESUBMITTAL	12/04/18
ASI-01	01/16/19
ASI-11	04/01/19
ASI-17	06/25/19
ASI-20	09/06/19
ASI-23	10/14/19
ASI-24	10/21/19
ASI-25	12/17/19

**PROFESSIONAL SIGNATURE**  
I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Landscape Architect under the laws of the State of Minnesota.  
Nathan W. Elshoff - LA

License No. 52050  
Date 11/30/18

**QUALITY CONTROL**  
Loucks Project No. 17106  
Project Lead TDG  
Drawn By NWE  
Checked By NWE  
Review Date 11/30/18

**SHEET INDEX**

C1-1	EXISTING CONDITIONS
C1-2	DEMOLITION PLAN
C2-1	SITE PLAN
C3-1	GRADING PLAN
C3-2	SWPPP
C3-3	SWPPP NOTES
C4-1	UTILITY PLAN
C8-1	CIVIL DETAILS
C8-2	CIVIL DETAILS
C8-3	CIVIL DETAILS
C8-4	CIVIL DETAILS
L1-1	LANDSCAPE PLAN
L2-1	LANDSCAPE DETAILS

**LANDSCAPE PLAN**  
**L1-1**  
107 of 111

W:\2017\17106\CADD\DATA\LANDSCAPE.dwg Sheet Files\L1-1 LANDSCAPE PLAN  
 Plotted: 09/03/2020 4:24 PM



**CALL BEFORE YOU DIG!**  
**Gopher State One Call**  
TWIN CITY AREA: 651-454-0002  
TOLL FREE: 1-800-252-1166

**WARNING:**  
THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND/OR RELOCATION OF LINES.  
THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE CALL AT 651-454-0002 AT LEAST 48 HOURS IN ADVANCE FOR THE LOCATIONS OF ALL UNDERGROUND WIRES, CABLES, CONDUITS, PIPES, MANHOLES, VALVES OR OTHER BURIED STRUCTURES BEFORE DIGGING. THE CONTRACTOR SHALL REPAIR OR REPLACE THE ABOVE WHEN DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.

BLANK PAGE

**ORDINANCE NO. 20-06**

**CITY OF FALCON HEIGHTS  
RAMSEY COUNTY, MINNESOTA**

**AN ORDINANCE AMENDING CHAPTER 113  
OF THE FALCON HEIGHTS CITY CODE**

THE CITY COUNCIL OF FALCON HEIGHTS ORDAINS:

**SECTION 1** Chapter 113 – Zoning is amended as follows. Additions are shown with an underline, and deletions are shown with a ~~strikethrough~~.

***Sec. 113-209 - Urban farm planned unit development district***

(f) *Development plan.* The PUD must be maintained in accordance with the following development plan which is on file with the city and which is incorporated herein by reference:

(4) The following plans prepared by Kelly Brothers, Ltd and their contractors/partners for lot 2, block 1 with up to a five percent variance as approved by the city administrator:

a. Development plans, dated October 31, 2018 including;

- ~~Site plan~~
- Grading plan
- Drainage plan
- Utility plan
- ~~Landscaping plan~~
- Floor plans
- Elevations
- Operations and maintenance plan

b. Development plans, dated September 3, 2020 including:

- Site plan
- Landscape plan

**SECTION 2** This ordinance shall be effective upon its passage and a summary published in the official newspaper.

**ADOPTED** this 14th day of October, 2020, by the City Council of the City of Falcon Heights, Minnesota.

-----  
Moved by:

Approved by: \_\_\_\_\_

Randall C. Gustafson  
Mayor

GUSTAFSON  
LEEHY  
MIAZGA  
WEHYEE  
ANDREWS

\_\_\_ In Favor

\_\_\_ Against

Attested by: \_\_\_\_\_

Sack Thongvanh  
City Administrator



**SUMMARY ORDINANCE NO. 20-06**

**CITY OF FALCON HEIGHTS  
RAMSEY COUNTY, MINNESOTA**

**AN ORDINANCE AMENDING CHAPTER 113  
OF THE FALCON HEIGHTS CITY CODE  
CONCERNING THE URBAN FARM  
PLANNED UNIT DEVELOPMENT DISTRICT**

This ordinance amends Chapter 113 of the Falcon Heights City Code concerning the Urban Farm planned unit development district. The amendments include changes to the development plans on file with the City.

A printed copy of the entire ordinance is available for inspection by any person during the City Administrator/Clerk's regular office hours.

APPROVED for publication by the City Council of the City of Falcon Heights, Minnesota this 14th day of October, 2020.

CITY OF FALCON HEIGHTS

BY: \_\_\_\_\_  
Randall C. Gustafson, Mayor

ATTEST:

\_\_\_\_\_  
Sack Thongvanh, City Administrator