#### **CITY OF FALCON HEIGHTS**

Regular Meeting of the City Council City Hall 2077 West Larpenteur Avenue **AGENDA** October 27, 2021 at 7:00 P.M.

#### NOTE: THIS MEETING WILL BE HELD IN-PERSON AND BY WEB CONFERENCE\*

- A. CALL TO ORDER:
- B. ROLL CALL: ANDREWS \_\_\_ GUSTAFSON \_\_\_ LEEHY \_\_\_

MIAZGA \_\_\_\_ WEHYEE\_\_\_\_

STAFF PRESENT: THONGVANH\_\_\_\_

- C. PRESENTATION
  - 1. League of Women Voters 2020/2021 Equitable Representation Study on Appointed City Boards and Commissions
- D. APPROVAL OF MINUTES:
- E. PUBLIC HEARINGS:

#### F. CONSENT AGENDA:

- 1. General Disbursements through: 10/21/21 \$87,878.60 Payroll through: 10/15/21 \$20,863.44
- 2. City License(s)
- 3. 2022 Ramsey County Select Committee on Recycling & The Environment (SCORE) Grant Submittal and Enter into Agreement with Ramsey County for Funding

#### G: POLICY ITEMS:

- 1. 2021 PMP Call for a Supplemental Assessment Hearing on the 2021 Pavement Management Project
- 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/89690260531 Toll Free Number: 1-877-853-5247 1-888-788-0099

Webinar ID: 896 9026 0531

#### October 8, 2021

To: Falcon Heights City Council

From: League of Women Voters – Roseville Area [includes Falcon Heights, Lauderdale, Little Canada, Maplewood, Roseville]

Re: 2020-2021 Equitable Representation Study on Appointed City Boards and Commissions

Enclosed please find our study report on Equitable Representation on Appointed City Boards and Commissions. We hope this is of use as you continue your work to increase the diversity of voices contributing to city governance. In November 2020, we sent out 116 surveys to current and some former city-appointed commissioners with response rates varying from 19% to 73% across cities of Falcon Heights, Little Canada, Maplewood and Roseville. Lauderdale currently has no active commissions. Because the number of commissions and response rate varied by city and to maintain confidentiality, we are not providing city-specific feedback.

With these caveats in mind, we hope you glean useful information from the study. Certain themes ran across all four cities such as commissioners' pride in their work, the respect shown for one another, and willingness to work together. Across all four cities, commissioners wanted more diversity of views represented, and at the same time, recognized the challenge of encouraging community members to get involved in city governance.

We look forward to hearing from you and learning with you about ways to reach a broader, more diverse segment of our population and successfully encourage more residents to become involved in city governance.

#### League of Women Voters Roseville Area

#### 2020-2021 Equitable Representation Study on Appointed City Boards and Commissions

#### INTRODUCTION

Just prior to the League of Women Voters (LWV) Roseville Area chapter annual meeting in June 2020, the City of Minneapolis became yet another City where inequality reached a boiling point. The death of an African American, George Floyd, while he was being arrested, became an agonizing plea for racial justice here and now. This occurred during a devastating pandemic that was already exposing inequities in housing, health care, education, and in public life. LWV Roseville Area members advocated undertaking a study to look at equitable representation in our own backyard—in the five cities represented in our chapter. It was a small step, but nevertheless, something that we could do to bring awareness to the current state of diversity and equity on City appointed Boards and Commissions.

Serving on a commission can be a step toward becoming more involved in politics, and thus is an important gateway to more equal representation in local, state, and national governance. With demand for City services such as low-cost housing and green space continuing to grow, residents and cities alike welcome sound management and a range of voices contributing to public discussion of city needs and priorities.

The study team chose to define diversity broadly, to include race/ethnicity, age, socio-economic status, disabilities, and sexual orientation. The spirit of this report is to focus on what is working well, emphasizing equity strengths that can be shared across the cities. This aligns with positions of LWV and City leaders to foster opportunity for efficient, effective City boards and commissions including resident participation.

#### STUDY GOAL

The purpose of this study was to identify the current status and highlight respondents' recommendations for best practices in equitable representation for Boards and Commissions appointed by the City Councils of Falcon Heights, Lauderdale, Little Canada, Maplewood, and Roseville.

#### **BACKGROUND INFORMATION**

The study team collected the following information which informs the current situation with appointed Boards and Commissions in the five cities:

- Email requests to City clerks or managers for current and former commission member email contact information, details such as purpose of the various commissions, term lengths, commissioner qualifications, and recruitment and onboarding. Information from City websites was also used.
- Online anonymous survey to 116 current commissioners in Falcon Heights, Little Canada, Maplewood and Roseville (Lauderdale currently has no commissions) with a response rate ranging from 19-73 percent (median=61 percent). Note that since Roseville has the most

commissions, they had the most survey responses. Results have not been summarized by City to ensure confidentiality.

• Phone calls with survey respondents who requested a follow-up conversation.

Suggestions were then drawn from the information collected. We acknowledge that the survey was subjective in nature, representing respondents' views and raises topics for the Cities' consideration. Subjective data relies on participant awareness; that is, we don't know what we don't know. Personal bias is inevitable and enters into responses. On-going data collection and reflection help create more personal awareness and recognition of one's own biases and perspectives.

#### City demographic snapshot

The Cities are generally similar, except for population and differences such as Roseville having a little less racial diversity, Maplewood having more people under age 18, and Lauderdale having the highest percentage of people below poverty levels.

	Falcon Heights	Lauderdale	Little Canada	Maplewood	Roseville
Age	neights		Callaua		
Median/middle	32.9	33.2	43.8	38.1	40
percent under 18	18%	13%	18%	22%	19%
percent 18-64	66	70	65	62	60
percent 65+	15	17	17	16	21
Gender					
Male	47%	48%	49%	49%	47%
Female	53%	52%	51%	51%	53%
Ethnicity					
White	71%	70.72%	66%	64%	76%
Black	8	11	10	9	8
Native	0	1	0	0.3	0.5
Asian	15	12	15	15	8
Pacific Islander	0	0	0	0	0
Hispanic	2	3	5	9	4
other	1	1	0	3	0
two +	3	2	3	3	4
Income					
median	\$72,660	\$50,909	\$51,500	\$66,758	\$68,300
Below poverty	12%	16%	8.7%	9.8%	9.7%
100-149 percent	5.3	5.9	10	8.7	5.7
poverty					
150-184 percent	6	7.2	7.7	5.5	4.4
poverty					
Population	5,446	2,442	10,580	41,738	36,644

Population data adapted from 2010 US Census and 2019 American Community Survey

#### City commissions snapshot

As the chart of the commissions shows, the types of commissions vary in each city. Lauderdale currently has no commissions, as previously mentioned.

	Falcon Heights	Little Canada	Maplewood	Roseville
Commission				
Planning	X	X	Х	Х
Parks & Recreation	Х	Х	Х	Х
Environment (& Natural Resources)	X		Х	
Public Works/Environment &				Х
Transportation				
Community Engagement	X			
Human Rights, Inclusion & Engagement				Х
Community Design Review Board			Х	
Heritage Preservation			Х	
Housing/Economic Development			Х	
Ethics				Х
Finance				Х
Police/Civil Service				Х
Variance (overlaps with Planning)				Х

#### Similarities in commissions

Few commissions reported having required qualifications other than being a resident. There are some exceptions, such as the Finance Commission requiring that three members have professional financial experience. The average number of commissioners per commission is 6.5 and the range is from 3 to 11. All commissioners are appointed by City Councils and/or Mayors. The only commissions that the Cities have in common are Planning and Parks & Recreation. There is also similarity between Maplewood's Environment & Natural Resources and Roseville's Public Works/Environment & Transportation, and Roseville's Human Rights, Inclusion & Engagement and Falcon Height's Community Engagement. Meetings are held in the evening in all cities, and during the COVID-19 pandemic, were held online via Zoom.

#### How long have your served on your specific board or commission?

	Responses	Percent
I am currently serving my first term.	21	36
I am serving my second term.	22	37
I am serving now and have also served in the past.	11	19
Other	5	8

Total	59	100

Most respondents were serving on their first or second terms. Some were serving now and had served in the past.

#### **Differences in commissions**

Of note to this study is that in 2017 the City of Roseville combined its Human Rights and Community Engagement Commissions to create a Human Rights, Inclusion and Engagement Commission. The purpose is to evaluate the City's outreach and inclusion efforts and advise on strategies to improve them. Roseville also has two voting youth (high school) commissioners on two commissions and Falcon Heights has a youth commission which encourages teens to serve on several of their commissions. Maplewood previously had a Human Rights Commission and may possibly create a similar new Commission. Except for Maplewood, the cities each have term limits for commissioners. These differences are noted as they impact obtaining more diversity in commissioners.

#### **STUDY FINDINGS**

#### Pride in accomplishments

We asked commissioners what they were most proud of in their work:

- Most common answer of 42 responses was full participation by members, equal opportunity to speak, without intimidation from other board members and getting input from the public to make positive changes. "Good collaboration, city seeks and takes input/feedback."
- Second most common answer was working from a master plan for their commission
- Other common responses, some specific to type of commission included: improving park facilities; develop a primer for orientation of new commission members and ongoing resource for all commission members about important topics and aspects of work on the commission; engagement toolkit; hiring of diversity and inclusion consultant by the City as a result of our recommendation; solar power and water rates; work on utility rates and organic composting

#### What works well with your Commission?

The following comments were the most frequently mentioned of 42 responses:

 Having a comprehensive plan was mentioned by the most people with comments such as, "We developed a master plan and we reference it when making recommendations" being typical (comments about the comprehensive plan are likely from Planning Commission members, who have a role to play in the cities' development of the statutorily-mandated Comprehensive Plan)

- Having positive relationships was mentioned next most frequently with comments such as, "Being open to all opinions and showing a willingness to listen" and "Respect for each other's opinions."
- The next most common response was the importance of having an engaged staff or a City Council member who worked with the commission, such as, "We are helping to promote more active engagement in building a vibrant City atmosphere." Similar comments include "city staff is well informed on issues," and "competent staff liaison."
- Actively seeking feedback was mentioned by a number of respondents, "Input from the community," and "improved outreach and inclusion for underrepresented communities."
- Several people also cited making positive change/adaptations toward progressive environmental policies as an important accomplishment.
- Several people mentioned how COVID-19 has affected their commission. Most have adjusted to online meetings with somewhat mixed results, though more made positive rather than negative comments about online meetings. "We are starting to think "outside of the box" due to the pandemic restrictions." "The online dynamic is working well."

#### What could improve your Commission?

- The most common response of 39 who answered this question was needing more feedback from the public such as, "More local interest and involvement, including with students. Have more commission recommendations approved or supported by City Council. Consider ways to reach out to various stakeholders in community, (for example) solicit input on goals or identify areas of concern or interest."
- The next most common response involved clarification of their role, including clear guidance and more defined role for commissioners, wanting a more clearly defined mission, regular progress updates, better access to central data, better onboarding or training for new commissioners, better cohesiveness between City Council and the commission and better communication.
- Several people mentioned problems presented by COVID-19 and they felt they were being more reactive than previously. "Even before COVID, the number of meetings per year was too few." "Looking forward to in-person meetings. Hard to do all our work through Zoom."

#### Existing orientation and training

- Only half of respondents reported receiving an orientation. Of those, 92 percent said it was useful:
  - nearly all want training in policies and procedures and the City's strategic plan
  - next highest request was history of past practices
  - less than half said training in building consensus and communication skills was necessary, though we respectfully indicate that this may increase in importance as diversity of experiences increases
- On the need for orientation, we asked commissioners to rate the importance of an orientation on a scale from 1 to 100. Respondents' ratings averaged 70 out of 100 on the importance, with 66 percent scoring it over 50. "(Need) improved onboarding for new commissioners, clear guidance from City Council." "(Need) roles and responsibilities of a

commission, especially as it relates to city government/budget process, to city staff, to other commissions, to City Council." "Need new commissioner training....".

• Maplewood and Roseville have a handbook which is provided/reviewed with new commissioners

#### Barriers to participating

- Small numbers of respondents said hearing or vision issues (2), day or time of meeting conflict (3), childcare needs (3) or technology issues (2). "Conflict with work engagement."
- One each cited barriers such as mobility/access, personal work/travel schedule, meetings get rescheduled and conflict with calendar, no in person meetings because of COVID-19. "Frequent out-of-area travel."

This information may not reflect *potential* commissioner barriers, as there is no method for obtaining it from persons who, by definition, have not applied or been appointed.

#### **Diversity of respondents**

We do not have demographics for all members of the commissions. However, to the extent that we obtained a representative sample, the responses suggest limited diversity among those serving on these commissions.

- Respondents were largely male (62 percent)
- Income levels were high, with 42.6 percent reporting incomes of higher than \$120,000. Only 17 percent reported incomes of under \$80,000, with 3.8 percent below \$20,000. Eight people did not respond to the income question.
- 83 percent of respondents were White, Asian/Pacific Islander constituted 8 percent of respondents. One respondent reported that they were Black and 1 indicated multi-racial.

#### Why commissioners serve and recruitment sources

When asked the reasons they chose to serve, 82 percent wanted to serve their City and make a difference, 36 percent "had needed expertise", 25 percent "make needed change" (25 percent), "fix a problem" (12 percent), and "other" (4 percent).

	Responses	Percent
City newsletter	24	40
City website	14	24
Current commissioner, City official	9	15
Other (inquired with City, etc.)	8	14
Social media	4	7
Total	59	100

#### How did you find out about this commission?

Heard about openings on commission:

- 70 percent learned of opening from City newsletter, website, or social media
- 15 percent were solicited by someone already involved in government and a similar number inquired with the City or received an email from an organization. "The membership of commissions is appointed from the pool of those who are interested in working on city issues and then apply for membership on a commission. This is where an effort must be made to encourage more interest in working on a commission. There could be a way to reach folks who do not use any of these resources by advertising directly to certain groups."

#### **Comprehensive Plans**

	Responses	Percent
We provide advice and opinions.	48	43
We respond to specific requests for information and advice.	32	29
We provide essential information that is important for some	27	24
decision making.		
Other	4	4
Total	*111	100
Note: * Respondents could check more than one category.		

#### How does your board or commission's work fit into your City's comprehensive plan?

- We asked commissioners to rate their familiarity with their City's comprehensive plan on a scale from 1 to 100. Although a few indicated lack of knowledge, the mean score was 67 and 66 percent scored between 50 and 94, indicating that most were at least somewhat familiar with the plan.
- When asked how their work fit into their City's comprehensive plan, responses included providing advice, responding to specific information requests, and providing valuable information to inform work with the comprehensive plan. "Alignment with the comprehensive plan."

#### Impacts on effectiveness of commissioners

- While the majority think everyone has an equal voice, several people disagreed
- When the response was, "Sometimes Equal Voice", comments as to when that happen included:
  - "Format can break down with 1 or 2 members dialoguing unless other member is very forceful that they have something to add. Meeting importance and formality breaks down at times during the meeting. This has negative impact on board function to community and devalues the work being done."
  - "All are heard but some don't attend so they can't be heard"
  - "It takes some time for new commissioners to feel that they have an equal voice"
- There was a strong endorsement for their recommendations being adopted by City Councils. Sixty-six percent scored their response above 50 percent (on scale of 100).

"Commission views and suggestions are well received by City Council." Another view differed: "The City Council could listen more to our advice...".

#### **Missing voices**

When we asked whose voices needed more representation, 70 percent responded that some groups were missing a voice. (We assume that those who did not answer felt no voices were missing.) Among those who did respond, the most endorsed "missing voices" category was different races and ethnicities. When asked to rate from 1 to 100 how they were doing on obtaining input from people of different races and incomes, the mean was about 50. "Input from all community stakeholders, not just from residents that are directly affected by certain situations or issues."

# Identify stakeholders whose voices you think are missing when your specific board or commission does its work.

	Responses	Percent
No voices missing	19	30
Persons from different races/ethnicities	9	15
Homeless	7	11
Low income	7	11
Renters	5	8
Homeowners	4	7
Other	4	7
Persons with different abilities	3	5
Senior citizens	1	2
Persons with different sexual orientation	1	2
Youth	1	2
Total	61	100

#### Commissioner comments about equity

# What could be done to make this board or commission and its work/recommendations more inclusive of needs of diverse stakeholders in the city?

	Responses	Percent
Recruit and appoint more members from diverse backgrounds	26	43
Routinely survey a representative sample of the community	11	18
Personally consult with more diverse constituents	8	13
Other	5	8
Nothing, we are quite inclusive	4	6
No response	7	11
Total	61	100

- "Commissioners are selected by City Council, which itself does not represent the diversity of the community."
- "How we can be more intentional in incorporating equity principles and practices in our work; whether as a commission and even as a City, what internal work do we need to do ourselves to assess where we are at, be on the same page about equity definitions, goals and vision, while also creating systemic changes that are more equitable for the community."
- "The membership of commissions is appointed from the pool of those who are interested in working on City issues and then apply for membership on a commission. This is where an effort must be made to encourage more interest in working on a commission. Some Cities advertise widely for commission openings on a variety of City platforms (City newsletter, City website, Nextdoor, Facebook, etc.). There could be a way to reach folks who do not use any of these resources by advertising directly to certain groups."
- "We need more ethnic diversity representation. It is difficult to get other cultures involved."
- "Too many people are appointed to a board or commission for the sake of diversity, even though they have no expertise that is relevant to the board or commission." This is a dissenting perspective and not supported by survey responses.
- Conduct a survey of representative diverse communities for their input

#### SUGGESTIONS FROM CURRENT COMMISSIONERS

We heard that numerous aspects of commissions are working well and commissioners believe they are serving an important role. As with any group, there is room for continuous improvement. The following areas and resources are suggested for City Council discussion and possible action.

- Appoint a City staff liaison member to all commissions.
- Improve equitable representation by broadening recruitment to target and reach more diverse groups. Ideally, reach out to relevant groups in advance of openings to build relationships and inform community members about the commissions.
- Develop an orientation / handbook and ensure training is conducted for all commissioners to provide a contextual understanding of the commission and City governance.
- As soon as safely possible, consider a balance of online meetings using Zoom or similar tool and in-person meetings. While Zoom is convenient and can remove transportation and possibly childcare barriers, it may be less personal, making it more difficult to speak up and harder to get to know others.

#### OTHER BEST PRACTICE RESOURCES

• League of Minnesota Cities – Collaboration of commissioners with other City commissioners in similar situations often offers the best path to effectiveness and

efficiency. While this group has no resources specific to boards and commissions, their Manager of Policy Analysis suggests, "There are many cities in MN, especially in the metro area, that are working to advance race equity in their communities. They are making changes to their HR practices as well as their commissions. I would suggest that you reach out to cities you have connections with."

- Institute for Local Government See their publication, *Beyond the Usuals Ideas to Encourage Broader Public Engagement in Community Decision Making*
- GROUNDWORK USA See their publication, *Best Practices for Meaningful Community Engagement*
- University of Minnesota Extension Services Leadership and Civic Engagement Extension. This program provides teams to help cities become more welcoming communities.

#### EQUITABLE REPRESENTATION STUDY COMMITTEE

Co-chairs: Patricia Hoffman, Barb Luck Members: Megan Dahlberg, Rita Mills, Karen Schaffer Contributor: Julie Strahan



## **REQUEST FOR COUNCIL ACTION**

Meeting Date	October 27, 2021
Agenda Item	Consent F1
Attachment	General Disbursements and Payroll
Submitted By	Roland Olson, Finance Director

Item	General Disbursements and Payroll
Description	General Disbursements through: 10/21/21 \$87,878.60 Payroll through: 10/15/21 \$20,863.44
Budget Impact	The general disbursements and payroll are consistent with the budget.
Attachment(s)	General Disbursements and Payroll
Action(s)	Staff recommends that the Falcon Heights City Council approve general
Requested	disbursements and payroll.

10/21/2021 1:04 PM A/P Regular Open Item Register PAGE: 1 PACKET: 02382 OCT 21 PAYABLES VENDOR SET: 01 City of Falcon Heights SEQUENCE : ALPHABETIC DUE TO/FROM ACCOUNTS SUPPRESSED -----ID------GROSS P.O. # T DATE BANK CODE ------DESCRIPTION----- DISCOUNT G/L ACCOUNT ----- ACCOUNT NAME----- DISTRIBUTION \*\*\*\*\*\* 01-01023 BUHL GTA LP I-202110217969 DEED/GRANT FROM STATE 49,677.66 10/21/2021 APBNK DUE: 10/21/2021 DISC: 10/21/2021 1099; N DEED/GRANT FROM STATE 428 20400-000 DEPOSIT PAYABLE HELD BY 49,677.66 === VENDOR TOTALS === 49,677.66 01-06628 SACK THONGVANH I-202110217970 SEPT TO OCT CELL PHONE REIMB 200.00 10/21/2021 APBNK DUE: 10/21/2021 DISC: 10/21/2021 1099: N SEPT TO OCT CELL PHONE REIMB 101 4131-85015-000 CELL PHONE 100.00 SEPT TO OCT CELL PHONE REIMB 601 4601-85015-000 CELL PHONE 100.00 === VENDOR TOTALS === 200.00

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01-05870 XCEL ENERGY

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10/13/2021 12:35 PM A/P Regular Open Item Register PAGE: 1 PACKET: 02378 OCT 13 PAYABLES VENDOR SET: 01 City of Falcon Heights SEQUENCE : ALPHABETIC DUE TO/FROM ACCOUNTS SUPPRESSED GROSS P.O. #

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10/13/2021 APBNK	DUE: 10/13/2021 DISC: 10/13/2021 FORESTRY CONSULTING		1099: N 101 4134-80330-000	FORESTRY CONSULTANT	717.04
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01-06301 SAMS CLUB MC	/SYNCB				
T-202110137963	SAMS CLUB MC/SYNCB	1 408 52			

I-2021101379	63	SAMS CLUB MC/SYNCB	1,408.52			
10/13/2021	APBNK	DUE: 10/13/2021 DISC: 10/13/2021		1099: N		
		PIONEER PRESS PAPER		101 4131-70110-000	SUPPLIES	32.00
		OFFICE SUPPLIES		101 4131-70110-000	SUPPLIES	56.39
		ZOOM VIRTUAL		101 4116-85040-000	VIRTUAL COMMUNICATIONS	220,11
		NAME TAGS		101 4131-70110-000	SUPPLIES	64.79
		DEFIBRILLATOR BATTERY		101 4131-70110-000	SUPPLIES	188.00
		LARP MEDIAN MULCH		419 4419-92056-000	LARPENTEUR MEDIAN 2020	231.39
		LARP MEDIAN MULCH		419 4419-92056-000	LARPENTEUR MEDIAN 2020	102.84
		LARP MEDIAN ROCK		419 4419-92056-000	LARPENTEUR MEDIAN 2020	513.00
		=== VENDOR TOTALS ===	1,408.52			
		=== PACKET TOTALS ===	15,009.03			

10/11/2021 9:00 AM A/P Regular Open Item Register PACKET: 02375 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 -----DESCRIPTION----- DISCOUNT G/L ACCOUNT ----- ACCOUNT NAME----- DIS )897 BARTON SAND AND GRAVEL CO T-210930 BARTON SAND AND GRAVEL CO 2,260.82 10/08/2021 APBNK DUE: 10/08/2021 DISC: 10/08/2021 1099: N Larpenteur median rock 419 4419-92056-000 LARPENTEUR MEDIAN 2020 === VENDOR TOTALS === 2,260.82 01-05042 GERTENS I-F85173/6 GERTENS 513,00 APBNK DUE: 10/11/2021 DISC: 10/11/2021 10/11/2021 1099: N Plants around city hall 101 4131-87010-000 CITY HALL MAINTENANCE I-F86153/6 GERTENS 27.00 10/11/2021 APBNK DUE: 10/11/2021 DISC: 10/11/2021 1099: N Plants around city hall 101 4131-87010-000 CITY HALL MAINTENANCE === VENDOR TOTALS === 540.00 01-06185 RAMSEY COUNTY I-RISK-002116 RAMSEY COUNTY 1,086.74 10/08/2021 APBNK DUE: 10/08/2021 DISC: 10/08/2021 1099: N Insurance/HR Admin Fee July 101 4112-89000-000 MISCELLANEOUS I-RISK-002121 RAMSEY COUNTY 1,086.74 10/08/2021 APBNK DUE: 10/08/2021 DISC: 10/08/2021 1099: N Insurance/HR Admin Fee Aug 101 4112-89000-000 MISCELLANEOUS === VENDOR TOTALS === 2,173.48 === PACKET TOTALS === 4,974.30

#	NAME	AMOUNT
	SACK THONGVANH ASHLEIGH WALTER VANDARA THAMMAVONGSA ROLAND O OLSON MATTHEW CHERNUGAL TIMOTHY J PITTMAN DAVE TRETSVEN COLIN B CALLAHAN	4,011.94 2,952.78 1,544.21 2,811.89 895.96 2,259.27 1,813.02 1,990.77

#### AL PRINTED: 8

#### 18,279.84

10-11-2021 12:31 PM PAYROLL CHECK REGISTER PAYROLL NO: 01 City of Falcon Heights

PAGE: 1 PAYROLL DATE: 10/11/2021

3MP NO EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
LANDBERG, ALYSSA	R	10/11/2021	534.25	090828
MORETTO, PAUL A	R	10/11/2021	2,049.35	090829

10-11-2021 1 PAYROLL NO:		Falcon	I Heights	P A	Y	R	0	L	L	СН	E	C	K REGISTER
									***	RE	GIS	TE	TOTALS ***

PAGE: 2 PAYROLL DATE: 10/11/2021

		CHECKS :	2	2,583.60
DIRECT DEPOSIT	REGULAR	CHECKS:	8	18,279.84
	MANUAL	CHECKS:		
	O MANUAL			
DIRECT DEPOSIT	r manual	CHECKS :		
	VOIDED	CHECKS :		
	NON	CHECKS:		
	TOTAL	CHECKS:	10	20,863.44

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

' END OF REPORT \*\*



### **ITEM FOR DISCUSSION**

Meeting Date	October 27, 2021
Agenda Item	Consent F2
Attachment	N/A
Submitted By	Vandara Thammavongsa
	Assistant to the City Administrator

Item	Approval of City License(s)		
Description	The following individuals/entities have applied for a Municipal Business         License for 2022. Staff have received the necessary documents for licensure.         1. Golden Tailor         2. Spire Credit Union         3. Eighty Eight Notes School of Music         4. The F.I.T. Lab         5. The Good Acre         6. Hair Designs Unlimited         7. Peterson Dental         8. Warners' Stellion Company Inc.         9. H1 HH MN Inc dba Honest-1 Auto Care         The following individuals/entities have applied for a Home Occupation         License for 2022. Staff have received the necessary documents for licensure.         1. Pamela M. Harris, PLLC         The following individuals/entities have applied for a Refuse Hauler License for 2022. Staff have received the necessary documents for licensure.         1. Tennis Sanitation, LLC         2. Curbside Waste, Inc.         3. Gene's Disposal Service Inc         4. Walter's Recycling & Refuse         5. Allied Waste Services of North America LLC dba Republic Services of the Twin Cities, IGH, MN         The following individuals/entities have applied for a Tree Contractors License for 2022. Staff have received the necessary documents for licensure.         1. A-1 Walsh Inc         2. The Vineland Group, Inc		

(continued on following)
<ul> <li>The following individuals/entities have applied for a <u>Bus Bench License</u> for</li> <li>2022. Staff have received the necessary documents for licensure.</li> <li>1. U.S. Bench Corporation</li> </ul>
The following individuals/entities have applied for a <u>Multifamily Rental</u> <u>Dwelling License</u> for 2022. Staff have received the necessary documents for licensure.
<ol> <li>Bruce Misgen- 1707 Tatum</li> <li>Chad Johnson- 1800 Larpenteur Ave &amp; 1818 Larpenteur Ave</li> <li>Mahesh Gummadi- 1466 &amp; 1472 &amp; 1486 Larpenteur Ave</li> </ol>
<ol> <li>Donald Sobania- 1510 Larpenteur Ave</li> <li>Sagstetter Properties, LLC- 1830 Larpenteur Ave</li> <li>Town Square Senior Apartments LLC- 1530 Larpenteur Ave W</li> <li>Falcon Heights Town Square Limited Partnership- 1550 Larpenteur Ave</li> </ol>
<ul> <li>The following individuals/entities have applied for a <u>Holiday Tree Sales</u> for</li> <li>2022. Staff have received the necessary documents for licensure.</li> <li>1. Falcon Heights Lauderdale Lions Club</li> </ul>
The following individuals/entities have applied for a <u>Single Family Rental</u> <u>Dwelling License</u> for 2022. Staff have received the necessary documents for licensure.
1. Carolyn Krinkie- 1756 St. Marys
<ol> <li>Carolyn Kinkle 1750 St. Marys</li> <li>Joe Taylor- 1923 Summer St</li> </ol>
3. Li-Na Wei- 1757 Maple Ct
4. Bradley Phillip Tipka- 1546 Iowa Ave W
5. Jesse Cole Nickols- 1867 Larpenteur Ave W
6. Kristin Grande- 1755 Tatum St & 1776 Tatum St
7. Steven V. Chirhart- 1467 Iowa Ave W & 1790 Simpson St
8. Greg Rogers- 1947 Autumn
9. Marc Tullemaus- 1707 Albert St & 1705 Albert St
10. David & Joan Edelsohn- 1391 California Ave W
11. Jian An Liu- 1496 Larpenteur Ave W
12. Shief Tawfie- 1715 Lindig St & 1707 Fairview Ave
13. Frank W. Crowley- 1735 Snelling Ave W
14. David Wasson- 1432 Idaho Ave W
15. IH3 Property Minnesota L.P 1598 Hollywood Ct & 1786 Tatum St
16. Melissa Mattson- 1499 Larpenteur Ave W
17. JHS Properties LLC- 1927 Autumn St
18. Larpenteur Flats LLC- 1881, 1885, 1889, 1893, 1897 Larpenteur Ave W
19. Xian Wu- 1930 Summer
20. Sandra Lattu- 1758 Asbury St
21. ASI Ramsey, Inc- 1746 Snelling Ave N

Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	Staff recommends approval of the City license applications contingent on background checks and fire inspections as required.



# **REQUEST FOR COUNCIL ACTION**

Meeting Date	October 27, 2021
Agenda Item	Consent F3
Attachment	Resolution
Submitted By	Paul Moretto Community Development
	Coordinator

Item	2022 Ramsey County Select Committee on Recycling & The Environment (SCORE) Grant Submittal and Enter Into Agreement with Ramsey County for Funding
Description	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. Our estimated allocation for 2022 from Ramsey County is \$15,742.
Budget Impact	Funds from the SCORE grant are used for a number of recycling efforts in the city.
Attachment(s)	Resolution 21-42 Authorization to Apply for the Select Committee on Recycling & the Environment (SCORE) Grant
Action(s) Requested	Staff recommend approval of attached resolution authorizing application of the 2022 SCORE grant. The grant is in the estimated amount of \$15,742.

#### CITY OF FALCON HEIGHTS COUNCIL RESOLUTION

#### October 27, 2021

#### No. 21-42

#### -----

#### RESOLUTION AUTHORIZING THE 2022 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 27th day of October, 2021.

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Moved by:

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

Randall C. Gustafson Mayor

GUSTAFSON	 In Favor	Attested by:	
LEEHY		-	Sack Thongvanh
MIAZGA	 Against		City Administrator
ANDREWS			
WEHYEE			



# **REQUEST FOR COUNCIL ACTION**

Meeting Date	October 27, 2021
Agenda Item	Policy G1
Attachment	Resolution, Proposed Supplemental
	Assessment Roll
Submitted By	Stephanie Smith, Asst. City Engineer

Item	Call for a Supplemental Assessment Hearing on the 2021 Pavement Management Project							
Description	The City Council approved the assessment roll for the 2021 Pavement Management Project on September 22, 2021. The approved roll assessed the property at 1875 Larpenteur Avenue at the commercial property rate, but the property owner has since shown they are homesteaded at that property. State statute allows the approved assessment roll to be supplemented to correct errors with two-weeks' notice to the affected properties and a public hearing. The proposed supplemental assessment roll for Lindig Street is attached, which corrects errors in the assessment roll including front-footage rates, 1875 Larpenteur Avenue and 1763 Fairview Avenue.							
Budget Impact	<ul> <li>Below is a Project Financing Summary detailing the projected actual project costs for this improvement. This project is being financed using the following funding sources: <ul> <li>Assessments levied in accordance with the City's assessment policy.</li> <li>Use of Municipal State Aid (MSA) and street infrastructure funds to pay the City's portion of the project.</li> <li>Expenditure of utility fund dollars to pay for repairs needed to the existing utility system.</li> </ul> </li> <li>The following table shows the project costs and funding breakdown for the project. The decrease in the Assessments will be funded with an increase from the Street Fund and</li> </ul>							
	MSA Fund: Tatum/ Linding Fry/St Mary/ Northome W Snelling E Snelling Sanitary	Total Cost \$ 251,370.72 \$ 599,740.85 \$ 48,512.90 \$ 52,057.43 \$ 52,984.47	Assessments \$ 102,252.80 \$ 220,010.67 \$ 6,183.00 \$ 7,102.75	Street \$ 74,558.96 \$ 189,865.09 \$ 21,164.95 \$ 22,477.34	MSA \$ 74,558.96 \$ 189,865.09 \$ 21,164.95 \$ 22,477.34	Sanitary 52,984.47	Storm	
	Storm \$ 86,395.46							

Families, Fields and Fair

									\$86,395.46
	Project Total	\$1,091,061.84	\$ 352,549.22	\$ 308,	066.35	\$ 308,06	66.35	\$ 52,984.47	\$86,395.46
	compares t	of the costs for t he estimated as based on the pr g costs.	ssessment rate	es from	the fea	asibility r	report	to the assess	sment rates
	Per-Foot A	ssessment Rate	Feasibility Re	port	Final Pr	oposed			
	Tatum/Lin	dig							
		al/multi-unit	\$ 27.00		\$ 19.2	20			
	Residentia		\$ 18.00		\$ 12.8				
		rys/Northhome	¢ 10.00		+				
	Non-Profit		\$ 45.00		\$ 22.5	50			
		al/multi-unit	\$ 27.00		\$ 13.5				
	Residentia		\$ 18.00		\$ 9.0	0			
	East Snelli	ing Dr							
		al/multi-unit	\$ 66.60		\$ 66.6	60			
	Residentia	1	\$ 49.00		\$ 44.4	-0			
	West Snel	ling Dr							
	Non-Profit		\$ 30.00		\$ 27.0	0			
		al/multi-unit	\$ 18.00		\$ 16.2				
	Residential \$ 12.0				\$ 10.8	80			
	The Finance Director recommends the interest rate be set at 2% above the true interest rate which is 2% as has been standard practice on previous assessments. Therefore, the recommended interest rate for the 2021 PMP Special Assessments is 4%								
Attachment	<ul> <li>Resolution 21-42 Ordering Supplementary Assessment Hearing for 2021 Pavement Management Project</li> <li>Supplementary Assessment Roll</li> </ul>								
Action(s) Requested		mends approv the 2021 Paver				-			essment

#### CITY OF FALCON HEIGHTS COUNCIL RESOLUTION

#### October 27, 2021

#### No. 21-43

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#### RESOLUTION ORDERING SUPPLEMENTARY ASSESSMENT HEARING FOR 2021 PAVEMENT MANAGEMENT PROJECT

WHEREAS, on October 28, 2020, the City Council of the City of Falcon Heights held a public hearing for the purposes of accepting public comment on the proposed improvements associated with the 2021 PMP Project on the following streets and at the same meeting adopted Resolution Ordering the Improvement for the 2021 PMP Project;

- Tatum St, Larpenteur Ave to Roselawn Ave
- Lindig St, Larpenteur Ave to Cul-de-sac
- Fry St, Larpenteur Ave to Maple Knoll Dr
- Saint Marys St, Larpenteur Ave to Maple Knoll Dr
- West Snelling Dr, Hoyt Ave to Hollywood Ct alley
- East Snelling Dr, Idaho Ave to dead end
- Asbury St, Crawford Ave to Roselawn Ave
- Arona St, Crawford Ave to Roselawn Ave
- Simpson St, Crawford Ave to Roselawn Ave
- Ruggles St, East Snelling Service Dr to Pascal St
- Pascal St, Larpenteur Ave to Roselawn Ave
- Crawford Ave, Simpson St to Pascal St
- Albert St, Larpenteur Ave to Garden Ave;

The following members were present:

and the following were absent:

Member \_\_\_\_\_\_ introduced the following resolution and moved its adoption, and;

WHEREAS, contracts have been let and the contract price for such improvement is \$991,874.40, and the expenses incurred or to be incurred in the making of such improvement amount to \$49,292.73 so that the total cost of the improvement will be \$1,090,459.85; and

WHEREAS, the council approved the final assessment roll on September 22, 2021; and

WHEREAS, errors were detected in the assessment rate for various properties in the Lindig Street assessments; and

WHEREAS, the City Administrator, with the assistance of the City Engineer, has calculated the proper amount to be specifically assessed for such improvement against every assessable lot, piece or parcel of land on Lindig Street in a supplemental assessment roll, without regard to cash valuation, as provided by law, and has filed a copy of such proposed supplemental assessment in his office for public inspection against the properties;

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

- 1. A hearing shall be held at 6:00 p.m. on the 10th day of November, 2021 in the city hall located at 2077 Larpenteur Ave West to pass upon such proposed supplemental assessment. All persons owning property listed in such supplemental assessment roll will be given an opportunity to be heard with reference to such assessment.
- 2. The City Administrator is hereby directed to cause a notice of the hearing on the proposed supplemental assessment to be published once in the official newspaper at least two weeks prior to the hearing, and he shall state in the notice the total cost of the improvement. He shall also cause mailed notice to be given to the owner of each parcel described in the supplemental assessment roll not less than two weeks prior to the hearing.
- 3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Administrator, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. An owner may at any time thereafter, pay to the County Auditor the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.

The motion for the adoption of the foregoing resolution after a full discussion thereof and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon the resolution was declared duly passed and adopted.

Moved by:		Approved by: Randall C. Gustafson Mayor
GUSTAFSON LEEHY	In Favor	Attested by:
MIAZGA ANDREWS	Against	Sack Thongvanh City Administrator

WEHYEE

#### 21-02 FH PMP: Proposed Supplemental Assessment Roll - Lindig

ParcelID	SiteAddress	SiteCityStateZIP	Frontage (ft)	Assessed Footage (ft)	Туре	Assessment Rate	Assessment Cost
162923340040	0 LINDIG ST	FALCON HEIGHTS MN 55113	82	0	SFR	\$12.80	\$0.00
162923310025	0 TATUM ST	FALCON HEIGHTS MN 55113	40	40	SFR	\$12.80	\$512.00
162923340028	1707 LINDIG ST	FALCON HEIGHTS MN 55113-5514	160	160	СОМ	\$19.20	\$3,072.00
162923340023	1708 LINDIG ST	FALCON HEIGHTS MN 55113-5529	88	88	SFR	\$12.80	\$1,126.40
162923340024	1710 LINDIG ST	FALCON HEIGHTS MN 55113-5529	88	88	SFR	\$12.80	\$1,126.40
162923340029	1711 LINDIG ST	FALCON HEIGHTS MN 55113-5505	82	82	SFR	\$12.80	\$1,049.60
162923340030	1715 LINDIG ST	FALCON HEIGHTS MN 55113-5505	82	82	SFR	\$12.80	\$1,049.60
162923340025	1718 LINDIG ST	FALCON HEIGHTS MN 55113-5529	88	88	SFR	\$12.80	\$1,126.40
162923340031	1727 LINDIG ST	FALCON HEIGHTS MN 55113-5505	76	76	SFR	\$12.80	\$972.80
162923340013	1728 LINDIG ST	FALCON HEIGHTS MN 55113-5529	95	95	SFR	\$12.80	\$1,216.00
162923340012	1739 FAIRVIEW AVE N	FALCON HEIGHTS MN 55113-5503	95	95	SFR	\$12.80	\$1,216.00
162923340032	1741 LINDIG ST	FALCON HEIGHTS MN 55113-5505	78	78	SFR	\$12.80	\$998.40
162923340033	1745 LINDIG ST	FALCON HEIGHTS MN 55113-5505	81	81	SFR	\$12.80	\$1,036.80
162923340082	1750 LINDIG ST	FALCON HEIGHTS MN 55113-5529	95	95	SFR	\$12.80	\$1,216.00
162923340034	1753 LINDIG ST	FALCON HEIGHTS MN 55113-5505	81	81	SFR	\$12.80	\$1,036.80
162923340035	1759 LINDIG ST	FALCON HEIGHTS MN 55113-5505	81	81	SFR	\$12.80	\$1,036.80
162923340006	1763 FAIRVIEW AVE N	FALCON HEIGHTS MN 55113-5503	95	95	SFR	\$12.80	\$1,216.00
162923340095	1764 LINDIG ST	FALCON HEIGHTS MN 55113-5529	190	190	SFR	\$12.80	\$2,432.00
162923340036	1765 LINDIG ST	FALCON HEIGHTS MN 55113-5505	81	81	SFR	\$12.80	\$1,036.80
162923340037	1771 LINDIG ST	FALCON HEIGHTS MN 55113-5505	81	81	SFR	\$12.80	\$1,036.80
162923340038	1777 LINDIG ST	FALCON HEIGHTS MN 55113-5505	81	81	SFR	\$12.80	\$1,036.80
162923340004	1782 LINDIG ST	FALCON HEIGHTS MN 55113-5529	95	95	SFR	\$12.80	\$1,216.00
162923340039	1783 LINDIG ST	FALCON HEIGHTS MN 55113-5505	81	81	SFR	\$12.80	\$1,036.80
162923340092	1788 LINDIG ST	FALCON HEIGHTS MN 55113-5529	95	95	SFR	\$12.80	\$1,216.00
162923310094	1799 LINDIG ST	FALCON HEIGHTS MN 55113-5505	75	75	SFR	\$12.80	\$960.00
162923310102	1804 LINDIG ST	FALCON HEIGHTS MN 55113-5538	178	178	SFR	\$12.80	\$2,278.40
162923310093	1805 LINDIG ST	FALCON HEIGHTS MN 55113-5537	75	75	SFR	\$12.80	\$960.00
162923340022	1871 LARPENTEUR AVE W	FALCON HEIGHTS MN 55113-5507	215	215	СОМ	\$19.20	\$4,128.00
162923340026	1875 LARPENTEUR AVE W	FALCON HEIGHTS MN 55113-5533	140	140	SFR	\$12.80	\$1,792.00