

CITY OF FALCON HEIGHTS
Regular Meeting of the City Council
City Hall
2077 West Larpenteur Avenue
AGENDA
January 12, 2022 at 7:00 P.M.

NOTE: THIS MEETING WILL BE HELD BY WEB CONFERENCE*

- A. CALL TO ORDER:
- B. ROLL CALL: ANDREWS ___ GUSTAFSON___ LEEHY___
MEYER ___ WEHYEE___
- STAFF PRESENT: THONGVANH___
- C. PRESENTATION
1. Oath of Office for Eric Meyer to City Council Member
 2. Oath of Office for Melanie Leehy to City Council Member
- D. APPROVAL OF MINUTES:
1. September 22, 2021 City Council Regular Minutes
 2. October 13, 2021 City Council Regular Minutes
 3. October 27, 2021 City Council Regular Minutes
 4. November 10, 2021 City Council Regular Minutes
 5. December 1, 2021 City Council Workshop Minutes
 6. December 8, 2021 City Council Regular Minutes
 7. December 22 2021 City Council Regular Minutes
- E. PUBLIC HEARINGS:
- F. CONSENT AGENDA:
1. General Disbursements through: 1/05/22 \$175,986.39
Payroll through: 12/31/22 \$21,197.34
 2. Approval of License(s)
 3. Designation of Official Depositories for 2022
 4. Review Elected Official Out-of-State Travel Policy
 5. Review and Adopt Council Standing Rules and Council/Advisory Commission Roles and Guidelines
 6. Council Appointment as Liaison for City Commissions
 7. Appointment of Acting Mayor
 8. Mile Reimbursement Rate for 2022
 9. Appointment of Amy Christiansen to the Environment Commission
 10. Appointment of John Pellegrini to the Environment Commission
 11. 2022 Commission Re-Appointment(s)
- G: POLICY ITEMS:
1. City Administrator Hiring Process Timeline

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/81511579393>

Toll Free Number:

1-877-853-5247

1-888-788-0099

Webinar ID: 815 1157 9393



ITEM FOR DISCUSSION

Meeting Date	January 12, 2022
Agenda Item	Presentation C1 & C2
Attachment	N/A
Submitted By	Sack Thongvanh, City Administrator

Item	2022 Oath of Office
Description	<p>The oath of office is required before any elected official exercise any of their powers. The three elected are as follow:</p> <p>Melanie Leehy- Council Member Erick Meyer - Council Member</p> <p>“I, (name), do solemnly affirm to support the Constitution of the United States, the Constitution of the State of Minnesota, and to discharge faithfully the duties of the office of (Mayor/ Council Member) of the office of Falcon Height, Minnesota, to the best of my judgement and ability, and this I do under the penalties of perjury.”</p>
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • Oath of Office
Action(s) Requested	N/A

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Oath of Office

“I, Eric Meyer, do solemnly affirm to support the Constitution of the United States, the Constitution of the State of Minnesota, and to discharge faithfully the duties of the office of City Council Member of the City of Falcon Heights, Minnesota, to the best of my judgement and ability, and this I do under the penalties of perjury.”

Eric Meyer, Council Member

ATTEST: _____
Sack Thongvanh, City Administrator

January 12th, 2022

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Oath of Office

“I, Melanie Leehy, do solemnly affirm to support the Constitution of the United States, the Constitution of the State of Minnesota, and to discharge faithfully the duties of the office of City Council Member of the City of Falcon Heights, Minnesota, to the best of my judgement and ability, and this I do under the penalties of perjury.”

Melanie Leehy, Council Member

ATTEST: _____
Sack Thongvanh, City Administrator

January 12th, 2022

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CITY OF FALCON HEIGHTS
Regular Meeting of the City Council
City Hall
2077 West Larpenteur Avenue
MINUTES
September 22, 2021 at 7:00 P.M.

- A. CALL TO ORDER: 7:00 PM
- B. ROLL CALL: ANDREWS X GUSTAFSON X LEEHY X

MIAZGA WEHYEE X

STAFF PRESENT: THONGVANH X

- C. PRESENTATION

- D. APPROVAL OF MINUTES:

1. September 8, 2021 City Council Regular Meeting Minutes

Motion to approve the minutes by Council Member Leehy
Approved, 4-0.

- E. PUBLIC HEARINGS:

1. 2021 Pavement Management Project (PMP) – Assessment Hearing

Jesse Freihammer, City Engineer

On August 25, 2021, the City Council set a date to hold a public hearing for the purpose of establishing special assessments for the 2021 Pavement Management Project for specific streets. It's City policy to assess a portion of street improvement costs.

The final assessment roll has been prepared in accordance with the City of Falcon Heights's assessment policy and as outlined in the project feasibility report. This project is being financed using the following funding sources:

- Special assessments levied in accordance with the City's assessment policy.
- Use of Municipal State Aid (MSA) and street infrastructure funds to pay the City's portion of the project.
- Expenditure of utility fund dollars to pay for repairs needed to the existing utility system.

The Finance Director recommends the interest rate be set at 2% above the true interest rate of 2%, as has been standard practice on previous assessments.

Staff recommends approving Resolution 21-37 Adopting and Confirming Assessment Roles for the 2021 Pavement Management Project.

Council Member Leehy

Has it always been policy to assess corner lots as 100% long, 0% short side?

Jesse Freihammer, City Engineer

While there have been unique instances in the past, it has always been general practice to assess corner lots in this manner per city policy.

Administrator Thongvanh

We had two unique properties in the Grove that had significant curvature making it difficult to decipher between the front and side yard.

Mayor Gustafson opened the Public Hearing at 7:08 PM.

Felicia Busch of 1804 Lindig Street

They voiced concerns about the following:

1. Cracked gutters and the quality of the manhole cuts on Lindig Street.
2. Lawn/yard damage that occurred when the gutter and curb work was being done.
3. Catch basin and weeds sowed instead of grass

This resident and their surrounding neighbors wanted confirmation that the park across the street would be taken care of. There had been promises that this would be a grassy, flat play area and it was currently unkempt and uneven land.

Jesse Freihammer, City Engineer

The funds withheld from the contractor that created these issues can be used to hire a new contractor to conduct all corrective work. We can also utilize money from the old contractor's bond to fund the necessary repairs. The curbs are our number one concern at the moment but we are aware of the other issues as well. The basin will be an all turf grass basin once repairs have been completed.

Mayor Gustafson

The City has a list of all the changes that need to be made and is very aware of all of these issues.

Administrator Thongvanh

The work that was done is unacceptable and we are doing everything in our ability to correct this.

David Murphy of 1725 Tatum Street

They voiced concerns about the contractor planting weeds along Tatum Street. This is decreasing property values and the contractor needs to be reprimanded in some way. They also had concerns about racing bobcats up and down the street which stirred up a significant amount of dust.

James Kielsmeier of 1892 Tatum Street

They asked whether the City can provide published information on the predicted lifespan of Tatum Street since it was recently resurfaced. What is the new road resurface worth and how long is it going to last? They would also like an analysis of large truck traffic on that street and discussion of mitigating negative impacts. Large truck traffic wears down roads and is harmful to environment. They would like to be responsible and have these discussions, such as the potential to require single-hauler trash services.

Jesse, City Engineer

We typically expect to get 20 years out of the resurfacing on a road of this nature. The previous road went about 30 years between resurfacing.

Administrator Thongvanh

It's difficult to ensure that roads will last for a certain period of time. Typically, the warranty ends a year after council approves the project and normal wear and tear is expected.

James Kielsmeier of 1892 Tatum Street

I understand there are a lot of variables at play here but I do think we need to take a closer look at one that's within our control; large truck traffic. I also think that an analysis needs to be formalized for the public. If we are going to be assessed, property owners paying the assessment have the right to know all of this information.

Andrew Pleiss of 1697 Fry Street

They were glad to hear similar complaints from other residents. They stated that the contractor is not professional and they also were experiencing the same issues with weeds.

Mayor Gustafson closed the public hearing at 7:29 pm.

Council Member Wehyee moved to approve Resolution 21-37 Adopting and Confirming Assessment Roles for the 2021 Pavement Management Project;
Approved, 4-0.

2. Ordinance Amending Chapter 46 of the City Code Concerning the Authority to Set Speed Limits on City Streets

Administrator Thongvanh

The City received a number of complaints from residents regarding speeding and traffic dangers in 2020 and 2021. The City Council reviewed all complaints at the March 2021 workshop. Staff were directed to conduct more research which lead to conversations with St. Paul who had already changed speed limits to 20 mph on certain roads.

Council Member Wehyee

When would this go into effect?

Administrator Thongvanh

The ordinance still needs to be published. However, the signs are ordered and ready to be installed. I would estimate we are 2 weeks out.

Mayor Gustafson opened the public hearing at 7:40 pm.

Felicia Busch of 1804 Lindig Street

I'm confused as to why we are discussing this since you've already ordered the signs and it sounds like you've made the decision.

Mayor Gustafson

The State sets speed limits but a law was passed recently that allows cities to do so. We now have the power to make this change should we wish to.

Administrator Thongvanh

We have been discussing this for a while now at workshops. The amended ordinance will give the City Engineer the power to establish a speed limit for city streets. This power is conferred to the City

through State Statute 169.14 which was passed by the Minnesota State Legislature in a 2019 special session.

Courtney Billing of 1457 Iowa Street

They thanked the council and city staff for bringing this issue forward. They were grateful that thoughts are being heard and change is occurring. They asked how will this be implemented if this policy is approved?

Council Member Wehyee

They agreed and asked what options the city is considering to help residents with this transition?

Mayor Gustafson

We will continue to do traffic surveys and install new signs at every entrance point of the City.

Administrator Thongvanh

I also received 3 other emails in support of the change but they expressed similar concerns about how this change will be enforced. We will collaborate with Ramsey County Sheriff's Office and educate residents through our weekly newsletter and social media posts.

Staff and council would like to thank residents for their feedback and support on this ordinance.

Andrew Pleiss of 1697 Fry Street

They stated concerns with lack of street lighting on sections of Larpenteur Avenue.

Administrator Thongvanh

This has been an ongoing issue. These lights need to be replaced and a bid was received at \$250,000 on the section of Larpenteur from Arona to Fry Street. The Council has discussed this during the workshop and for now the best solution is turning off the lights since they cannot be utilized or replaced at this point in time.

Andrew Pleiss of 1697 Fry Street

They stated concerns about a sheriff vehicle idling outside of City Hall for three hours.

Mayor Gustafson

They suggested either utilizing a complaint form through the Ramsey County Sheriff's Office or a records request to see what the officer was working on during that time period.

Mayor Gustafson closed the public hearing at 8:08 pm.

Council Member Wehyee

Thank you to all the residents that came forward and voiced these concerns.

Motion by Council Member Andrews to approve Ordinance 21-03 Amending Chapter 46 of the City Code Concerning the Authority to Set Speed Limits on City Streets;
Approved, 4-0.

F. CONSENT AGENDA:

1. General Disbursements through: 9/16/21 \$190,714.39
Payroll through: 9/15/21 \$18,716.19

2. Declaration of Health Pandemic Impacting In-Person Meetings of the City Council and Advisory Commissions
3. 6-Month Performance Evaluation – Assistant to the City Administrator Vandara Thammavongsa
4. 6-Month Performance Evaluation – Community Development Coordinator/Planner Paul Moretto

Motion by Council Member Andrews to approve the Consent Agenda;
Approved, 4-0.

G: POLICY ITEMS:

1. Adopt Speed Limit Evaluation Report

Jesse Freihammer, City Engineer

Now that the ordinance has been approved we will move forward and recommend approval of the speed limit evaluation report. The report is similar to St. Paul’s report and the overall process for establishing speed limits is based on their procedures.

Motion by Council Member Andrews to adopt the report and authorize staff to implement it;
Approved, 4-0.

2. Reducing the 2022 Debt Levy Schedule for the \$715,000 2013B GO Equipment Certificates

The City has sold the fire trucks and proceeds will be used to retire the debt obligations for the 2013B GO Equipment Certificates.

Motion by Council Member Andrews to approve Resolution 21-38 Reducing the 2022 Debt Levy Schedule for the \$715,000 2013B GP Equipment Certificates;
Adopted, 4-0.

3. Adoption and Certification of the 2022 Preliminary Levy

Each year, the City must set and certify to Ramsey County a preliminary levy by September 30. This is required by State of Minnesota. There is an increase in the Legal Fund for due to the increase in requests for public data.

Motion by Council Member Leehy to approve Resolution 21-39 for Certification of the Preliminary Tax Levy for 2022;
Adopted, 4-0.

H. INFORMATION/ANNOUNCEMENTS:

Council Member Leehy

They gave an update on the Amber Union project.

Mayor Gustafson

The CEC met this past Monday. I want to remind everyone that Human Rights Day event will be held on Monday, December 6th.

I. COMMUNITY FORUM:

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J. ADJOURNMENT: 8:42 pm.

CITY OF FALCON HEIGHTS
Regular Meeting of the City Council
City Hall
2077 West Larpenteur Avenue
MINUTES
October 13, 2021 at 7:00 P.M.
Meeting was also held on Zoom

- A. CALL TO ORDER: 7:04 PM
- B. ROLL CALL: ANDREWS _X_ GUSTAFSON __X__ LEEHY_X__

MIAZGA _X_ WEHYEE_X__

**Please note that Miazga was present but experiencing technical difficulties

STAFF PRESENT: THONGVANH_X__

Mayor Gustafson requested a motion to amend the agenda to include a presentation from the Roseville Area School District - Update.

Motion by Council Member Leehy to amend the Agenda;
Approved, 3-0.
Technical Issues

- C. PRESENTATION
1. Roseville Area Schools

Dr. Jenny Loeck, Superintendent

Dr. Loeck provided an update to the activities of the school district, including: highlights from the 2020-2021 school year, COVID strategies, and the bonding project passed in 2017. Updates also included efforts to request additional funding for school activities found on the 2021 ballot (short video was played concerning the ballot questions).

Council Member Leehy

Has the school district been experiencing population growth? Decline?

Dr. Loeck

There have been gains in the secondary level but losses in the elementary level due to COVID-19.

Council Member Wehyee

How long will the levy help the community until another increase would be needed?

Dr. Loeck

This would be a 10-year levy.

Council Member Wehyee

What are the reactions you've had concerning the two proposals?

Dr. Loeck

This has been well received. Class sizes are a concern, especially at the elementary level.

D. APPROVAL OF MINUTES:

1. No Meeting Minutes for September 16th – No Quorum

E. PUBLIC HEARINGS:

1. None

F. CONSENT AGENDA:

1. General Disbursements through: 10/07/21 \$305,545.40
Payroll through: 9/30/21 \$21,137.15
2. Supplemental Benefits Payment Advance to Falcon Heights Fire Relief Association
3. Resignation of Administrative and Communication Coordinator Ashleigh Walters

Motion by Council Member Wehyee to approve the Consent Agenda;
Approved, 4-0.

G. POLICY ITEMS:

1. Calling for Redemption of General Obligation Equipment Certificates, Series 2013B

Administrator Thongvanh

In 2015, the City sold bonds to purchase a firetruck, and those bonds are out until 2023. However, the City is in the midst of selling the firetruck and is now obligated to pay off the bond. There is a little under \$200,000 left.

Mayor Gustafson

We did take this into account when we established our budget for 2022.

Motion by Council Member Andrews to approve Resolution 21-41 Calling for Redemption of
Certain Outstanding Certificates;
Approved, 4-0.

H. INFORMATION/ANNOUNCEMENTS:

Council Member Andrews

We tried to have a Parks and Recreation meeting on Monday but unfortunately did not have a quorum.

Council Member Wehyee

Acknowledge and send condolences to Brian Koland's family and the surrounding Roseville Community.

Mayor Gustafson

Our hearts go out to Brian and his family during this difficult time.

Last night I had the honor of meeting with the members of the University Grove Homeowners to summarize accomplishments from 2021. I want to thank that group for their time.

The Community Engagement Commission is working on the Human Rights Day event which will be held on Monday, December 6th.

Administrator Thongvanh

The Public Works Department is finishing up the sidewalk replacement in the Northhome area. We should be starting street sweeping in the next few weeks. We will continue to update residents using our weekly newsletter and social media.

I. COMMUNITY FORUM:

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J. ADJOURNMENT: 7:42 PM

Randall C. Gustafson, Mayor

Dated this 13th day of October, 2021

Sack Thongvanh, City Administrator

They thanked the League for their efforts and research on this topic. This is a very important topic for them.

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 an Enter into Agreement with Ramsey County for Funding
4. Appointment of Megan Pavek to the position of Administrative and Communications Coordinator.

Motion to approve the Consent Agenda by Council Member Andrews;
Approved, 5-0.

Comments

John Schmittiel

They updated the council on the activities of the Lions Club and their desire to operate a tree sales event. It is an important activity for their organization.

Council Member Leehy

Thanked the businesses of the city for their participation and quick responses to the licensing process.

Megan Pavek

They introduced themselves to the council and thanked them for the opportunity.

G: POLICY ITEMS:

1. 2021 PMP – Call for a Supplemental Assessment Hearing on the 2021 Pavement Management Project

Stephanie Smith, City Engineer

Discussed the assessment process for the Pavement Management Project for 2021 and explained that there was an error on the cost per parcel on Lindig Street which required a correction by council including a hearing. The correction would result in a decreased fee for those who live on Lindig Street. This process requires that the council call a public hearing for November 10th, 2021 to consider the issue.

Council Member Wehyee

Will this change the 30-day payment window of the assessments for others?

Sack Thongvanh, City Administrator

The initial approval is still in effect. They had until October 25. The Lindig Street owners will have another 30-days after the hearing.

Mayor Gustafson

The Lindig Street residents will be the only ones to have additional time.

Council Member Andrews

This will only change the final payment dates for those on Lindig Street.

Sack Thongvanh, City Administrator

Those who have already paid will be refunded the difference.

Stephanie Smith, City Engineer

One parcel was labeled commercial but is a residential property and will be changed.

Council Member Miazga

When do people have the opportunity to pay?

Sack Thongvanh, City Administrator

They had until October 25th.

Council Member Leehy

1763 Fairview was charged for Lindig Street as well. Why was that?

Stephanie Smith, City Engineer

1763 Fairview is double fronted, on Lindig Street and Fairview Avenue and can be subdivided. Therefore, it was assessed.

Staff recommends approval of Resolution 21-43.

Motion by Council Member Wehyee to approve Resolution 21-43 Ordering Supplementary Assessment Hearing for 2021 Pavement Management Project;
Approved, 5-0.

H. INFORMATION/ANNOUNCEMENTS:

- Council Member Miazga: University Setup Committee for Finance and Planning presented the strategic plan. They are engaged on the Community Park issues. NYSF is celebrating the 45-year anniversary and made a video.
- Council Member Leehy: Ramsey County Criminal Justice Council getting more information out about their activities
- Council Member Andrews: No news on the Community Park building. Please remember to vote.
- Mayor Gustafson: Human Rights Day event. December 7th, 2021. CEC is preparing for this event.
- Administrator Thongvanh: Street sweeper is out cleaning the city. Please move your car. Public works has finished replacing sidewalks. Snow removal is around the corner. Next year we will work on sewer lining projects. We have terminated the contract with the 2021 PMP contractor. We will hire a new one in the spring. We have retainage for items like boulevard improvements and other necessary improvements. This will be done in the spring.
- Truth in Taxation Hearing December 8th, 2021.

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: 8:04 PM

Motion to Adjourn by Council Member Andrews;
Approved, 5-0.

Randall C. Gustafson, Mayor

Dated this 27th day of October, 2021

Sack Thongvanh, City Administrator

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CITY OF FALCON HEIGHTS
Regular Meeting of the City Council
City Hall
2077 West Larpenteur Avenue
MINUTES
November 10, 2021 at 7:00 P.M.

A. CALL TO ORDER: 7:03 PM

B. ROLL CALL: ANDREWS ___ GUSTAFSON_X_ LEEHY_X_

MIAZGA _X_ WEHYEE_X_

STAFF PRESENT: MORETTO_X_

C. PRESENTATION

D. APPROVAL OF MINUTES:

E. PUBLIC HEARINGS:

1. 2021 Pavement Management Project Assessment Hearing – Supplemental Assessment Roll

City Engineer, Jesse Freihammer

There has been an error in the previously established special assessments for the 2021 Pavement Management Project. The approved roll assessed a property on Lindig Street at incorrect front-footage rates and 1875 Larpenteur Avenue at the commercial property rate. The property owner has since shown they are homesteaded.

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 corrects errors in the assessment roll including front- footage rates and 1875 Larpenteur Avenue.

Mayor Gustafson opened the public hearing at 7:06 pm.

No one came forward for comment.

Mayor Gustafson closed the public hearing at 7:06 pm.

Mayor Gustafson

Residents on Lindig will receive roughly 30% reduction in their assessments after these changes have been made.

Motion by Council Member Leehy to approve Resolution 21-45 Adopting and Confirming
Supplemental Assessments for 2021 Pavement Management Project;
Approved 4-0.

F. CONSENT AGENDA:

1. General Disbursements through: 11/05/21 \$205,332.31
Payroll through: 10/31/21 \$19,619.66
2. City License(s)
3. 2022 Sanitary Sewer Lining Agreement with the City of Roseville for the 2022 Sanitary Sewer Lining Project

Motion by Council Member Wehyee to approve the Consent Agenda;
Approved 4-0.

G: POLICY ITEMS:

1. Law Enforcement Services with Ramsey County Sheriff's Office

Community Development Specialist Moretto

In 2017, the City entered into a four-year agreement with Ramsey County Sheriff's Office which is set to expire at the end of 2021. Moving into 2022, under a new arrangement, the deputies patrolling the City and the State Fair will act as each other's backup. This change has decreased the cost of law enforcement services by \$42,000. The new agreement will be for one year.

Mayor Gustafson

I am going to abstain from this vote since I am employed by the Ramsey County Sheriff's Office.

Motion by Council Member Miazga to approve the 2022 Law Enforcement Contract with the
Ramsey County Sheriff's Office;
Approved 3-0.

2. Canvassing Election Results for November 2, 2021

Community Development Specialist Moretto

The City is required to hold a meeting to accept and approve election results for the years that the City holds an election.

Motion by Council Member Miazga to approve Resolution 21-46 and the Falcon Heights
Election Abstract;
Approved 4-0.

H. INFORMATION/ANNOUNCEMENTS:

Council Member Miazga

There is an upcoming event held by the League of Women Voters. I also wanted to inform the council of a family shelter at the Provincial House should anyone be interested in supporting this cause.

Council Member Wehyee

The Environment Commission had a meeting scheduled earlier this week however we did not have quorum.

Council Member Leehy

Informed the council about updates on the Philando Castile Peace Garden.

Mayor Gustafson

The Parks Commission had a meeting scheduled earlier this week however there was no quorum. The Truth in Taxation Hearing is scheduled for the first regular council meeting in December.

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: 7:30 PM

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CITY OF FALCON HEIGHTS
Regular Meeting of the City Council
City Hall
2077 West Larpenteur Avenue
MINUTES
December 8, 2021 at 7:00 P.M.

- A. CALL TO ORDER: 7:02 PM
- B. ROLL CALL: ANDREWS __ GUSTAFSON__X_ LEEHY_X__

MIAZGA _X__ WEHYEE_X__

STAFF PRESENT: THONGVANH__X__ OLSON__X__

Motion by Council Member Wehyee to approve the amended Consent Agenda, Item F1;
Approved, 4-0.

- C. PRESENTATION
- D. APPROVAL OF MINUTES:
- E. PUBLIC HEARINGS:
1. 2022 Truth in Taxation and Budget Presentation

Administrator Thongvanh

- For the 2022 Proposed Budget, the Police Services budget was decreased by \$72,751.
- 9.3% renewal rate estimated for health insurance through PEIP.
- Expect license and permit revenues comparable to 2020 levels.
- There will be no transfer of reserve funds for general operating budget.
- LGA receipts from State of MN increased \$12,277. Fiscal disparities increased \$46,313.
- Overall, general fund expenditures and revenues are \$2,937,516 or 1.7% higher than the 2021 operating budget.

Council Member Wehyee

Will the conversations regarding law enforcement services at the county level impact our budget for 2022?

Administrator Thongvanh

I am anticipating there will be no impacts on our budget or levy. Ultimately the power lies with the County Board, however, they know we have set our budget and no issues should arise.

Council Member Leehy

I have been communicating to residents that once the budget has been set and the truth in taxation hearing is held, the City cannot raise the levy. This should help give them peace of mind.

Mayor Gustafson opened the public hearing at 7:27 PM.

No one came forward for comment.

Mayor Gustafson closed the public hearing at 7:28 PM.

Motion by Council Member Leehy to approve Resolution 21-47 and adopt the 2022 tax levy;
Approved, 4-0.

Motion by Council Member Miazga to approve Resolution 21-48 and adopt the 2022 budget;
Approved, 4-0.

F. CONSENT AGENDA:

1. General Disbursements through: 12/03/21 \$202,049.99
Payroll through: 11/30/21 \$38,571.21
2. Approval of City License(s)
3. Appointment of Prosecuting Attorney
4. Appointment of City Attorney
5. Appointment of City Engineer
6. Appointment of City Auditor
7. Designation of Official Newspaper
8. 2022 Cost of Living Adjustment (COLA)
9. Statutory Tort Limits Liability Coverage for the City in 2022
10. 2021 Year End Budget Amendments
11. Close Fund 312 to Fund 403 in 2021
12. General Fund Transfer(s)
13. Northeast Youth and Family Services Cooperative Service Agreement for 2022
14. Building Permit Software - IWORQ

Motion by Council Member Wehyee to approve the Consent Agenda;
Approved, 4-0.

G: POLICY ITEMS:

H. INFORMATION/ANNOUNCEMENTS:

Mayor Gustafson, council members, and Administrator Thongvanh thanked Council Member Miazga for his service as his term with the City Council comes to an end.

I. COMMUNITY FORUM:

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J. ADJOURNMENT: 7:59 PM

CITY OF FALCON HEIGHTS
Regular Meeting of the City Council
City Hall
2077 West Larpenteur Avenue
AGENDA
December 22, 2021 at 7:00 P.M.

NOTE: THIS MEETING WILL BE HELD BY WEB CONFERENCE*

- A. CALL TO ORDER: 7:02 PM
- B. ROLL CALL: ANDREWS __X_ GUSTAFSON __X__ LEEHY __
MIAZGA __ WEHYEE __X__
STAFF PRESENT: THONGVANH __X__

Motion by Mayor Gustafson to amend the Consent Agenda and add Item F6 and change Item F5 to Item G2; Approved, 3-0.

- C. PRESENTATION
- D. APPROVAL OF MINUTES:
- E. PUBLIC HEARINGS:
- F. CONSENT AGENDA:
1. General Disbursements through: 12/17/21 \$109,717.03
Payroll through: 12/15/21 \$19,464.67
 2. City License(s)
 3. Resignation of Dana Dumbacher from the Community Engagement Commission
 4. Resignation of Dena Larrabee from the Community Engagement Commission
 5. Resignation of Sack Thongvanh as the City Administrator
 6. **Establish Fund 428 – Amber Union**

Council Member Wehyee

Why was Item F6 added? Can you elaborate on this?

Administrator Thongvanh

It's a fund to expense the Amber Union projects so as we send out invoices and begin receiving funds we have a place to put them. It also makes it easier for auditors if all expenses associated with this project are put into one account.

Mayor Gustafson

Will this run through the TIF terms or be terminated once the project is complete?

Administrator Thongvanh

It will run through the TIF Terms.

G: POLICY ITEMS:

1. Opioid Settlements – Memorandum of Agreement (MOA)

Council Member Wehyee

How much should the state or the counties anticipate receiving from the settlement?

Administrator Thongvanh

The projected amount in MN is over 250,000,000. Ramsey County is projected to receive 7% of this.

Council Member Andrews

I noticed some of the bigger cities get a larger allocation. Is that because of their size?

Administrator Thongvanh

Usually they base it off of whether your city is an MSA (Metropolitan Statistical Area) and whether you are meeting a certain population threshold.

Motion by Council Member Wehyee to approved Resolution 21-52 Memorandum of Agreement (MOA) Between the State of Minnesota and Local Governments and Authorizing Participation in National Opioid Settlements;
Approved 3-0.

2. Resignation of Sack Thongvanh as the City Administrator

Administrator Thongvanh

I have accepted an Assistant City Manager position with the City of Richfield and my last day will be on February 1, 2022. Per my contract, I need to give a 45-day notice. Tonight, I would like the council to authorize posting this position opening to start the hiring process as soon as possible. I would also like authorization to hire an interim city administrator to help with the transition period. I appreciate the time I have spent working with all of you and am proud of the work that has been accomplished in the last seven years since I started this position in 2015.

Mayor Gustafson

It has been a pleasure to work with you and we are sad to see you go.

Council Member Andrews

I have very much appreciated your work. I commend you for this advancement in your career but this is a huge loss for Falcon Heights. I wish you well.

Council Member Wehyee

Due to inflation and the current job market you had suggested increasing the salary for this position. Can you provide more information on how this will impact our budget/finances?

Administrator Thongvanh

I will continue to work with the finance director to ensure we are financially stable. We are currently in a good position however keep in mind that our law enforcement contract and repairs that need to be made to the Community Park building may cause a burden on city finances at some point.

Council Member Wehyee

I have appreciated your professionalism, willingness to listen and openly communicate with us during your time here. We're going to miss you a lot- thank you very much for your service to this city.

Motion by Council Member Andrews to approve Resolution 21-51 to accept the resignation of Sack Thongvanh as City Administrator with the following amendments;

1. Authorize city staff to begin posting the open position.
2. Authorize city staff to hire an interim city administrator
3. Increase the annual salary range of the city administrator position to \$90,000- \$110,000.

Approved, 3-0.

H. INFORMATION/ANNOUNCEMENTS:

I.

Council Member Wehyee

The Environment Commission has not been able to meet due to lack of quorum. I would like to wish everyone happy holidays.

Council Member Andrews

Parks and Recreation Commission also has not been able to meet due to lack of quorum. I think one of our goals for next year should be to enhance our commissions and make sure we have adequate representation. I would also like to wish everyone happy holidays.

Mayor Gustafson

The Community Engagement Commission chose not to meet this month since we held the Human Rights Day event in December and will be meeting with the Parks and Recreation Commission in a joint session on January 3rd.

The League of Women Voters is holding a zoom forum for constituents on January 20th.

I would also like to thank Council Member Miazga for his service over the past 4 years as his term comes to an end.

Administrator Thongvanh

We are working on getting the ice rinks up and running. We have also decided to have an ice rink at Community Park this year and hopefully this can be utilized for the winter event. Happy holidays to everyone.

J. 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.

K. ADJOURNMENT: 7:36 PM

*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

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

MINUTES
December 1, 2021
6:30 P.M.

NOTE: THIS MEETING WILL BE HELD BY WEB CONFERENCE*

- A. CALL TO ORDER: 6:35 PM
- B. ROLL CALL: ANDREWS_X_ GUSTAFSON_X_ LEEHY_X_
MIAZGA_X_ WEHYEE_X_

STAFF PRESENT: THONGVANH_X_ PAVEK_X_
- C. PRESENTATIONS:
- D. POLICY ITEMS:
 - 1. Law Enforcement Services Update

Administrator Thongvanh

The City Council approved an agreement with the Ramsey County Sheriff's Office (RCSO) to provide law enforcement services for 2022. It was estimated that the City would save roughly \$46,000 than what was originally anticipated since RCSO would also be providing services to the State Fair. In a recent development, the Ramsey County Board has discussed whether or not they actually want to pursue a contract with the State Fair. All cities in the area who have similar contracts, including Vadnais Heights, Shoreview, Arden Hills, White Bear Township, and Little Canada, would like to team up and send a letter to the County Board. The purpose is to ask the board to reconsider and continue on with the original plan of providing services to the State Fair in 2022.

Council Member Miazga

If Ramsey County does not provide law enforcement services for the State Fair will this change our one-year contract with them for 2022? I thought we were getting a better deal since they were also providing State Fair coverage?

Administrator Thongvanh

The City is still waiting for the County Board to approve our contract for 2022. In the past, the board was never involved in these types of negotiations, however, there is a very political climate right now. I can't guarantee they will approve it but I am anticipating that they will.

Council Member Wehyee

If we move forward with the contract but other cities leave, will the price increase? What is the status with St. Paul? Can we use them as a back-up plan?

Administrator Thongvanh

We would cost share a portion of the price if other cities were to leave. If we left it would not impact other cities since RCSO should be able to relocate or completely eliminate some personnel costs. Regarding St. Paul, we do not have an update. We can plan on having more discussions with them in 2022.

Council Member Andrews

When will the County Board approve our contract?

Administrator Thongvanh

They will have to decide by the end of the month. The purpose of the letter is to remind them of the importance of our working relationships and continued collaboration.

Mayor Gustafson

The County Board has yet to make an official decision regarding the State Fair. Everyone is wondering what the repercussions will be since every city and the county has already set their budgets for 2022.

Administrator Thongvanh

This was a recent development that caught all of us off guard. We hope the County Board will recognize how much this impacts the surrounding communities. In the meantime, we will work with other cities to send a letter and each council member should reach out the county board members as well.

2. COVID Vaccination Requirements

Administrator Thongvanh

A few weeks ago, there was a COVID-19 exposure at City Hall and 50% of staff had to miss work and quarantine for at least 10 days. If one more staff member had fallen ill, City Hall would have been shut down. Policies need to be put in place to prevent this from happening. I contacted the City Attorney to ask about vaccine mandates.

It seems that at first other cities and counties were offering weekly testing as an alternative, but as time went on more moved toward requiring the vaccine. Council should consider this, especially since we need to be fully staffed in the winter to provide plowing services. We need to ensure the City is operational and a similar exposure could jeopardize this again. We should also consider putting a new COVID-10 relief measure forward as there is currently none in place. Moving forward, at least 80 hours of COVID leave should be available for those who may need to quarantine.

Council Member Andrews

What if employees refuse to get vaccinated?

Administrator Thongvanh

Enforcing a vaccine mandate is becoming the norm in a lot of cities and counties. If employees refuse to get vaccinated, they could be disciplined up to terminated. While we value our employees, we need to remain operational and put the best interests of the city first.

The majority of the council members were supportive of this action. They asked that all employees are given a reasonable amount of time (no more than 60 days) to get the vaccine.

Administrator Thongvanh

This will most likely be on the regular meeting agenda in January. Staff needs more time to do research and create a policy.

Council Member Leehy

I have a hard time mandating the vaccine. The vaccine is not 100% effective and if they already had COVID-19 recently they will now have natural immunity. I respect everyone's opinions and their right to make decisions about their own bodies and health. I don't want to open up the City to a lawsuit and am not supportive of this policy.

3. Mayor/Council Appointments

Administrator Thongvanh

Each year we rotate council members to a new commission. Open it up to discussion and please let me know which commission you would like to serve on as a council liaison.

Council Member Miazga

It may be beneficial to have residents serve on the NineNorth and Northeast Youth and Family Services (NYFS). They may have more qualified backgrounds and be able to contribute more.

Mayor Gustafson

I can be a placeholder at the NYFS meetings for the time being while we advertise the openings and interview the viable candidates.

4. Levy and Budget Updates

Administrator Thongvanh

The levy hasn't changed. Typically, we do not modify the preliminary. There is money set aside in the storm sewer fund which will cover \$80,000 of the seminary ponds project and our culvert. The City has reduced its capital since we no longer have a Fire Department.

Council Member Wehyee

Are we going to make any contingency plans in case we need to pay more for law enforcement services?

Administrator Thongvanh

We can assume it won't change but we always have a back-up plan just in case. Any changes will come back to council and we would have to redirect some funds and make changes to the

proposed 2022 budget. The City will also be closing out a fund since we have sold all of our fire trucks. The remaining funds will be transferred over to park services.

Council Member Leehy

Regarding the street work that needs to be done on Lindig, are we planning to rebid or are we waiting until the spring?

Administrator Thongvanh

2021 PMP - Right now, we are dealing with some of the subcontractors who are waiting to be paid. It has been a bit of a mess. The City has some retainers that should be able to cover the cost of restoring the curbs. We will wait until spring.

E. INFORMATION/ANNOUNCEMENTS:

F. ADJOURNMENT: 8:06 PM

Randall C. Gustafson, Mayor

Dated this 1st day of December, 2021

Sack Thongvanh, City Administrator



REQUEST FOR COUNCIL ACTION

Meeting Date	January 12, 2022
Agenda Item	Consent F1
Attachment	General Disbursements and Payroll
Submitted By	Roland Olson, Finance Director

Item	General Disbursements and Payroll Amended
Description	General Disbursements through: 1/05/22 \$175,986.39 Payroll through: 12/31/22 \$21,197.34
Budget Impact	The general disbursements and payroll are consistent with the budget.
Attachment(s)	<ul style="list-style-type: none"> • General Disbursements and Payroll
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve general disbursements and payroll.

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PACKET: 02427 Payables Dec 29
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

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01-03103	COLIN CALLAHAN					
I-202112298031		COLIN CALLAHAN	208.33			
12/29/2021	APBNK	DUE: 12/29/2021 DISC: 12/29/2021		1099: N		
		Flex Payment		101 21711-000	DEPENDENT CARE FLEX PAYA	85.42
		Flex Payment		601 21711-000	DEPENDENT CARE FLEX PAYA	97.91
		Flex Payment		602 21711-000	DEPENDENT CARE FLEX PAYA	25.00
		=== VENDOR TOTALS ===	208.33			
<hr/>						
01-03103	CANON FINANCIAL SERVICES					
I-27810123		CANON FINANCIAL SERVICES	122.39			
12/29/2021	APBNK	DUE: 12/29/2021 DISC: 12/29/2021		1099: N		
		Copier contract charge Dec		101 4131-87010-000	CITY HALL MAINTENANCE	122.39
		=== VENDOR TOTALS ===	122.39			
<hr/>						
01-03108	CERTIFIED LABORATORIES					
I-7614307		CERTIFIED LABORATORIES	68.88			
12/29/2021	APBNK	DUE: 12/29/2021 DISC: 12/29/2021		1099: N		
		Ear Plugs		101 4131-70110-000	SUPPLIES	68.88
		=== VENDOR TOTALS ===	68.88			
<hr/>						
01-03117	CITY OF LITTLE CANADA					
I-20117		CITY OF LITTLE CANADA	210.56			
12/29/2021	APBNK	DUE: 12/29/2021 DISC: 12/29/2021		1099: N		
		4th Qtr Inspector Mileage		101 4117-81210-000	BUILDING INSPECTORS	210.56
		=== VENDOR TOTALS ===	210.56			
<hr/>						
01-03175	CONTINENTAL RESEARCH CORPORATI					
I-32024		CONTINENTAL RESEARCH CORPORAT	558.00			
12/29/2021	APBNK	DUE: 12/29/2021 DISC: 12/29/2021		1099: N		
		Weed Killer		101 4141-87120-000	FACILITIES & GROUND MAIN	558.00
		=== VENDOR TOTALS ===	558.00			
<hr/>						
01-05352	SHAILA CUNNINGHAM					
I-202112298029		SHAILA CUNNINGHAM	694.40			
12/29/2021	APBNK	DUE: 12/29/2021 DISC: 12/29/2021		1099: Y		
		Yoga Instructor		201 4201-87700-000	INSTRUCTOR-SPECIALTY CLA	694.40
		=== VENDOR TOTALS ===	694.40			

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01-05665	GRAINGER, W. W., INC.					
I-9144303121		GRAINGER, W. W., INC.	61.80			
12/29/2021	APBNK	DUE: 12/29/2021 DISC: 12/29/2021		1099: N		
		Air Filter		101 4131-70110-000	SUPPLIES	61.80
I-9144303139		GRAINGER, W. W., INC.	60.60			
12/29/2021	APBNK	DUE: 12/29/2021 DISC: 12/29/2021		1099: N		
		Air Filter		101 4131-70110-000	SUPPLIES	60.60
		=== VENDOR TOTALS ===	122.40			
01-05058	JOSH JORDAN					
I-202112298030		JOSH JORDAN	446.40			
12/29/2021	APBNK	DUE: 12/29/2021 DISC: 12/29/2021		1099: Y		
		Tae Kwon Do Nov 30 - Jan 6		201 4201-87700-000	INSTRUCTOR-SPECIALTY CLA	446.40
		=== VENDOR TOTALS ===	446.40			
01-05665	METROPOLITAN COUNCIL					
I-0001131732		METROPOLITAN COUNCIL	48,196.27			
12/29/2021	APBNK	DUE: 12/29/2021 DISC: 12/29/2021		1099: N		
		Waste Water Services Dec		601 4601-85060-000	METRO SEWER CHARGES	48,196.27
		=== VENDOR TOTALS ===	48,196.27			
01-06002	NINENORTH					
I-2021-232		NINENORTH	624.42			
12/29/2021	APBNK	DUE: 12/29/2021 DISC: 12/29/2021		1099: N		
		Cable Meeting Oct		101 4116-85050-000	CABLE TV	346.00
		Cable Casting Svcs		101 4116-85050-000	CABLE TV	52.75
		Webstreaming Svcs		101 4116-85050-000	CABLE TV	170.67
		Late Cancel Fee		101 4116-85050-000	CABLE TV	50.00
		Carousel Coordination		101 4116-85050-000	CABLE TV	5.00
I-2021-283		NINENORTH	574.42			
12/29/2021	APBNK	DUE: 12/29/2021 DISC: 12/29/2021		1099: N		
		Cable Meeting Dec		101 4116-85050-000	CABLE TV	346.00
		Cable Casting Svcs		101 4116-85050-000	CABLE TV	52.75
		Webstreaming Svcs		101 4116-85050-000	CABLE TV	170.67
		Carousel Coordination		101 4116-85050-000	CABLE TV	5.00
I-2021-298		NINENORTH	336.22			
12/29/2021	APBNK	DUE: 12/29/2021 DISC: 12/29/2021		1099: N		
		FH Human Rights Day Audio Mic		101 4116-85050-000	CABLE TV	18.92
		Camera		101 4116-85050-000	CABLE TV	72.80
		Editing		101 4116-85050-000	CABLE TV	67.50
		Pre-Production		101 4116-85050-000	CABLE TV	47.00
		Videographer		101 4116-85050-000	CABLE TV	130.00

POST DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
002	NINENORTH	(** CONTINUED **)				
=== VENDOR TOTALS ===			1,535.06			
01-05973 NORTH SUBURBAN COMMUNICATIONS						
I-2021-196		NORTH SUBURBAN COMMUNICATIONS	1,544.88			
12/29/2021	APBNK	DUE: 12/29/2021 DISC: 12/29/2021 Production Switcher Repair/Rep		1099: N 401 4401-90100-000	FURNITURE & EQUIPMENT	1,544.88
=== VENDOR TOTALS ===			1,544.88			
01-05676 OFFICE DEPOT						
I-214664471001		OFFICE DEPOT	178.80			
12/29/2021	APBNK	DUE: 12/29/2021 DISC: 12/29/2021 Legal Pads and Toner		1099: N 101 4112-70100-000	SUPPLIES	178.80
=== VENDOR TOTALS ===			178.80			
01-06184 RAMSEY COUNTY - POLICE AND 911						
I-EMCOM-009134		RAMSEY COUNTY - POLICE AND 91	348.81			
12/29/2021	APBNK	DUE: 12/29/2021 DISC: 12/29/2021 CAD for Feb		1099: N 101 4122-81200-000	911 DISPATCH FEES	348.81
I-EMCOM-009150		RAMSEY COUNTY - POLICE AND 91	2,546.43			
12/29/2021	APBNK	DUE: 12/29/2021 DISC: 12/29/2021 911 Dispatch for Feb		1099: N 101 4122-81200-000	911 DISPATCH FEES	2,546.43
I-EMCOM-009591		RAMSEY COUNTY - POLICE AND 91	2,546.43			
12/29/2021	APBNK	DUE: 12/29/2021 DISC: 12/29/2021 911 Dispatch for Sept		1099: N 101 4122-81200-000	911 DISPATCH FEES	2,546.43
I-EMCOM-009608		RAMSEY COUNTY - POLICE AND 91	348.81			
12/29/2021	APBNK	DUE: 12/29/2021 DISC: 12/29/2021 CAD for Sept		1099: N 101 4122-81200-000	911 DISPATCH FEES	348.81
I-EMCOM-009721		RAMSEY COUNTY - POLICE AND 91	2,546.43			
12/29/2021	APBNK	DUE: 12/29/2021 DISC: 12/29/2021 911 Dispatch for Nov		1099: N 101 4122-81200-000	911 DISPATCH FEES	2,546.43
=== VENDOR TOTALS ===			8,336.91			

PACKET: 02427 Payables Dec 29

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
35		ST PAUL REGIONAL WATER SERVICE				
I-202112298032		ST PAUL REGIONAL WATER SERVIC	119.43			
12/29/2021	APBNK	DUE: 12/29/2021 DISC: 12/29/2021		1099: N		
		Community Park Water		101 4141-85040-000	WATER	32.61
		Community Park Sanitary Sewer		101 4141-85070-000	SEWER	11.83
		City Hall Water		101 4131-85040-000	WATER	58.51
		City Hall Sanitary Sewer		101 4131-85070-000	SEWER	16.48
		=== VENDOR TOTALS ===	119.43			
		=== PACKET TOTALS ===	62,342.71			

PACKET: 02430 DEC 31 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

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ST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-03530	CRAMER MARKEETING GRP					
I-38525		W 2 and 1099	85.25			
12/31/2021	APBNK	DUE: 12/31/2021 DISC: 12/31/2021		1099: N		
		W 2 and 1099		101 4113-70100-000	SUPPLIES	85.25
		=== VENDOR TOTALS ===	85.25			
=====						
01-05166	GRAINGER, W. W., INC.					
I-9154593108		VACUUM BAGS	26.78			
12/30/2021	APBNK	DUE: 12/30/2021 DISC: 12/30/2021		1099: N		
		VACUUM BAGS		101 4131-70110-000	SUPPLIES	26.78
I-9154593116		BELT FOR VACUUM CLEANER	4.74			
12/30/2021	APBNK	DUE: 12/30/2021 DISC: 12/30/2021		1099: N		
		BELT FOR VACUUM CLEANER		101 4131-70110-000	SUPPLIES	4.74
I-9154593124		NEW VACUUM CLEANER	225.98			
12/30/2021	APBNK	DUE: 12/30/2021 DISC: 12/30/2021		1099: N		
		NEW VACUUM CLEANER		101 4131-70110-000	SUPPLIES	225.98
		=== VENDOR TOTALS ===	257.50			
=====						
01-05153	HOME DEPOT CRC/GECF					
I-202112308034		ELECTRICAL SUPPLIES/TOOLS/TRA	350.27			
12/30/2021	APBNK	DUE: 12/30/2021 DISC: 12/30/2021		1099: N		
		ELECTRICAL SUPPLIES/TOOLS/TRAS		101 4131-70110-000	SUPPLIES	350.27
		=== VENDOR TOTALS ===	350.27			
=====						
01-05670	METRO PRODUCTS INC					
I-164015		HEX NUTS AND BATTERIES	62.22			
12/30/2021	APBNK	DUE: 12/30/2021 DISC: 12/30/2021		1099: N		
		HEX NUTS AND BATTERIES		101 4131-70110-000	SUPPLIES	62.22
		=== VENDOR TOTALS ===	62.22			
=====						
01-05263	MID CITY SERVICES- INDUSTRIAL					
I-170529		FLOOR MAT SVC	45.10			
12/30/2021	APBNK	DUE: 12/30/2021 DISC: 12/30/2021		1099: N		
		FLOOR MAT SVC		101 4131-87010-000	CITY HALL MAINTENANCE	45.10
		=== VENDOR TOTALS ===	45.10			

PACKET: 02430 DEC 31 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
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01-05832	MORETTO, PAUL					
I-202112308035		MILEAGE REIMB	11.76			
12/30/2021	APBNK	DUE: 12/30/2021 DISC: 12/30/2021		1099: N		
		MILEAGE REIMB		101 4117-86010-000	MILEAGE	11.76
		=== VENDOR TOTALS ===	11.76			
=====						
01-06030	OLSON,ROLAND					
I-202112308036		MILEAGE REIMB	86.80			
12/30/2021	APBNK	DUE: 12/30/2021 DISC: 12/30/2021		1099: N		
		MILEAGE REIMB		101 4113-86010-000	MILEAGE	86.80
		=== VENDOR TOTALS ===	86.80			
=====						
01-06024	ON SITE SANITATION					
I-1258296		PORTABLE TOILET/SANITIZERS	75.00			
12/30/2021	APBNK	DUE: 12/30/2021 DISC: 12/30/2021		1099: N		
		PORTABLE TOILET/SANITIZERS		601 4601-85080-000	PORTABLE TOILET PARKS	75.00
I-258297		ADA COMPLIANT TOILET/SANITIZE	160.00			
10/2021	APBNK	DUE: 12/30/2021 DISC: 12/30/2021		1099: N		
		ADA COMPLIANT TOILET/SANITIZE		601 4601-85080-000	PORTABLE TOILET PARKS	160.00
		=== VENDOR TOTALS ===	235.00			
=====						
01-05737	VERIZON WIRELESS					
I-9895834709		CELL PHONE TO DEC 23	102.95			
12/31/2021	APBNK	DUE: 12/31/2021 DISC: 12/31/2021		1099: N		
		CELL PHONE TO DEC 23		101 4131-85015-000	CELL PHONE	102.95
		=== VENDOR TOTALS ===	102.95			
		=== PACKET TOTALS ===	1,236.85			

PACKET: 02434 January 5th 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
01-0235		JAN-PRO CLEANING SYSTEMS				
I-106565		JAN-PRO CLEANING SYSTEMS	450.00			
1/05/2022	APBNK	DUE: 1/05/2022 DISC: 1/05/2022 Janitorial Service January		1099: N 101 4131-87010-000	CITY HALL MAINTENANCE	450.00
=== VENDOR TOTALS ===			450.00			
01-05665		METROPOLITAN COUNCIL				
I-1132900		METROPOLITAN COUNCIL	40,389.49			
1/05/2022	APBNK	DUE: 1/05/2022 DISC: 1/05/2022 Waste Water Services Jan		1099: N 601 4601-85060-000	METRO SEWER CHARGES	40,389.49
=== VENDOR TOTALS ===			40,389.49			
01-05843		MN NCPERS LIFE INSURANCE				
I-458800012022		MN NCPERS LIFE INSURANCE	48.00			
1/05/2022	APBNK	DUE: 1/05/2022 DISC: 1/05/2022 2022 Life Insurance Jan 2022 Life Insurance Jan 2022 Life Insurance Jan 2022 Life Insurance Jan		1099: N 101 21709-000 204 21709-000 601 21709-000 602 21709-000	OTHER PAYABLE OTHER PAYABLE OTHER PAYABLE OTHER PAYABLE	24.64 1.60 15.52 6.24
=== VENDOR TOTALS ===			48.00			
01-05273		MN PUBLIC EMPLOYEES INSURANCE				
I-1150229		MN PUBLIC EMPLOYEES INSURANCE	12,729.84			
1/05/2022	APBNK	DUE: 1/05/2022 DISC: 1/05/2022 Health Insurance Jan		1099: N 101 4112-89000-000	MISCELLANEOUS	12,729.84
=== VENDOR TOTALS ===			12,729.84			
01-06483		SENTRY SYSTEMS, INC.				
I-772809		SENTRY SYSTEMS, INC.	94.50			
1/05/2022	APBNK	DUE: 1/05/2022 DISC: 1/05/2022 Commercial Monitoring Services		1099: N 101 4131-87100-000	PANIC BUTTON SECURITY	94.50
=== VENDOR TOTALS ===			94.50			

PACKET: 02434 January 5th 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
01/05/2022	TURI, JOHN					
I-202201058039		TURI, JOHN	43.00			
1/05/2022	APBNK	DUE: 1/05/2022 DISC: 1/05/2022		1099: N		
		Energy Efficiency Rebate		101 4117-89100-000	ENERGY REBATE PROGRAM	43.00
		=== VENDOR TOTALS ===	43.00			
		=== PACKET TOTALS ===	53,754.83			

POST DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
-----ID-----						
01-01034		BRAKE AND EQUIPMENT WAREHOUSE				
I-11323901	APBNK	BHE COMMUNITY SOLAR, LLC	1,781.20	1099: N		
1/05/2022		DUE: 1/05/2022 DISC: 1/05/2022 CH Garden Elect Oct		101 20200-000	ACCOUNTS PAYABLE	1,781.20
=== VENDOR TOTALS ===			1,781.20			

01-01034 BRAKE AND EQUIPMENT WAREHOUSE						
I-01KB8661	APBNK	BRAKE AND EQUIPMENT WAREHOUSE	38.64	1099: N		
1/05/2022		DUE: 1/05/2022 DISC: 1/05/2022 Windshield Washer Fluid		101 20200-000	ACCOUNTS PAYABLE	38.64
I-01KB7178	APBNK	BRAKE AND EQUIPMENT WAREHOUSE	288.78	1099: N		
1/05/2022		DUE: 1/05/2022 DISC: 1/05/2022 Battery		101 20200-000	ACCOUNTS PAYABLE	288.78
I-01KB8641	APBNK	BRAKE AND EQUIPMENT WAREHOUSE	89.52	1099: N		
1/05/2022		DUE: 1/05/2022 DISC: 1/05/2022 Tire Pressure Sensor		101 20200-000	ACCOUNTS PAYABLE	89.52
I-01KC0821	APBNK	BRAKE AND EQUIPMENT WAREHOUSE	29.64	1099: N		
1/05/2022		DUE: 1/05/2022 DISC: 1/05/2022 Brake Clean		101 20200-000	ACCOUNTS PAYABLE	29.64
=== VENDOR TOTALS ===			446.58			

01-03108 CERTIFIED LABORATORIES						
I-7625399	APBNK	CERTIFIED LABORATORIES	830.49	1099: N		
1/05/2022		DUE: 1/05/2022 DISC: 1/05/2022 Snow & Ice Melter and Lubrican		101 20200-000	ACCOUNTS PAYABLE	830.49
=== VENDOR TOTALS ===			830.49			

01-06290 CITY OF ROSEVILLE						
I-230602	APBNK	CITY OF ROSEVILLE	1,846.13	1099: N		
1/05/2022		DUE: 1/05/2022 DISC: 1/05/2022 FMP Nov		426 20200-000	ACCOUNTS PAYABLE	963.60
		Engineering Nov		101 20200-000	ACCOUNTS PAYABLE	793.59
		Engineering Ally Nov		419 20200-000	ACCOUNTS PAYABLE	88.94
=== VENDOR TOTALS ===			1,846.13			

POST	DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
-----ID-----							
204		IWORQ					
I-196743			IWORQ	4,000.00			
1/05/2022	APBNK		DUE: 1/05/2022 DISC: 1/05/2022 Community Development Package		1099: N 401 20200-000	ACCOUNTS PAYABLE	4,000.00
=== VENDOR TOTALS ===				4,000.00			

01-06053	OREILLY AUTO PARTS						
I-202201058038			OREILLY AUTO PARTS	79.72			
1/05/2022	APBNK		DUE: 1/05/2022 DISC: 1/05/2022 Air&Oil Filters, Bulbs,Supplie		1099: N 101 20200-000	ACCOUNTS PAYABLE	79.72
=== VENDOR TOTALS ===				79.72			

01-06185	RAMSEY COUNTY						
I-PRRRV-001733			RAMSEY COUNTY	337.27			
1/05/2022	APBNK		DUE: 1/05/2022 DISC: 1/05/2022 Truth in Taxation Notice		1099: N 101 20200-000	ACCOUNTS PAYABLE	337.27
I-PRRRV001578			RAMSEY COUNTY	2,141.45			
1/05/2022	APBNK		DUE: 1/05/2022 DISC: 1/05/2022 Voting System		1099: N 101 20200-000	ACCOUNTS PAYABLE	2,141.45
I-RISK-002139			RAMSEY COUNTY	1,066.26			
1/05/2022	APBNK		DUE: 1/05/2022 DISC: 1/05/2022 Insurance/HR Admin Fee		1099: N 101 20200-000	ACCOUNTS PAYABLE	1,066.26
=== VENDOR TOTALS ===				3,544.98			

01-05374	TENNIS SANITATION LLC						
3130579			TENNIS SANITATION LLC	6,961.50			
1/05/2022	APBNK		DUE: 1/05/2022 DISC: 1/05/2022 Recycling SFD&MFD FH		1099: N 101 20200-000	ACCOUNTS PAYABLE	6,961.50
I-3130580			TENNIS SANITATION LLC	66.50			
1/05/2022	APBNK		DUE: 1/05/2022 DISC: 1/05/2022 Recycling Ramsey Cty SWMT&CEC		1099: N 101 20200-000	ACCOUNTS PAYABLE	66.50
=== VENDOR TOTALS ===				7,028.00			

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
752		UNIVERSAL TRUCK SERVICE LLC				
I-62046		UNIVERSAL TRUCK SERVICE LLC	10,715.78			
1/05/2022	APBNK	DUE: 1/05/2022 DISC: 1/05/2022 Truck Repair		1099: N 101 20200-000	ACCOUNTS PAYABLE	10,715.78
I-62066		UNIVERSAL TRUCK SERVICE LLC	9,379.12			
1/05/2022	APBNK	DUE: 1/05/2022 DISC: 1/05/2022 Truck Repair		1099: N 101 20200-000	ACCOUNTS PAYABLE	9,379.12
		=== VENDOR TOTALS ===	20,094.90			
01-05784		UPPER CUT TREE SERVICES				
I-5220		UPPER CUT TREE SERVICES	19,000.00			
1/05/2022	APBNK	DUE: 1/05/2022 DISC: 1/05/2022 Trimming		1099: N 101 20200-000	ACCOUNTS PAYABLE	19,000.00
		=== VENDOR TOTALS ===	19,000.00			
		=== PACKET TOTALS ===	58,652.00			

NAME	AMOUNT
RANDALL C GUSTAFSON	293.07
MELANIE M LEEHY	262.05
MARK J MIAZGA	262.05
YAKASAH WEHYEE	262.05
KAY ANDREWS	255.30
SACK THONGVANH	4,212.11
VANDARA THAMMAVONGSA	1,605.57
ROLAND O OLSON	2,819.25
MATTHEW CHERNUGAL	845.12
TIMOTHY J PITTMAN	2,259.27
DAVE TRETSVEN	1,813.02
COLIN B CALLAHAN	1,972.49

TOTAL PRINTED: 12 16,861.35

PAYROLL CHECK REGISTER
AYROLL NO: 01 City of Falcon Heights

PAGE: 1
PAYROLL DATE: 12/22/2021

EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
PAVEK, MEGAN E	R	12/22/2021	1,616.08	090997
LANDBERG, ALYSSA	R	12/22/2021	137.37	090998
MORETTO, PAUL A	R	12/22/2021	2,138.95	090999

2-22-2021 7:17 AM
AYROLL NO: 01 City of Falcon Heights

PAYROLL CHECK REGISTER

PAGE: 2
PAYROLL DATE: 12/22/2021

*** REGISTER TOTALS ***

REGULAR CHECKS:	3	3,892.40
DIRECT DEPOSIT REGULAR CHECKS:	12	16,861.35
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	15	20,753.75

*** NO ERRORS FOUND ***

* END OF REPORT **

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ITEM FOR DISCUSSION

Meeting Date	January 12, 2022
Agenda Item	Consent F2
Attachment	N/A
Submitted By	Vandara Thammavongsa Assistant to the City Administrator

Item	Approval of City License(s)
Description	<p>The following individuals/entities have applied for a <u>Municipal Business License</u> for 2022. Staff have received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Otto Law P.A. - 1639 Larpenteur Ave W <p>The following individuals/entities have applied for a <u>Tree Contractors License</u> for 2022. Staff have received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Premium Tree Protection, LLC 2. The Davey Tree Expert Company <p>The following individuals/entities have applied for a <u>Single Family Rental Dwelling License</u> for 2022. Staff have received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Linda Barnes - 1828 Moore St 2. Kristen Mozeika - 1849 Tatum St
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.

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REQUEST FOR COUNCIL ACTION (RCA)

Meeting Date	January 12, 2022
Agenda Item	Consent F3
Attachment	Resolution
Submitted By	Roland Olson, Finance Director

Item	Designate Official Depositories for 2022
Description	All investments are made according to State law and the City’s Investment Policy. The City Administrator and/or Finance Director are authorized to deposit general and other funds therein and make investments and transfers for funds for the City of Falcon Heights. Collateral is furnished by the financial institutions as required by law.
Budget Impact	N/A
Attachment(s)	Resolution 22-01 Designating the Official Depositories for the City of Falcon Heights
Action(s) Requested	Staff recommends approve of attached resolution for the official depositories for 2022.

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**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

January 12, 2022

No. 22-01

**A RESOLUTION DESIGNATING THE OFFICIAL DEPOSITORIES FOR THE
CITY OF FALCON HEIGHTS**

BE IT HEREBY RESOLVED, by the city council of the City of Falcon Heights that the following financial institutions be designated as depositories for funds of the City of Falcon Heights:

US Bank System, LMC 4M Fund (checking account)
US Bank National Association
Wells Fargo Advisors
Minnesota Municipal Money Market Fund (4M and 4M Plus Funds)
PMA Securities Inc, PMA Financial Network Inc (4M and 4M
Plus Investment Pools)

BE IT FURTHER RESOLVED that the City Administrator and/or Finance Director is authorized to deposit general and other funds therein and make investments and transfers of funds in accordance with the City's Investment Policy for the City of Falcon Heights with Council approval. Collateral shall be furnished by the financial institutions as required by law.

Moved by:

Approved by: _____
Randall C. Gustafson
Mayor

GUSTAFSON ___ In Favor
LEEHY
MEYER ___ Against
WEHYEE
ANDREWS

Attested by: _____
Sack Thongvanh
City Administrator

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REQUEST FOR COUNCIL ACTION (RCA)

Meeting Date	January 12, 2022
Agenda Item	Consent F4
Attachment	Elected Official Out-of-State Travel Policy
Submitted By	Sack Thongvanh, City Administrator

Item	Review of Elected Official Out-of-State Travel Policy
Description	In 2005, the Minnesota State Legislature passed a requirement that cities adopt a policy that regulates out-of-state travel by elected officials. The Falcon Heights City Council adopted the attached policy on November 9, 2005. One provision of the statute is that the policy be reviewed annually by the City council.
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • Elected Official Out-of-State Travel policy
Action(s) Requested	Staff recommends that the Falcon Heights City Council affirm the attached City of Falcon Heights Elected Official Out-of-State Travel policy adopted November 9, 2005.

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City of Falcon Heights


ELECTED OFFICIAL OUT-OF-STATE TRAVEL POLICY

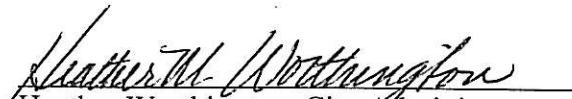
Purpose: The City of Falcon Heights recognizes that its elected official may at times receive value from traveling out of the state for workshops, conferences, events and other assignments. This policy sets forth the conditions under which out-of-state travel will be reimbursed by the City.

General Guidelines:

1. The event, workshop, conference or assignment must be approved in advance by the City Council at an open meeting and must include an estimate of the cost of the travel, and the use of a resolution detailing what exactly is being approved.
2. No reimbursements will be made for attendance at events sponsored by or affiliated with political parties.
3. The city may make payments in advance for airfare, lodging and registration if specifically approved by the council. Otherwise all payments will be made as reimbursements to the elected official.
4. The City will reimburse for transportation, lodging, meals, registration, and incidental costs using the same procedures, limitations and guidelines outlined in the city's Travel Policy.

Adopted November 9, 2005


Susan L. Gehrz, Mayor


Heather Worthington, City Administrator

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REQUEST FOR COUNCIL ACTION (RCA)

Meeting Date	January 12, 2022
Agenda Item	Consent F5
Attachment	Standing Rules and Council and Advisory Commission Roles and Guidelines
Submitted By	Sack Thongvanh, City Administrator

Item	Review and Adopt Council Standing Rules and Council/ Advisory Commission Roles and Guidelines
Description	<p>Each year at the first Council meeting, the City Council reviews the operating procedures it intends to use, and decides if changes are warranted.</p> <p>The standing rules have been amended as of September 23, 2020 with the City Council and Advisory Commission Roles and Guidelines as attached.</p>
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • City Council Standing Rules • City Council and Advisory Commission Roles and Guidelines
Action(s) Requested	Staff would recommend adopting the Council Standing Rules and Council and Advisory Commission Roles and Guidelines for 2022.

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Amended January 11, 2006

B. CITY COUNCIL STANDING RULES

INTRODUCTION

In the belief that the best decisions are made by the best informed decision makers and that the public decision process is best served when the public has every opportunity to present views, the following rules are established to govern regular and special council meetings, as well as formal public hearings. There are several goals behind these rules.

1. In general, free and open discussion by all interested parties should be an essential part of the decision making process.
2. The council process should have as little procedural overhead as possible.
3. Time is better spent on substantial matters rather than proforma matters.

MEMBERSHIP

The formal council membership consists of the four council members and the mayor. All five have one vote each and all five can introduce motions. For purposes of leading the meeting, the mayor, or in the absence of the mayor, the acting mayor will be considered the chairperson.

RULES

Agenda

1. To be considered, an item must be on the agenda and the agenda must be distributed to all of the council members and any other persons having responsibility for an item at least three working days prior to the meeting. An agenda can be modified with addenda by a majority vote, but this should be used only for minor items or items with extreme time constraints.
2. An item can be moved from the consent agenda to the action agenda at the request of any council member.
3. Since there will be an audience and cable TV viewers not familiar with each item, the chair will give a brief explanation of each item as it is addressed.

Agenda (continued)

4. The order of items on the agenda need not be followed absolutely. The chair may adjust the order in the interest of:
 - a. Filling in time before a scheduled item, i.e. a public hearing.
 - b. Grouping several items to best make use of consultant time.
 - c. Accommodating individuals who have attended the meeting specifically to provide input on an item.

Process – Regular and Special Council Meetings

1. For these proceedings, the council will use the “open discussion” procedure. That is, discussion is open to any member before or after a motion is made. This privilege is also extended to the city administrator, city clerk and any of the consultants who may have an interest in or can contribute to the item at hand.
2. At the discretion of the chair, this privilege is also extended to those members of the audience who wish to provide input. The chair may also rule out of order any input felt to be redundant, superfluous, or irrelevant.
3. The chair can make liberal use of the “unanimous consent” procedure. That is, items that in the judgment of the chair are likely to be unanimously approved, can be introduced for approval with the statement “If there are no objections . . . stands approved (or denied).” If any council member has an objection, the item reverts to the standard motion procedure. This “unanimous consent” procedure cannot be used for items requiring formal votes, i.e. resolutions, or for approval of the consent agenda.
4. The standard motion procedure is changed to not require a second. A motion need only to be considered. This also applies to amendments.
5. To eliminate confusion, only one amendment will be considered at a time and that amendment must be germane to the motion. An amendment cannot itself be amended. If a change to an amendment is deemed appropriate, the amendment should be withdrawn and reintroduced accordingly.
6. The general mode of voting will be by acclamation, but with enough clarity that the individual votes can be recorded in the minutes. If in doubt, the city clerk can request a clarification.

Process – Regular and Special Council Meetings (continued)

7. The meeting will be recorded and the recording will be retained for three months following approval of the minutes for that meeting. The standard retention can be extended if, in the judgment of the mayor, city administrator, city clerk or any council member, such action is warranted. Council workshop sessions are open to the public but will not be recorded.
8. If the council action is the result of a resident request and that request is denied in whole or in part, reasons of fact supporting the denial will be made part of the public record.
9. No council meeting will extend beyond 10:30 PM except by unanimous vote. This rule is not subject to the modification or suspension provisions of the Standing Rules.

Process – Public Hearings

Since a public hearing is a more formal procedure and often requires certain procedures and actions to be legal, the meeting rules are changed accordingly.

1. The primary aim of a public hearing is to take input from the public. To accomplish this in the most effective manner, the chair will introduce the hearing with an explanation of the issues. This explanation will be given by the chair or a person designated by the chair. The use of explanatory visual aids is encouraged.
2. Following the explanation, input from the public will be taken. Prior to accepting input, though, the chair will state the areas where input will be appropriate, the maximum time to be allotted to any individual presenter, and any other procedural rules deemed appropriate to guarantee that all concerned parties have a fair and adequate opportunity to be heard.
3. All individuals wishing to speak must identify themselves, their address, and speak into a recording microphone. Individuals not wishing to speak in public may provide a written statement. The council may take up to 15 minutes to review written statements presented at the meeting. If the council decides to not act on the issue at the public hearing meeting, it may, by majority vote, extend the time where written input will be taken to a day no later than one week before the next meeting where a deciding vote is planned.
4. All speakers are expected to be businesslike, to the point and courteous. Anyone not abiding by these rules will be considered out of order.
5. The council will refrain from initiating a discussion during the public input phase of the hearing except to clarify points brought up. These “points of information” requests should be held to a minimum.

6. Once the public testimony phase is complete, the chair will announce the public hearing to be closed and the council will revert back to its open discussion mode of operation. From this point on, public input will only be appropriate when solicited by the council.
7. It shall be the intent of the council to vote on the issue at the same meeting as the public hearing and as close in time to the public hearing as possible. Should it be necessary to defer voting until a later date, that procedure will be clearly explained to the audience.
8. No public hearing will extend beyond 10 PM.
9. If the motion contains conditions, as may occur in conditional use or variance requests, those conditions will be conveyed in writing to the requestor.
10. If the public hearing is the result of a resident request and that request is denied in whole or in part, reasons of fact supporting the denial will be made part of the public record.
11. If the public hearing is to set an assessment rate, the assessment formula(s) under discussion cannot be altered. This implies that the council has fully discussed any formulas prior to the hearing and that the appropriate legal, fiscal and engineering consultants have passed on formula(s) viability, legality and feasibility.
12. If the hearing is to set an assessment, it cannot be scheduled later than the first meeting in September. This is to allow time to correct any errors prior to the time needed to certify the rolls to the county.

ADOPTION/MODIFICATION/SUSPENSION

These rules, with the exception of the mandatory 10:30 PM adjournment, can be adopted, modified or suspended in whole or in part by a $\frac{3}{4}$ vote of the council. If suspended, they are automatically reinstated at the next meeting. Should they be suspended or a situation occurs that is not covered by the standing rules, Sikkink's Seven Motion System (attached) will apply.

ANNUAL REVIEW

These rules will be reviewed annually at the first meeting in January.

INTERPRETATION

The chair will interpret the rules. However, the chair's interpretation can be appealed by any council member and can be overruled by a majority vote.

Attachment

SIKKINK'S SEVEN MOTION SYSTEM

General Rules for a Simplified System of Parliamentary Procedure

1. The purpose of this decision making system is to allow efficient decision making that represents a majority position. Any motion, request, discussion or proposal, which seems to have as its purpose unreasonable delay, manipulation, or the goal of serving individual ends rather than group ends, can be ruled out of order by the chair. Such a ruling by the chair will be subject to the motion called appeal.
2. Free and open discussions are valued in this decision making system. For that reason, most motions are discussable and the motion to restrict discussion requires a 2/3 vote in order to pass. In recognizing persons for discussion, the chair first recognizes the person who made the motion, next recognizes other persons and always recognizes a person who has not spoken over a person who has already participated in the discussion. As far as possible, the chair should try to alternately recognize persons representing different viewpoints.
3. In examining the chart on the following page, you will note that five of the seven motions are amendable. However, only one amendment at a time may be considered. As soon as that amendment is passed or defeated, another amendment may be proposed.
4. The number in front of the motion listed indicates the rank of each motion. Thus, #1 – General motions are lowest in rank, and #7 – Restrict Debate motions are highest in rank. Two rules apply:
 - (1) You usually cannot consider two motions of the same rank at the same time, and
 - (2) If a motion of one rank is being considered, a motion of the same rank or lower rank is usually out of order, but a motion of higher rank is in order.

While these rules generally apply, the chair may allow some flexibility in certain circumstances. These situations almost always occur with motions #5, 6 and 7. For example, if #7 - "Restrict Discussion" is being discussed and a member wants a secret ballot vote on the matter, Request, while lower in rank, could be used to accomplish this purpose. The chair is allowed to make all decisions on exceptions, but all such decisions are subject to appeal.

SIKKINK'S SEVEN MOTION SYSTEM TABLE

<u>Motion</u>	<u>Purpose</u>	<u>Applies To What Situations</u>	<u>Needs Recognition</u>	<u>Needs Second</u>	<u>Can be Discussed</u>	<u>Amendable</u>	<u>Vote Required</u>
1. Restrict Discussion	To stop or limit discussion	All discussable motions	Yes	Yes	Yes	Yes	2/3
2. Appeal	To let the group vote on a chair's decision	To decision of the chairperson	No	Yes	Yes	No	Majority
3. Request	Not a motion but a way to question, challenge, or seek help	Any appropriate situation	No	No	No	No	Chair decides subject to appeal
4. Postpone	To delay action on any general motion to a future time	General motions	Yes	Yes	Yes	Yes	Majority
5. Refer	To have a general motion studied by a committee	General motions	Yes	Yes	Yes	Yes	Majority
6. Meeting Termination	To recess during a meeting or to end a meeting	Made to recess or adjourn	Yes	Yes	Yes	Yes	Majority
7. General	To bring up business for majority decisions by the group	For doing business	Yes	Yes	Yes	Yes	Majority

City Council and Advisory Commission Roles and Guidelines

PURPOSE

The purpose of the document is to outline the main roles, duties, and authority of the City Council (Council) and Advisory Commissions (Commissions). This document also establishes general guidelines for decorum of the governing bodies such as proper procedure during meetings, best practices to represent Council and the community, and other state and local laws that apply.

POLICY

A. City Council Role and Authority

The five-member City Council is the chief governing body of the City whose responsibility it is to see that the City is properly exercising its functions, fulfilling the duties law imposes, overseeing the organization's financial affairs and selecting the City Administrator, and not exercising powers which it does not legally possess.

The City Council, as a body, has the following major areas of authority and responsibility. These are:

1. Selecting the City Administrator
2. Focus on policy and outcomes ensuring that the strategic direction leads the city to the desired outcome
3. Setting and interpreting rules governing its own proceedings,
4. Exercising all the statutory powers of cities,
5. Legislating for the City,
6. Directing the enforcement of City ordinances,
7. Appointing or hiring non-seasonal or non-temporary personnel,
8. Overseeing the City's financial operations and adopting the annual budget,
9. Appointing members of the boards, commissions, committees, chairs and task forces conducting the City's inner and regional governmental affairs,
10. Protecting the general health, welfare and safety of the City and its inhabitants
11. Providing community leadership and vision

The most important single responsibility of individual Council Members is participation and voting at City Council meetings and workshops. As individuals, Council Members have no individual administrative authority; they cannot direct staff or otherwise supervise City employees unless the Council specifically directs them to do so. Staff's respective duties are to Council as an entity. No one Council Member has any right to privileged information, or the direction of staff analysis, research or action apart from the group. As a Council, however, Council Members should devote their official time to issues of basic policy and to acting as liaisons between the City and the general public. Council Members should be concerned, not only with the conduct of current affairs, but also with the future development and welfare of the City.

B. Affirmation of Expectations

The Council seeks to establish commonly held expectations and to clarify roles and procedures to further Council and staff effectiveness. These various initiatives are to not suppress the dynamic

engagement which is so valuable to policy development. The Council is committed to a set of behavioral expectations, intended to create a high level of trust, creativity, and productivity. These include:

1. Staying focused on top priority and strategic goals, rather than becoming reactive,
2. Engaging in proactive, on-going communication which avoids unnecessary surprises,
3. Seeking common ground and coming together, avoiding the fueling of controversy or anxiety,
4. Focusing on others' actions and avoiding speculation about their intentions,
5. Building trust by being transparent, ethical, and acting with integrity,
6. Engaging in and encouraging direct communication,
7. Maintain confidentiality of all closed session materials and discussion,
8. Assuming good intentions and asking about intent, and
9. Respecting all citizens and all members
10. Read packets ahead of time and, when possible, provide the City Administrator advance notice about questions for staff before the meeting
11. Participate in all issues, not just select matters of personal interest
12. Voting after council discussion
13. Debate and disagree, without fighting and with keeping it to the issue at hand
14. Remember that council makes policy and sets direction, and staff manages the operations and implements Council actions

There are also expected activity levels of Council Members in addition to attending additional meetings, training, activities and events as part of the fulfillment of their duties. Some of these are:

1. City Council Orientation: Setting the information foundation of a Council Member is important. Therefore, for each new Council Member, a detailed orientation plan should be completed and fulfilled within the first year of office.
2. City Council Meetings: Council Members are expected to be present and on time at all noticed meetings of the City Council. Absences from Council meetings should be identified as soon in advance as possible and communicated to the City Administrator to assure a quorum and necessary voting numbers are present for any given action before the Council.
3. Council Liaison: Each Council Member will be assigned meetings through the year by the Mayor and approved by the Council that they are expected to attend on behalf of the City Council. Information from these meetings that might be of interest to the other Council Members should be reported at the end of the monthly City Council workshop meetings under "Mayor and City Council Comments and Commission Liaison Updates." This portion of the Council meeting is not a time for further discussion or questioning beyond specific clarification of the update or announcement. Such is best handled during other communication routes or one to one meetings with staff, Mayor, or Council Members.
4. Additional Meetings: There are a number of meetings outside the normal meeting schedule that it is important for Council Members to attend. Some of them are:
 - City Council/Advisory Commission Kick-off event
 - Groundbreaking and grand openings of City facilities
 - Joint meetings with other public entities
 - One-on-one meetings with the City Administrator as established
 - Development Tour

- Emergency Management Training
- Racial Equity an Inclusion training as designated for Falcon Heights Staff, Council and Commissioners.
- Human Rights Day
- City Organized Events (ex. Human Rights Day and Ice Cream Social)

C. Advisory Commission Role and Authority

Advisory Commissions have a primary role to advise the City Council in the creation and evolution of City policies and procedures. In particular instances, governing bodies may facilitate public participation in order to fully develop a recommendation to the City Council.

City staff members are available to provide general assistance to Advisory Commissions. Advisory Commissions are not involved in the administration or operation of City departments. Commissions may not conduct major studies, or establish official policy without the approval of the City Council.

Despite Commissions’ differing tasks, all share some basic responsibilities. Members need to stay informed on subjects of interest to their specific commission. Conscientious attendance is also a fundamental responsibility, as irregular attendance lessens one’s ability to study all aspect of items under consideration.

D. Non-Participation in Administration

The City Council has an important oversight and fiduciary responsibility and must develop processes to ensure accountability. Central to an understanding of the role of Council Members is a confirmation of an appropriate relationship with staff. Members of the Council shall refrain from becoming directly involved in the administrative activities of the City and shall not intrude into those areas that are exclusively the responsibility of staff. Individual Council Members may not intervene in staff decision-making, the development of staff recommendations, scheduling of work, and executing department priorities without the prior knowledge and approval of the Council as a whole. Neither an individual Council member nor any Commission member shall give direction or orders to any staff member.

The Council shall work with City staff through the City Administrator or his / her designee. The City Administrator may choose to establish formal or informal norms for routine Council or Commissioner Staff interaction.

E. Agendas

Council and Commission agendas shall be established by the City Administrator or his / her designee. Future agenda items requested by a Council Member or Commission Member shall be discussed during a regular and/or workshop meeting and will be determined by the majority of the Council or Commission.

In order to focus the Council meetings on consideration of policy issues and to maintain an open forum for public discussion, questions which focus on the policy aspects of agenda items should be at the Council meeting rather than administrative details. Any clarifications or technical questions that can be readily answered should be handled before the meeting. Council Members are

encouraged to submit their questions on agenda items to the City Administrator as far in advance of the meeting as possible so that staff can be prepared to respond at the Council meeting.

Any staff member (authorized by the City Administrator”), the Mayor or two (2) Council Members wishing to add an item to any agenda pursuant to this section shall do so by complying with the following: (a) All requests from Council to place an item on the posted agenda must submit an action form to city administration* and be received by the City Administrator by 10:00 a.m. 11 days prior to the next Council work session meeting. For a regularly scheduled Wednesday Workshop, the deadline for agenda item would be 10:00 a.m. on the Thursday preceding packet completion. All request from the Mayor and Council must first be reviewed at a Council Workshop before being placed on the agenda of a regular meeting.

F. Communication

1. E-mails: All e-mails sent through the City server shall be saved per the City’s data retention policies. Each Council Member shall be assigned a unique City e-mail address for City-related e-mail communication. It is strongly advised for Council Members to exclusively use this address for their City business e-mails. Use of personal email for City business could create government data to their personal account subjecting them to retention laws and possibility of discovery if the City receives a data request.

Council Member e-mail communications should be directed either to the City Administrator or to a department head, copying the City Administrator. General electronic communications related to the specific functions of the City Clerk (i.e. scheduling of meetings, record retention, data practices, research, etc.) and the Communications Coordinator (i.e. composing of various items such as articles for the newsletter, press releases, and general correspondence) following positions, may be directly e-mailed, copying the City Administrator.

Council Member communication may not copy more than one other Council Member in their correspondence, nor should e-mail messages be forwarded on from one member to another so as to create a “walking quorum.” E-mails to Council Members from the public should be done through City issued emails, which will be shared with all members of the Council.

Advisory Commission members will not receive a City e-mail address. Commissioners should direct all their communications to their Commission staff liaison.

2. Written correspondence: The City Clerk or assigned staff shall open up incoming mail for the Mayor, Council Member and Commission Members (unless it is labeled personal and confidential) and disseminate these materials. The City Clerk or assigned staff is authorized to provide copies of Council Members’ correspondence to pertinent staff members. General correspondence addressed to Council Members shall be opened and distributed to all Council Members as appropriate.
3. Text messages/social media correspondence: All electronic communications from Council to staff or from Council to the public should utilize a City issued address.
4. The City logo, insignia and brand can only be used for City business and not for political or personal purposes.

5. Prior to interviews with the press, Council Members will inform the City Administrator or designee to coordinate message points.
6. Speaking for the City: When Council Members are requested to speak to groups or are asked for the City Council's position on an issue (verbal or written), the response should reflect the position of the City Council as a whole. A Council member may clarify his/her vote on a matter by stating, for example, "While I voted against X, the City Council voted in support of it." When representing the City at meetings or other venues, it is important that those in attendance gain an understanding of the City Council's position rather than that of an individual member.

The City Administrator will be the designed representative for all media inquiries and interviews when requested for an official statement of the City, unless specified differently by the full City Council.

G. General Meeting Guidelines

During meetings, members shall preserve order and decorum and shall obey the rules of the governing body. Governing bodies are expected to conduct meetings implementing Robert's Rules of Order (11th edition). Discussions shall be conducted in an orderly fashion. Private conversation between members during meetings is inappropriate. Members also should not privately communicate with any member of the public, including other governing body members and staff via electronic means during a public meeting. As much as possible, or practical, members should provide City staff questions in advance of a meeting that may entail research and preparation for items on the forthcoming agenda.

The City Council will also comply with the Council Standing Rules which is adopted annually to include Sikkink's Seven Motion System.

A member once recognized, shall not be interrupted while speaking unless called to order by the chair, or the speaker chooses to yield to questions from another member. All members shall accord the utmost courtesy to each other, to City employees and to the public appearing before the body. Members shall also refrain at all times from rude and derogatory remarks. Members shall confine their remarks to the issues before the body and shall not attempt to revisit or reopen issues already addressed and settled with one exception: a member of the prevailing side on an issue may move for formal reconsideration of that issue.

Citizens and staff attending meetings shall also observe the same rules of propriety, decorum and good conduct applicable to Council/Commission Members. Any person making personal, impertinent, or slanderous remarks or anyone who becomes boisterous while addressing the body or while attending the meeting shall be asked by the Mayor/Chairperson to conduct themselves properly, and if they fail to do so shall be asked to leave the room.

If the governing body conducts public hearings, members shall not express their views on a proposal until after a public hearing is closed. Members' comments and questions shall not suggest a position. After a public hearing is closed, members shall be invited to discuss their views on the proposal. Members shall apply City Council and Advisory Commission Guidelines and Practices to achieve win-win solutions whenever possible.

Outside of deliberations, it is a member's responsibility to present views and recommendations representing the governing body as a whole. Members expressing views not represented by the majority of the body shall identify them as such.

Public statements shall not include promises that may be construed to be binding on the City, governing body or staff. When making a public statement, members shall indicate that Commission actions are recommendations and that final action will be taken by the City Council.

Public officials and representatives on governing bodies shall follow Minnesota State Statute 10A.07 Conflicts of Interest and Minnesota State Statute 10A.09 Statements of Economic Interest.

The success or failure of a governing body's efforts may be dependent upon the degree of cooperation evident among the individual members of the body; therefore, members shall work to establish a good relationship with each other.

Each member shall keep in mind these important points:

- Show respect for another's viewpoint.
- Allow others adequate time to fully present their views before making comments.
- Be open and honest.
- Make new members feel welcome and help them become acquainted with their duties.
- Comments are confined to the current issue or policy, not to the person who made other comments
- Refrain from speaking a second time until everyone has spoken a first time
- No verbal attacks of other members
- No side conversations
- Pay attention (avoid use of any personal technology devices)
- Speak directly and openly to one another
- Support Council decisions

Members shall not vote on, nor participate in the discussion of, issues in regard to which the member has a conflict of interest. Conflict of interest is generally defined as having a personal financial interest in the outcome. Further information can be obtained from the City Attorney by contacting the City Administrator.

Members are also expected to consider issues in terms of the good of the City as a whole and should, as much as possible, be perceived as considering issues on this basis. To this end, members are requested to publicly disclose any relationships to parties involved in an issue or possible perceived conflicts which might be viewed as impacting their ability to objectively consider an issue before them.

H. Requests for Information/Analysis

City Council requests for information should be made through the City Administrator, according to protocol for channeling communications. Any request that requires a significant amount of staff time to research a problem or prepare a response may be referred to the full Council for direction to ensure that staff resources are allocated in accordance with overall Council priorities.

Commission requests for information will be made to the designated Commission staff liaison. Requests requiring a significant amount of staff time to research a problem or prepare a response

may be referred to the full Commission for direction to ensure that staff resources are allocated in accordance with overall Commission priorities as directed by the Council.

I. Conflicts of Interest

State laws regarding ethics and conflicts of interest are some of the most important for Council Members to be aware of and follow. Essentially, these laws prohibit any Council Member from voting on any question that is brought before the Council in which he/she is personally involved, or has an incompatible occupational or financial interest. Due to both the complexity of these laws and the significant consequences if violated, it is highly suggested that Council Members discuss with the City Attorney potential conflicts who shall consult the City Administrator.

J. Discrimination

The City of Falcon Heights does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual orientation or disability in the admission or access to, or treatment or employment in, its programs, activities, or services. Members of a governing body must adhere to this City policy as well as City policies regarding non-discrimination, harassment or inappropriate behavior.

K. Gifts

All local officials in the State of Minnesota, including appointed commissioners, are required to adhere to Minnesota Statute 471.895.

Non-adherence to these guidelines may be subject to review by the City Council.

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REQUEST FOR COUNCIL ACTION (RCA)

Meeting Date	January 12, 2022
Agenda Item	Consent F6
Attachment	N/A
Submitted By	Randall Gustafson, Mayor

Item	Council/City Commission Liaison Assignments
Description	<p>Council Members are each assigned to serve as a liaison between City Council and various commissions each year. Assignments for 2022 are as follows:</p> <ul style="list-style-type: none"> • Planning Commission - Yakasah Wehyee • Community Engagement Commission - Randall Gustafson • Parks and Recreation Commission - Kay Andrews • Environment Commission - Eric Meyer • Northeast Youth and Family Services - Randall Gustafson • North Suburban Cable Commission (Nine North) - Sue Majerus (Resident) <ul style="list-style-type: none"> ○ Mayor Randall Gustafson will be the alternate
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	Motion to approve the above appointments for 2022.

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REQUEST FOR COUNCIL ACTION (RCA)

Meeting Date	January 12, 2022
Agenda Item	Consent F7
Attachment	N/A
Submitted By	Sack Thongvanh, City Administrator

Item	Appointment of Acting Mayor
Description	<p>Periodically, the Mayor’s absence requires that official duties (such as signing official documents, running City Council meetings, etc.) need to be conducted in a timely manner.</p> <p>The Mayor retains the right to name other Council Members as Acting Mayor when planned absences are anticipated, but the formal designation of an Acting Mayor allows for continuity of operations in the case of an emergency or unplanned absence.</p>
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	Motion to approve Council Member Melanie Leehy as the 2022 Acting Mayor.

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ITEM FOR DISCUSSION

Meeting Date	January 12, 2022
Agenda Item	Consent F8
Attachment	N/A
Submitted By	Roland Olson, Finance Director

Item	Mileage Reimbursement for 2022
Description	The business mileage reimbursement rate allowed by the IRS is 58.5 cents per mile effective January 1, 2022. This is a 2.5 cent increase over 2021.
Budget Impact	Mileage reimbursement rate is 58.5 cents per mile.
Attachment(s)	N/A
Action(s) Requested	Staff recommends allowing the IRS approved reimbursement mileage rate of 58.5 cents per mile when employees use their personal vehicles.

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REQUEST FOR COUNCIL ACTION (RCA)

Meeting Date	January 12, 2022
Agenda Item	Consent F9
Attachment	Application and Resolution
Submitted By	Paul Moretto, Planner-Community Development Coordinator

Item	Appointment of Amy Christiansen to the Environment Commission
Description	City Staff and the Chair for the Environment Commission interviewed Amy Christiansen for the Environment Commission. Amy lives in Falcon Heights and has a deep passion for environmental causes.
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • Commission Application • Resolution 22-02 Appointment of Amy Christiansen to the Environment Commission
Action(s) Requested	Staff recommends approval of attached resolution appointing Amy Christiansen to the Environment Commission.

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Date and Time

09/27/2021 10:51 AM

Full Name

Amy Christiansen

Full Address

1801 Fry Street
MN, Falcon Heights 55113
United States

Phone

6517608135

Additional Phone**Email**

juanchristiansen@hotmail.com

How Long At Above Address?

12 years

In Which Capacity Would You Like to Serve?

As a member of the Environment Commission

What is the Reason You Would Like to Serve?

Around the globe, we are facing environmental challenges. Our local efforts matter. Falcon Heights' accomplishments as a GreenStep City are commendable. There is more to be done, and I believe that I can be help as a member of the Environment Commission. Together we can build upon our green assets, serving the health of the planet and the goal of sustainability, while fostering an ever-more beautiful and prosperous city for all residents throughout our city.

List Prior (Previous) Public Service

County Master Gardener in Springfield, Ohio.

Other Relevant Background (Other Comments)

Committee work during my years as an Associate Professor of Japanese at Wittenberg University taught me the give-and-take of collaborating with others to refine ideas and bring them to fruition. I led many successful events and projects. Also perhaps relevant were my efforts as a county-certified Master Gardener. A partner and I installed a pollinator garden at an elementary school. We got teachers, students, and parents invested in the garden by collaborating with them throughout.

Thank you,

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**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

January 12, 2022

No. 22-02

**RESOLUTION APPOINTING AMY CHRISTIANSEN TO THE ENVIRONMENT
COMMISSION**

WHEREAS, the Environment Commission serves in an advisory capacity to the City Council on all policy matters relating to energy use, air quality, recreation and aesthetic appreciation, green infrastructure, water, solid waste, and environmental education;

WHEREAS, City Staff and the Commission Chair have interviewed Amy Christiansen and recommend appointment to the Falcon Heights Environment Commission.

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

1. That the appointment of Amy Christiansen to the Falcon Heights Environment Commission 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
LEEHY
MEYER _____ Against
WEHYEE
ANDREWS

Attested by: _____
Sack Thongvanh
City Administrator

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REQUEST FOR COUNCIL ACTION (RCA)

Meeting Date	January 12, 2022
Agenda Item	Consent F10
Attachment	Application and Resolution
Submitted By	Paul Moretto, Planner-Community Development Coordinator

Item	Appointment of John Pellegrini to the Environment Commission
Description	City Staff and the Chair for the Environment Commission interviewed John Pellegrini for the Environment Commission. John lives in Falcon Heights and has a deep passion for environmental causes.
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • Commission Application • Resolution 22-03 Appointment of John Pellegrini to the Environment Commission
Action(s) Requested	Staff recommends approval of attached resolution appointing John Pellegrini to the Environment Commission.

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Date and Time

03/11/2021 10:10 AM

Full Name

John Pellegrini

Full Address

1422 Idaho Ave. W.
Falcon Heights MN 55108
USA

Phone

6513994625

Additional Phone**Email**

jjpellegrini@stkate.edu

How Long At Above Address?

19 years

In Which Capacity Would You Like to Serve?

As a member of the Environment Commission.

What is the Reason You Would Like to Serve?

I have been concerned about environmental issues for most of my life. While I have volunteered some time for non-profit organizations and made some donations, I would like to find additional ways to make a difference. Now that my children are adults, I have more time to pursue this.

List Prior (Previous) Public Service

I have not served in a public office or commission previously. I've done one-time projects for Sierra Club, Great River Greening, and the Nature Conservancy. I've also participated in other volunteer settings such as the reading program at Chelsea Hgts Elementary (St Paul schools) and youth sports coaching.

Other Relevant Background (Other Comments)

Thank you,
Falcon Heights, MN

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**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

January 12, 2022

No. 22-03

**RESOLUTION APPOINTING JOHN PELLEGRINI TO THE ENVIRONMENT
COMMISSION**

WHEREAS, the Environment Commission serves in an advisory capacity to the City Council on all policy matters relating to energy use, air quality, recreation and aesthetic appreciation, green infrastructure, water, solid waste, and environmental education;

WHEREAS, City Staff and the Commission Chair have interviewed John Pellegrini and recommend appointment to the Falcon Heights Environment Commission.

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

1. That the appointment of John Pellegrini to the Falcon Heights Environment Commission 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
LEEHY
MEYER _____ Against
WEHYEE
ANDREWS

Attested by: _____
Sack Thongvanh
City Administrator

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ITEM FOR DISCUSSION

Meeting Date	January 12, 2022
Agenda Item	Consent F11
Attachment	N/A
Submitted By	Sack Thongvanh, City Administrator

Item	2022 Commission Re-Appointments
Description	<p>Each year the City Council appoints residents to serve on various city commissions. Below are my recommendations for residents to serve three year terms (2022-2024), as directed by the City Code:</p> <p style="padding-left: 40px;">1. Patrick Mathwig to the Environment Commission</p>
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	Motion to approve the reappointment of the following Commissioner(s) to their second three year terms to their respective commissions.

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REQUEST FOR COUNCIL ACTION (RCA)

Meeting Date	January 12, 2022
Agenda Item	Policy G1
Attachment	N/A
Submitted By	Sack Thongvanh, City Administrator

Item	City Administrator Hiring Process Timeline
Description	<p><u>Timeline</u></p> <p>January 12th: Job Posting Closed January 13th: First Review of Applications by the City Administrator and Mayor January 16th: Applications Review by the City Council January 23rd: First Round Interviews (Community Members and Staff Panels) January 30th: Second Round Interviews (City Council) February 6th: Final Interviews and Selection (As Needed) March/April: Start Date of City Administrator</p>
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	Staff would recommend approval of the City Administrator Hiring Process Timeline.