

CITY OF FALCON HEIGHTS
Regular Meeting of the City Council
City Hall
2077 West Larpenteur Avenue
AGENDA
March 9, 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: PITTMAN ___
- C. APPROVAL OF AGENDA
- D. PRESENTATION
- E. APPROVAL OF MINUTES:
 - 1. January 19, 2022 City Council Workshop Minutes
 - 2. February 2, 2022 City Council Workshop Minutes
 - 3. February 16, 2022 Special Meeting Minutes
 - 4. February 16, 2022 Workshop Meeting Minutes
 - 5. February 23, 2022 Regular Meeting Minutes
- F. PUBLIC HEARINGS:
- G. CONSENT AGENDA:
 - 1. General Disbursements through: 3/2/22 \$27,147.66
Payroll through: 2/28/22 \$21,124.46
Wire Payments: \$14,665.36
 - 2. Approve City License(s)
 - 3. Approve Sale of Fire Equipment
 - 4. ARPA Resolution
- H. POLICY ITEMS:
- I. INFORMATION/ANNOUNCEMENTS:
- 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:

*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

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

MINUTES
January 19, 2022
6:30 P.M.

- A. CALL TO ORDER: 6:34 PM
- B. ROLL CALL: ANDREWS X GUSTAFSON X LEEHY X
 MEYER X WEHYEE X
- STAFF PRESENT: THONGVANH X
- C. PRESENTATIONS:
- D. POLICY ITEMS:
 1. Review City Administrator Hiring and Selection Process

Administrator Thongvanh gave a summary of the hiring and selection process thus far. At this point in time, each council member had selected their top five candidates. The first interview would be conducted by staff virtually and the second interview would be conducted by a community panel virtually. Thongvanh requested that one council member be selected to serve as a liaison during the community panel interview.

Council Member Andrews recommended that Council Member Leehy serve as liaison because of her administrative experience and all of the work she has done with the city in the past.

Council Member Meyer agreed and stated that Leehy would be a great selection.

Leehy stated that she would accept that role. Her previous roles as city staff member, commission member and now council member gave her a unique perspective.

All council members agreed and stated their pick for panelists. Each council member selected a person to serve on the community panel who, along with Mayor Gustafson and Council Member Leehy, would participate in the community panel interview.

Thongvanh recommended that each panelist review the community values document and develop a question based off each value. There were an even number of community panelists and community value so it worked well. The council was also welcome to change any of the questions asked by staff or the panel.

Gustafson asked ideally how many candidates should move onto the final interview?

The Council agreed that their goal was to have three candidates for the final interview. The Council also agreed that both staff and the community panel should pick their top three candidates with the hope of there being some overlap.

Thongvanh stated that if the candidate pool was narrowed down to 3-4 finalists he would then recommend sending all finalists through the evaluation process prior to the final interview with city council. The goal was to hold final interviews in the first or second week of February.

Leehy stated that she felt great about the process and the candidate pool. Thongvanh will be missed and the Council appreciated his direction throughout the hiring process.

Council Member Wehyee agreed and stated the City was fortunate to have a great group of candidates and would be in good hands moving forward.

Andrews agreed that the pool of applicants was encouraging. She inquired on the status of hiring an Interim City Administrator.

Thongvanh responded that he was still working on the agreement but was hoping to have something for Council to review next week.

E. INFORMATION/ANNOUNCEMENTS:

F. ADJOURNMENT: 7:30 PM

Kay Andrews, Mayor Pro Tem

Dated this 9th day of March, 2022

Tim Pittman, Interim City Administrator

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

MINUTES
February 2, 2022
6:30 P.M.

- A. CALL TO ORDER: 6:33 PM
- B. ROLL CALL: ANDREWS GUSTAFSON LEEHY
MEYER WEHYEE

STAFF PRESENT: PITTMAN

- C. PRESENTATIONS:

- D. POLICY ITEMS:

1. Review City Administrator Hiring and Selection Process

The City has conducted two interviews which consisted of one interview by staff and one interview conducted by the community panel. Both were held virtually. After these interviews both staff and the community panel chose their top three candidates. Council will discuss these candidates and decide who will move forward for final interviews scheduled tentatively for February 16th @ 6:00 pm.

Mayor Gustafson asked the council members how many candidates they would like to move forward.

The Council requested that three candidates be moved forward.

The Council ranked the candidates based off their application materials, and how they were ranked by staff and the community panel before coming to an agreement on who should move forward.

Gustafson stated that the City would begin to check references, initiate the evaluation process and schedule the final interviews. The Council discussed which questions will be asked at the final interview and which question should be used for the writing sample.

2. Declaring Climate Change an Emergency

Council Member Wehyee explained that this was discussed at the Environment Commission but was never formally passed due to lack of quorum. Many communities around the state have acted to spread awareness on this major issue. He asked the Council to discuss and provide input on adopting the attached resolution.

Council Member Meyer was very supportive of the declaration and drafted resolution. He was very passionate about these issues and hoped the City could step up and be a leader.

Gustafson inquired on the climate action plan requirement and the associated costs. The City would need to identify some applicable projects. Gustafson noted this was a commitment that would require a series of expenditures and would prefer to have a new administrator in place before moving forward.

Wehyee responded the Council can always make changes to include past projects, tailor it to meet specific city needs and set future goals. There was no rush and his intention was to inform the other council members of this declaration/resolution and begin discussions.

Council Member Andrews was very supportive of this initiative and proud of the accomplishments that the City had achieved thus far. However, the timing was not ideal and she agreed that the new city administrator would be needed due to budget implications.

Gustafson suggested Meyer, the Environment Commission liaison, bring this back to the Environment Commission for further discussion in the meantime.

Commission Member Leehy added that she preferred a declaration listing Falcon Height's accomplishments as a GreenStep City versus the implementation of a new action plan.

Wehyee agreed with highlighting past accomplishments but added that including action steps was an important part of the process. He stated that as officials of the City, we can always do more to promote and support this cause.

All council members agreed to bring back to this item back to the Environment Commission for further discussion.

E. INFORMATION/ANNOUNCEMENTS:

F. ADJOURNMENT: 8:59 PM

Kay Andrews, Mayor Pro Tem

Dated this 9th day of March, 2022

Tim Pittman, Interim City Administrator

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

MINUTES

February 16, 2022 at 6:00 P.M.

A. CALL TO ORDER: 6:03 PM

B. ROLL CALL: GUSTAFSON LEEHY WEHYEE
ANDREWS MEYER

STAFF PRESENT: THONGVANH

C. CITY ADMINISTRATOR INTERVIEWS

Each candidate was given 50 minutes to answer a total of 13 questions:

Collin Mays began the interview at 6:05 pm. The interview ended at 6:39 pm.

Justine Jones began the interview at 7:00 pm. The interview ended at 7:51 pm.

Jack Linehan began the interview at 8:02 pm. The interview ended at 9:00 pm.

D. INFORMATION/ANNOUNCEMENTS

E. ADJOURNMENT: 9:01 pm.

1. Adjourn to Workshop Following February 16th Special City Council Meeting
 - a. City Administrator Interviews

Kay Andrews, Mayor Pro Tem

Dated this 9th day of March, 2022

Tim Pittman, Interim City Administrator

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

MINUTES

February 16, 2022 following Special Meeting

- A. CALL TO ORDER: 9:18 pm.
- B. ROLL CALL: GUSTAFSON X LEEHY X WEHYEE X
 ANDREWS X MEYER X
- STAFF PRESENT: THONGVANH X
- C. POLICY ITEMS:
 1. City Administrator Interviews

Administrator Thongvanh stated for the record that he originally indicated his last day of employment with the City would be on February 2, 2022. Due to some extenuating circumstances and staffing issues he agreed to extend his employment and would work through the 21st of February instead.

Administrator Thongvanh stated for the record a summary of the hiring process thus far:

- The City had posted the position for three weeks and received eighteen applications total, of which fourteen were qualified.
- City Council reviewed the fourteen applicants and selected seven to move forward to the interview process.
- City Council created a community panel which consisted of five people, each selected by a council member, and also included Council Member Leehy and Mayor Gustafson. The community panel interview was conducted and the top three candidates were selected and given to Council.
- The staff interview was conducted and the top three candidates were selected and given to Council.
- At the last workshop the Council decided three candidates, of the top picks from both the community panel and staff, should move forward for final interviews.
- Council received a writing sample, personal assessment summaries, and application materials from the top three candidates and scheduled their final interviews which were held tonight.

The City Council discussed each candidate's performance in the final interviews. They came to an agreement on who they wanted to offer the position to.

Mayor Gustafson stated he would reach out to this candidate and inform them that they had been selected for the position. He would also begin contract negotiations.

D. INFORMATION/ANNOUNCEMENTS

E. ADJOURNMENT: 9:52 pm.

Dated this 9th day of March, 2022

Kay Andrews, Mayor Pro Tem

Tim Pittman, Interim City Administrator

DRAFT

CITY OF FALCON HEIGHTS
Regular Meeting of the City Council
City Hall
2077 West Larpenteur Avenue
MINUTES
February 23, 2022 at 7:00 P.M.

A. CALL TO ORDER: 7:02 PM

B. ROLL CALL: ANDREWS X GUSTAFSON X LEEHY

MEYER X WEHYEE X

STAFF PRESENT: PITTMAN X
 OLSON X

C. APPROVAL OF AGENDA

D. PRESENTATION

E. APPROVAL OF MINUTES:

1. January 26, 2022 City Council Regular Minutes

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

F. PUBLIC HEARINGS:

G. CONSENT AGENDA:

1. General Disbursements through: 2/11/22 \$319,746.63
Payroll through: 2/15/21 \$70,377.13
Payroll Withholdings: \$62,837.20
Wire Payments: \$138,324.72
2. Approve City License(s)
3. Accept the Resignation of Assistant to the City Administrator, Vandara Thammavongsa
4. Appoint Megan Pavek as Assistant to the City Administrator
5. Establish Electronic Transfer Policy

Motion Meyer to approve the consent agenda.
Approved 4-0.

H. POLICY ITEMS:

1. Approve Assignment and Assumption of Amended and Restated Development Agreements for Falcon Heights Town Square Apartments and Falcon Heights Town Square Senior Apartments

Motion by Council Member Andrews to approve Resolution 22-06.
Approved 4-0.

I. INFORMATION/ANNOUNCEMENTS:

Mayor Gustafson reported that the City did not have a signed agreement/contract with the City Administrator candidate but had extended an offer. Once the City has received an offer it would publicly announce and confirm the new hire.

Council Member Wehyee reported that the Planning Commission did not meet this week.

Council Member Meyer reported that the Environment Commission held a sub-committee meeting this week where he met with the commission chair and staff liaison Paul Moretto to discuss next steps in declaring climate change an emergency.

Council Member Andrews reported the Parks and Recreation Commission has not met due to lack of quorum and the Snowstravaganza event was cancelled due to inclement weather.

J. COMMUNITY FORUM:

K. ADJOURNMENT: 7:23 PM.

Dated this 9th day of March, 2022

Kay Andrews, Mayor Pro Tem

Tim Pittman, Interim City Administrator

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Meeting Date	March 9, 2022
Agenda Item	Consent G1
Attachment	General Disbursements and Payroll
Submitted By	Roland Olson, Finance Director

Item	General Disbursements, Payroll and Wire Payments
Description	General Disbursements through: 3/2/22 \$27,147.66 Payroll through: 2/28/22 \$21,124.46 Wire Payments: \$14,665.36
Budget Impact	The general disbursements, payroll and wireless payments are consistent with the budget.
Attachment(s)	<ul style="list-style-type: none"> • General Disbursements, Payroll and Wireless Payments
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve general disbursements, payroll and wireless payments.

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-----ID-----				GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----		DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
001		CAMPBELL KNUTSON					
I-291		CAMPBELL KNUTSON		54.00			
2/16/2022	APBANK	DUE: 2/16/2022 DISC: 2/ /2022 General Matters Legal			1099: Y 101 4114-80200-000	LEGAL FEES	54.00
		=== VENDOR TOTALS ===		54.00			
01-04000		EHLERS AND ASSOCIATES					
I-89900		EHLERS AND ASSOCIA		135.00			
2/16/2022	APBANK	DUE: 2/16/2022 DI /2022 Review and Resear			1099: N 414 4414-81900-000	OTHER PROFESSIONAL SERVI	135.00
		=== VENDOR TOTALS		135.00			
01-04570		JOSEPH, KATRINA E.					
I-121		JOSEPH, KATRINF		2,500.00			
2/16/2022	APBANK	DUE: 2/16/2022 DISC: 2/16/2 22 Prosecutions Je			1099: Y 101 4123-80200-000	LEGAL FEES	2,500.00
		=== VENDOR TOTALS ===		2,500.00			
01-05644		LEAGUE OF MN HUMAN RIGHTS COMM					
I-22211		LEAGUE OF MN HUMAN RIGHTS COM		100.00			
2/16/2022	APBANK	DUE: 2/16/2022 DISC: 2/16/2022 2022 Member Commission Dues			1099: N 101 4111-86140-000	COMMISSIONS/MEMBERSHIPS/	100.00
		=== VENDOR TOTALS ===		100.00			
01-05760		MINNESOTA GFOA					
I-14322		MINNESOTA GFOA		10.00			
2/16/2022	APBANK	DUE: 2/16/2022 DISC: 2/16/2022 Membership 2022 Dues			1099: N 101 4113-86100-000	CONFERENCES/EDUCATION/AS	10.00
		=== VENDOR TOTALS ===		10.00			
01-05273		MN PUBLIC EMPLOYEES INSURANCE					
I-1167693		MN PUBLIC EMPLOYEES INSURANCE		10,830.92			
2/16/2022	APBANK	DUE: 2/16/2022 DISC: 2/16/2022 Health Insurance Mar			1099: N 101 4112-89000-000	MISCELLANEOUS	10,830.92
		=== VENDOR TOTALS ===		10,830.92			

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
973		NORTH SUBURBAN COMMUNICATIONS				
I-2022-502		NORTH SUBURBAN COMMUNICATIONS	2,865.55			
2/16/2022	APBNK	DUE: 2/16/2022 DISC: 2/16/2022		1099: N		
		Q1 2022 Cooperative Svc to NSC		101 4116-85050-000	CABLE TV	2,865.55
		=== VENDOR TOTALS ===	2,865.55			
01-06030		OLSON,ROLAND				
I-202202168077		OLSON,ROLAND	280.00			
2/16/2022	APBNK	DUE: 2/16/2022 DISC: 2/16/2022		1099: N		
		Flex Payment		101 21712-000	MEDICAL FLEX SAVINGS PAY	232.40
		Flex Payment		601 21712-000	MEDICAL FLEX SAVINGS PAY	42.00
		Flex Payment		602 21712-000	MEDICAL FLEX SAVINGS PAY	5.60
		=== VENDOR TOTALS ===	280.00			
01-06301		SAMS CLUB MC/SYNCB				
I-202202168078		SAMS CLUB MC/SYNCB	861.39			
2/16/2022	APBNK	DUE: 2/16/2022 DISC: 2/16/2022		1099: N		
		Smores Ingredients		101 4116-89010-000	SPECIAL EVENTS	66.39
		Pioneer Press Paper		101 4131-70110-000	SUPPLIES	32.00
		Face Masks		101 4112-70100-000	SUPPLIES	209.75
		External Solid State Drive		101 4112-70100-000	SUPPLIES	274.72
		Interview Expense		101 4112-70100-000	SUPPLIES	58.42
		Zoom Virtual		101 4116-85040-000	VIRTUAL COMMUNICATIONS	220.11
		=== VENDOR TOTALS ===	861.39			
01-05870		XCEL ENERGY				
I-202202168079		XCEL ENERGY	2,909.73			
2/16/2022	APBNK	DUE: 2/16/2022 DISC: 2/16/2022		1099: N		
		Elect		101 4131-85020-000	ELECTRIC	698.54
		Gas		101 4131-85030-000	NATURAL GAS	1,639.43
		Elect		101 4141-85020-000	ELECTRIC/GAS	284.39
		Elect		101 4141-85020-000	ELECTRIC/GAS	33.66
		Elect		209 4209-85020-000	STREET LIGHTING POWER	12.45
		Elect		209 4209-85020-000	STREET LIGHTING POWER	65.60
		Elect		209 4209-85020-000	STREET LIGHTING POWER	17.17
		Elect		209 4209-85020-000	STREET LIGHTING POWER	43.79
		Elect		209 4209-85020-000	STREET LIGHTING POWER	114.70
		=== VENDOR TOTALS ===	2,909.73			
		=== PACKET TOTALS ===	20,546.59			

PACKET: 02475 February 24 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
290		CITY OF ROSEVILLE				
I-230732		CITY OF ROSEVILLE	748.38			
2/24/2022	APBNK	DUE: 2/24/2022 DISC: 2/24/2022		1099: N		
		PMP January		426 4426-80100-000	ENGINEERING	274.80
		Engineering January		101 4133-80100-000	ENGINEERING SERVICES	473.58
		=== VENDOR TOTALS ===	748.38			
01-05263		MID CITY SERVICES- INDUSTRIAL				
I-176639		MID CITY SERVICES- INDUSTRIAL	56.85			
2/24/2022	APBNK	DUE: 2/24/2022 DISC: 2/24/2022		1099: N		
		MID CITY SERVICES- INDUSTRIAL		101 4131-87010-000	CITY HALL MAINTENANCE	56.85
		=== VENDOR TOTALS ===	56.85			
01-05843		MN NCPERS LIFE INSURANCE				
I-458800032022		MN NCPERS LIFE INSURANCE	48.00			
2/24/2022	APBNK	DUE: 2/24/2022 DISC: 2/24/2022		1099: N		
		2022 Life Insurance March		101 21709-000	OTHER PAYABLE	24.64
		2022 Life Insurance March		204 21709-000	OTHER PAYABLE	1.60
		2022 Life Insurance March		601 21709-000	OTHER PAYABLE	15.52
		2022 Life Insurance March		602 21709-000	OTHER PAYABLE	6.24
		=== VENDOR TOTALS ===	48.00			
01-00935		ST PAUL REGIONAL WATER SERVICE				
I-202202248081		ST PAUL REGIONAL WATER SERVIC	148.83			
2/24/2022	APBNK	DUE: 2/24/2022 DISC: 2/24/2022		1099: N		
		Community Park Water		101 4141-85040-000	WATER	47.53
		Community Park Sanitary Sewer		101 4141-85070-000	SEWER	21.59
		City Hall Water		101 4131-85040-000	WATER	62.88
		City Hall Sanitary Sewer		101 4131-85070-000	SEWER	16.83
		=== VENDOR TOTALS ===	148.83			
		=== PACKET TOTALS ===	1,002.06			

PACKET: 02477 MAR 2 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----
 DATE BANK CODE -----DESCRIPTION----- GROSS P.O. #
 DISCOUNT G/L ACCOUNT -----ACCOUNT NAME----- DISTRIBUTION
 =====
 01-00900 BEISSWENGER'S

I-548527 CARBUREATOR REPAIR 95.97
 3/02/2022 APBNK DUE: 3/02/2022 DISC: 3/02/2022 1099: N
 CARBUREATOR REPAIR 101 4132-87000-000 REPAIR EQUIPMENT 95.97
 === VENDOR TOTALS === 95.97

01-05422 BP

I-202203028089 FUEL 532.31
 3/02/2022 APBNK DUE: 3/02/2022 DISC: 3/02/2022 1099: N
 FUEL 101 4132-74000-000 MOTOR FUEL & LUBRICANTS 532.31
 === VENDOR TOTALS === 532.31

01-03103 CANON FINANCIAL SERVICES

I-28101584 COPIER CHRGS FEB 122.39
 3/02/2022 APBNK DUE: 3/02/2022 DISC: 3/02/2022 1099: N
 COPIER CHRGS FEB 101 4131-87010-000 CITY HALL MAINTENANCE 122.39
 === VENDOR TOTALS === 122.39

01-03110 CENTURY LINK

I-202203028082 CELL PHIONE 63.71
 3/02/2022 APBNK DUE: 3/02/2022 DISC: 3/02/2022 1099: N
 LAND LINE 101 4141-85011-000 TELEPHONE - LANDLINE 63.71
 === VENDOR TOTALS === 63.71

01-05352 SHAILA CUNNINGHAM

I-202203028085 YOGO INSTRUCTOR 416.00
 3/02/2022 APBNK DUE: 3/02/2022 DISC: 3/02/2022 1099: Y
 YOGO INSTRUCTOR 201 4201-87700-000 INSTRUCTOR-SPECIALTY CLA 416.00
 === VENDOR TOTALS === 416.00

01-05058 JOSH JORDAN

I-202203028084 TDAE KWON DO INSTRUCTOR 446.40
 3/02/2022 APBNK DUE: 3/02/2022 DISC: 3/02/2022 1099: Y
 TDAE KWON DO INSTRUCTOR 201 4201-87700-000 INSTRUCTOR-SPECIALTY CLA 446.40
 === VENDOR TOTALS === 446.40

PACKET: 02477 MAR 2 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

01-05582 MENARDS

I-202203028088		TERRO ANT BAIT	6.44			
3/02/2022	APBNK	DUE: 3/02/2022 DISC: 3/02/2022		1099: N		
		TERRO ANT BAIT		101 4112-70100-000	SUPPLIES	6.44
=== VENDOR TOTALS ===			6.44			

01-05670 METRO PRODUCTS INC

I-164979		WELDING WIRE	229.35			
3/02/2022	APBNK	DUE: 3/02/2022 DISC: 3/02/2022		1099: N		
		WELDING WIRE		101 4131-70110-000	SUPPLIES	229.35
=== VENDOR TOTALS ===			229.35			

01-05794 MINNESOTA EQUIPMENT

I-P66312		MINNESOTA EQUIPMENT	275.62			
3/02/2022	APBNK	DUE: 3/02/2022 DISC: 3/02/2022		1099: N		
		JOHN DEERE REPAIRS		101 4132-87000-000	REPAIR EQUIPMENT	275.62
=== VENDOR TOTALS ===			275.62			

01-04875 MOBILE MINI, INC.

I-9012468860		WARMING HOUSE RENTAL	685.00			
3/02/2022	APBNK	DUE: 3/02/2022 DISC: 3/02/2022		1099: N		
		WARMING HOUSE RENTAL		101 4141-87120-000	FACILITIES & GROUND MAIN	685.00
I-9012732617		WARMING HOUSE RENTAL	685.00			
3/02/2022	APBNK	DUE: 3/02/2022 DISC: 3/02/2022		1099: N		
		WARMING HOUSE RENTAL		101 4141-87120-000	FACILITIES & GROUND MAIN	685.00
I-9013001539		WARMING HOUSE RENTAL	685.00			
3/02/2022	APBNK	DUE: 3/02/2022 DISC: 3/02/2022		1099: N		
		WARMING HOUSE RENTAL		101 4141-87120-000	FACILITIES & GROUND MAIN	685.00
=== VENDOR TOTALS ===			2,055.00			

01-06030 OLSON,ROLAND

I-202203028087		MILEAGE REIMB FEB	70.82			
3/02/2022	APBNK	DUE: 3/02/2022 DISC: 3/02/2022		1099: N		
		MILEAGE REIMB FEB		101 4113-86010-000	MILEAGE	70.82
=== VENDOR TOTALS ===			70.82			

PACKET: 02477 MAR 2 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

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

01-06024		ON SITE SANITATION					

I-1285424		PORTABLE TOILET & SANITIZERS		75.00			
3/02/2022	APBNK	DUE: 3/02/2022 DISC: 3/02/2022			1099: N		
		PORTABLE TOILET & SANITIZERS			601 4601-85080-000	PORTABLE TOILET PARKS	75.00

I-1285425LL		PORTABLE TOILET&SANITIZERS		160.00			
3/02/2022	APBNK	DUE: 3/02/2022 DISC: 3/02/2022			1099: N		
		PORTABLE TOILET&SANITIZERS			601 4601-85080-000	PORTABLE TOILET PARKS	160.00
		=== VENDOR TOTALS ===		235.00			

01-06489		SHORT, WILLIAM F					

I-202203028083		HEARING OFFICER CHRGS		200.00			
3/02/2022	APBNK	DUE: 3/02/2022 DISC: 3/02/2022			1099: N		
		HEARING OFFICER CHRGS			101 4123-80200-000	LEGAL FEES	200.00
		=== VENDOR TOTALS ===		200.00			

01-05170		TOM LYNCH ELECTRIC LLC					

I-2203028086		ELECT/ MINI WARMING HOUSE		850.00			
3/02/2022	APBNK	DUE: 3/02/2022 DISC: 3/02/2022			1099: N		
		ELECT/ MINI WARMING HOUSE			101 4141-87130-000	MINI WARMING HOUSE	850.00
		=== VENDOR TOTALS ===		850.00			
		=== PACKET TOTALS ===		5,599.01			

IP #	NAME	AMOUNT
022	RANDALL C GUSTAFSON	262.47
L-0023	MELANIE M LEEHY	241.65
L-0025	YAKASAH WEHYEE	241.65
L-0026	KAY ANDREWS	258.04
L-0027	ERIC G MEYER	241.65
L-1005	SACK THONGVANH	3,823.66
L-1024	VANDARA THAMMAVONGSA	2,270.35
L-1136	ROLAND O OLSON	2,985.13
L-1030	TIMOTHY J PITTMAN	2,368.47
L-1033	DAVE TRETSEVEN	1,861.53
L-1143	COLIN B CALLAHAN	2,061.30
L-2265	TOM L WILLIAMS	349.08

TOTAL PRINTED: 12 16,964.98

2-24-2022 6:21 AM PAYROLL CHECK REGISTER
PAYROLL NO: 01 City of Falcon Heights

PAGE: 1
PAYROLL DATE: 2/24/2022

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
102	PAVEK, MEGAN E	R	2/24/2022	1,664.60	091153
1162	LANDBERG, ALYSSA	R	2/24/2022	282.59	091154
1018	MORETTO, PAUL A	R	2/24/2022	2,212.29	091155

2-24-2022 6:21 AM PAYROLL CHECK REGISTER
PAYROLL NO: 01 City of Falcon Heights

PAGE: 2
PAYROLL DATE: 2/24/2022

*** REGISTER TOTALS ***

REGULAR CHECKS:	3	4,159.48
DIRECT DEPOSIT REGULAR CHECKS:	12	16,964.98
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	15	21,124.46

*** NO ERRORS FOUND ***

** END OF REPORT **

Additional Wire Payments

Payroll Withholdings

February 28th Payroll

Federal W/h	7,872.87
State W/h	1,447.15
PERA	4,035.50
ICMA	1,283.34
CHILD SUPPORT	26.50

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Meeting Date	March 9, 2022
Agenda Item	Consent G2
Attachment	N/A
Submitted By	Megan Pavek Assistant to the City Administrator

Item	Approval of City License(s)
Description	The following individuals/entities have applied for a <u>Tree Trimming/Removal Contractor License</u> for 2022. Staff have received the necessary documents for licensure. 1. Rainbow Tree Company
Budget Impact	
Attachment(s)	
Action(s) Requested	Staff recommends approval of the City license applications contingent on background checks and fire inspections as required.

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Meeting Date	March 9, 2022
Agenda Item	Consent G3
Attachment	Resolution 22-07
Submitted By	Tim Pittman Assistant to the City Administrator

Item	Approve Sale of Fire Equipment
Description	<p>At the April 28, 2021 Regular City Council Meeting, the Council declared surplus city property. This authorized the City Administrator to sell surplus City property either upon quotation or in the open market. The items included, but were not limited to Fire Department tools and equipment. The City has received an offer from Century College.</p> <p>Century College is interested in purchasing the equipment which would be used to train future firefighters who enroll in their programs. Century College will also be partnering with St. Paul Fire for an upcoming fire academy this spring. After assessing the equipment, Century College has offered \$2,500.</p> <p>This is an opportunity to clear the equipment out of city facilities while supporting an educational institution who may train the future fire fighters that protect the City of Falcon Heights.</p>
Budget Impact	\$2,500 to support general city services.
Attachment(s)	
Action(s) Requested	Staff recommends approval of the sale of fire equipment.

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**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

March 9, 2022

No. 22-07

A RESOLUTION APPROVING THE SALE OF FIRE EQUIPMENT FOR \$2,500

WHEREAS, the City Administrator is authorized to sell surplus City property either upon quotation or in the open market; and

WHEREAS, Century College has assessed the fire equipment and offered to purchase said equipment for \$2,500; and

WHEREAS, the City Council has accepted the offer and authorizes staff to finalize the sale of fire equipment for \$2,500.

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

1. That the \$2,500 offer for the fire equipment is approved by the City Council and staff is authorized to finalize the sale.

Moved by:

Approved by: _____

Kay Andrews
Mayor Pro Tem

GUSTAFSON _____ In Favor

LEEHY

MEYER _____ Against

WEHYEE

ANDREWS

Attested by: _____

Tim Pittman
Interim City Administrator

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Meeting Date	March 9, 2022
Agenda Item	ARPA Resolution
Attachment	Resolution 22-08
Submitted By	Tim Pittman, Interim City Administrator and Roland Olson, Finance Director

Item	ARPA Resolution
Description	Resolution to accept ARPA funds allocated to the City of Falcon Heights in the amount of \$604,112.20, to elect the standard allowance available under the revenue loss provision of ARPA, and authorize city staff, Mayor, and the city attorney to take all necessary actions to receive and administer the funding.
Budget Impact	Supports governmental services.
Attachment(s)	Resolution 22-08
Action(s) Requested	Staff recommends approving Resolution 22-08.

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**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

March 9, 2022

No. 22-08

**A RESOLUTION TO ACCEPT THE CORONAVIRUS LOCAL FISCAL RECOVERY
FUND ESTABLISHED UNDER THE AMERICAN RESCUE PLAN ACT**

WHEREAS, since the first case of coronavirus disease 2019 (COVID-19) was discovered in the United States in January 2020, the disease has infected over 32 million and killed over 575,000 Americans (“Pandemic”). The disease has impacted every part of life: as social distancing became a necessity, businesses closed, schools transitioned to remote education, travel was sharply reduced, and millions of Americans lost their jobs;

WHEREAS, as a result of the Pandemic, cities have been called on to respond to the needs of their communities through the prevention, treatment, and vaccination of COVID-19; and

WHEREAS, city revenues, businesses and nonprofits in the city have faced economic impacts due to the Pandemic; and

WHEREAS, Congress adopted the American Rescue Plan Act in March 2021 (“ARPA”) which included \$65 billion in recovery funds for cities across the country; and

WHEREAS, ARPA funds are intended to provide support to state, local, and tribal governments in responding to the impact of COVID-19 and in their efforts to contain COVID-19 in their communities, residents, and businesses; and

WHEREAS, \$604,112.20 has been allocated to the City of Falcon Heights of which the initial distribution of \$302,056.11 has already been received pursuant to the ARPA (“Allocation”); and

WHEREAS, the United States Department of Treasury has adopted guidance regarding the use of ARPA funds; and

WHEREAS, the City, in response to the Pandemic, has had expenditures and anticipates future expenditures consistent with the Department of Treasury’s ARPA guidance; and

WHEREAS, the State of Minnesota will distribute ARPA funds to the City because its population is less than 50,000; and

WHEREAS, In May 0f 2021, the US department of Treasury (“Treasury”) published the Interim Final Rule describing eligible and ineligible uses of funds as well as other program provisions, sought feedback from the public on these program rules, and began to distribute funds; and

WHEREAS, On January 6, 2022, Treasury issued the final rule. The final rule delivers broader flexibility and greater simplicity in the program, responsive to feedback in the comment process; and

WHEREAS, the final rule offers a standard allowance for revenue loss of up to \$10 million, allowing recipients to select between a standard amount of revenue loss or complete a full revenue loss calculation; and

WHEREAS, recipients that select the standard allowance may use that amount, in many cases their full award, for governmental services, with streamlined reporting requirements.

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

1. The City elects the standard allowance available under the revenue loss provision of the American Rescue Plan Act in the amount of \$604,112.20 to be used for the general provision of government services.
2. The City intends to collect its share of ARPA funds from the State of Minnesota to use in a manner consistent with the Department of Treasury’s guidance.
3. City staff, together with the Mayor and the City Attorney are hereby authorized to take any actions necessary to receive the City’s share of ARPA funds from the State of Minnesota for expenses incurred because of the Pandemic.
4. City staff, together with the Mayor and the City Attorney are hereby authorized to make recommendations to the City Council for future expenditures allowed with ARPA funds.

Adopted by the City Council of City of Falcon Heights, Minnesota this ninth day of March 2022.

Moved by:

Approved by: _____
Kay Andrews
Mayor Pro Tem

GUSTAFSON _____ In Favor
LEEHY
MEYER _____ Against
WEHYEE
ANDREWS

Attested by: _____
Tim Pittman
Interim City Administrator