

CITY OF FALCON HEIGHTS
Regular Meeting of the City Council
City Hall
2077 West Larpenteur Avenue
AGENDA
March 23, 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. March 2, 2022 City Council Workshop Minutes
2. March 9, 2022 City Council Regular Meeting Minutes
- F. PUBLIC HEARINGS:
- G. CONSENT AGENDA:
1. General Disbursements through: 3/11/22 \$159,962.77
Payroll through: 3/15/22 \$14,525.17
2. Approve City License(s)
3. Sanitary Sewer Cleaning Program
4. Reestablishing Precincts and Polling Places
5. Appointment of City Administrator and Approval of Subsequent Employment Agreement
- 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/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

AGENDA
March 2, 2022
6:30 P.M.

- A. CALL TO ORDER: 7:10 PM
- B. ROLL CALL: ANDREWS GUSTAFSON LEEHY
MEYER WEHYEE
STAFF PRESENT: PITTMAN OLSON

C. PRESENTATIONS:

D. POLICY ITEMS:

1. American Rescue Plan Funds Discussion

Mayor Pro Tem Andrews asked whether this item will be on the consent agenda for the next regular meeting.

Interim City Administrator Pittman confirmed that it would be.

Andrews stated that she hoped these funds would be used to update the Community Park building.

Pittman stated that the funding can be used for infrastructure related to water and sewer. For example, it could be used to repair infrastructure at the park to increase water pressure for a proposed splash pad.

2. Larpenteur Avenue Sidewalk Discussion

Pittman wanted the Council to discuss whether the City should start clearing all sidewalks on Larpenteur abutting property owned by Falcon Heights residents and business owners. The alternative was to continue to pick and choose which sections should be cleared. He stated that in his opinion it was no trouble for Public Works to clear all sidewalks except for those abutting property owned by the University and State Fair.

Logistically, Public Works was able to clear these sections easily, and the sections that proved more difficult or too narrow happened to abut properties owned by businesses who had the means or equipment to clear it themselves.

Council Member Leehy stated this was a fair compromise that wouldn't put too much burden on property owners or the City.

Council Member Meyer asked for a snow removal timeline.

Pittman responded that residents have 24 hours after the end of a snowfall to clear sidewalks.

Council Member Wehyee asked if there was any reason for property/business owners to be angry with this policy change or think it is unfair.

Pittman responded that this shouldn't cause any issues. The only neighborhood that doesn't have the City clear sidewalks is Northome and that's because the sidewalks are too narrow. Those property owners have always been responsible for clearing their own sidewalks.

Meyer agreed that the change made sense operationally and will be fair to homeowners on Larpenteur.

Leehy asked if staff could provide two maps at the next discussion; one showing the current plow route and a second depicting the future route. The map and the administration manual would need to be amended. She suggested bringing this discussion back to the Council in April. In the meantime, Public Works would clear any last snowfalls of the winter season.

E. INFORMATION/ANNOUNCEMENTS:

Andrews reported the City is still negotiating a contract with the finalist for the City Administrator position. Once everything is finalized the City will announce and formally appoint.

Pittman reported that he has contacted the real estate team for the University to discuss sale of the Community Park building.

F. ADJOURNMENT: 7:49 PM

Dated this 23rd day of March, 2022

Randall C. Gustafson, Mayor

Tim Pittman, Interim City Administrator

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CITY OF FALCON HEIGHTS
Regular Meeting of the City Council
City Hall
2077 West Larpentour Avenue
MINUTES
March 9, 2022 at 7:00 P.M.

A. CALL TO ORDER: 7:02 PM

B. ROLL CALL: ANDREWS X GUSTAFSON LEEHY X

MEYER X WEHYEE X

STAFF PRESENT: PITTMAN X OLSON X

C. APPROVAL OF AGENDA

Interim City Administrator Pittman requested to amend Consent Agenda Item G2 and add an On-Sale Wine License to be approved by the Council. Sumo and Smoh had recently complied with all State regulations and Council approval was the final step before they could start selling alcohol at the restaurant. This was a standard process.

Motion by Council Member Wehyee to adopt the amended agenda;
Approved, 3-0.

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

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

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

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

H. POLICY ITEMS:

I. INFORMATION/ANNOUNCEMENTS:

Council Member Leehy wanted to extend gratitude to residents for their patience with snow removal after the weather that occurred last weekend. She also wanted to remind residents to be mindful and keep the area around fire hydrants and catch basins cleared of snow and ice.

Mayor Pro Tem Andrews stated that due to Mayor Gustafson's excused absence the City had not been able to finalize a contract with the new City Administrator. Hopefully the new hire would be formally appointed at the next regular meeting.

Pittman gave an update on current open positions at City Hall and conversations he continued to have with the University regarding Community Park and the land appraisal.

J. COMMUNITY FORUM:

K. ADJOURNMENT: 7:15

Randall C. Gustafson, Mayor

Dated this 23rd day of March, 2022

Tim Pittman, Interim City Administrator

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REQUEST FOR COUNCIL ACTION

| | |
|---------------------|-----------------------------------|
| Meeting Date | March 23, 2022 |
| Agenda Item | Consent G1 |
| Attachment | General Disbursements and Payroll |
| Submitted By | Roland Olson, Finance Director |

| | |
|----------------------------|--|
| Item | General Disbursements and Payroll |
| Description | General Disbursements through: 3/11/22 \$159,962.77 Payroll through: 3/15/22 \$14,525.17 |
| 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. |

PACKET: 02479 March 4 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 |
| ===== | | | | | | |
| 115 | | GOPHER STATE ONE CALL | | | | |
| I-2020384 | | GOPHER STATE ONE CALL | 17.55 | | | |
| 3/04/2022 | APBNK | DUE: 3/04/2022 DISC: 3/04/2022 | | 1099: N | | |
| | | Locates | | 601 4601-88030-000 | LOCATES | 17.55 |
| | | === VENDOR TOTALS === | 17.55 | | | |
| ===== | | | | | | |
| 01-05235 | | JAN-PRO CLEANING SYSTEMS | | | | |
| I-107953 | | JAN-PRO CLEANING SYSTEMS | 450.00 | | | |
| 3/04/2022 | APBNK | DUE: 3/04/2022 DISC: 3/04/2022 | | 1099: N | | |
| | | Janitorial Service March | | 101 4131-87010-000 | CITY HALL MAINTENANCE | 450.00 |
| | | === VENDOR TOTALS === | 450.00 | | | |
| ===== | | | | | | |
| 01-05665 | | METROPOLITAN COUNCIL | | | | |
| I-1136566 | | METROPOLITAN COUNCIL | 40,389.49 | | | |
| 3/04/2022 | APBNK | DUE: 3/04/2022 DISC: 3/04/2022 | | 1099: N | | |
| | | Waste Water Services April | | 601 4601-85060-000 | METRO SEWER CHARGES | 40,389.49 |
| | | === VENDOR TOTALS === | 40,389.49 | | | |
| ===== | | | | | | |
| 01-06115 | | TIMOTHY PITTMAN | | | | |
| I-202203048090 | | TIMOTHY PITTMAN | 112.32 | | | |
| 3/04/2022 | APBNK | DUE: 3/04/2022 DISC: 3/04/2022 | | 1099: N | | |
| | | TIMOTHY PITTMAN | | 101 4112-86010-000 | MILEAGE & PARKING | 112.32 |
| | | === VENDOR TOTALS === | 112.32 | | | |
| ===== | | | | | | |
| 01-05374 | | TENNIS SANITATION LLC | | | | |
| 3178952 | | TENNIS SANITATION LLC | 7,458.75 | | | |
| 3/04/2022 | APBNK | DUE: 3/04/2022 DISC: 3/04/2022 | | 1099: N | | |
| | | Recycling - SFD & MFD FH | | 206 4206-82030-000 | RECYCLING CONTRACTS | 7,458.75 |
| I-3178953 | | TENNIS SANITATION LLC | 66.50 | | | |
| 3/04/2022 | APBNK | DUE: 3/04/2022 DISC: 3/04/2022 | | 1099: N | | |
| | | Recycling Ramsey cty SWMT&CEC | | 101 4131-87010-000 | CITY HALL MAINTENANCE | 66.50 |
| | | === VENDOR TOTALS === | 7,525.25 | | | |

PACKET: 02479 March 4 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 |
| 01-05870 | | VERIZON WIRELESS | | | | |
| I-9900323476 | | VERIZON WIRELESS | 103.27 | | | |
| 3/04/2022 | APBNK | DUE: 3/04/2022 DISC: 3/04/2022 Cell Phones to Feb 23 | | 1099: N 101 4131-85015-000 | CELL PHONE | 103.27 |
| | | === VENDOR TOTALS === | 103.27 | | | |
| 01-05870 | | XCEL ENERGY | | | | |
| I-202203048091 | | XCEL ENERGY | 27.09 | | | |
| 3/04/2022 | APBNK | DUE: 3/04/2022 DISC: 3/04/2022 Elect | | 1099: N 101 4121-85020-000 | ELECTRIC | 27.09 |
| | | === VENDOR TOTALS === | 27.09 | | | |
| | | === PACKET TOTALS === | 48,624.97 | | | |

| -----ID----- | | | GROSS | P.O. # | | |
|----------------|-----------|--|----------|-------------------------------|------------------------|--------------|
| POST DATE | BANK CODE | -----DESCRIPTION----- | DISCOUNT | G/L ACCOUNT | -----ACCOUNT NAME----- | DISTRIBUTION |
| 875 | | BHE COMMUNITY SOLAR, LLC | | | | |
| I-202203098092 | | BHE COMMUNITY SOLAR, LLC | 308.04 | | | |
| 3/09/2022 | APBNK | DUE: 3/09/2022 DISC: 3/09/2022 Solar Garden Elect Jan | | 1099: N 101 4131-85025-000 | SOLAR ELECTRIC | 308.04 |
| | | === VENDOR TOTALS === | 308.04 | | | |
| 01-05371 | | BOND TRUST SERVICES CORPORATIO | | | | |
| I-68627 | | BOND TRUST SERVICES CORPORATI | 475.00 | | | |
| 3/09/2022 | APBNK | DUE: 3/09/2022 DISC: 3/09/2022 Bond Fee | | 1099: N 316 4313-94900-000 | BOND FEES | 475.00 |
| I-68628 | | BOND TRUST SERVICES CORPORATI | 475.00 | | | |
| 3/09/2022 | APBNK | DUE: 3/09/2022 DISC: 3/09/2022 Bond Fee | | 1099: N 313 4313-94900-000 | BOND FEES | 475.00 |
| | | === VENDOR TOTALS === | 950.00 | | | |
| 01-01034 | | BRAKE AND EQUIPMENT WAREHOUSE | | | | |
| I-01KD2874 | | BRAKE AND EQUIPMENT WAREHOUSE | 38.64 | | | |
| 3/09/2022 | APBNK | DUE: 3/09/2022 DISC: 3/09/2022 Window Washer Fluid | | 1099: N 101 4132-70120-000 | SUPPLIES | 38.64 |
| | | === VENDOR TOTALS === | 38.64 | | | |
| 01-03001 | | CAMPBELL KNUTSON | | | | |
| I-292 | | CAMPBELL KNUTSON | 264.00 | | | |
| 3/09/2022 | APBNK | DUE: 3/09/2022 DISC: 3/09/2022 General Legal Matters | | 1099: Y 101 4114-80200-000 | LEGAL FEES | 264.00 |
| | | === VENDOR TOTALS === | 264.00 | | | |
| 01-03110 | | CENTURY LINK | | | | |
| I-202203098093 | | CENTURY LINK | 72.53 | | | |
| 3/09/2022 | APBNK | DUE: 3/09/2022 DISC: 3/09/2022 Landlines SS | | 1099: N 601 4601-85011-000 | TELEPHONE - LANDLINE | 72.53 |
| | | === VENDOR TOTALS === | 72.53 | | | |

| -----ID----- | | | GROSS | P.O. # | | |
|----------------|-----------|--------------------------------|-----------|--------------------|-------------------------|--------------|
| POST DATE | BANK CODE | -----DESCRIPTION----- | DISCOUNT | G/L ACCOUNT | -----ACCOUNT NAME----- | DISTRIBUTION |
| 290 | | CITY OF ROSEVILLE | | | | |
| I-0230747 | | CITY OF ROSEVILLE | 3,179.49 | | | |
| 3/09/2022 | APBNK | DUE: 3/09/2022 DISC: 3/09/2022 | | 1099: N | | |
| | | IT Operational Support March | | 101 4116-85070-000 | TECHNICAL SUPPORT | 1,005.59 |
| | | IT Staff Support March | | 101 4116-85070-000 | TECHNICAL SUPPORT | 1,873.40 |
| | | IT Software Support March | | 101 4116-85070-000 | TECHNICAL SUPPORT | 195.56 |
| | | IT Equipment March | | 101 4116-85070-000 | TECHNICAL SUPPORT | 104.94 |
| | | === VENDOR TOTALS === | 3,179.49 | | | |
| 01-05440 | | LOFFLER COMPANIES, INC | | | | |
| I-3967803 | | LOFFLER COMPANIES, INC | 15.00 | | | |
| 3/09/2022 | APBNK | DUE: 3/09/2022 DISC: 3/09/2022 | | 1099: N | | |
| | | Copier | | 101 4112-87000-000 | REPAIR OFFICE EQUIPMENT | 15.00 |
| | | === VENDOR TOTALS === | 15.00 | | | |
| 01-05273 | | MN PUBLIC EMPLOYEES INSURANCE | | | | |
| I-1177252 | | MN PUBLIC EMPLOYEES INSURANCE | 5,291.16 | | | |
| 3/11/2022 | APBNK | DUE: 3/11/2022 DISC: 3/11/2022 | | 1099: N | | |
| | | Health Insurance April | | 101 4112-89000-000 | MISCELLANEOUS | 5,291.16 |
| | | === VENDOR TOTALS === | 5,291.16 | | | |
| 01-06002 | | NINENORTH | | | | |
| I-2022-027 | | NINENORTH | 503.66 | | | |
| 3/09/2022 | APBNK | DUE: 3/09/2022 DISC: 3/09/2022 | | 1099: N | | |
| | | Municipal Meeting Webstream | | 101 4116-85050-000 | CABLE TV | 503.66 |
| | | === VENDOR TOTALS === | 503.66 | | | |
| 01-06184 | | RAMSEY COUNTY - POLICE AND 911 | | | | |
| I-SHRFL-002049 | | RAMSEY COUNTY - POLICE AND 91 | 95,560.97 | | | |
| 3/09/2022 | APBNK | DUE: 3/09/2022 DISC: 3/09/2022 | | 1099: N | | |
| | | Law Enforcement Services March | | 101 4122-81000-000 | POLICE SERVICES | 95,560.97 |
| | | === VENDOR TOTALS === | 95,560.97 | | | |

PACKET: 02481 March 9 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 |
| 151 | RCLLG | | | | | |
| I-202203118097 | | RCLLG | 350.00 | | | |
| 3/11/2022 | APBNK | DUE: 3/11/2022 DISC: 3/11/2022 | | 1099: N | | |
| | | 2022 Membership Dues | | 101 4111-86140-000 | COMMISSIONS/MEMBERSHIPS/ | 350.00 |
| === VENDOR TOTALS === | | | 350.00 | | | |
| 01-05870 | XCEL ENERGY | | | | | |
| I-202203098094 | | XCEL ENERGY | 4,804.31 | | | |
| 3/09/2022 | APBNK | DUE: 3/09/2022 DISC: 3/09/2022 | | 1099: N | | |
| | | Elect | | 209 4209-85020-000 | STREET LIGHTING POWER | 2,434.83 |
| | | Elect | | 209 4209-85020-000 | STREET LIGHTING POWER | 26.69 |
| | | Elect | | 209 4209-85020-000 | STREET LIGHTING POWER | 26.23 |
| | | Gas | | 101 4141-85030-000 | NATURAL GAS | 707.54 |
| | | Gas | | 101 4131-85030-000 | NATURAL GAS | 1,609.02 |
| === VENDOR TOTALS === | | | 4,804.31 | | | |
| === PACKET TOTALS === | | | 111,337.80 | | | |

| EMP # | NAME | AMOUNT |
|---------|----------------------|----------|
| 024 | VANDARA THAMMAVONGSA | 87.44 |
| 11-1136 | ROLAND O OLSON | 2,942.13 |
| 11-1030 | TIMOTHY J PITTMAN | 2,368.47 |
| 11-1033 | DAVE TRETSVEN | 1,861.53 |
| 11-1143 | COLIN B CALLAHAN | 2,061.30 |
| 11-2265 | TOM L WILLIAMS | 338.93 |

TOTAL PRINTED: 6 9,659.80

3-10-2022 7:01 AM PAYROLL CHECK REGISTER

PAGE: 1

PAYROLL NO: 01 City of Falcon Heights

PAYROLL DATE: 3/10/2022

| EMP NO | EMPLOYEE NAME | TYPE | CHECK DATE | CHECK AMOUNT | CHECK NO. |
|--------|-------------------|------|------------|--------------|-----------|
| 12 | PAVEK, MEGAN E | R | 3/10/2022 | 2,009.01 | 091181 |
| 162 | LANDBERG, ALYSSA | R | 3/10/2022 | 396.42 | 091182 |
| 118 | MORETTO, PAUL A | R | 3/10/2022 | 2,212.29 | 091183 |
| 169 | GRAY, GABRIELLA J | R | 3/10/2022 | 247.65 | 091184 |

3-10-2022 7:01 AM PAYROLL CHECK REGISTER

PAGE: 2

PAYROLL NO: 01 City of Falcon Heights

PAYROLL DATE: 3/10/2022

*** REGISTER TOTALS ***

| | | |
|--------------------------------|----|-----------|
| REGULAR CHECKS: | 4 | 4,865.37 |
| DIRECT DEPOSIT REGULAR CHECKS: | 6 | 9,659.80 |
| MANUAL CHECKS: | | |
| PRINTED MANUAL CHECKS: | | |
| DIRECT DEPOSIT MANUAL CHECKS: | | |
| VOIDED CHECKS: | | |
| NON CHECKS: | | |
| TOTAL CHECKS: | 10 | 14,525.17 |

*** NO ERRORS FOUND ***

* END OF REPORT **

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ITEM FOR DISCUSSION

| | |
|---------------------|--|
| Meeting Date | March 23, 2022 |
| Agenda Item | Consent G2 |
| Attachment | N/A |
| Submitted By | Megan Pavek Assistant to the City Administrator |

| | |
|----------------------------|--|
| Item | Approval of City License(s) |
| Description | <p>The following individuals/entities have applied for an <u>On-Sale Wine License</u> for 2022. Staff have received the necessary documents for licensure.</p> <p style="margin-left: 40px;">1. Dino's Gyros</p> |
| 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 | March 23, 2022 |
| Agenda Item | G3 |
| Attachment | N/A |
| Submitted By | Tim Pittman, Interim City Administrator/Public Works Director |

| | |
|----------------------|--|
| Item | Sanitary Sewer Cleaning Program |
| Description | <p>The City of Falcon Heights started a sanitary sewer cleaning/televising program in 2007. This is a rotating program. Every 3 years the complete system is cleaned and televised. Half of the City is cleaned in year 1, the other half of the City is cleaned in year 2 and the entire system is cleaned and televised in year 3. This program has minimized, if not eliminated sewer back-ups that can be costly to the City of Falcon Heights. This program is also recommended by our liability insurer, The League of Minnesota Cities Insurance Trust.</p> <p>In the past, the City has bid/approved these services only on an annual basis. In April 24, 2014 the City started to bid this as a 3-year contract (2014, 2015, and 2016). American Environmental has continually been the lowest bidder and has completed these services since this program started. Because of this, they know our system and have the necessary software in place to complete these services in a timely and cost-effective manner. The City has 68,822 LF of sanitary sewer.</p> <p>LMNC Handbook Chapter 23:</p> <p>Cities are not required to follow the competitive bidding process when contracting for professional services, such as those of doctors, engineers, lawyers, architects, and accountants as well as other services requiring technical, scientific, or professional training like refuse hauling and janitorial services.</p> <p>Cost Breakdown</p> <p>2023 Cleaning: \$0.84 per LF</p> <p>2024 Cleaning: \$0.84 per LF</p> <p>2025 Cleaning and Televising: \$1.75 per LF</p> |
| Budget Impact | <p>The City has in the past and will continue to budget (Sanitary Sewer Fund 601) in the future for the 3 year cycle of cleaning and televising the sewer.</p> <p>2023: \$28,905</p> <p>2024: \$30,625</p> <p>2025: \$120, 438</p> |
| Attachment(s) | N/A |

| | |
|--------------------------------|--|
| Action(s) Requested | Staff recommends approval of the 3-year contract for 2023, 2024 and 2025 for the cleaning and televising of the sanitary sewer system with American Environmental LLC. The proposal includes cleaning half the City in 2023 and half in 2024. In 2025, the whole system will be cleaned and televised. |
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ITEM FOR DISCUSSION

| | |
|---------------------|--|
| Meeting Date | March 23, 2022 |
| Agenda Item | Consent G4 |
| Attachment | Resolution 22-08 City of Falcon Heights Precinct Maps |
| Submitted By | Megan Pavsek Assistant to the City Administrator |

| | |
|----------------------------|--|
| Item | Reestablishing Precincts and Polling Places |
| Description | Ramsey County is in the midst of the decennial redistricting process. While this will not impact the City of Falcon Heights, the State of Minnesota still requires City Council to reestablish precincts and polling places by resolution. |
| Budget Impact | N/A |
| Attachment(s) | Resolution 22-08 City of Falcon Heights Precinct Maps |
| Action(s) Requested | Approve Resolution 22-08 Reestablishing Precincts and Polling Places |

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

March 23, 2022

No. 22-08

A RESOLUTION REESTABLISHING PRECINCTS AND POLLING PLACES

WHEREAS, the legislature of the State of Minnesota has been redistricted; and
WHEREAS, Minnesota Statute section 204B.14, subd. 3 (d) requires that precinct boundaries must be reestablished within 60 days of when legislature has been redistricted or at least 19 weeks before the state primary election, whichever comes first.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Falcon Heights, County of Ramsey, State of Minnesota hereby reestablishes the boundaries of the voting precincts and polling places as follows:

PRECINCT 1 (FALCON HEIGHTS CITY HALL, 2077 LARPENTEUR AVE W)

That part of the city lying west of Snelling Avenue N.

PRECINCT 2 (FALCON HEIGHTS UNITED CHURCH OF CHRIST, 1795 HOLTON ST)

That part of the city lying east of Snelling Avenue N.

Attached to this resolution, for illustrative purposes, is a map showing said precincts and the location of each polling place.

Adopted by the City Council this 23rd day of March, 2022.

Moved by:

Approved by: _____

Randall C. Gustafson
Mayor

GUSTAFSON _____ In Favor

LEEHY

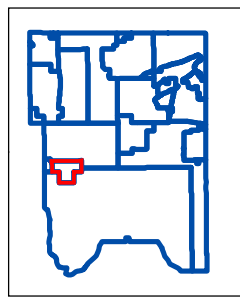
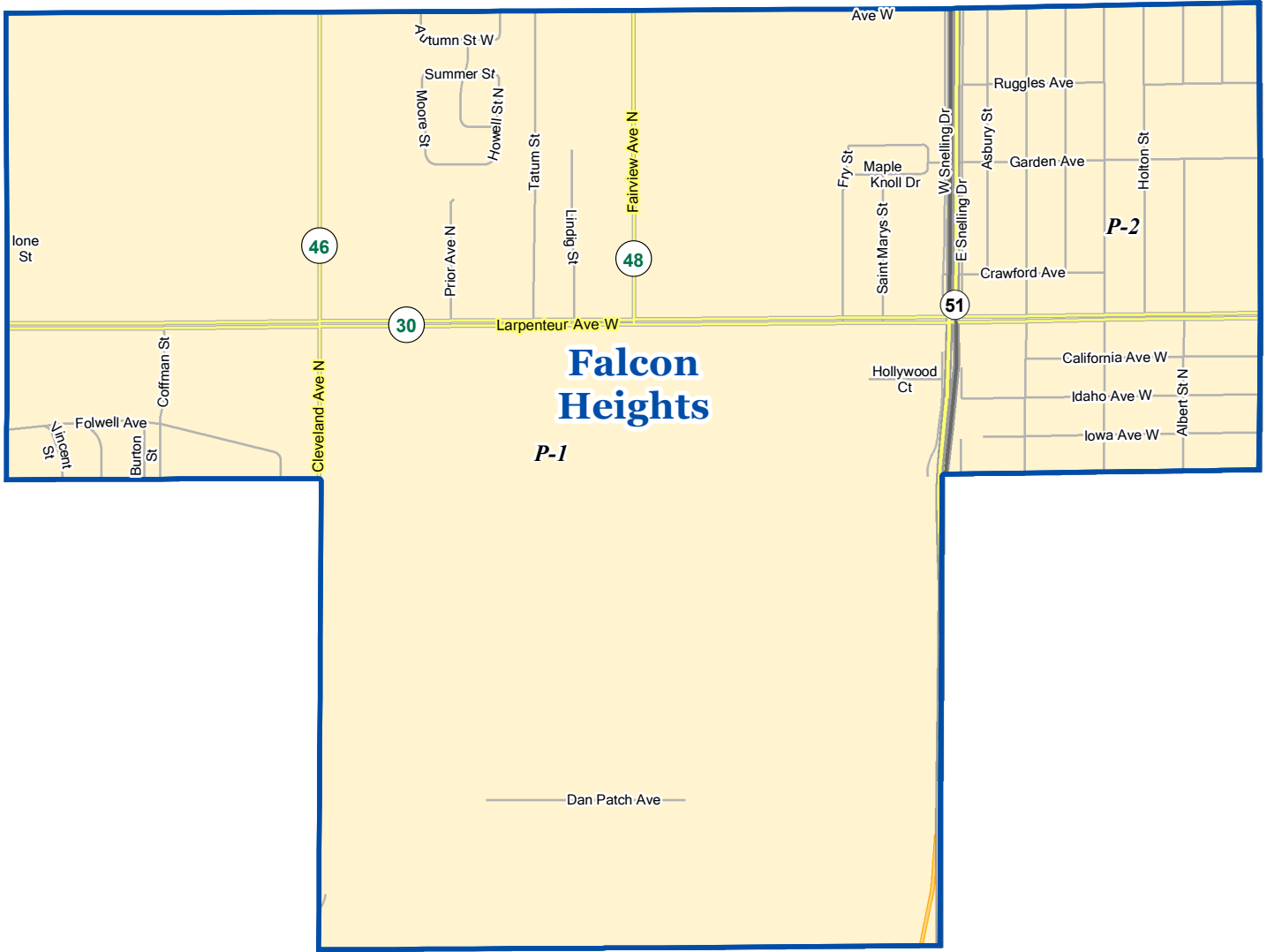
MEYER _____ Against









WEHYEE

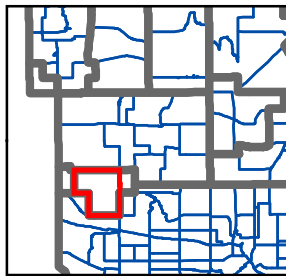
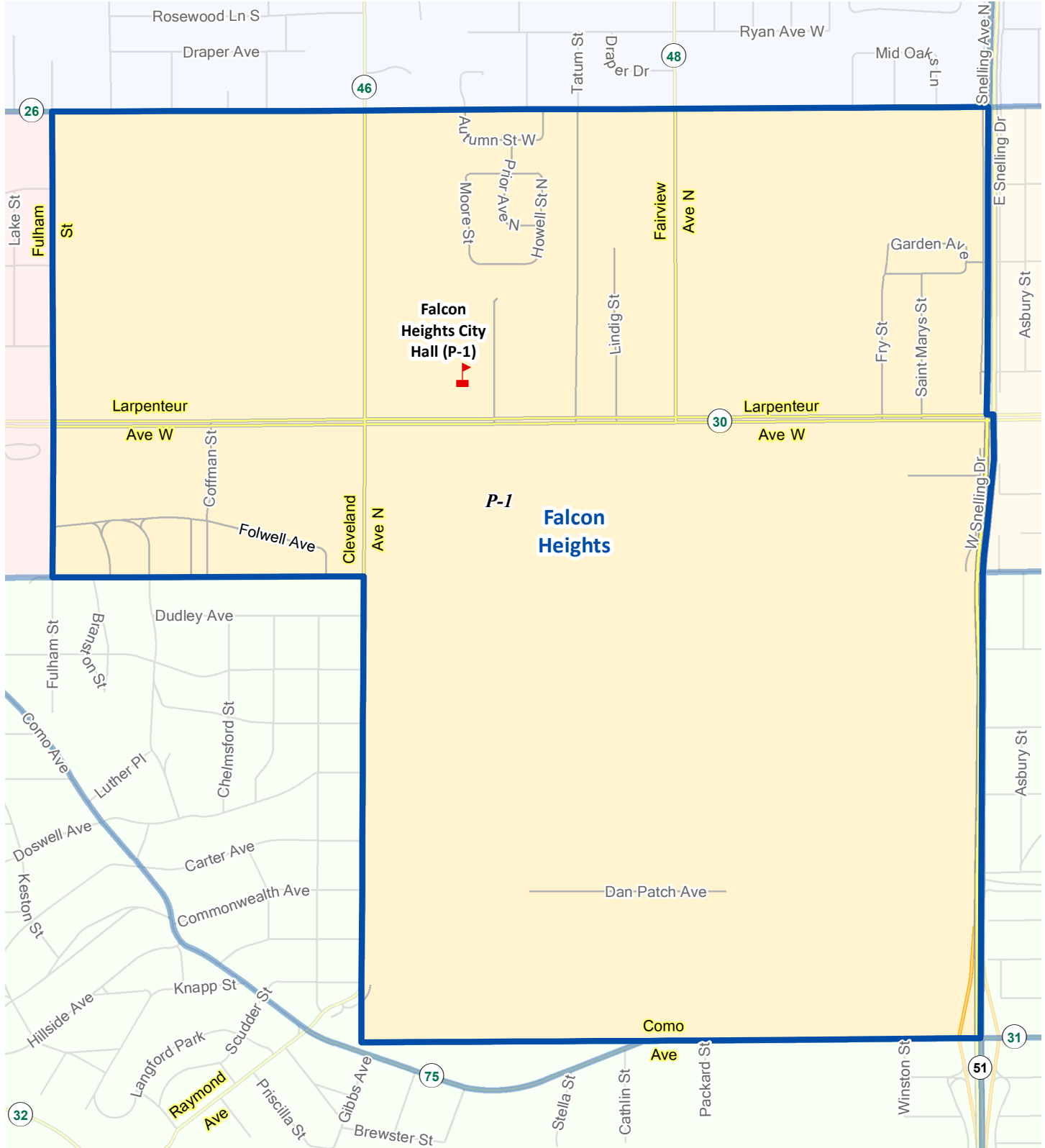
ANDREWS

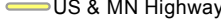
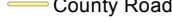


Attested by: _____

Tim Pittman
Interim City Administrator

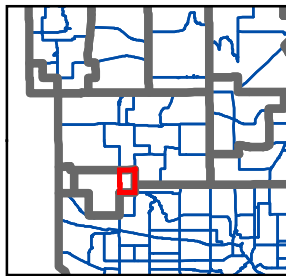


-  Interstate
-  US & MN Highway
-  County Road
-  Ramp
-  Municipal Street
-  City
-  Precincts
-  County/Regional Park



-  Interstate
-  US & MN Highway
-  County Road
-  Ramp
-  Municipal Street
-  Polling Place
-  Precincts
-  County/Regional Park





- Interstate
- US & MN Highway
- County Road
- Ramp
- Municipal Street
- Polling Place
- Precincts
- County/Regional Park



The information on this map is a compilation of Ramsey County Records. THE COUNTY DOES NOT WARRANT OR GUARANTEE THE ACCURACY OF THIS DATA. The county disclaims any liability for any injuries, time delays, or expenses you may suffer if you rely in any manner on the accuracy of this data.

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ITEM FOR DISCUSSION

| | |
|---------------------|--|
| Meeting Date | March 23, 2022 |
| Agenda Item | Consent G5 |
| Attachment | Employment Agreement Resolution 22-09 |
| Submitted By | Mayor Randall C. Gustafson |

| | |
|----------------------------|---|
| Item | Appointment of City Administrator and Approval of Subsequent Employment Agreement |
| Description | After reviewing 18 applications; conducting interviews with 7 candidates by staff and community panels; and the Council conducting final interviews with 3 candidates; the City Council recommends the hiring of Jack Linehan for the vacant City Administrator position. |
| Budget Impact | This is a budgeted position. |
| Attachment(s) | Employment Agreement Resolution 22-09 |
| Action(s) Requested | Approve Resolution 22-09 appointing Jack Linehan as the City Administrator and approving the subsequent Employment Agreement. Mr. Linehan will be responsible for all related City Administrator and City Clerk duties such as established by State Statutes. |

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

March 23, 2022

No. 22-09

**RESOLUTION APPOINTING JACK LINEHAN TO THE POSITION OF CITY
ADMINISTRATOR FOR THE CITY OF FALCON HEIGHTS AND APPROVING
SUBSEQUENT EMPLOYMENT AGREEMENT**

WHEREAS, on December 17, 2021, Sack Thongvanh, City Administrator submitted his letter of resignation;

WHEREAS, thereafter the position was posted and candidates were interviewed by City Staff, a Community Panel, and the City Council;

WHEREAS, the position was offered and accepted by Jack Linehan;

WHEREAS, Jack Linehan has a start date of May 2nd, 2022.

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

1. Appoint Jack Linehan to the position of City Administrator, and
 2. Approve the subsequent employment agreement.
-

Moved by:

Approved by: _____

Randall C. Gustafson
Mayor

GUSTAFSON _____ In Favor
MEYER
ANDREWS _____ Against
LEEHY
WEHYEE

Attested by: _____

Timothy Pittman
Interim City Administrator

EMPLOYMENT AGREEMENT

AGREEMENT made this 15 day of MARCH, 2022, by and between the CITY OF FALCON HEIGHTS, a Minnesota municipal corporation ("Employer"), and JACK LINEHAN ("Employee").

The parties agree as follows:

1. **POSITION.** Employer agrees to employ Employee as its City Administrator. Employee agrees to serve as City Administrator in accordance with state statutes and City ordinances and to perform such other legally permissible and proper duties and functions as the City Council shall from time to time assign.

2. **PENSION PLAN.** Employer shall contribute to PERA as required by State law for Employee or an alternate pension plan, if selected by Employee, authorized by State law.

3. **SALARY.** Employer shall pay Employee a salary of \$110,000.00 per year commencing May 2, 2022. Employee's salary may be adjusted thereafter from time to time by the City Council without amending this Agreement. The City will provide Employee an annual performance review.

4. **SICK LEAVE.** Employee shall accrue sick leave in accordance with the City's personnel policies.

5. **VACATIONS.** Effective upon Employee's first day of employment, Employee shall be credited with twelve (12) days of accrued vacation leave. Thereafter, Employee shall accrue vacation leave in accordance with the City's personnel policies.

6. **HOLIDAYS.** Employer shall provide Employee the same holidays as enjoyed by other non-union employees.

7. **GENERAL INSURANCE.** Employer shall provide Employee the same group insurance benefits as provided to all other non-union employees.

8. **CELL PHONE.** The city shall reimburse Employee per Non-Union City Employee per City Policy.

9. **DUES AND SUBSCRIPTIONS.** Employer shall budget and pay the professional dues and subscriptions for Employee which are deemed reasonable and necessary for Employee's continued participation in national, regional, state and local associations necessary and desirable for Employee's continued professional participation, growth and advancement, e.g. International City/County Management Association, Minnesota City/County Management Association, League of Minnesota Cities.

10. **PROFESSIONAL DEVELOPMENT.** Employer shall budget and pay necessary and reasonable registration, travel and subsistence expenses of Employee for professional and official travel, meetings and occasions adequate to continue the professional development of Employee and to adequately pursue necessary official and other committees thereof which Employee serves as a member. Employee shall use good judgment in Employee's outside activities so Employee will not neglect the primary duties to the Employer.

11. **CIVIC CLUB MEMBERSHIP.** Employer recognizes the desirability of representation in and before local civic and other organizations. Employee is authorized to become a member of such civic clubs or organizations as deemed appropriate by Employee and Employer; and at Employer's expense.

12. **AUTOMOBILE.** Employee shall be paid on a reimbursement basis for the use of Employee's personal automobile for Employer business. Mileage shall be submitted on a quarterly basis. Reimbursement shall be based on the current IRS mileage reimbursement rate.

13. GENERAL EXPENSES. Employer shall reimburse Employee reasonable miscellaneous job related expenses which it is anticipated Employee will incur from time to time when provided appropriate documentation.

14. HOURS OF WORK. It is understood that the position of City Administrator requires attendance at evening meetings and occasionally at weekend meetings. It is understood by Employee that additional compensation and compensatory time shall not be allowed for such additional expenditures of time. It is further understood that Employee may absent himself/herself from the office to a reasonable extent in consideration of extraordinary time expenditures for evening and weekend meetings at other than normal working hours.

15. OTHER CONDITIONS OF EMPLOYMENT. The City's ordinances, City Employee policies, and City Employee Handbook, as may be amended from time to time, are all incorporated herein except to the extent that they conflict with this Employment Agreement.

16. TERMINATION BENEFITS. In the event that Employee is terminated by the Employer during such time that Employee is willing and able to perform the duties of City Administrator, then in that event, Employer agrees to pay Employee four (4) months salary, payable on a bi-weekly basis, and to continue to provide and pay for the benefits set forth in paragraph 8 for a period of four (4) months following termination. However, in the event Employee is terminated because of his/her malfeasance in office, gross misconduct, conviction for a felony, or conviction for an illegal act involving personal gain to Employee, then Employer shall have no obligation to pay the termination benefits.

If Employer at any time during the employment term reduces the salary or other financial benefits of Employee in a greater percentage than across-the-board reduction for all non-union employees, or if Employer refuses, following written notice, to comply with any other

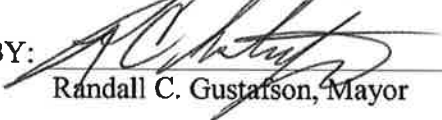
provisions of this Agreement benefiting Employee or Employee resigns following a formal suggestion by Employer that he/she resign, then Employee may, at his/her option, be deemed to be "terminated" on the effective date of Employee's resignation and the Employee shall also be entitled to receive the termination benefits set forth above.

If Employee voluntarily resigns his position with Employer, Employee agrees to give the Employer forty-five (45) days advance notice. If Employee voluntarily resigns his/her position with Employer, no termination benefits shall be paid to Employee. If Employee does not give Employer at least forty-five (45) days advance notice of Employee's resignation, Employee will not be paid any accrued and unused sick and vacation leave pay otherwise payable to Employee.

17. GENERAL CONDITIONS OF EMPLOYMENT. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employer to terminate the services of Employee at any time, for any reason, subject only to the provisions of this Agreement and statutory requirements. Furthermore, nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employee to resign at any time from his/her position with Employer, subject only to the provisions of this Agreement.

IN WITNESS WHEREOF, Employer has caused this Agreement to be signed and executed on its behalf by its Mayor and City Clerk, and Employee has signed this Agreement, in duplicate, the day and year first written above.

CITY OF FALCON HEIGHTS

BY: 
Randall C. Gustafson, Mayor

EMPLOYEE


Jack D. Linehan

AND


Interim City Administrator/City Clerk