

**CITY OF FALCON HEIGHTS**  
Regular Meeting of the City Council  
City Hall  
2077 West Larpenteur Avenue  
**AGENDA**  
April 27, 2022 at 7:00 P.M.

- A. CALL TO ORDER:
- B. ROLL CALL: ANDREWS \_\_\_ GUSTAFSON\_\_\_ LEEHY\_\_\_  
MEYER \_\_\_ WEHYEE\_\_\_  
STAFF PRESENT: PITTMAN\_\_\_ OLSON\_\_\_
- C. APPROVAL OF AGENDA
- D. PRESENTATION
- E. APPROVAL OF MINUTES:  
1. April 13, 2022 City Council Regular Meeting Minutes
- F. PUBLIC HEARINGS:
- G. CONSENT AGENDA:  
1. General Disbursements through: 4/22/22 \$519,012.64  
Payroll through: 4/15/22 \$14,603.82  
Wire Payments through: 4/15/22 \$10,385.74  
2. Appointment of Brennan Sorensen to the position of Administrative & Communications Coordinator  
3. American Recovery Plan Act (ARPA)  
4. Approve the 2022 Fee Schedule  
5. Approve Charitable Gambling License  
6. Accept Fair Housing Proclamation  
7. Renew Support for Beyond the Yellow Ribbon
- 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:

**CITY OF FALCON HEIGHTS**  
Regular Meeting of the City Council  
City Hall  
2077 West Larpenteur Avenue  
**MINUTES**  
April 13, 2022 at 7:00 P.M.

- A. CALL TO ORDER: 7:08 PM
- B. ROLL CALL: ANDREWS   X   GUSTAFSON   X   LEEHY       
MEYER   X   WEHYEE   X    
STAFF PRESENT: PITTMAN   X   FREIHAMMER   X

C. APPROVAL OF AGENDA

Motion by Council Member Meyer to amend the agenda to include Policy Item H1 Letter of Support for Pedestrian Improvements;  
Approved, 4-0.

D. PRESENTATION

- E. APPROVAL OF MINUTES:  
1. March 23, 2022 City Council 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: 4/6/22 \$94,643.72  
Payroll through: 3/31/22 \$16,934.03  
Wire Payments through: 3/31/22 \$22,188.15
2. Community Development Coordinator/Planner Pay Adjustment
3. Approve Payment for the 2021 Sanitary Sewer Lining Project
4. Approve Minnesota Department of Transportation Master Partnership Contract
5. Approve Proposal for Geotechnical Evaluation for the 2023 Pavement Management Project
6. Approve Cooperative Agreement with Ramsey County for ROW Acquisition for Cleveland Avenue
7. Approve Animal Services Contract
8. Rename Resolution 22-08 Reestablishing Precincts and Polling Places
9. Resignation of Ryan Carlson from the Parks and Recreation Commission

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

H. POLICY ITEMS:

## 1. Letter of Support for Pedestrian Improvements

City Engineer Freihammer explained that the City had recently received a request from the City of Saint Paul to provide a letter of support for the regional solicitation application for improvements near the intersection of Hamline and Hoyt. If successful the project will be done in 2026. If awarded, federal grant funds will be used to cover 80% of the project cost.

Meyer inquired why the start date was in 2026.

Freihammer responded that requesting federal funds takes time and therefore you typically need to apply early. The cities could start construction sooner but then wouldn't receive full funding.

Wehyee inquired on whether there would be a hearing to provide more information to the public.

Freihammer responded that the City would need to discuss and approve the plans before work can start.

Meyer inquired on whether there were any future street improvement plans that could conflict with this project.

Freihammer responded that this was unlikely as the proposed project consisted of minor geometric changes to the intersection.

Wehyee confirmed there would be no assessments for property owners.

Freihammer confirmed it would be very unlikely due to the nature of the project.

Motion by Council Member Wehyee to approve the letter of support;  
Approved, 4-0.

## I. INFORMATION/ANNOUNCEMENTS:

Meyer reported that the Environment Commission met recently and had an active discussion about the climate action plan and the comprehensive plan. They will continue to meet in subcommittees to discuss and he hoped to bring it back to council in the next month or two.

Andrews reported that the Parks and Recreation Commission had been exploring alternative methods of enhancing the existing summer programming.

Gustafson reported that Community Engagement Commission will meet next week and planned to finalize details for the Spring Together event. He also noted that staff was struggling to hire a Summer Program Coordinator.

Pittman reported that Xcel Energy would start work on Tatum and Lindig Street on Monday, April 18<sup>th</sup>. Public Works had also begun spring street sweeping.

## 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: 7:38 PM

Dated this 27th day of April, 2022

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Randall C. Gustafson, Mayor

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Tim Pittman, Interim City Administrator

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## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	April 27, 2022
<b>Agenda Item</b>	Consent G1
<b>Attachment</b>	General Disbursements, Payroll, and Wire Payments
<b>Submitted By</b>	Roland Olson, Finance Director

<b>Item</b>	General Disbursements, Payroll and Wire Payments
<b>Description</b>	General Disbursements through: 4/22/22 \$519,012.64 Payroll through: 4/15/22 \$14,603.82 Wire Payments through: 4/15/22 \$10,385.74
<b>Budget Impact</b>	The general disbursements, payroll and wire payments are consistent with the budget.
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• General Disbursements, Payroll and Wire Payments</li> </ul>
<b>Action(s) Requested</b>	Staff recommends that the Falcon Heights City Council approve general disbursements, payroll and wire payments.

PACKET: 02494 April 11 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
001		CAMPBELL KNUTSON				
I-293		CAMPBELL KNUTSON	907.50			
4/11/2022	APBNK	DUE: 4/11/2022 DISC: 4/11/2022 General Matters Legal		1099: Y 101 4114-80200-000	LEGAL FEES	907.50
		=== VENDOR TOTALS ===	907.50			
01-05440		LOFFLER COMPANIES, INC				
I-3996374		LOFFLER COMPANIES, INC	30.30			
4/11/2022	APBNK	DUE: 4/11/2022 DISC: 4/11/2022 Copier		1099: N 101 4112-87000-000	REPAIR OFFICE EQUIPMENT	30.30
		=== VENDOR TOTALS ===	30.30			
01-05263		MID CITY SERVICES- INDUSTRIAL				
I-180646		MID CITY SERVICES- INDUSTRIAL	56.85			
4/11/2022	APBNK	DUE: 4/11/2022 DISC: 4/11/2022 Floor Mats Svc		1099: N 101 4131-87010-000	CITY HALL MAINTENANCE	56.85
		=== VENDOR TOTALS ===	56.85			
01-05273		MN PUBLIC EMPLOYEES INSURANCE				
I-1184832		MN PUBLIC EMPLOYEES INSURANCE	8,061.04			
4/11/2022	APBNK	DUE: 4/11/2022 DISC: 4/11/2022 Health Insurance May		1099: N 101 4112-89000-000	MISCELLANEOUS	8,061.04
		=== VENDOR TOTALS ===	8,061.04			
01-06053		OREILLY AUTO PARTS				
202204118118		OREILLY AUTO PARTS	67.57			
4/11/2022	APBNK	DUE: 4/11/2022 DISC: 4/11/2022 Patch kit and latex gloves		1099: N 101 4132-70120-000	SUPPLIES	67.57
		=== VENDOR TOTALS ===	67.57			
01-05784		UPPER CUT TREE SERVICES				
I-5264		UPPER CUT TREE SERVICES	925.00			
4/11/2022	APBNK	DUE: 4/11/2022 DISC: 4/11/2022 Tree Trimming and Removal		1099: N 101 4134-84010-000	TREE TRIMMING	925.00
		=== VENDOR TOTALS ===	925.00			

PACKET: 02494 April 11 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
4/70		XCEL ENERGY				
I-202204118119		XCEL ENERGY	457.15			
4/11/2022	APBNK	DUE: 4/11/2022 DISC: 4/11/2022		1099: N		
		Gas		101 4141-85030-000	NATURAL GAS	430.99
		Elect		209 4209-85020-000	STREET LIGHTING POWER	26.16
		=== VENDOR TOTALS ===	457.15			
		=== PACKET TOTALS ===	10,505.41			



PACKET: 02496 April 15 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
222		ALLEGRA PRINT & IMAGING				
I-165777		ALLEGRA PRINT & IMAGING	76.31			
4/15/2022	APBNK	DUE: 4/15/2022 DISC: 4/15/2022 Report Covers		1099: N 101 4113-70100-000	SUPPLIES	76.31
=== VENDOR TOTALS ===			76.31			
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01-06290		CITY OF ROSEVILLE				
I-230785		CITY OF ROSEVILLE	274,095.65			
4/15/2022	APBNK	DUE: 4/15/2022 DISC: 4/15/2022 Sanitary Sewer Lining Project		1099: N 601 20200-000	ACCOUNTS PAYABLE	274,095.65
I-230874		CITY OF ROSEVILLE	5,269.63			
4/15/2022	APBNK	DUE: 4/15/2022 DISC: 4/15/2022 Engineering Sewer Lining		1099: N 601 4601-80100-000	ENGINEERING	5,269.63
=== VENDOR TOTALS ===			279,365.28			
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01-05514		METRO CITIES				
I-05514		METRO CITIES	2,433.00			
4/15/2022	APBNK	DUE: 4/15/2022 DISC: 4/15/2022 2022 Dues		1099: N 101 4111-86140-000	COMMISSIONS/MEMBERSHIPS/	2,433.00
=== VENDOR TOTALS ===			2,433.00			
=====						
01-05760		MINNESOTA GFOA				
I-202204158120		MINNESOTA GFOA	70.00			
4/15/2022	APBNK	DUE: 4/15/2022 DISC: 4/15/2022 MN GFOA Membership 2022		1099: N 101 4113-86100-000	CONFERENCES/EDUCATION/AS	70.00
=== VENDOR TOTALS ===			70.00			
=== PACKET TOTALS ===			281,944.59			

PACKET: 02498 APR 22 PAYABLES  
 VENDOR SET: 01 City of Falcon Heights  
 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
-----ID-----						
265		AMERICAN ENVIRONMENTAL LLC				
I-2507		AMERICAN ENVIRONMENTAL LLC	103,903.50			
4/22/2022	APBNK	DUE: 4/22/2022 DISC: 4/22/2022 Sanitary Sewer Telev & Clean		1099: N 601 4601-87100-000	TELEVISIONING AND JETTING	103,903.50
=== VENDOR TOTALS ===			103,903.50			
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01-00255 AMERICAN OFFICE PRODUCTS						
I-6523		AMERICAN OFFICE PRODUCTS	366.00			
4/22/2022	APBNK	DUE: 4/22/2022 DISC: 4/22/2022 Window Envelopes/Reg Env		1099: N 101 4112-70100-000	SUPPLIES	366.00
=== VENDOR TOTALS ===			366.00			
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01-03103 CANON FINANCIAL SERVICES						
I-28407864		COPIER SVC APRIL	122.39			
4/22/2022	APBNK	DUE: 4/22/2022 DISC: 4/22/2022 COPIER SVC APRIL		1099: N 101 4131-87010-000	CITY HALL MAINTENANCE	122.39
=== VENDOR TOTALS ===			122.39			
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01-03110 CENTURY LINK						
I-202204228123		LAND LINES	72.38			
4/22/2022	APBNK	DUE: 4/22/2022 DISC: 4/22/2022 LAND LINES		1099: N 601 4601-85011-000	TELEPHONE - LANDLINE	72.38
=== VENDOR TOTALS ===			72.38			
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01-03138 CHERNUGAL, MATTHEW						
I-202204228124		CHERNUGAL, MATTHEW	185.00			
4/22/2022	APBNK	DUE: 4/22/2022 DISC: 4/22/2022 Steel Toe Boots Reimburse		1099: N 101 4132-77000-000	CLOTHING	185.00
=== VENDOR TOTALS ===			185.00			
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01-06290 CITY OF ROSEVILLE						
I-0230825		CITY OF ROSEVILLE	3,179.49			
4/22/2022	APBNK	DUE: 4/22/2022 DISC: 4/22/2022 IT Operation/Software/Equip		1099: N 101 4116-85070-000	TECHNICAL SUPPORT	3,179.49
=== VENDOR TOTALS ===			3,179.49			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
235		JAN-PRO CLEANING SYSTEMS				
I-108639		JAN-PRO CLEANING SYSTEMS	450.00			
4/22/2022	APBNK	DUE: 4/22/2022 DISC: 4/22/2022 Janitorial Service April		1099: N	101 4131-87010-000 CITY HALL MAINTENANCE	450.00
		=== VENDOR TOTALS ===	450.00			
01-04570		JOSEPH, KATRINA E.				
I-123		PROSECUTIONS MARCH	2,500.00			
4/22/2022	APBNK	DUE: 4/22/2022 DISC: 4/22/2022 PROSECUTIONS MARCH		1099: Y	101 4123-80200-000 LEGAL FEES	2,500.00
		=== VENDOR TOTALS ===	2,500.00			
01-05670		METRO PRODUCTS INC				
I-166248		TY WRAPS, CUT OFF, WASHERS	159.97			
4/22/2022	APBNK	DUE: 4/22/2022 DISC: 4/22/2022 TY WRAPS, CUT OFF, WASHERS		1099: N	101 4131-70110-000 SUPPLIES	159.97
		=== VENDOR TOTALS ===	159.97			
01-05263		MID CITY SERVICES- INDUSTRIAL				
I-180041		MID CITY SERVICES- INDUSTRIAL	56.85			
4/22/2022	APBNK	DUE: 4/22/2022 DISC: 4/22/2022 Floor Mats Svc		1099: N	101 4131-87010-000 CITY HALL MAINTENANCE	56.85
		=== VENDOR TOTALS ===	56.85			
01-05731		MN DEPARTMENT OF LABOR INDUSTR				
MARCH2301520022		MN DEPARTMENT OF LABOR INDUST	192.39			
4/22/2022	APBNK	DUE: 4/22/2022 DISC: 4/22/2022 1st Qtr Surcharges		1099: N	101 20801-000 DUE TO OTHER GOVERNMENTS	192.39
		=== VENDOR TOTALS ===	192.39			
01-05739		MN DEPT EMPLOYMENT AND ECONOMI				
I-202204228121		UNEMPLOYMENT FIRE FIGHTER	1,214.80			
4/22/2022	APBNK	DUE: 4/22/2022 DISC: 4/22/2022 UNEMPLOYMENT FIRE FIGHTER		1099: N	101 4192-89000-000 MISCELLANEOUS	1,214.80
		=== VENDOR TOTALS ===	1,214.80			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
843	MN	NCPERS LIFE INSURANCE				
I-45880052022		2022 LIFE INS MAY	48.00			
4/22/2022	APBNK	DUE: 4/22/2022 DISC: 4/22/2022		1099: N		
		2022 LIFE INS MAY		101 21709-000	OTHER PAYABLE	24.64
		2022 LIFE INS MAY		204 21709-000	OTHER PAYABLE	1.60
		2022 LIFE INS MAY		601 21709-000	OTHER PAYABLE	15.52
		2022 LIFE INS MAY		602 21709-000	OTHER PAYABLE	6.24
		=== VENDOR TOTALS ===	48.00			
01-0624		OCCUPATIONAL HEALTH CENTERS OF				
I-103552797		RANDOM DRUG TESTING	129.00			
4/22/2022	APBNK	DUE: 4/22/2022 DISC: 4/22/2022		1099: N		
		RANDOM DRUG TESTING		101 4132-89000-000	MISCELLANEOUS	129.00
		=== VENDOR TOTALS ===	129.00			
01-05676		OFFICE DEPOT				
I-235728369001		COPY PAPER	226.52			
4/22/2022	APBNK	DUE: 4/22/2022 DISC: 4/22/2022		1099: N		
		COPY PAPER		101 4112-70100-000	SUPPLIES	226.52
		=== VENDOR TOTALS ===	226.52			
01-06024		ON SITE SANITATION				
I-1312550		ON SITE SANITATION	75.00			
4/22/2022	APBNK	DUE: 4/22/2022 DISC: 4/22/2022		1099: N		
		Hand Sanitizers and Portable		601 4601-85080-000	PORTABLE TOILET PARKS	75.00
I-1312551		ON SITE SANITATION	160.00			
4/22/2022	APBNK	DUE: 4/22/2022 DISC: 4/22/2022		1099: N		
		ADA Compliant Restroom		601 4601-85080-000	PORTABLE TOILET PARKS	160.00
		=== VENDOR TOTALS ===	235.00			
01-06185		RAMSEY COUNTY				
I-PUB2W - 019666		SALT FOR ROADS	1,339.36			
4/22/2022	APBNK	DUE: 4/22/2022 DISC: 4/22/2022		1099: N		
		SALT FOR ROADS		101 4132-83030-000	SNOW REMOVAL	1,339.36
		=== VENDOR TOTALS ===	1,339.36			

PACKET: 02498 APR 22 PAYABLES  
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 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
184	RAMSEY COUNTY - POLICE AND 911					
=====						
I-SHRFO -002056		APRIL LAW ENFORCEMENTSVC	95,560.97			
4/22/2022	APBNK	DUE: 4/22/2022 DISC: 4/22/2022		1099: N		
		APRIL LAW ENFORCEMENTSVC		101 4122-81000-000	POLICE SERVICES	95,560.97
		=== VENDOR TOTALS ===	95,560.97			
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01-06973	RENGEL PRINTING CO					
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I-142095		SPRING NEWSLETTER	2,476.41			
4/22/2022	APBNK	DUE: 4/22/2022 DISC: 4/22/2022		1099: N		
		SPRING NEWSLETTER		101 4116-70420-000	NEWSLETTERS/INFORMATION	2,352.41
		SPRING NEWSLETTER		206 4206-70420-000	NEWSLETTER	124.00
		=== VENDOR TOTALS ===	2,476.41			
=====						
01-06303	REPUBLIC SERVICES					
=====						
I-0923-004931344		STREET SWEEPINGS DISPOSAL	50.00			
4/22/2022	APBNK	DUE: 4/22/2022 DISC: 4/22/2022		1099: N		
		STREET SWEEPINGS DISPOSAL		602 4602-84000-000	STREET SWEEPINGS	50.00
		=== VENDOR TOTALS ===	50.00			
=====						
01-05812	SORENSEN CONSULTING					
=====						
I-COFH.1.22		SORENSEN CONSULTING	1,500.00			
4/22/2022	APBNK	DUE: 4/22/2022 DISC: 4/22/2022		1099: N		
		Selection Assessments		101 4112-80330-000	CONSULTANT	1,500.00
=====						
I-COFH2.22		SORENSEN CONSULTING	900.00			
4/22/2022	APBNK	DUE: 4/22/2022 DISC: 4/22/2022		1099: N		
		Selection Assortment		101 4112-80330-000	CONSULTANT	900.00
		=== VENDOR TOTALS ===	2,400.00			
=====						
01-05374	TENNIS SANITATION LLC.					
=====						
I-3203415		RECYCLING MARCHJ	7,458.75			
4/22/2022	APBNK	DUE: 4/22/2022 DISC: 4/22/2022		1099: N		
		RECYCLING MARCHJ		206 4206-82030-000	RECYCLING CONTRACTS	7,458.75
=====						
I-3203416		SWMT AND CEC RAMSEY CTY	66.50			
4/22/2022	APBNK	DUE: 4/22/2022 DISC: 4/22/2022		1099: N		
		SWMT AND CEC RAMSEY CTY		101 4131-87010-000	CITY HALL MAINTENANCE	66.50
		=== VENDOR TOTALS ===	7,525.25			

PACKET: 02498 APR 22 PAYABLES  
VENDOR SET: 01 City of Falcon Heights  
SEQUENCE : ALPHABETIC  
DUE TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
-----ID-----						
047		TK HOME SERVICES				
I-202204228122		TK HOME SERVICES	45.00			
4/22/2022	APBNK	DUE: 4/22/2022 DISC: 4/22/2022		1099: N		
		Refund Plumbing Permit		101 32230-000	PLUMBING PERMITS	45.00
		=== VENDOR TOTALS ===	45.00			
-----ID-----						
01-05870		XCEL ENERGY				
I-202204228125		ELECT	4,124.36			
4/22/2022	APBNK	DUE: 4/22/2022 DISC: 4/22/2022		1099: N		
		ELECT		101 4121-85020-000	ELECTRIC	33.66
		ELECT		101 4131-85020-000	ELECTRIC	411.13
		GAS		101 4131-85030-000	NATURAL GAS	885.81
		ELECT		101 4141-85020-000	ELECTRIC/GAS	15.72
		ELECT		101 4141-85020-000	ELECTRIC/GAS	33.52
		ELECT		101 4141-85020-000	ELECTRIC/GAS	33.26
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	2,444.15
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	35.43
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	18.84
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	16.93
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	67.57
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	16.25
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	78.46
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	16.12
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	17.51
		=== VENDOR TOTALS ===	4,124.36			
		=== PACKET TOTALS ===	226,562.64			

MP #	NAME	AMOUNT
136	ROLAND O OLSON	3,187.65
1-1030	TIMOTHY J PITTMAN	2,709.83
1-1033	DAVE TRETSEVEN	1,861.53
1-1143	COLIN B CALLAHAN	2,061.30
TOTAL PRINTED: 4		9,820.31

4-07-2022 3:49 PM  
 PAYROLL NO: 01 City of Falcon Heights  
 P A Y R O L L C H E C K R E G I S T E R

PAGE: 1  
 PAYROLL DATE: 4/07/2022

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
16.	PAVEK, MEGAN E	R	4/07/2022	1,717.49	091243
1162	LANDBERG, ALYSSA	R	4/07/2022	574.72	091244
1018	MORETTO, PAUL A	R	4/07/2022	2,212.29	091245
1184	NEIS, ADRAIN J	R	4/07/2022	279.01	091246

4-07-2022 3:49 PM  
 PAYROLL NO: 01 City of Falcon Heights  
 P A Y R O L L C H E C K R E G I S T E R

PAGE: 2  
 PAYROLL DATE: 4/07/2022

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

REGULAR CHECKS:	4	4,783.51
DIRECT DEPOSIT REGULAR CHECKS:	4	9,820.31
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	8	14,603.82

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

WIRE PAYMENTS

April 15 payroll

Fed With	5,129.14
St With	901.48
Pera	3,045.28
ICMA	1,283.34
Child support	<u>26.50</u>
	10,385.74





## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	April 27, 2022
<b>Agenda Item</b>	Consent G2
<b>Attachment</b>	Resolution 22-14
<b>Submitted By</b>	Tim Pittman, Interim City Administrator

<b>Item</b>	Appointment of Brennan Sorensen to the position of Administrative & Communications Coordinator
<b>Description</b>	<p>Brennan Sorensen has accepted the position of Administrative &amp; Communications Coordinator after the promotion of Megan Pavek.</p> <p>Mr. Sorensen has a start date of April 28<sup>th</sup>, 2022.</p>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Resolution 22-14 Appointment of Brennan Sorensen to the position of Administrative &amp; Communications Coordinator</li> </ul>
<b>Action(s) Requested</b>	Staff recommend approval of attached resolution accepting the appointment of Brennan Sorensen to the position of Administrative & Communications Coordinator

**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

April 27, 2022

No. 22-14

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**RESOLUTION APPOINTING BRENNAN SORENSEN TO THE POSITION OF  
ADMINISTRATIVE AND COMMUNICATIONS COORDINATOR FOR THE CITY OF  
FALCON HEIGHTS**

**WHEREAS**, on February 23, 2022, Megan Pavek was promoted to the position of Assistant to the City Administrator leaving the Administrative and Communications Coordinator position vacant;

**WHEREAS**, thereafter the position was posted and candidates were interviewed by the City Administrator and Staff;

**WHEREAS**, the position was offered and accepted by Brennan Sorensen;

**WHEREAS**, Brennan Sorensen has a start date of April 28<sup>th</sup>, 2022.

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

1. Appoint Brennan Sorensen to the position of Administrative and Communications Coordinator, and
  2. Authorize compensation of \$22.12 per hour (\$46,000/year).
- 

Moved by:

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

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

Attested by: \_\_\_\_\_  
Tim Pittman  
Interim City Administrator

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## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	April 27, 2022
<b>Agenda Item</b>	Consent G3
<b>Attachment</b>	Resolution 22-15
<b>Submitted By</b>	Tim Pittman, Interim City Admin Roland Olson, Finance Director

<b>Item</b>	American Recovery Plan Act (ARPA)
<b>Description</b>	The Treasury Department requests by April 30, 2022 information on the uses of the ARPA funds allocated to the City of Falcon Heights in the amount of \$ 604,112.20. The City will respond by completing the “No Projects Verification” section of the report. The City anticipates future expenditures as the coronavirus effects are not over with at this time. The funds will be obligated by December 31, 2023 and spent by December 31, 2024. The City has received 50% of this funding. The City elected with Resolution 22-08 to use the standard allowance available under the revenue loss provision of ARPA. Staff requests a resolution to provide guidance to complete the “No Projects Verification” section of the report.
<b>Budget Impact</b>	Supports governmental services.
<b>Attachment(s)</b>	Resolution 22-15
<b>Action(s) Requested</b>	Staff recommends acceptance of the attached resolution.

**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

April 27, 2022

No. 22-15

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**A RESOLUTION TO PROVIDE GUIDANCE ON REPORTING ON 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 of 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.

**WHEREAS**, the final rule allows for completion of the required report using the “No Projects Verification” section with an explanation provided by the recipient.

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

1. The City has previously elected to use 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 use the “No Projects Verification” section of the report at this time and provide an explanation as to not listing specific projects at this time. An appropriate explanation would be:
3. “The City has experienced significant revenue losses in the sanitary sewer operation due to coronavirus. With the coronavirus continuing to impact city operations, the City chooses to use its ARPA funds for general governmental services in the sanitary sewer operation; storm sewer maintenance and improvements; city operations; and infrastructure street and equipment maintenance and improvements.”

Adopted by the City Council of City of Falcon Heights, Minnesota this twenty seventh day of April 2022.

Moved by:

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

Randy Gustafson  
Mayor

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

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

Tim Pittman  
Interim City Administrator

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## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	April 27, 2022
<b>Agenda Item</b>	Consent G4
<b>Attachment</b>	2022 Proposed Fee Schedule Resolution 22-16
<b>Submitted By</b>	Roland Olson, Finance Director

<b>Item</b>	Approve the 2022 Fee Schedule
<b>Description</b>	<p>Each year the City Council is required to approve a fee schedule that identifies the various fees charged by the City. Staff reviews these fees each year to ensure that the costs charged cover the City's expenses and so they are competitive with other cities of comparable size.</p> <p>The 2022 fee schedule, effective January 1, 2022, includes the following changes:</p> <ul style="list-style-type: none"> <li>• 2.2% increase to the sanitary sewer and 2.9% increase to the storm drainage fees</li> <li>• AllPaid has increased the credit/debitcard convenience fee from 2.65% to 2.95%</li> </ul>
<b>Budget Impact</b>	These fees are incorporated in the 2022 budget.
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• 2022 Proposed Fee Schedule</li> <li>• Resolution 22-16 Approving the 2022 Fee Schedule</li> </ul>
<b>Action(s) Requested</b>	Staff recommends that the Falcon Heights City Council approve the attached resolution and fee schedule.



**CITY OF FALCON HEIGHTS  
Adopted 2022 Fee Schedule**

**A. LICENSES**

1.	Business Licenses	
	<u>Item</u>	<u>Fee</u>
	Bus Benches (Courtesy)	\$ 50.00 per bench
	Gasoline Station Operator License	
	Fewer than 15 hours	\$ 100.00
	15-20 hours	\$ 400.00
	20 hours or more	\$ 500.00
	Municipal Business	
	10,000 sq. ft. or less	\$ 100.00
	10,001 sq. ft. or more	\$ 200.00
	Pool Hall	\$ 800.00
	Precious Metal Dealer	
	Investigation fee/general	\$ 1,500.00
	Investigation fee/MN only	\$ 500.00
	License fee	\$ 2,000.00
	Restaurant	
	Lunchroom	\$ 50.00
	Fewer than 15 hours	\$ 100.00
	15-20 hours	\$ 400.00
	20 hours or more	\$ 500.00
	Therapeutic Massage License	
	Investigation fee	\$ 350.00
	License fee	\$ 100.00
	Home Occupation License	\$ 50.00
	Retail Grocery License	\$ 50.00
	Holiday Tree Sales License	\$ 50.00
	Car Wash License	\$ 50.00
2.	Liquor Licenses	
	<u>Item</u>	<u>Fee</u>
	Bottle Club	\$ 300.00
	Liquor, Off-Sale	\$ 310.00
	Liquor, On-Sale	\$ 4,000.00
	Liquor, Special Event	\$ 25.00
	Liquor, Sunday	\$ 200.00
	Malt Beverage, Off-Sale	\$ 150.00
	Malt Beverage, On-Sale	\$ 500.00
	Malt Beverage, On-Sale (with wine license)	\$ 1.00
	Wine License	\$ 2,000.00
	Temporary Liquor License	\$ 50.00
	Background Checks (per license)	\$ 500.00

3.	Other Licenses	
	<u>Item</u>	<u>Fee</u>
	Amusement machines (per machine)	\$ 30.00
	Cigarette sales	\$ 250.00
	Contractor licenses	\$ 35.00
	Peddlers and solicitors	
	(For profit)	\$ 25.00 per individual
	(Charitable)	Free, but license still required
	Pool tables (per table)	\$ 30.00
	Refuse Haulers	\$ 100.00
	Low-Density Rental License	\$ 50.00/per unit
	High-Density Multifamily Rental License	
	5-19 units per building	\$ 150.00
	20-49 units per building	\$ 200.00
	50-99 units per building	\$ 250.00
	100+ units per building	\$ 300.00
	Re-inspection (due to initial failure)	\$ 50.00

**B. PERMITS**

1. Building permit fees:

Total Valuation	Fee
\$1.00 - \$500.00	\$25.00
\$501.00 - \$2,000.00	\$25.00 for first \$500, \$3.25/each additional \$100, to and including \$2000
\$2,001.00 - \$25,000	\$73.75 for first \$2000, \$14.75/each additional \$1000, to and including \$25,000
\$25,001.00 - \$50,000	\$413.00 for first \$25,000, \$10.75/each additional \$1000, to and including \$50,000
\$50,001.00 - \$100,000.00	\$681.75 for first \$50,000, \$7.50/each additional \$1000, to and including \$100,000.00
\$100,001.00 - \$500,000.00	\$1,056.75 for first \$100,000, \$6.00/each additional \$1000, to and including \$500,000
\$500,001.00 - \$1,000,000.00	\$3,456.75 for first \$500,000, \$5.00/each additional \$1,000, to and including \$1,000,000
\$1,000,001 and up	\$5,956.75 for first \$1,000,000, \$4.00/each additional \$1,000

Other Inspections and Fees:

1. Inspections outside of normal business hours \$47.00 per hour<sup>1</sup> (minimum charge - two hours)
2. Re-inspection fees assessed under provisions of Section 305.8 \$47.00 per hour<sup>1</sup>
3. Inspections for which no fee is specifically indicated \$47.00 per hour<sup>1</sup> (minimum

charge – one-half hour)

4. Additional plan review required by changes, additions or revisions to plans \$47.00 per hour<sup>1</sup> (minimum charge – one-half hour)
5. For use of outside consultants for plan checking and inspections, or both actual costs<sup>2</sup>

<sup>1</sup>Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.

<sup>2</sup>Actual costs include administrative and overhead costs.

*\*Building Permits are subject to the State Surcharge*

2. Relocation of structure or building: \$ 150.00
3. Demolition or removal of structure: \$ 1.25/1,000 cubic ft.; minimum \$ 50.00
  
4. Residential Solar Installation  
Flat fee: \$200  
State Surcharge: \$1.00

5. Mechanical permit fees

a. Residential Work

**Base Fee \$ 30.00**

**State Surcharge \$1.00**

**Furnace/Boiler (warm air or hot water heating system)**

\$ 60.00 New

\$ 30.00 Replacement

\$ 20.00 Unit heaters

**Air conditioning and refrigeration**

\$ 40.00 New

\$ 25.00 Replacement

**Other Items**

\$ 25.00 Gas line/piping

\$ 30.00 Duct work

\$ 35.00 Wood burning furnace per unit

\$ 35.00 Swimming pool heater per unit

\$ 25.00 Air exchanger with duct work per unit

\$ 25.00 Gas or oil space heater per unit

\$ 25.00 Gas direct vent heater per unit

\$ 25.00 Gas fireplace log or heater per unit

\$ 25.00 Gas hot water heater for domestic hot water (only if replacing gas

line)

b. Commercial Work

Gas piping, refrigeration, chilled water, pneumatic control, ventilation, exhaust, hot water, steam, and warm air heating systems.

This fee shall be \$50 plus 1-1/4 percent (1.25%) of the total valuation of the work. Value of the work must include the cost of installation, alteration, addition, and repairs, including fans, hoods, HVAC units and heat transfer units, and all labor and materials necessary for installation. In addition, it shall include all material and equipment supplied by other sources when those materials are normally supplied by the contractor.

6. Plumbing Permit Fees  
\$ 30.00 base fee plus \$ 7.00 per fixture installed, \$ 1.00 state surcharge

7. Right of Way Permit Fees

<u>Item</u>	<u>Fee</u>
Registration fee	\$ 25.00
Hole	\$ 150.00
Trench	\$ 150.00 + \$40.00 per 100 lineal feet or portion thereof
Boring	\$ 150.00 + \$ 40.00 per 100 lineal feet or portion thereof
Obstruction	\$ 50.00 + \$ 0.06 per lineal foot

Small Cell Wireless

Permit fee	\$ 100.00
Rent on City structure	\$ 150.00 per year
Maintenance for colocation	\$ 25.00 per year
Monthly electrical services	
Radio node less than 100 watts	\$ 73.00 per month
Radio node over 100 watts	\$ 182.00 per month

8. Sewer Connection or Repair \$ 50.00

9. Water Connection

<u>Meter Size</u>	<u>Fee</u>
3/4"	\$ 62.00
1"	\$ 115.00
1-1/2"	\$ 265.00
2"	\$ 470.00
3"	\$ 1,080.00

10. Street Opening Fee \$ 25.00 (plus cost of permit)

11. Zoning Permit

<u>Item</u>	<u>Fee</u>
Fence	\$ 40.00
Temporary Sign	\$ 30.00
Permanent Sign (each)	\$ 50.00
Residential driveway	\$ 40.00
Commercial driveway	Subject to Building Permit Fees

12. Mobile Storage Structure/Dumpster Permit

<u>Location</u>	<u>Fee</u>
On private property	
14 days	\$ 10.00
30 days	\$ 20.00
On public street	
72 hours	\$ 10.00
(Permits may be renewed once in a 90 calendar-day period)	

13. Chicken Permit (first time and subsequent applications) \$ 50.00

14. Beekeeping Permit (first time and subsequent applications) \$50.00

**C. PLANNING FEES\***

<u>Item</u>	<u>Fee</u>
Comprehensive Plan Amendment	\$ 500.00
Conditional Use Permit	\$ 500.00
Design Review	
(when required by code)	\$ 50.00
Lot Split (one lot into two)	\$ 500.00
Planned Unit Development	\$ 500.00
Rezoning/Zoning Amendment	\$ 500.00
Subdivision (>1 new lot)	\$ 500.00 + \$ 100.00/lot created
Variance	\$ 500.00
Tax Increment Finance (TIF)	
Application Fee	\$5,000.00 Non-Refundable
Escrow	\$10,000.00

\*Fee plus actual cost billed by contractors or city consultant fees.

## D. FACILITY RENTAL FEES

Private use of public facilities is permitted on a space available basis. Reservations and damage deposits are required for private use of the following community facilities. Discounted rates are available for weekly bookings:

### Park Facility Rental Amenities & Fees

Facility	Amenities available	Rental Fees	
		Half Day 9am-3pm / 4pm-10pm	Full Day 9am-10pm
<b>Community Park Building &amp; Upper Picnic Area</b> (2050 Roselawn Ave; corner of Roselawn and Cleveland)	Park building Full kitchen (stove, oven, refrigerator/freezer, sink, microwave) Tables & chairs Inside bathrooms 2 BBQ grills 9 Outdoor picnic tables Parking lot (50 vehicle capacity) plus off-street parking	Not Available	\$150 + tax
<b>East Picnic Area</b> (near playground)	2 Picnic tables Trash receptacles Portable toilet Parking lot (50 vehicle capacity) plus off-street parking	\$20 + tax	\$35 + tax
<b>Lower Picnic Area</b> (Southwest corner of park)	2 Picnic tables 1 BBQ grill Trash receptacles Portable toilet Parking lot (50 vehicle capacity) plus off-street parking	\$20 + tax	\$35 + tax
<b>Play Kit Rental</b>	Includes variety of balls, Frisbees, and other play equipment	\$15 + tax	
<b>Set up/Tear Down</b>	\$25		

#### Disclaimers:

- A damage deposit (\$200-400, or as determined by the City Administrator) is required for park facility rentals. The deposit must be made in a separate form from the payment and will be refunded upon return of facility key and inspection of the facilities.
- Nonprofit organizations must provide a copy of a Tax Exempt form (MN Dept. of Rev, IRS, W9 or MN Dept. of Taxation)
- Key pick up must be arranged two (2) days prior to scheduled event. Keys may be picked up at City Hall.
  - Regular business hours: Monday –Friday 8:00am-4:30pm
  - Summer hours (Memorial Day-Labor Day): 7:30am- 5:00pm Monday-Thursday, Friday 7:30am-noon
- Keys can be returned during business hours to City Hall. After hours drop-off is available via the drop box outside the main entrance.
- Rental permits will be issued once payment is received. Staff cannot reserve the facility without

payment.

- If you plan on bringing any outside equipment (i.e. inflatable devices, dunk tanks etc.) into the park, you must disclose this to a city employee during the reservation process. The City may require documentation such as a hold harmless agreement or certificate of insurance naming the City as an additional insured.

### City Hall Facility Rental Fees

	Rental Fees			
	Capacity	3 hours	Half Day 9am-3pm/4pm-10pm	Full Day 8am-10pm
<b>Council Chambers</b> Full room (includes kitchen facility)	150 75 Seated	\$115.00 + tax	\$175.00 + tax	\$250.00 + tax
<b>Partial Council Chambers</b> (Front or Back Half)	75 30 Seated	\$50.00 + tax	\$100.00 + tax	\$150.00 + tax
<b>Kitchen Facility</b>	10 6 Seated	\$25.00 + tax	\$50.00 + tax	\$50.00 + tax
<b>Conference Room</b>	8 maximum	\$30.00 + tax	\$60.00 + tax	\$100.00 + tax
<b>Set Up Fee</b> (government entities exempt)	\$25.00			

#### Disclaimers:

- A \$200 refundable damage deposit is required for City Hall rentals. The deposit must be made in a separate form from the payment and will be refunded upon return of facility key and inspection of the facilities.
- Nonprofit organizations must provide a copy of a Tax Exempt form (MN Dept. of Rev, IRS, W9 or MN Dept. of Taxation)
- Key pick up must be arranged two (2) days prior to scheduled event. Keys may be picked up at City Hall.
  - Regular business hours: Monday –Friday 8:00am-4:30pm
  - Summer hours (Memorial Day-Labor Day): 7:30am- 5:00pm Monday-Thursday, Friday 7:30am-noon.
- Keys can be returned during business hours to City Hall. After hours drop-off is available via the drop box outside the main entrance.
- Rental permits will be issued once payment is received. Staff cannot reserve the facility without payment.
- City Hall cannot be rented for private social gatherings.

### Field/Court/Rink Rental Fees

*Discounted rates are available for Multi-day bookings (see below)*

Individual/Group type	Single Day Use		Multi-day Use (weekly fee)
	3 hour block	Additional hours	
Resident	\$20 + tax	\$10/hour + tax	-
Non-resident	\$30 + tax	\$10/hour + tax	-
Youth organizations (must be open to youth aged 2-18 in Falcon Heights)	\$20 + tax	\$10/hour + tax	2 days/week: \$35 3 days/week: \$50 4 days/week: \$65 5 days/week: \$80 6+ days/week: \$100
Adult organizations	\$30 + tax	\$10/hour + tax	2 days/week: \$40 3 days/week: \$55 4 days/week: \$70 5 days/week: \$85 6+ days/week: \$105

**Disclaimers:**

- Fees apply only for games and practices. Tournaments or special events/services are subject to additional fees.
- Field/Court/Rink use permits will be issued when payment and application are received.
- All short term rentals (1-5 times) entitle the customer to use of the field as is; anything additional will be the customer's responsibility (i.e. striping the field or providing bases.)
- Special request of services will be dealt with on a case by case basis and may include extra fees. All requests should be discussed with the Parks and Recreation Department at 651-792-7617.



## E. FACILITY USE BY PUBLIC SERVICE ORGANIZATIONS

1. Public facilities are available for use on a reservation basis.
2. The following shall be allowed use of public facilities but set up/tear down fees apply:
  - a. Specifically listed local organizations:
    - League of Women Voters
    - Senior Citizen Groups (Falconeers, Roseville Area Seniors)
    - Ramsey County League of Local Governments
    - League of Minnesota Cities/ Association of Metropolitan Municipalities
    - Watershed management organizations
    - Scouts, Brownie Troops, 4-H, Campfire
    - Neighborhood Groups (e.g. Grove Association, Maple Knoll Courtyard Homeowner's Association)
    - 55 Alive Mature Driving Class
    - Cable Commission
    - Developers when presenting to neighbors
    - Legislators for informational (non-campaign) meetings, except after the filing date and before the November election of a legislative election year unless requested by a majority of the city council
    - Northeast Youth and Family Service
    - Lauderdale and Falcon Heights Lions Club
    - Roseville Rotary Club
    - Party Precinct caucuses, legislated district conventions and county conventions under the requirements of MN State Statute 202A.192
    - AARP Tax Services
    - Hobby groups or clubs that meet the following criteria:
      - Falcon Heights based (A minimum of 25% of on-going members or participants are Falcon Heights residents).
      - Non-profit
      - Open membership
      - Founded on a hobby
      - Actively reaches out to include people of different ages, especially youth, to encourage intergenerational exchanges of information
      - Encourages a community service and/or benefit component
    - Falcon Heights neighborhood or community groups whose activities are open to all and for the sole purpose of developing, fostering and strengthening neighborhood and community well-being.
  - b. Any organization that meets the above guidelines yet uses a facility more than twice a year shall be charged \$100 per year.
  - c. The organization or group cannot be a private, business, political, or religious organization.
  - d. Any organization denied free use under this policy as defined in this section may appeal to the city council.

**F. MISCELLANEOUS FEES**

<u>Item</u>	<u>Fee</u>
Agendas (City Council or Commissions) <sup>1</sup>	\$ 15.00/year
City Council Minutes <sup>1</sup>	\$ 35.00/year
Commission Minutes <sup>1</sup>	\$ 20.00/year
New Resident Handbook	\$ 10.00 printing fee
Single copies	\$ 0.25 + tax/page for first 100 pages
Assessment search	\$ 20.00
Maps	\$ 6.50
Open burning permit (no charge for recreational fires)	\$ 25.00
Returned Check Fee	\$ 25.00
Credit/Debitcard convenience fee	2.95% per transaction

<sup>1</sup> The charges apply only when hard copies are mailed. These documents can be viewed free of charge on the website or at City Hall.

**G. FALSE ALARM FEES**

1. Fire False Alarms (at an address or property within one calendar year)
  - \$ 0 for first false alarm
  - \$ 175 for second false alarm
  - \$ 300 for third false alarm
  - \$ 400 for fourth false alarm
  - \$ 500 for fifth and subsequent false alarm
  
2. Security False Alarms (at an address or property within one calendar year)
  - \$ 0 for first false alarm
  - \$ 60 for second false alarm
  - \$ 100 for third false alarm
  - \$ 200 for fourth false alarm
  - \$ 300 for fifth false alarm
  - \$ 400 for sixth false alarm
  - \$ 500 for seventh and subsequent false alarm
  
3. Penalties and Assessment
  - Penalties for late payment and assessment of unpaid fees are the same as stipulated for unpaid utility fees in the city code.

**H. VEHICLE EMERGENCY RESPONSE**

The fee for emergency personnel response to accidents is \$350.00/vehicle.

**I. PARKING FEES**

<u>Item</u>	<u>Fee</u>
Application fee to designate "residential area" permit parking	\$ 200.00

Annual residential area parking permits	
First two vehicles	\$ 15.00/vehicle
Third and subsequent vehicles	\$ 25.00/vehicle
Lost permit replacement	\$ 5.00
Temporary parking permit (up to 3 weeks)	\$ 3.00/vehicle
Temporary parking permit for 5 or more vehicles for a one-time/one-day event	\$ 25.00
Uniform parking fine	\$50.00/violation

**J. SANITARY SEWER**

The sanitary sewer fee for residential units is \$36.25 per quarter plus \$0.0237695 per cubic foot of water usage during the months of November – January. For apartment units, the rate will be \$36.25/unit/quarter plus \$0.0237695 per cubic foot of water used in November. For residential units, this will serve as the maximum fee for other quarters throughout the year, but the actual amount billed may be lower depending on water usage. For commercial units, the fee is \$0.0237695 per cubic foot of water usage during each month.

**K. STORM DRAINAGE**

The fee for storm drainage is \$26.75 per quarter for residential units and \$247.04 per acre for commercial and apartment units.

**L. HYDRANT WATER**

The fee for hydrant water is 6% surcharge of the water bill.

**M. RECYCLING**

The recycling charge is \$10.50 per quarter for residential units.

**N. STREET LIGHTING**

The street lighting fee is \$6.00 per quarter for residential units and \$0.02 per lineal foot frontage for commercial properties monthly.

**O. FEES FOR UNSPECIFIED REQUESTS**

A private party or public institution (hereinafter applicant) making a request to the City for approval of a project or for public assistance must cover the City's consultants' costs associated with reviewing the request. Prior to having the request considered by the City, the applicant must deposit an escrow fee in an amount that is estimated to cover the City's consultants' costs as determined by the City Administrator. If the City's consultants' costs exceed the initial escrow deposited by the applicant, an additional escrow fee will be required to cover the additional costs. The City shall use the applicant's fees to cover the City's actual consultants' costs in reviewing the request regardless of the City's action on the applicant's request. If the applicant's escrow fees exceed the City's actual consultants' costs for reviewing the request, the remaining escrow fees shall be refunded to the applicant.

**P. SNOW AND ICE REMOVAL**

\$100/hour with a minimum of \$100



**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

April 27, 2022

No. 22-16

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**A RESOLUTION APPROVING THE 2022 CITY FEE SCHEDULE**

**WHEREAS**, City Staff reviews the fee schedule to make sure that the fee reflects staff cost and that the fee is competitive;

**WHEREAS**, the recommended changes are reflected on the attached 2022 City Fee Schedule labeled as "Exhibit A".

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Falcon Heights, Minnesota approves the 2022 Fee Schedule as attached as "Exhibit A".

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Moved by:

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

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

Attested by: \_\_\_\_\_  
Tim Pittman  
Interim City Administrator

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## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	April 27, 2022
<b>Agenda Item</b>	Consent G5
<b>Attachment</b>	N/A
<b>Submitted By</b>	Megan Pavek Assistant to the City Administrator

<b>Item</b>	Approve Charitable Gambling License
<b>Description</b>	<p>The following individual/entities have applied for a <u>Charitable Gambling License</u> for 2022. Staff have received the necessary documents for licensure.</p> <ol style="list-style-type: none"> <li>1. Falcon Heights PTA</li> </ol> <p>The license allows for charitable gambling to occur at the Falcon Heights Elementary School on May 20, 2022 from 5-8 pm.</p>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	N/A
<b>Action(s) Requested</b>	Staff recommends approval of the Charitable Gambling License application for the Falcon Heights PTA.

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## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	April 27, 2022
<b>Agenda Item</b>	Consent G6
<b>Attachment</b>	Resolution 22-17
<b>Submitted By</b>	Tim Pittman, Interim City Administrator

<b>Item</b>	Accept Fair Housing Month Proclamation
<b>Description</b>	<p>The City was recently contacted by the Saint Paul Area Association of Realtors (SPAAR) which is committed to working with communities to increase homeownership, fair housing, and sustainable community development. April is Fair Housing Month and with the homeownership gap continuing to widen, this issue is more important than ever. The pandemic has also emphasized the value and importance of homeownership for many.</p> <p>SPAAR is asking our city to join them in their commitment to preserving and upholding fair housing laws by signing a resolution accepting the Fair Housing Month Proclamation.</p>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Resolution 22-17 Accept Fair Housing Month Proclamation</li> </ul>
<b>Action(s) Requested</b>	Staff recommend approval of attached resolution to accept the Fair Housing Month Proclamation.

**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

April 27, 2022

No. 22-17

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# *Proclamation*

**RESOLUTION RECOGNIZING APRIL AS FAIR HOUSING MONTH**

**WHEREAS**, the Fair Housing Act, enacted on April 11, 1968, enshrined into federal law the goal of eliminating racial segregation and ending housing discrimination in the United States; and

**WHEREAS**, the Fair Housing Act prohibits discrimination in housing based on race, color, religion, sex, familial status, national origin, and disability, and commits recipients of federal funding to affirmatively further fair housing in their communities; and

**WHEREAS**, the City of Falcon Heights is committed to the mission and intent of Congress to provide fair and equal housing opportunities for all; and

**WHEREAS**, our social fabric, the economy, health, and environment are strengthened in diverse, inclusive communities; and

**WHEREAS**, more than fifty years after the passage of the Fair Housing Act, discrimination persists, and many communities remain segregated; and

**WHEREAS**, acts of housing discrimination and barriers to equal housing opportunity are repugnant to a common sense of decency and fairness.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF Falcon Heights, Minnesota** does hereby declare the month of April, 2022 as Fair Housing Month.

In the City of Falcon Heights as an inclusive community committed to fair housing, and to promote appropriate activities by private and public entities to provide and advocate for equal housing opportunities for all residents and prospective residents of the City of Falcon Heights.

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Moved by:

Approved by: \_\_\_\_\_  
Randy Gustafson  
Mayor

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

Attested by: \_\_\_\_\_  
Tim Pittman  
Interim City Administrator

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## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	April 27, 2022
<b>Agenda Item</b>	Consent G7
<b>Attachment</b>	Resolution 22-18
<b>Submitted By</b>	Tim Pittman, Interim City Administrator

<b>Item</b>	Renew Support for Beyond the Yellow Ribbon
<b>Description</b>	<p>Beyond the Yellow Ribbon is a nationally recognized organization whose purpose is to provide support and advocacy for active-duty service members and their dependents, and disabled and retired veterans of the United States Armed Forces.</p> <p>Many communities in the Suburban Ramsey County Network pledged their support to BTYR back in May of 2012. BTYR has recently reached out to these communities and asked them to renew their support. The City of Falcon Heights recognizes that there is a need for a local chapter of BTYR to provide necessary programs for community support, training, services, and other resources.</p>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Resolution 22-18 Supporting the City of Falcon Heights Commitment of Support to the Suburban Ramsey County Beyond the Yellow Ribbon Network</li> </ul>
<b>Action(s) Requested</b>	Staff recommend approval of the attached resolution.

**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

April 27, 2022

No. 22-18

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**RESOLUTION SUPPORTING THE CITY OF FALCON HEIGHTS COMMITMENT OF  
SUPPORT TO THE  
“SUBURBAN RAMSEY COUNTY BEYOND THE YELLOW RIBBON NETWORK”  
UNITING THE CITIES OF SUBURBAN RAMSEY COUNTY IN SUPPORT OF  
SERVICE MEMBERS, VETERANS AND MILITARY FAMILIES**

**WHEREAS**, Beyond the Yellow Ribbon (BTYR) is a nationally recognized organization whose purpose is to provide support and advocacy for active-duty service members and their dependents, and disabled and retired veterans of the United States Armed Forces; and

**WHEREAS**, active and retired service people and their dependents in the City of Falcon Heights have been in need of a local chapter of BTYR to provide the necessary programs for community support, training, services and resources; and

**WHEREAS**, on May 17, 2012 the cities of Arden Hills, Falcon Heights, Gem Lake, Lauderdale, Little Canada, Maplewood, Mounds View, New Brighton, North Oaks, North St Paul, Roseville, Shoreview, Vadnais Heights, White Bear Lake and White Bear Lake Township formed the Suburban Ramsey County Yellow Ribbon Network and were proclaimed by the State of Minnesota as “Yellow Ribbon Communities”; and

**WHEREAS**, representatives of those communities formed a Steering Committee to research, compile and submit a comprehensive Action Plan describing available resources, plans, and goals for a BTYR group to serve locally, which included plans to work with educational institutions, faith communities, health care facilities, and municipalities and other governmental units; and

**WHEREAS**, since 2012, the Suburban Ramsey County Yellow Ribbon Network has provided fiscal and physical support to individual service members, veterans and their families, identified community resources and built lasting relationships with local military leadership and Yellow Ribbon Corporations; and

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

1. The City renews support to the Suburban County Beyond the Yellow Ribbon Network by providing leadership support, community awareness and city representation on the BTYR Network Steering Committee.

2. The City Council hereby designates the City of Falcon Heights to be a participating and active member of the Suburban Ramsey County BTYR Network, and that the City of Falcon Heights will provide applicable support to this chapter.

Adopted by the City Council of City of Falcon Heights, Minnesota this twenty seventh day of April 2022.

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Moved by:

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

Randy Gustafson  
Mayor

GUSTAFSON  
LEEHY  
MEYER  
WEHYEE  
ANDREWS

\_\_\_\_\_ In Favor

\_\_\_\_\_ Against

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

Tim Pittman  
Interim City Administrator