

CITY OF FALCON HEIGHTS
Regular Meeting of the City Council
City Hall
2077 West Larpenteur Avenue
AGENDA
May 25, 2022 at 7:00 P.M.

- A. CALL TO ORDER:
- B. ROLL CALL: ANDREWS ___ GUSTAFSON ___ LEEHY ___
MEYER ___ WEHYEE ___
STAFF PRESENT: LINEHAN _____
- C. APPROVAL OF AGENDA
- D. PRESENTATION
- E. APPROVAL OF MINUTES:
 - 1. May 11, 2022 City Council Regular Meeting Minutes
- F. PUBLIC HEARINGS:
- G. CONSENT AGENDA:
 - 1. General Disbursements through: 5/18/22 \$170,310.69
Payroll through: 5/15/22 \$20,642.01
Wire Payments through: 5/15/22 \$14,170.65
 - 2. City Hall Summer Hours
 - 3. Appointment of Adrian Neis as Fire Marshal
 - 4. Resignation of John Larkin from the Planning Commission
 - 5. Appointment of Emma Kostecki to the Environment Commission
- 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:

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CITY OF FALCON HEIGHTS
Regular Meeting of the City Council
City Hall
2077 West Larpenteur Avenue
MINUTES
May 11, 2022 at 7:00 P.M.

A. CALL TO ORDER: 7:04 p.m.

B. ROLL CALL: ANDREWS ___ GUSTAFSON__X__ LEEHY_X__

MEYER_X__ WEHYEE_X__

STAFF PRESENT: LINEHAN__X__

C. APPROVAL OF AGENDA

Council Member Wehyee requested to amend the agenda and change Consent Item G4 to Policy Item H1 for further discussion.

D. PRESENTATION

1. 2021 Year-End Annual Audit Report

Matt Mayer, the City of Falcon Heights auditor, presented the 2021 Year-End Annual Audit findings. Matt stated that this audit was very good. Matt gave a high-level overview of the 2021 budget. The City's revenue was budgeted at 2,890,221, but it came out to be 3,183,568, that's almost \$293,347 better than estimated. Two-line items that accounted for this were licenses and permits, 177,400 over the budget, and charges for services around 81,000 over the budget. A significant development project accounted for these line items to be over the budget. The original budget was based on a standard operating year and did not account for the additional costs of licenses, permits, and charges for services. On the spending side, the city budget was estimated at \$2,764,221 but came out to be 2,654,043, which was \$110,178 under the budget. One-line item that accounts for this is public safety. Public safety was \$84,954 under budget. Two different things account for this. The first is the police budget which came a little underestimated, and the second is contracting out the fire department saved the City money. The City came out \$400,000 better than what the budget plan called for from the beginning of the year. A decision was made by the City Council late in the year to bank those funds into the Parks and Public Works capital budget fund because the City was outperforming the budget.

- **General Fund:** The City has a fund balance policy of 45% of the annual budget. The City has more than a year's worth of expenditures in the balance. The City meets the fund balance policy goal of 45% and exceeds them by a significant margin. The City's general fund is in a very healthy position.
- **Revenues:** The revenue stream was down a little bit year over year. The high point was two years ago, in 2020, which was the year of COVID and the CARES Act, where local governments received significant funding from the federal government. The City received \$400,000 to \$500,000 in CARES funding in 2020. The City also received funding for the new American Recovery Plan in 2021. Those dollars are not yet spent, so we will not recognize them as revenues.
- **Expenditures:** Expenditures for the year were up about 7% overall. There were some investments in public safety and public works. During the 2021 fiscal year, a tree

maintenance program was one of the significant increases in the public works department year over year. There was a steady but slow increase each year in the general fund spending. You typically see that in most cities. On the operations level, what you need to do from year to year is relatively static, but there will always be inflationary increases.

- **Sanitary Sewer Fund:** These funds are looked at differently from the rest of the other funds. Unlike the general fund, these funds are operated as a business because they don't receive property taxes. Matt looks at whether these funds are charging enough user fees to cover the cost of doing business. In 2020 the sanitary and sewer revenue dropped, and in 2021 the City will be back to normal operations. Two of the City's significant customers went dormant in 2020. The two customers were the State Fair and the UMN. Despite these challenges of 2020, the sanitary and sewer fund was very close to breaking even though there was a slight loss. In 2021 revenue is generated from sanitary and sewer again.
- **Storm Drainage Fund:** The storm drainage fund is based on a flat fee; there is no meter. It is just based on the size of the property, and that revenue stream was constant over the years. As a result, the storm drainage fund has had revenues exceeding expenses every five years.

Council Member Wehyee thanked staff for doing a great job managing the City's budget.

Council Member Meyer thanked city staff and Matt for the report. He also asked Matt what profit percentages for storm drainage / sanitary sewer are considered adequate to build extra revenue for capital expenditures? Matt said that the City has a very robust fund balance policy of 45% and suggests that the City council thinks about establishing a level of financial health for the sanitary sewer fund and the storm drainage fund.

Mayor Gustafson thanked Matt for the report and his recommendations from years past that the City has implemented.

Motion by Council Member Leehy to adopt the 2021 Year-End Annual Audit Report;
Approved, 4-0.

E. APPROVAL OF MINUTES

1. May 2, 2022 City Council Workshop Meeting Minutes
2. April 27, 2022 City Council Regular Meeting Minutes

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

F. PUBLIC HEARINGS:

G. CONSENT AGENDA:

1. General Disbursements through: 5/4/22 \$118,579.58
Payroll through: 4/30/22 \$17,492.77
Wire Payments through: 5/4/22 \$11,912.64
2. Approval of City License(s)
3. Designated Signor of City Funds for Newly Appointed City Administrator/City Clerk
4. ~~Support for No Mow May~~

Motion by Council Member Wehyee to approve the consent agenda;
Approved, 4-0.

H. POLICY ITEMS:

1. Support for No Mow May

City Administrator Linehan stated that the No Mow May initiative was first kicked off by the City of Edina, which the NPR covered. Residents heard about this initiative and started calling to support the initiative and for the City to implement this initiative. City administration proposed a modified No Mow May because we are already in May. The staff is offering a request for the City Council to restrict the City administration from enforcing sections 2219 and 2221 of the City Code. These sections require that grass and weeds be maintained under 6 inches at all times. The attached resolution would give temporary relief and allow city administration to temporarily waive the restrictions that residents and businesses maintain their grass and weeds under 6 inches. This resolution aims to allow pollinators, particularly bees, additional time to come out safely after their Spring hibernation. If you mow too soon, it does not give them enough time to properly pollinate with the City's history of being very pro-environment with having a beekeeping ordinance. The City staff felt this was a consistent approach and did not want to pass this by this year. If the City Council approves this resolution, it will allow residents to participate. Residents would not have to sign up for this initiative. Starting June 1, the City will begin enforcing the City Code again. After approval, look at a more permanent ordinance change if this year is successful. City administration has made a sign available for residents to use if they want to show support. Longer-term, such as next year, City administration would like to purchase signs for residents to put in their yards.

Council Member Wehyee asked if the City would participate in No Mow May or will it just be the residents? Linehan stated that the City had internal discussions about that. Public Works' concern about not mowing beyond appearance is some of the extra efforts in mowing the medians once the grass is over six inches is a tremendous amount of work and may require specialized equipment because Public Works covers large areas more than just a yard. The second part is the noxious weed requirement. The City is required to treat noxious weeds, and the only easy way to do that on a mass scale is to mow, unfortunately. For a resident, they can weed their grass by hand; however, for Public Works, it is more complicated. Linehan suggested strategic mowing; this is where the City would only mow high use or difficult areas such as the soccer fields and some of the medians.

Council Member Wehyee asked Linehan how the City plans to communicate this to residents. Linehan stated that Brennan Sorensen, the new Administrative and Communications Coordinator, has a statement on the No Mow May initiative that he will post on social media and the website. Ideally the City would have discussed this prior to the month of May, but we still hope to reach residents. Staff is aware of how important communication will be starting June 1st when residents will have to start mowing again. Staff won't be out conducting code enforcement right away and will probably allow for a grace period unless pertinent issues arise.

Council Member Leehy asked Linehan if he could repeat whether residents need to sign up for this. Linehan responded that while talking to other cities to see how they implemented this initiative half of the communities had residents sign up, and the other half did not. If the City had done this earlier, the city administration would have wanted residents to sign up and give a yard sign for the first 250 residents. Due to timing and it already being May, staff decided that this could be a trial year to waive the restriction and allow anyone who wishes to participate.

Mayor Gustafson asked Linehan to confirm that there will be no penalty if residents decide to mow their lawn. Linehan stated that this is correct and No Mow May is a voluntary initiative.

Council Member Meyer is leaning against a signup period next year because it would add more administrative work for city staff and could cause confusion for residents. He also asked whether

the City currently sprays for noxious weeds. Linehan responded he didn't know which chemicals were used, but he will look into it. Public works does control noxious weeds. However, there is a caveat on this because a Minnesota State Statute mandates that cities and residents have to control noxious weeds, and the City cannot wave that statute.

Council Member Wehyee stated that raises an interesting question on how residents balance No Mow May and follow State law. Linehan agreed it will be a balancing act and that most residents won't have too many noxious weeds. Council Member Wehyee also asked whether the City will be liable if residents who participate in this initiative don't follow state law by controlling noxious weeds. Linehan stated the DNR is the enforcement agency for this, and their biggest concern is typically Buckthorn and invasive species. He planned to review with legal and see how other municipalities have handled this. The main concern is that the City cannot preempt State authority to require that residents still control noxious weeds.

Mayor Gustafson stated that the City landscaping ordinance did address noxious weeds, and was still the homeowner's responsibility to control noxious weeds.

Motion by Council Member Meyer to approve Resolution 22-19 Supporting the No Mow May Initiative by Temporarily Suspending the Regulation Requirements of Sec. 22-19 and Sec. 22-21 of City Code for a Period Ending May 31, 2022;
Approved, 4-0.

I. INFORMATION/ANNOUNCEMENTS:

Council Member Meyer stated that there is a lot of progress being made on the climate change emergency declaration and there should be something brought before Council next month.

Mayor Gustafson announced that the Community Engagement Commission had a joint meeting on May 2nd and was finalizing plans for Spring Ahead for Saturday, June 4, at Curtiss Field from 4 p.m. to 6 p.m. where there will be free ice cream and games. Also, hoping residents bring games to share as well. In addition, the Sheriff's Office would distribute marking kits for catalytic converters.

City Administrator Linehan thanked the Mayor, City Council, and staff for their patience over the past few months before he got started. He stated have a small team, and being down two staff members put a lot of additional work on the rest of the staff. He especially wanted to thank Tim Pittman, who stepped up and did a great job keeping things moving forward as an Interim.

- **Sale of Fire Department 1998 Chevy K3500 Crew Cab Pickup**
The Purple Wave Auction for the Fire Department 1998 Chevy K3500 Crew Cab Pickup closed on Tuesday, May 10. The truck closed for a total of \$25,300. The City purchased the truck in 2010 from Little Canada for \$15,5000, so it was great to get a good value on the vehicle. It was the first municipal auction I've ever seen where a vehicle appreciated in value.
- **New F250 – Vehicle #17**
The new F250 Truck #17 ordered in 2021 was picked up last week. The new truck replaced Truck #4, which had nearly 70,000 miles and increasing repair concerns. Staff was waiting on decaling for the new truck before it's deployed. The total cost of the truck was \$29,513.45 from Midway Ford. Staff planned to keep Truck #4 for the summer to

provide a backup vehicle during the busy summer months and then work on auctioning the vehicle as surplus in the fall.

- **Hydro-Kleen Sewer Lining**

Hydro-Kleen was in town performing sanitary sewer lining work. The vehicles were parked at City Hall overnight while the work was performed.

- **Tennis Recycling Contract Renewal**

The recycling hauling contract with the City expires on December 31, 2022. Ramsey County's consultant, Foth, performed an analysis of our agreement compared to other cities. Falcon Heights currently received extremely low rates compared to nearby communities. The extension proposed to increase rates to bring our rate comparable with other communities. Based on feedback from the Environment Commission, staff will be countering the offer from Tennis for a more gradual increase in rates. The City would also explore using some of the Fund Balance in Recycling Fund 206 to help subsidize recycling rates, as was done to keep resident rates low.

- **City Council Retreat**

Traditionally, the City Council met each spring for a day-long retreat as a mini-Strategic Planning session. Unfortunately, this was delayed until Linehan could start, so he will be reaching out to Councilmembers to find a day that works best for everyone in June. Historically the retreat was held on either a Friday or Saturday.

- **Stakeholder Meetings**

As part of Linehan's onboarding process, he is meeting with many individuals and important community stakeholders to establish positive relationships. A few of the important meetings he had in the past week were with the Ramsey County Sheriff, the State Fair, St. Paul Fire, and the University of Minnesota.

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: 8:17 p.m.**

Randall C. Gustafson, Mayor

Dated this 25th day of May, 2022

Jack Linehan, City Administrator

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REQUEST FOR COUNCIL ACTION

Meeting Date	May 25, 2022
Agenda Item	Consent G1
Attachment	General Disbursements, Payroll, and Wire Payments
Submitted By	Roland Olson, Finance Director

Item	General Disbursements, Payroll and Wire Payments
Description	General Disbursements through: 5/18/22 \$170,310.69 Payroll through: 5/15/22 \$20,642.01 Wire Payments through: 5/15/22 \$14,170.65
Budget Impact	The general disbursements, payroll and wire payments are consistent with the budget.
Attachment(s)	<ul style="list-style-type: none"> • General Disbursements, Payroll and Wire Payments
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve general disbursements, payroll and wire payments.

PACKET: 02512 May 6 Payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05119	GFOA					
I-2252001	GFOA		170.00			
5/06/2022	APBNK	DUE: 5/06/2022 DISC: 5/06/2022		1099: N		
		GFOA Membership - 5/31/23		101 4113-86110-000	MEMBERSHIPS	170.00
		=== VENDOR TOTALS ===	170.00			
=====						
01-05235	JAN-PRO CLEANING SYSTEMS					
I-109336	JAN-PRO CLEANING SYSTEMS		450.00			
5/06/2022	APBNK	DUE: 5/06/2022 DISC: 5/06/2022		1099: N		
		Janitorial Services May		101 4131-87010-000	CITY HALL MAINTENANCE	450.00
		=== VENDOR TOTALS ===	450.00			
=====						
01-05665	METROPOLITAN COUNCIL					
I-1139634	METROPOLITAN COUNCIL		40,389.49			
5/06/2022	APBNK	DUE: 5/06/2022 DISC: 5/06/2022		1099: N		
		Waste Water Services June		601 4601-85060-000	METRO SEWER CHARGES	40,389.49
		=== VENDOR TOTALS ===	40,389.49			
=====						
01-06184	RAMSEY COUNTY - POLICE AND 911					
I-EMCOM-010049	RAMSEY COUNTY - POLICE AND 91		2,401.44			
5/06/2022	APBNK	DUE: 5/06/2022 DISC: 5/06/2022		1099: N		
		911 Dispatch April		101 4122-81200-000	911 DISPATCH FEES	2,401.44
I-EMCOM-010066	RAMSEY COUNTY - POLICE AND 91		398.08			
5/06/2022	APBNK	DUE: 5/06/2022 DISC: 5/06/2022		1099: N		
		CAD Services April		101 4122-81200-000	911 DISPATCH FEES	398.08
		=== VENDOR TOTALS ===	2,799.52			
=====						
01-06314	REHDER FORESTRY CONSULTING					
I-258	REHDER FORESTRY CONSULTING		37.58			
5/06/2022	APBNK	DUE: 5/06/2022 DISC: 5/06/2022		1099: N		
		Forestry Consulting April		101 4134-80330-000	FORESTRY CONSULTANT	37.58
		=== VENDOR TOTALS ===	37.58			

PACKET: 02512 May 6 Payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05737		VERIZON WIRELESS				
<hr/>						
I-9904948780		VERIZON WIRELESS	103.24			
5/06/2022	APBNK	DUE: 5/06/2022 DISC: 5/06/2022		1099: N		
		Cell Phones through April 23		101 4131-85015-000	CELL PHONE	103.24
		=== VENDOR TOTALS ===	103.24			
		=== PACKET TOTALS ===	43,949.83			

PACKET: 02514 May 9 Payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS	P.O. #		
POST DATE	BANK CODE	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====					
01-06184	RAMSEY COUNTY - POLICE AND 911				

I-SHRFL-002063	RAMSEY COUNTY - POLICE AND 91		95,560.97		
5/09/2022	APBNK	DUE: 5/09/2022 DISC: 5/09/2022	1099: N		
		Law Enforcement Services May	101 4122-81000-000	POLICE SERVICES	95,560.97
	===	VENDOR TOTALS ===	95,560.97		
=====					
01-05870	XCEL ENERGY				

I-202205098148	XCEL ENERGY		47.83		
5/09/2022	APBNK	DUE: 5/09/2022 DISC: 5/09/2022	1099: N		
		Elect	101 4121-85020-000	ELECTRIC	13.85
		Elect	101 4141-85020-000	ELECTRIC/GAS	33.98
	===	VENDOR TOTALS ===	47.83		
	===	PACKET TOTALS ===	99,216.44		

PACKET: 02518 May 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
584		BRAD FINN - THE FINN BAND				
I-202205118150		BRAD FINN - THE FINN BAND	500.00			
5/11/2022	APBNK	DUE: 5/11/2022 DISC: 5/11/2022 Music for Ice Cream Social		1099: N 101 4116-89010-000	SPECIAL EVENTS	500.00
		=== VENDOR TOTALS ===	500.00			
01-01046		BREDEMUS HARDWARE COMPANY INC				
I-268037		BREDEMUS HARDWARE COMPANY INC	792.79			
5/11/2022	APBNK	DUE: 5/11/2022 DISC: 5/11/2022 Lockset and Push Plates		1099: N 403 4403-91000-000	MACHINERY & EQUIPMENT	792.79
		=== VENDOR TOTALS ===	792.79			
01-03001		CAMPBELL KNUTSON				
I-294		CAMPBELL KNUTSON	366.50			
5/11/2022	APBNK	DUE: 5/11/2022 DISC: 5/11/2022 General Matters Legal		1099: Y 101 4114-80200-000	LEGAL FEES	366.50
		=== VENDOR TOTALS ===	366.50			
01-03110		CENTURY LINK				
I-202205118151		CENTURY LINK	72.38			
5/11/2022	APBNK	DUE: 5/11/2022 DISC: 5/11/2022 Landlines SS		1099: N 601 4601-85011-000	TELEPHONE - LANDLINE	72.38
		=== VENDOR TOTALS ===	72.38			
01-05166		GRAINGER, W. W., INC.				
9296013536		GRAINGER, W. W., INC.	152.66			
5/11/2022	APBNK	DUE: 5/11/2022 DISC: 5/11/2022 Banker Boxes		1099: N 101 4112-70100-000	SUPPLIES	152.66
		=== VENDOR TOTALS ===	152.66			
01-04570		JOSEPH, KATRINA E.				
I-124		JOSEPH, KATRINA E.	2,500.00			
5/11/2022	APBNK	DUE: 5/11/2022 DISC: 5/11/2022 Prosecutions April		1099: Y 101 4123-80200-000	LEGAL FEES	2,500.00
		=== VENDOR TOTALS ===	2,500.00			

PACKET: 02518 May 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
273	MN	PUBLIC EMPLOYEES INSURANCE				
I-1190469		MN PUBLIC EMPLOYEES INSURANCE	8,061.04			
5/11/2022	APBNK	DUE: 5/11/2022 DISC: 5/11/2022		1099: N		
		HEALTH INSURANCE JUNE		101 4112-89000-000	MISCELLANEOUS	8,061.04
		=== VENDOR TOTALS ===	8,061.04			
01-06002		NINENORTH				
I-2022-074		NINENORTH	557.66			
5/11/2022	APBNK	DUE: 5/11/2022 DISC: 5/11/2022		1099: N		
		Municipal Meetings Webstream		101 4116-85050-000	CABLE TV	557.66
		=== VENDOR TOTALS ===	557.66			
01-06184		RAMSEY COUNTY - POLICE AND 911				
I-EMCOM-009982		RAMSEY COUNTY - POLICE AND 91	391.77			
5/11/2022	APBNK	DUE: 5/11/2022 DISC: 5/11/2022		1099: N		
		CAD Services March		101 4122-81200-000	911 DISPATCH FEES	391.77
I-EMCOM-009998		RAMSEY COUNTY - POLICE AND 91	2,401.44			
5/11/2022	APBNK	DUE: 5/11/2022 DISC: 5/11/2022		1099: N		
		911 Dispatch March		101 4122-81200-000	911 DISPATCH FEES	2,401.44
		=== VENDOR TOTALS ===	2,793.21			
01-05870		XCEL ENERGY				
I-202205118152		XCEL ENERGY	2,854.54			
5/11/2022	APBNK	DUE: 5/11/2022 DISC: 5/11/2022		1099: N		
		Elect		101 4121-85020-000	ELECTRIC	33.96
		Elect		101 4141-85020-000	ELECTRIC/GAS	226.56
		Elect		209 4209-85020-000	STREET LIGHTING POWER	2,510.15
		Elect		209 4209-85020-000	STREET LIGHTING POWER	56.25
		Elect		209 4209-85020-000	STREET LIGHTING POWER	27.62
		=== VENDOR TOTALS ===	2,854.54			
		=== PACKET TOTALS ===	18,650.78			

PACKET: 02520 May 16 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
028	ALLSTREAM					
I-18348202		ALLSTREAM	97.97			
5/16/2022	APBNK	DUE: 5/16/2022 DISC: 5/16/2022 Emergency Landline City Hall		1099: N 101 4116-85070-000	TECHNICAL SUPPORT	97.97
		=== VENDOR TOTALS ===	97.97			
01-03110	CENTURY LINK					
I-202205168154		CENTURY LINK	63.59			
5/16/2022	APBNK	DUE: 5/16/2022 DISC: 5/16/2022 Landline Svc		1099: N 101 4141-85011-000	TELEPHONE - LANDLINE	63.59
		=== VENDOR TOTALS ===	63.59			
01-05375	FERGUSON WATERWORKS					
I-492963		FERGUSON WATERWORKS	181.76			
5/16/2022	APBNK	DUE: 5/16/2022 DISC: 5/16/2022 Hydrant Markers		1099: N 204 4204-89070-000	HYDRANT MARKERS	181.76
		=== VENDOR TOTALS ===	181.76			
01-05060	MCQUEEN EQUIPMENT INC					
I-W10235		MCQUEEN EQUIPMENT INC	937.32			
5/16/2022	APBNK	DUE: 5/16/2022 DISC: 5/16/2022 Sweeper Repairs		1099: N 602 4602-83025-000	SWEEPER PARTS/SUPPLIES	937.32
		=== VENDOR TOTALS ===	937.32			
01-05843	MN NCPERS LIFE INSURANCE					
458800062022		MN NCPERS LIFE INSURANCE	48.00			
5/16/2022	APBNK	DUE: 5/16/2022 DISC: 5/16/2022 2022 Life Insurance June 2022 Life Insurance June 2022 Life Insurance June 2022 Life Insurance June		1099: N 101 21709-000 204 21709-000 601 21709-000 602 21709-000	OTHER PAYABLE OTHER PAYABLE OTHER PAYABLE OTHER PAYABLE	24.64 1.60 15.52 6.24
		=== VENDOR TOTALS ===	48.00			

PACKET: 02520 May 16 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
973		NORTH SUBURBAN COMMUNICATIONS				
I-2022-511		NORTH SUBURBAN COMMUNICATIONS	2,884.18			
5/16/2022	APBNK	DUE: 5/16/2022 DISC: 5/16/2022		1099: N		
		Q2 2022 Cooperative Svc to NSC		101 4116-85050-000	CABLE TV	2,884.18
		=== VENDOR TOTALS ===	2,884.18			
01-06301		SAMS CLUB MC/SYNCB				
I-202205168155		SAMS CLUB MC/SYNCB	1,565.04			
5/16/2022	APBNK	DUE: 5/16/2022 DISC: 5/16/2022		1099: N		
		Zoom Virtual		101 4116-85040-000	VIRTUAL COMMUNICATIONS	220.11
		Name Tags		101 4131-70110-000	SUPPLIES	37.45
		Tennis Net		101 4141-70100-000	SUPPLIES	418.66
		Pioneer Press Paper		101 4131-70110-000	SUPPLIES	32.00
		Work Session Food		101 4112-70100-000	SUPPLIES	22.27
		Virtual Communication Equip		101 4116-85040-000	VIRTUAL COMMUNICATIONS	709.89
		Tetherball		101 4141-70100-000	SUPPLIES	17.31
		TV Mount		101 4131-70110-000	SUPPLIES	107.35
		=== VENDOR TOTALS ===	1,565.04			
01-05870		XCEL ENERGY				
I-202205168153		XCEL ENERGY	68.93			
5/16/2022	APBNK	DUE: 5/16/2022 DISC: 5/16/2022		1099: N		
		Elect		101 4141-85020-000	ELECTRIC/GAS	34.31
		Elect		101 4141-85020-000	ELECTRIC/GAS	34.62
		=== VENDOR TOTALS ===	68.93			
		=== PACKET TOTALS ===	5,846.79			

PACKET: 02522 May 18 Payables
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----				GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----			DISTRIBUTION
01-05		AMERICAN OFFICE PRODUCTS						
I-6541		AMERICAN OFFICE PRODUCTS	306.25					
5/18/2022	APBNK	DUE: 5/18/2022 DISC: 5/18/2022 Business Cards		1099: N 101 4112-70100-000	SUPPLIES			306.25
		=== VENDOR TOTALS ===	306.25					
01-05352		SHAILA CUNNINGHAM						
I-202205188156		SHAILA CUNNINGHAM	514.40					
5/18/2022	APBNK	DUE: 5/18/2022 DISC: 5/18/2022 Yoga Instructor March - May		1099: Y 201 4201-87700-000	INSTRUCTOR-SPECIALTY CLA			514.40
		=== VENDOR TOTALS ===	514.40					
01-05024		ESRI INC						
I-26033531		ESRI INC	404.00					
5/18/2022	APBNK	DUE: 5/18/2022 DISC: 5/18/2022 ArcGIS Single Use		1099: N 101 4117-80500-000	GIS SUPPORT			404.00
		=== VENDOR TOTALS ===	404.00					
01-05058		JOSH JORDAN						
I-202205188157		JOSH JORDAN	446.40					
5/18/2022	APBNK	DUE: 5/18/2022 DISC: 5/18/2022 Tae Kwon Do Instructor Mar-May		1099: Y 201 4201-87700-000	INSTRUCTOR-SPECIALTY CLA			446.40
		=== VENDOR TOTALS ===	446.40					
01-05085		RAMSEY COUNTY						
ISK-002169		RAMSEY COUNTY	975.80					
5/18/2022	APBNK	DUE: 5/18/2022 DISC: 5/18/2022 Insurance/HR Admin Fee		1099: N 101 4112-89000-000	MISCELLANEOUS			975.80
		=== VENDOR TOTALS ===	975.80					
		=== PACKET TOTALS ===	2,646.85					

EMP #	NAME	AMOUNT
C 006	JACK LINEHAN	3,144.55
01-1026	BRENNAN J SORENSEN	1,791.96
01-1136	ROLAND O OLSON	3,266.48
01-2268	MATTHEW CHERNUGAL	1,150.96
01-1030	TIMOTHY J PITTMAN	2,368.47
01-1033	DAVE TRETSVEN	1,861.53
01-1143	COLIN B CALLAHAN	2,061.30

TOTAL PRINTED: 7 15,645.25

09-2022 2:12 PM

PAYROLL CHECK REGISTER

PAGE: 1

PAYROLL NO: 01 City of Falcon Heights

PAYROLL DATE: 5/09/2022

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
12	PAVEK, MEGAN E	R	5/09/2022	1,921.50	091330
62	LANDBERG, ALYSSA	R	5/09/2022	525.45	091331
118	MORETTO, PAUL A	R	5/09/2022	2,549.81	091332

09-2022 2:12 PM

PAYROLL CHECK REGISTER

PAGE: 2

PAYROLL NO: 01 City of Falcon Heights

PAYROLL DATE: 5/09/2022

*** REGISTER TOTALS ***

REGULAR CHECKS:	3	4,996.76
DIRECT DEPOSIT REGULAR CHECKS:	7	15,645.25
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	10	20,642.01

*** NO ERRORS FOUND ***

* END OF REPORT **

WIRE PAYMENTS

May 15 payroll

Fed With	7,267.05
St With	1,334.90
Pera	4,258.86
ICMA	1,283.34
Child supp	<u>26.50</u>
	14,170.65

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REQUEST FOR COUNCIL ACTION (RCA)

Meeting Date	May 25, 2022
Agenda Item	Consent G2
Attachment	N/A
Submitted By	Jack Linehan, City Administrator

Item	City Hall Summer Hours				
Description	<p>Historically, the City of Falcon Heights has employed a modified schedule during the summer months. This practice was halted in 2020 and 2021 due to the limited public access to City Hall during the height of the pandemic, but staff has expressed an interest in restarting the practice.</p> <p>During the summer months, especially on Fridays, the amount of walk-in and phone call requests for service drops off dramatically. Most afternoons Monday-Thursday the City sees approximately 3-4 visitors and about a dozen calls. For the past few weeks, the City has had the following foot traffic / calls on Friday afternoons:</p> <ul style="list-style-type: none"> • May 6th: 0 visitors, 0 calls • May 12th: 1 visitors, 0 calls • May 20th: 0 visitors, 1 calls <p>Many cities use this as an opportunity to employ alternative hours of operation, commonly known as “summer hours”.</p> <p>Currently, normal hours of operation are Monday – Friday, 8:00 a.m. – 4:30 p.m. Staff is proposing that the City of Falcon Heights use the following schedule between Memorial Day and Labor Day:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 40%;">Monday – Thursday</td> <td>7:30 am – 5:00 pm</td> </tr> <tr> <td>Friday</td> <td>7:30 am - noon</td> </tr> </table> <p>This would allow for City Hall to still be open the same number of hours per week (42.5) and for employees to still work the same number of total hours (40, with one ½ hour break each day). It would also allow City Hall customers the ability to come in a ½ hour earlier and later in the day to conduct business.</p> <p>We will publicize this through our normal methods (email, website, flyers, newsletters, and social media). We would also insert a notice on all permit applications so that contractors and/or residents do not come to city hall on Friday afternoon hoping to pick up permits for their weekend projects. Notice</p>	Monday – Thursday	7:30 am – 5:00 pm	Friday	7:30 am - noon
Monday – Thursday	7:30 am – 5:00 pm				
Friday	7:30 am - noon				

	will also be given to those who rent facilities that building keys will need to be picked up before noon on Friday.
Budget Impact	N/A
Attachment(s)	None
Action(s) Requested	Staff recommends that the Falcon Heights City Council adopt the summer hours schedule explained above from Memorial Day to Labor Day.

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REQUEST FOR COUNCIL ACTION

Meeting Date	May 25, 2022
Agenda Item	Consent G3
Attachment	Resolution
Submitted By	Jack Linehan, City Administrator

Item	Appointment of Adrian Neis as Fire Marshal
Description	<p>With the dissolution of the Falcon Heights Fire Department in 2021, the City has been without a Fire Marshal. Adrian “AJ” Neis was hired by the City Administrator in early 2022 to serve as the Fire Inspector, and with appointment from the City Council, as Fire Marshal. AJ has all of the requisite qualifications and certifications to also serve as the Fire Marshal. He has worked in the fire service for over 20+ years, including in his current role as a Fire Inspector with the City of St. Paul</p> <p>The position and duties of the position include, but not limited to:</p> <ul style="list-style-type: none"> • Coordinating and conducting commercial fire inspections, as well as rental licensing inspections for residential units • Keeping up to date with all required records for historical filing and billing purposes • Apprising city staff and the City of St. Paul Fire Department of any issues that may arise • Answering questions from residents and property owners about fire safety issues <p>The appointment of AJ Neis to Fire Marshal will allow the City to resume fire safety and rental inspections, which took a brief pause during the COVID-19 and the dissolution of the fire department.</p>
Budget Impact	This will not have an additional impact on the budget at the current rate of pay..
Attachment(s)	<ul style="list-style-type: none"> • Resolution 2022-20 Appointment of Adrian Neis as Fire Marshal for the City of Falcon Heights.
Action(s) Requested	Staff recommend approval of resolution to appoint Adrian Neis as Fire Marshall for the City of Falcon Heights at his current rate of pay.

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

May 25, 2022

No. 22-20

**RESOLUTION APPOINTMENT OF ADRIAN NEIS FOR THE POSITION OF FALCON
HEIGHTS FIRE MARSHAL**

WHEREAS, the City does not have an appointed Fire Marshall with the dissolution of the Fire Department in 2021, and

WHEREAS, the City Administrator has hired Adrian Neis to perform the work of Fire Inspector, and

WHEREAS, AJ Neis has the required training and certifications to perform the work of Fire Marshal.

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

1. That the appointment is approved and adopted by the City Council of the City of Falcon Heights.

Moved by:

Approved by: _____
Randall Gustafson
Mayor

GUSTAFSON _____ In Favor
LEEHY _____
MEYER _____ Against
ANDREWS _____
WEHYEE _____

Attested by: _____
Jack Linehan
City Administrator

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REQUEST FOR COUNCIL ACTION

Meeting Date	May 25, 2022
Agenda Item	Consent G4
Attachment	Resolution
Submitted By	Paul Moretto, Planner - Community Development Coordinator

Item	Resignation of John Larkin from the Planning Commission
Description	John Larkin joined the Planning Commission in July 2015, and has served on the Commission for two full terms. Mr. Larkin submitted his letter of resignation on May 9th, following the finalization of the vacant property registration process.
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • Resolution 22-21 Resignation of John Larkin from the Planning Commission
Action(s) Requested	Staff recommends approval of attached resolution accepting the resignation of John Larkin from the Planning Commission and thank him for his 6+ years of service on the Commission and dedication to the City of Falcon Heights.

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

May 25, 2022

No. 22-21

**RESOLUTION ACCEPTING THE RESIGNATION OF JOHN LARKIN FROM THE
FALCON HEIGHTS PLANNING COMMISSION**

WHEREAS, the City appointed John Larkin on July 22, 2015 as a member of the City of Falcon Heights Planning Commission; and

WHEREAS, on May 9, 2022, John Larkin submitted his letter of resignation;

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

1. That the "Letter of Resignation" is accepted by the City Council of the City of Falcon Heights.

Moved by:

Approved by: _____

Randall C. Gustafson
Mayor

GUSTAFSON ___ In Favor
MEYER
ANDREWS ___ Against
LEEHY
WEHYEE

Attested by: _____

Jack Linehan
City Administrator

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REQUEST FOR COUNCIL ACTION (RCA)

Meeting Date	May 25, 2022
Agenda Item	Consent G5
Attachment	Application and Resolution
Submitted By	Paul Moretto, Planner-Community Development Coordinator

Item	Appointment of Emma Kostecki to the Environment Commission
Description	City Staff and the Chair for the Environment Commission interviewed Emma Kostecki for the Environment Commission. Emma is a student at the University of Minnesota and has a passion for the environment.
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • Commission Application • Resolution 22-22 Appointment of Emma Kostecki to the Environment Commission
Action(s) Requested	Staff recommends approval of attached resolution appointing Emma Kostecki to the Environment Commission.

City Commission Application

Please complete form below. Starred items are required. Press submit button to complete your application.

Date and Time

02/20/2022 09:06 PM

Full Name

Emma Kostecki

Full Address

428 13th Ave SE
Apt 525
Minneapolis, Minnesota 55414
United States

Phone

6085162187

Additional Phone

Email

koste128@umn.edu

How Long At Above Address?

5 months

In Which Capacity Would You Like to Serve?

University of Minnesota student member on the Environment Commission

What is the Reason You Would Like to Serve?

I'm very dedicated to sustainability and creating a community that will serve its members with their futures in mind. Although I don't have much experience in leading a community towards sustainability, it is something I am passionate about and have practiced myself throughout my life. I believe in transparency, accessible community outreach about what steps are being taken, and creating spaces that allow the community to interact and be part of the progression.

List Prior (Previous) Public Service

I work at the Bell Museum and help to provide science education to the public.

Other Relevant Background (Other Comments)

I am currently a sophomore studying Earth science at the University of Minnesota Twin Cities.

Thank you,

Falcon Heights, MN

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

May 25, 2022

No. 22-22

**RESOLUTION APPOINTING EMMA KOSTECKI TO THE ENVIRONMENT
COMMISSION**

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

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

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

1. That the appointment of Emma Kostecki to the Falcon Heights Environment Commission is approved and adopted by the City Council of the City of Falcon Heights.

Moved by:

Approved by: _____
Randall C. Gustafson
Mayor

GUSTAFSON _____ In Favor
LEEHY
MEYER _____ Against
WEHYEE
ANDREWS

Attested by: _____
Jack Linehan
City Administrator