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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: 7:00 p.m.
- B. ROLL CALL: ANDREWS ___ GUSTAFSON_X___ LEEHY ___
MEYER _X_ WEHYEE_X_

STAFF PRESENT: LINEHAN__X__

- C. APPROVAL OF AGENDA
- D. PRESENTATION
- E. APPROVAL OF MINUTES:
1. May 11, 2022 City Council Regular Meeting Minutes

Motion by Council Member Meyer for approval of minutes; approved, 3-0.

- 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

Council Member Wehyee thanked and welcomed Adrian as the new Fire Marshal. In addition, Council Member Wehyee thanked John for his service on the Planning Commission and welcomed Emma to the Environment Commission.

Adrian Neis, the new Fire Marshal, introduced himself. Neis has worked in the fire service industry for over 20 years and recently retired as a firefighter from the City of Roseville last October. Neis will be working with the City of Falcon Heights part-time because Adrian works for the City of St. Paul full time as a fire safety supervisor, where he oversees a large portion of their fire inspections. Neis is looking forward to working in the City of Falcon Heights and making the City a safer place for residents. Linehan commented saying thank you to Neis for working with the City of Falcon Heights and that last year, with the disbandment of the fire department, our fire inspections process did take a halt partially due to COVID but also as we figured out a new interim solution. Neis has stepped up and filled the role for us as a fire inspector, and now since his

appointment as the Fire Marshal will formally give him additional authority. We have already been working on some fire inspections and updating our processes. So far, it has been great. The City has received several complaints from our rental properties about landlord practices. Neis is very responsive to complaints, goes right in, and works with the landlords to see things from a holistic perspective. He knows the code ICC from the front and back and can notice things such as different repairs that are needed and safety measures that are required. Linehan mentioned it is a little different from past practice, but it has been a great process so far. He stated that many of our rental properties will notice a change and have to meet the Code, which will be enforced. Linehan thought it is a good practice because safety is in mind.

Mayor Gustafson mentioned that the City brought all rental properties under inspection review before the pandemic, which creates a more robust protection system for residents who rent. The Mayor also thanked Neis.

Mayor Gustafson commented that summer hours will begin next Tuesday and that Monday, May 30th, the City will be closed for Memorial Day. Starting Tuesday, May 31st, the City's hours will be 7:30 a.m. to 5:00 p.m. Monday through Thursday and on Friday from 7:30 a.m. to 12:00 p.m.

Council Member Meyer asked if the City had found someone for the summer programming position. Linehan replied to Council Member Meyer, saying that there are two very strong candidates, and if all goes according to plan, we will hire both of them.

Mayor Gustafson stated that if residents are interested in summer programming, they can give City Hall a call, stop by, or sign up through the website. Linehan said that the City has been getting a pretty good response, particularly for soccer. Still, blast ball and summer discovery playground offers many different opportunities for various age groups. One of the things the City is looking at now that we have the coordinators is opening up additional time slots or adding different age groups. Also, looking ahead towards 2023 programming and maybe retool programming and use the fact that we have two experienced people.

Linehan mentioned that he had discussions with the CTC about potentially offering rotational classes and services down there as well. So, for example, the summer discovery playground has it there because there are a lot of families down there. Council Member Wehyee commented, stating that is exactly what we need because that segment of the community has been so disengaged for so long and thinks it is very important to integrate them into the broader programming of the City.

Motion by Council Member Meyer to approve the consent agenda; approved, 3-0.

H: POLICY ITEMS:

I. INFORMATION/ANNOUNCEMENTS:

Council Member Wehyee states that the Planning Commission met Tuesday, May 24th. Unfortunately, he was not in attendance, but his understanding was that the Commission

discussed the ordinance on the vacant property registration. Linehan, commented, saying that the Planning Commission did meet Tuesday, May 24th, and discuss the vacant property registration. This is the third time the Commission has reviewed the ordinance. Everyone was pretty okay with the ordinance. The Commission did change one word other than it was pretty straightforward. The next step is for the ordinance to go to a public hearing at the Planning Commission level, which will be next month. Following a vote then, the ordinance will go to the City Council. The ordinance should be before the City Council by this Summer.

Mayor Gustafson said that the Community Engagement Commission and the Parks Commission held a joint meeting earlier this month that discussed the event Spring Ahead which is coming up on Saturday, June 4th, from 4:00 p.m. to 6:00 p.m. at Curtis Field. There will be City staff attending so residents can meet them. Residents will also be able to sign up for summer programming. In addition, there will be free ice cream with lawn games and opportunities for residents to give feedback on various things happening in the City. The Mayor also mentioned that the Sheriff's Office still has catalytic converter marking kits for residents.

Linehan shared that:

Storm Clean Up and Street Sweeping

After crews finished street sweeping last week, the hail hit and are waiting for a dry-out period and then will resume sweeping.

No Mow May Ends May 31st

Ordinances go into play starting June 1st. So, realistically, we will give residents the weekend to mow their lawns before enforcement measures resume on June 6th. So far, minimal complaints, but we've been getting requests for signs.

Community Park Trail

The past week, public works staff have been laying new ag lime on the trail.

Amber Union Update

The project is still on schedule and expected to turnover over the end of September. Finishes (Cabinets, Flooring, and Paint) are Underway in the Main (East) building. Roofing / Framing and Structural work are underway in the Annex (West) building. Site Utilities to wrap up in June, and Parking Lot work to start in July. Signage Update – we will only be doing one monument sign now (the large one at the main entry) SDDI will be sending in a permit for that.

Fire Turnout Gear and Boots Donation

Council Member Weyhee helped put us in touch with a nonprofit group that can utilize the remaining fire protection gear—nearing the final items of fire department surplus.

City Truck Decals

With the new F250 needing decals, we benefited from bulk purchasing and decided we would do the entire fleet with the new logo this Summer.

NextDoor Agency Account

The City launched our agency account, which allows us to communicate with neighborhoods directly (i.e., a poll in Northeast Quadrant if it only relates to them).

Back to the 50s

June 17th-19th. The Sheriff's Office is designating additional deputies. I've requested extra attention to West Snelling's no parking enforcement. Public Works will also work to get even more temporary no parking signs out so that it is very clear not to park there.

June 1st Workshop

2023 Capital Program and ARPA Funding Discussion.

June 11th – 9 a.m. -3 p.m. – Council Retreat

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: 7:31 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	June 8, 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: 6/1/22 \$34,753.15 Payroll through: 5/31/22 \$21,908.79 Wire Payments through: 5/31/22 \$14,464.06
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: 02524 MAY 20 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS	P.O. #		
-----	-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION

01-05263 MID CITY SERVICES- INDUSTRIAL

I-184422		FLOOR MAT SVC	56.85		
5/20/2022	APBNK	DUE: 5/20/2022 DISC: 5/20/2022		1099: N	
		FLOOR MAT SVC		101 4131-87010-000	CITY HALL MAINTENANCE 56.85
		=== VENDOR TOTALS ===	56.85		

01-06030 OLSON,ROLAND

I-202205208159		FLEX PAYMENT	37.00		
5/20/2022	APBNK	DUE: 5/20/2022 DISC: 5/20/2022		1099: N	
		FLEX PAYMENT		101 21712-000	MEDICAL FLEX SAVINGS PAY 30.71
		FLEX PAYMENT		601 21712-000	MEDICAL FLEX SAVINGS PAY 5.55
		FLEX PAYMENT		602 21712-000	MEDICAL FLEX SAVINGS PAY 0.74
		=== VENDOR TOTALS ===	37.00		

01-06024 ON SITE SANITATION

I-1327822		PORTABLE TOILETS/SANITIZERS	160.00		
5/20/2022	APBNK	DUE: 5/20/2022 DISC: 5/20/2022		1099: N	
		PORTABLE TOILETS/SANITIZERS		601 4601-85080-000	PORTABLE TOILET PARKS 160.00
I-13278721		PORTBLE TOILETS/SANITIZERS	75.00		
5/20/2022	APBNK	DUE: 5/20/2022 DISC: 5/20/2022		1099: N	
		PORTBLE TOILETS/SANITIZERS		601 4601-85080-000	PORTABLE TOILET PARKS 75.00
		=== VENDOR TOTALS ===	235.00		

01-07069 VIKING AUTOMATIC SPRINKLER COM

I-1025-F216974		ANNUALSPRINKLER INSPECTION	385.00		
5/20/2022	APBNK	DUE: 5/20/2022 DISC: 5/20/2022		1099: N	
		ANNUALSPRINKLER INSPECTION		101 4131-87010-000	CITY HALL MAINTENANCE 385.00
		=== VENDOR TOTALS ===	385.00		

01-05870 XCEL ENERGY

I-202205208158		ELECT	1,104.92		
5/20/2022	APBNK	DUE: 5/20/2022 DISC: 5/20/2022		1099: N	
		ELECT		101 4131-85020-000	ELECTRIC 244.33
		GAS		101 4131-85030-000	NATURAL GAS 718.33
		ELECT		101 4141-85020-000	ELECTRIC/GAS 8.49
		ELECT		209 4209-85020-000	STREET LIGHTING POWER 17.96
		ELECT		209 4209-85020-000	STREET LIGHTING POWER 7.70
		ELECT		209 4209-85020-000	STREET LIGHTING POWER 17.10
		ELECT		209 4209-85020-000	STREET LIGHTING POWER 72.73
		ELECT		209 4209-85020-000	STREET LIGHTING POWER 18.28
		=== VENDOR TOTALS ===	1,104.92		
		=== PACKET TOTALS ===	1,818.77		

PACKET: 02527 May 27 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
=====						
01-05380	BERGANKDV					
I-1164333		BERGANKDV	9,800.00			
5/27/2022	APBNK	DUE: 5/27/2022 DISC: 5/27/2022		1099: N		
		Final Billing 2021 Audit Fee		101 4113-80310-000	AUDIT	9,800.00
		=== VENDOR TOTALS ===	9,800.00			
=====						
01-03103	CANON FINANCIAL SERVICES					
I-28564615		CANON FINANCIAL SERVICES	122.39			
5/27/2022	APBNK	DUE: 5/27/2022 DISC: 5/27/2022		1099: N		
		Copier Contract Charge April		101 4131-87010-000	CITY HALL MAINTENANCE	122.39
		=== VENDOR TOTALS ===	122.39			
=====						
01-06290	CITY OF ROSEVILLE					
I-230941		CITY OF ROSEVILLE	3,213.69			
5/27/2022	APBNK	DUE: 5/27/2022 DISC: 5/27/2022		1099: N		
		Engineering April		101 4133-80100-000	ENGINEERING SERVICES	267.27
		Engineering April 2023 PMP		419 4419-80100-000	ENGINEERING	2,946.42
		=== VENDOR TOTALS ===	3,213.69			
=====						
01-03122	CITY OF ST PAUL					
I-IN49349		CITY OF ST PAUL	308.00			
5/27/2022	APBNK	DUE: 5/27/2022 DISC: 5/27/2022		1099: N		
		Jan - Apr Boarding Service		101 4122-81300-000	ANIMAL CONTROL	308.00
		=== VENDOR TOTALS ===	308.00			
=====						
01-05171	FRA DOR INC					
I-2205043		FRA DOR INC	25.00			
5/27/2022	APBNK	DUE: 5/27/2022 DISC: 5/27/2022		1099: N		
		Black Dirt for Medians		419 4419-92056-000	LARPENTEUR MEDIAN 2020	25.00
		=== VENDOR TOTALS ===	25.00			
=====						
01-05119	GFOA					
I-11428		GFOA	460.00			
5/27/2022	APBNK	DUE: 5/27/2022 DISC: 5/27/2022		1099: N		
		Certificant Review Fee 2021		101 4113-89000-000	MISCELLANEOUS	460.00
		=== VENDOR TOTALS ===	460.00			

PACKET: 02527 May 27 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
=====						
01-05153	HOME DEPOT	CRC/GEFC				
I-202205278164		GRILL/PAINT/WOOD/ELECTICAL	765.81			
5/27/2022	APBNK	DUE: 5/27/2022 DISC: 5/27/2022		1099: N		
		NEW GAS GRILL WITH SUPPLIES		101 4131-70110-000	SUPPLIES	407.87
		PAINT AND ROLLERS		101 4131-70110-000	SUPPLIES	103.88
		LAWN SUPPLIES		101 4132-70120-000	SUPPLIES	128.83
		ELECTRICAL SUPPLIES		101 4131-70110-000	SUPPLIES	7.57
		OAK WOOD/SUPPLIES FOR DESKAREA		101 4131-70110-000	SUPPLIES	117.66
		=== VENDOR TOTALS ===	765.81			
=====						
01-05623	ODP BUSINESS SOLUTIONS LLC					
I-243492405001		ODP BUSINESS SOLUTIONS LLC	91.31			
5/27/2022	APBNK	DUE: 5/27/2022 DISC: 5/27/2022		1099: N		
		Toner Cartridge		101 4112-70100-000	SUPPLIES	91.31
		=== VENDOR TOTALS ===	91.31			
=====						
01-06030	OLSON,ROLAND					
I-2205278161		OLSON,ROLAND	30.00			
5/27/2022	APBNK	DUE: 5/27/2022 DISC: 5/27/2022		1099: N		
		Flex Payment		101 21712-000	MEDICAL FLEX SAVINGS PAY	24.90
		Flex Payment		601 21712-000	MEDICAL FLEX SAVINGS PAY	4.50
		Flex Payment		602 21712-000	MEDICAL FLEX SAVINGS PAY	0.60
		=== VENDOR TOTALS ===	30.00			
=====						
01-06303	REPUBLIC SERVICES					
I-0923-004976845		REPUBLIC SERVICES	2,721.60			
5/27/2022	APBNK	DUE: 5/27/2022 DISC: 5/27/2022		1099: N		
		Spring Street Sweepings		602 4602-84000-000	STREET SWEEPINGS	2,721.60
		=== VENDOR TOTALS ===	2,721.60			
=====						
01-04419	SIGNARAMA					
I-39245		SIGNARAMA	252.50			
5/27/2022	APBNK	DUE: 5/27/2022 DISC: 5/27/2022		1099: N		
		Truck Door Logos for new F250		101 4132-70120-000	SUPPLIES	252.50
		=== VENDOR TOTALS ===	252.50			

PACKET: 02527 May 27 Payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
ST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-00935		ST PAUL REGIONAL WATER SERVICE				

I-202205278163		ST PAUL REGIONAL WATER SERVIC	124.72			
5/27/2022	APBNK	DUE: 5/27/2022 DISC: 5/27/2022		1099: N		
		Community Park Water		101 4141-85040-000	WATER	32.61
		Community Park Sanitary Sewer		101 4141-85070-000	SEWER	12.08
		City Hall Water		101 4131-85040-000	WATER	63.20
		City Hall Sanitary Sewer		101 4131-85070-000	SEWER	16.83
		=== VENDOR TOTALS ===	124.72			
=====						
01-05870		XCEL ENERGY				

I-202205278162		XCEL ENERGY	71.39			
5/27/2022	APBNK	DUE: 5/27/2022 DISC: 5/27/2022		1099: N		
		Elect		209 4209-85020-000	STREET LIGHTING POWER	66.52
		Elect		209 4209-85020-000	STREET LIGHTING POWER	4.87
		=== VENDOR TOTALS ===	71.39			
		=== PACKET TOTALS ===	17,986.41			

-----ID-----				GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----			DISTRIBUTION
01 028	ALLSTREAM							
I-18440669		ALLSTREAM	48.17					
6/01/2022	APBNK	DUE: 6/01/2022 DISC: 6/01/2022		1099: N				
		Emergency Landline CH		101 4116-85010-000	TELEPHONE			48.17
		=== VENDOR TOTALS ===	48.17					
01-05848	BENNING, INC.							
I-26238		BENNING, INC.	125.00					
6/01/2022	APBNK	DUE: 6/01/2022 DISC: 6/01/2022		1099: N				
		Sanitizer Stand		101 4131-70110-000	SUPPLIES			125.00
		=== VENDOR TOTALS ===	125.00					
01-00875	BHE COMMUNITY SOLAR, LLC							
I-11483740		BHE COMMUNITY SOLAR, LLC	946.75					
6/01/2022	APBNK	DUE: 6/01/2022 DISC: 6/01/2022		1099: N				
		Solar Garden Elect April		101 4131-85025-000	SOLAR ELECTRIC			946.75
		=== VENDOR TOTALS ===	946.75					
01-05422	BP							
I-202206018165		BP	1,247.28					
6/01/2022	APBNK	DUE: 6/01/2022 DISC: 6/01/2022		1099: N				
		Fuel		101 4132-74000-000	MOTOR FUEL & LUBRICANTS			800.25
		Fuel		602 4602-74000-000	FUEL & LUBRICANTS			447.03
		=== VENDOR TOTALS ===	1,247.28					
01-00077	CITY OF LITTLE CANADA							
I-20169		CITY OF LITTLE CANADA	406.74					
6/01/2022	APBNK	DUE: 6/01/2022 DISC: 6/01/2022		1099: N				
		1st Qtr Inspector Mileage		101 4117-81210-000	BUILDING INSPECTORS			406.74
		=== VENDOR TOTALS ===	406.74					
01-06676	DAVE PERKINS CONTRACTING INC							
I-28011		DAVE PERKINS CONTRACTING INC	8,629.60					
6/01/2022	APBNK	DUE: 6/01/2022 DISC: 6/01/2022		1099: N				
		Manhole Repairs		601 4601-87099-000	MANHOLE COVER REPAIRS			8,629.60
I-28070		DAVE PERKINS CONTRACTING INC	3,200.00					
6/01/2022	APBNK	DUE: 6/01/2022 DISC: 6/01/2022		1099: N				
		Blacktop Repair		601 4601-87099-000	MANHOLE COVER REPAIRS			3,200.00
		=== VENDOR TOTALS ===	11,829.60					

PACKET: 02529 June 1 Payables
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----				GROSS	P.O. #		
ST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
01	582	MENARDS					
I-202206018168		MENARDS	265.58				
6/01/2022	APBNK	DUE: 6/01/2022 DISC: 6/01/2022		1099: N			
		Oak/Oil/Marking Paint/Hose/Was		401 4401-90100-000	FURNITURE & EQUIPMENT		265.58
		=== VENDOR TOTALS ===	265.58				
01-06030		OLSON,ROLAND					
I-202206018167		OLSON,ROLAND	31.30				
6/01/2022	APBNK	DUE: 6/01/2022 DISC: 6/01/2022		1099: N			
		Mileage Reimburse May		101 4113-86010-000	MILEAGE		31.30
		=== VENDOR TOTALS ===	31.30				
01-05870		XCEL ENERGY					
I-202206018166		XCEL ENERGY	47.55				
6/01/2022	APBNK	DUE: 6/01/2022 DISC: 6/01/2022		1099: N			
		Elect		209 4209-85020-000	STREET LIGHTING POWER		13.53
		Elect		209 4209-85020-000	STREET LIGHTING POWER		34.02
		=== VENDOR TOTALS ===	47.55				
		=== PACKET TOTALS ===	14,947.97				

P #	NAME	AMOUNT
022	RANDALL C GUSTAFSON	293.07
-0023	MELANIE M LEEHY	262.05
-0025	YAKASAH WEHYEE	262.05
-0026	KAY ANDREWS	258.04
-0027	ERIC G MEYER	262.05
-1006	JACK LINEHAN	3,144.55
-1026	BRENNAN J SORENSEN	1,065.09
-1136	ROLAND O OLSON	3,108.81
-2268	MATTHEW CHERNUGAL	1,219.23
-1030	TIMOTHY J PITTMAN	2,368.47
-1033	DAVE TRETSVEN	1,861.53
-1143	COLIN B CALLAHAN	2,061.30

TOTAL PRINTED: 12 16,166.24

5-25-2022 2:20 PM

PAYROLL CHECK REGISTER

PAYROLL NO: 01 City of Falcon Heights

PAGE: 1

PAYROLL DATE: 5/25/2022

MP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
022	PAVEK, MEGAN E	R	5/25/2022	1,717.49	091362
162	LANDBERG, ALYSSA	R	5/25/2022	919.67	091363
118	MORETTO, PAUL A	R	5/25/2022	2,549.81	091364
84	NEIS, ADRIAN J	R	5/25/2022	555.58	091365

5-25-2022 2:20 PM

PAYROLL CHECK REGISTER

PAYROLL NO: 01 City of Falcon Heights

PAGE: 2

PAYROLL DATE: 5/25/2022

*** REGISTER TOTALS ***

REGULAR CHECKS:	4	5,742.55
DIRECT DEPOSIT REGULAR CHECKS:	12	16,166.24
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	16	21,908.79

*** NO ERRORS FOUND ***

END OF REPORT **

May 31 payroll

Fed With	7,475.24
St With	1,386.62
Pera	4,292.36
ICMA	1,283.34
Child supp	<u>26.50</u>
	14,464.06

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REQUEST FOR COUNCIL ACTION

Meeting Date	June 8, 2022
Agenda Item	Consent G2
Attachment	Quote
Submitted By	Jesse Freihammer, City Engineer

Item	Pavement Condition Assessment Quote
Description	Every three years the City hires a company to complete a pavement condition assessment on all of the City owned roads within the City. This information is used for asset management as well as for capital planning. In the past the City has contracted with GoodPointe Technology. The City contacted GoodPointe Technology and requested a quote to complete the pavement condition assessment in 2022.
Budget Impact	The contractor proposed to complete the assessment of roadways (16.5 miles) for a total not to exceed budget of \$6,171.00. Funding for the repairs would be from the Infrastructure Fund 419.
Attachment(s)	Quote
Action(s) Requested	Motion to award pavement condition assessment quote to GoodPointe Technology in the amount of \$6,171.00.

May 12, 2022

GoodPointe Technology, LLC
287 E. 6th Street, Suite 200
St. Paul, MN 55101

TASK 1. ASTM PCI PAVEMENT CONDITION SURVEY

Proposed Scope of Services

Under this task, GoodPointe will provide PCI data collection services for the entire roadway network of under the jurisdiction of the City of Falcon Heights, which totals approximately 16.5 centerline miles. Scope includes data entry and calculation of ASTM PCI using ICON SaaS.

Project Deliverable

PCI Survey Results MS Excel spreadsheet (PCI, Survey Date, MapID)

Project Schedule

A project schedule will be provided based upon the extent of the project and the notice to proceed date for the project.

Source Data Required for this Project:

- 1) ESRI Shapefile Map (WGS84 format) with linear map features of pavements to be evaluated
- 2) Tabular (e.g. XLS) file of the indicating:
 - a. Street name
 - b. From street (limits)
 - c. To street (limits)
 - d. GIS Map ID
 - e. Length (measured in linear feet)
 - f. Surface Area (measured in square feet)
 - g. Surface Type (AC, PCC, etc.)
 - h. Latest Structural Project (e.g. Overlay, Reconstruction)
 - i. Date of Latest Structural project (e.g. 6/1/2021)
 - j. Latest Non-Structural Project (e.g. Seal coat)
 - k. Date of Latest Non-Structural Project (e.g. 6/1/2021)

Proposed Cost: \$6,171.00 (Not-to-exceed)

Project Authorization Signature Page:
Please sign, scan and return to tkadlec@goodpointe.com

RE: 2022 PCI Pavement Condition Survey of Falcon Heights Roadway Network.

Estimated Costs

This cost estimate is based on providing the services described under the Scope of Services, and Proposed Cost Schedule dated May 12, 2022, for the City of Falcon Heights, Minnesota. This cost estimate will not be exceeded without the additional authorization from the City.


The hourly or unit cost presented in this contract is based on the scope of services described and the assumption that the project will be completed within one year from the signature date. If the project cannot be completed within the proposed schedule due to circumstances beyond our control, revising the unit costs may be required for completion of the remaining tasks. Invoices will be submitted on a monthly basis in accordance with the progress achieved in this project. Terms on payment for services are due immediately upon receipt.

Authorization to Proceed:

Please proceed according to the described scope of services denoted in Exhibit A.1

Total Authorized Budget: **\$6,171.00**

Date _____
Client City of Falcon Heights, Minnesota
Authorized Signature _____
Name _____
Title _____

Date	May 12, 2022
Authorized Signature	
	Anthony J. Kadlec, President GoodPointe Technology, LLC 287 E. 6 th Street, Suite 200 St. Paul, MN 55101 USA

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REQUEST FOR COUNCIL ACTION

Meeting Date	June 8, 2022
Agenda Item	Consent G3
Attachment	Resolution
Submitted By	Jack Linehan, City Administrator

Item	Resolution Designating Data Practices Responsible Authority and Compliance Official
Description	<p>Minnesota State Statute requires each government body to designate one responsible authority to serve as the data practices compliance official.</p> <p><i>MN State Statute Subd. 13.05 Data practices compliance official.</i></p> <p><i>By December 1, 2000, each responsible authority or other appropriate authority in every government entity shall appoint or designate an employee of the government entity to act as the entity's data practices compliance official. The data practices compliance official is the designated employee of the government entity to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems. The responsible authority may be the data practices compliance official.</i></p> <p>The Act allows the responsible authority / compliance official to designate employees of the agency to serve as a designee to be in charge of data and receive and comply with requests for government data. This historically has been a responsibility that is shared between the City Administrator, the Assistant to the City Administrator and the Administrative and Communications Coordinator.</p>
Budget Impact	
Attachment(s)	<ul style="list-style-type: none"> • Resolution 22-23 Designating Data Practices Responsible Authority and Compliance Official
Action(s) Requested	Staff recommends approving the attached resolution designating the Data Practices Responsible Authority and Compliance Official as the City Administrator, Jack Linehan, and the official designees as the Assistant to the City Administrator and the Administrative and Communications Coordinator.

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

June 8, 2022

No. 22-23

**RESOLUTION APPOINTING CITY ADMINISTRATOR AS THE CITY’S RESPONSIBLE
AUTHORITY AND DATA PRACTICES COMPLIANCE OFFICIAL**

WHEREAS, the Government Data Practices Act, Minnesota Statutes Chapter 13, directs the City to adopt policies and procedures and to designate City officials.

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

1. Designate City Administrator Jack Linehan to serve as the City’s “Responsible Authority” and “Data Practices Compliance Official”
2. That the City Administrator may further delegate and designate employees of the agency to serve as data managers and comply with requests for government data.

Moved by:

Approved by: _____
Randall C. Gustafson
Mayor

GUSTAFSON _____ In Favor
LEEHY
MEYER _____ Against
WEHYEE
ANDREWS

Attested by: _____
Jack Linehan
City Administrator

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REQUEST FOR COUNCIL ACTION

Meeting Date	June 8, 2022
Agenda Item	Consent G4
Attachment	
Submitted By	Jack Linehan, City Administrator

Item	Community Park Appraisal
Description	<p>The City has been exploring the potential purchase of the Community Park land from the University of Minnesota. The park is a total of 14.5 acres as the back portion of a 40 acre parcel.</p> <p>The University conducted an appraisal in fall 2021 of the park. This was shared with the City, but the University would like the City to conduct an appraisal as well to compare costs.</p> <p>The City solicited quotes from multiple appraisal firms with parkland experience. In total, the city received three non-responses, two firms rejecting to quote as it was outside of their specialty, and two quotes.</p> <p>The lowest quote received was from a local firm for \$5,000, but the individuals in the firm are not MAI designated. The University of Minnesota is requiring the MAI designation from an appraiser.</p> <p>The second firm, Diversified Real Estate Services (DREI) is MAI certified and quoted the City for \$6,000 to conduct the assessment with a five-week turnaround. DREI is based in the Twin Cities and has experience working with parkland appraisals.</p>
Budget Impact	Funds were not directly budgeted for the appraisal, however they can be taken from the capital funds dedicated towards the potential park purchase.
Attachment(s)	
Action(s) Requested	Motion to award the Community Park appraisal to Diversified Real Estate Services for \$6,000.00.

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REQUEST FOR COUNCIL ACTION

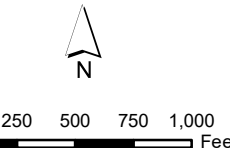
Meeting Date	June 8, 2022
Agenda Item	Policy H1
Attachment	2021 PMP Project Map, Restoration RFQ, Resolution
Submitted By	Jack Linehan, City Administrator

Item	Authorizing City Administrator to Negotiate and Execute a Contract Not to Exceed \$30,000 for 2021 PMP Restorations
Description	<p>The contractor that was selected to complete the 2021 PMP project has since filed for bankruptcy. As part of the contract, they were required to perform turf and landscape restorations to disturbed right-of-way and the City property on Lindig Street. Traditionally, this should occur in the spring. The City holds on to a portion of the payment to the contractor to cover this work. As the contractor was unable to meet this requirement, Roseville Engineering solicited quotes for a qualified company to complete the work.</p> <p>Unfortunately, the May 25th RFQ deadline passed with zero quotes received. A few of the pre-qualified firms expressed interest in submitting a quote the week of June 6th – 10th, which is after our agenda deadline. As this is a time sensitive project with many residents patiently awaiting their lawns to be restored, I am requesting the authority from the Council to negotiate and sign a contract not to exceed \$30,000.00. This would allow the contractor to begin work as soon as the contract is signed. I will then bring said contract to the Council to ratify at the next regularly scheduled City Council meeting as a consent agenda item.</p>
Budget Impact	Funds for the restoration remain reserved in the 2021 PMP project budget.
Attachment(s)	<ul style="list-style-type: none"> • 2021 PMP Project Map • 2021 PMP Restoration RFQ • Resolution 22-24
Action(s) Requested	Staff recommends that the Falcon Heights City Council adopt the attached Resolution 22-24 to authorize the City Administrator to negotiate and execute a contract not to exceed \$30,000.

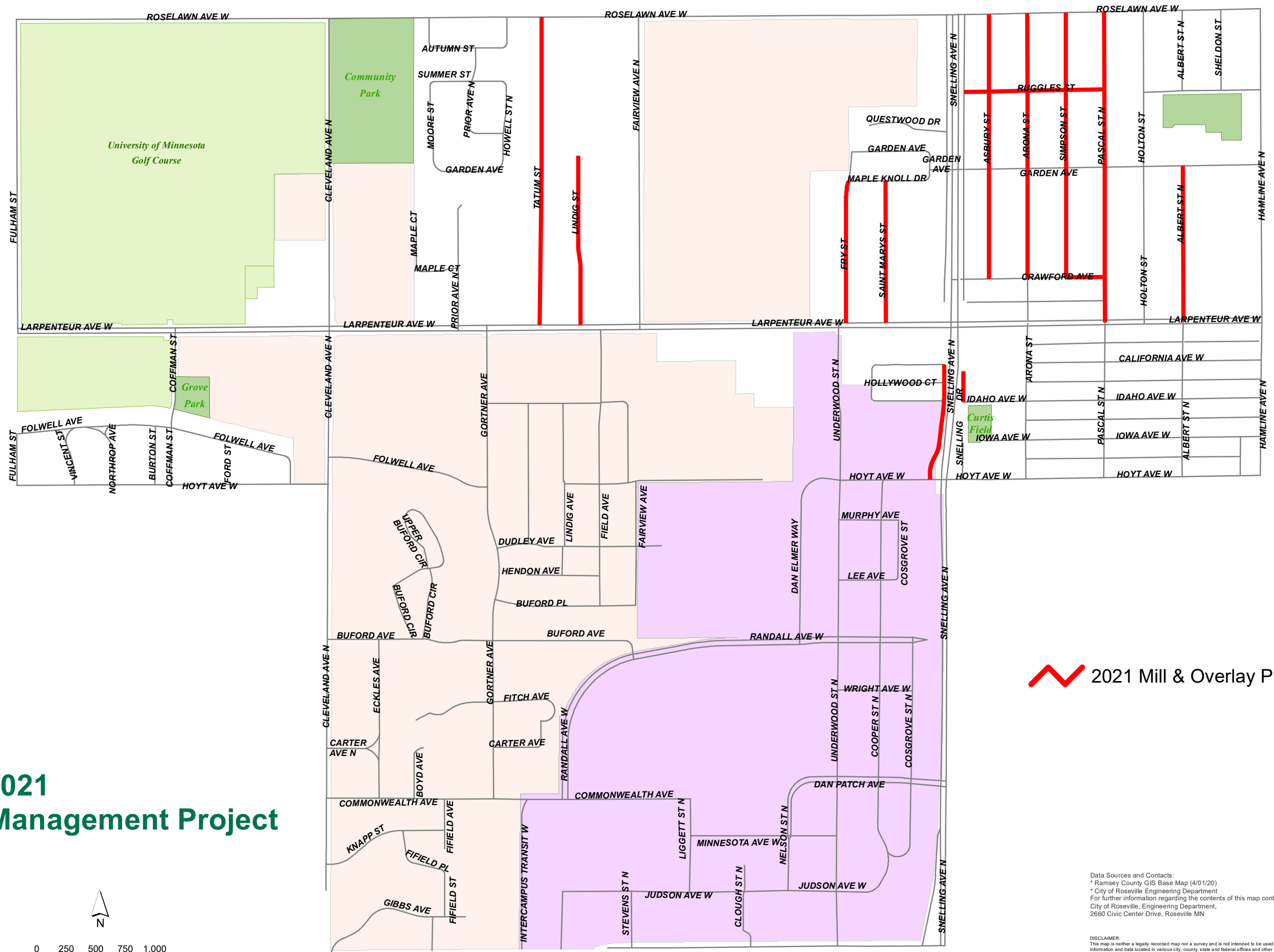
Proposed 2021 Pavement Management Project Alternative



Prepared by:
City of Roseville Engineering Department
May 1, 2020



mapdoc: 2021PMP.mxd
map: 2021PMP.pdf



2021 Mill & Overlay Project

Data Sources and Contacts:
* Ramsey County GIS Base Map (4/01/20)
* City of Roseville Engineering Department
For further information regarding the contents of this map contact:
City of Roseville, Engineering Department,
2660 Civic Center Drive, Roseville MN

DISCLAIMER:
This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-782-7075. The preceding disclaimer is provided pursuant to Minnesota Statutes §466.03, Subd. 21 (2000), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.



May 13, 2022

Re: Restoration of 2021 PMP - Request for Quote

The City of Falcon Heights contracted the 2021 Pavement Management Project (PMP) last year. The contractor completed much of the work, but was unable to finish the restoration of the disturbed right-of-way and City property on Lindig Street. In order to complete the project, the City is requesting quotes for restoration within the limits of the 2021 PMP.

Quotes for restoration shall include review of the project area, removal of poor turf and topsoil as necessary, topsoil placement and raking as needed, seeding and blanket for turf grass. Many of the areas have been partially restored with some amount of topsoil and seeding last fall. The quoted work shall bring all disturbed areas up to standard. The specifications regarding restoration are attached.

Important Dates:

- May 25 – Submit Quote
- June 1 – Council Awards Contract
- June 24 – Completion Deadline

Please submit a quote to the City, including itemized costs, assumed direct expenses and an estimated total cost and timeline for the work. Additional recommendations are welcome with your submittal, but please keep them separate from the City's requested work. Please submit your quote through email to stephanie.smith@cityofroseville.com no later than 10am on Wednesday, May 25, 2022.

Please contact me with your questions by email at stephanie.smith@cityofroseville.com or mobile at 651-352-7476.

Sincerely,

Stephanie Smith, MN P.E.
Assistant City Engineer

c: Jesse Freihammer, City Engineer
Tim Pittman, Public Works Director

Enclosures: Restoration Specifications
2021 PMP Map
List of Restoration Areas

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

June 8, 2022

No. 22-24

**RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE AND
EXECUTE A CONTRACT NOT TO EXCEED \$30,000.00 FOR THE 2021 PAVEMENT
MANAGEMENT PROJECT RESTORATIONS**

WHEREAS, the City of Falcon Heights awarded the 2021 Pavement Management Project contract to Molnau Trucking LLC with Resolution 21-08; and

WHEREAS, as part of the bid award, Molnau Trucking LLC was required to restore the disturbances to both private and public property impacted by the work; and

WHEREAS, Molnau Trucking LLC is no longer able to complete the restorations; and

WHEREAS, it is in the interest of the City to ensure restoration is completed as part of the project; and

WHEREAS, the restorations need to be made in an expedited manner due to the project delays already experienced; and

WHEREAS, staff expects that qualified quotes may arrive before the next scheduled City Council meeting on June 22, 2022.

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

1. That the City Administrator is authorized to negotiate and execute a contract not to exceed \$30,000.00 for the 2021 Pavement Management Project restorations.
 2. The executed contract will be brought before the city council at the following regularly scheduled meeting to be ratified.
-

Moved by:

Approved by: _____
Randall C. Gustafson
Mayor

GUSTAFSON _____ In Favor
LEEHY
MEYER _____ Against
WEHYEE
ANDREWS

Attested by: _____
Jack Linehan
City Administrator