

**CITY OF FALCON HEIGHTS**  
Regular Meeting of the City Council  
City Hall  
2077 West Larpenteur Avenue  
**AGENDA**  
September 14, 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. August 3<sup>rd</sup>, 2022 City Council Workshop Meeting Minutes  
2. August 10<sup>th</sup>, 2022 City Council Regular Meeting Minutes  
3. August 17<sup>th</sup>, 2022 City Council Workshop Meeting Minutes  
4. August 24<sup>th</sup>, 2022 City Council Regular Meeting Minutes
- F. PUBLIC HEARINGS:
- G. CONSENT AGENDA: 4-0  
1. General Disbursements through: 9/7/22 \$377,704.00  
Payroll through: 8/31/22 \$46,737.27  
Wire Payments through: 8/15/22 \$31,588.02  
2. Approval of Snow Plowing Agreement with the City of Lauderdale  
3. Approval of Amendment to Administrative Manual: Snow and Ice Control Policy  
4. Appointment of Tom Faust to the Parks Commission  
5. Appointment of Curt Stockford to the Community Engagement Commission  
6. Rejection of Proposals for Commercial Real Estate Services
- 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**  
City Council Workshop  
City Hall  
2077 West Larpenteur Avenue  
**MINUTES**  
August 3, 2022  
6:30 P.M.

- A. CALL TO ORDER: 6:50 p.m.
- B. ROLL CALL: ANDREWS \_\_\_ GUSTAFSON\_X\_ LEEHY\_X\_  
MEYER\_X\_ WEHYEE\_X\_
- STAFF PRESENT: LINEHAN\_X\_ SORENSEN\_X\_ OLSON\_X\_  
FREHAMMER\_X\_ PITTMAN\_X\_
- C. PRESENTATIONS:
- D. POLICY ITEMS:

1. Lauderdale Plowing Proposal

Linehan states The City of Lauderdale has reached out to the City of Falcon Heights to see if we could provide plowing services for our neighboring community. Ramsey County, which once plowed both Lauderdale and Falcon Heights, has indicated to Lauderdale that they will not be able to offer plowing services for the 2022 season. The staff has reviewed the requirements with Lauderdale, and we believe it is well within our capacity to provide plowing services. The proposed contract accounts for labor, equipment, salt, depreciation, and overhead costs associated with providing the service. Unlike the previous fire contract, Lauderdale will not be asked to participate in capital equipment purchases as that cost is built into the contract. Lauderdale understands that the priority of plowing would be that the West Plow would finish routes in Falcon Heights (University Grove / Falcon Woods / Lindig / Tatum) before beginning in Lauderdale. The contract would bring unanticipated revenue in 2022. The proposed starting fee for services will be \$24,300, with an annual increase of 2.5% or CPI, whichever is greater. Lauderdale Public Works would be responsible for sidewalk, clean-up, or other services. Lauderdale is helping the city pay for a plow every seven years.

Mayor Gustafson states do they pay us monthly?

Linehan says yes, it would be a monthly payment starting in October. Also, Lauderdale understands falcon heights come first.

Council Member Wehyee asks, as far as Larpenteur is concerned, who plows that?

Tim Pittman, the Public Works Director, states the county plows Larpentuer.

Council Member Wehyee asks, after 2026, can the contract be renewable?

Linehan states we left it as a four agreement without a renewable clause.

Council Member Meyer asks if there is any flexibility with payments?

Mayor Gustafson states I think it is great, and I see why they were aggressively pushing for this. We learned from our fire contract is fair for both parties.

Linehan says we have had discussions to use some of these funds to hire matt as a full-time public works employee. However, hiring public works employees is difficult to do right now.

## 2. Snow and Ice Control Plan & Map Update

Pittman states The City of Falcon Heights has sidewalks that run parallel to Larpenteur Avenue from Hamline Avenue to Coffman Street on the south and Fulham Street on the north. These sidewalks service residential and commercial uses as well as the State Fair and the University of Minnesota. Larpenteur Avenue is a County Road. It is classified as an A-Minor Arterial road with four drive lanes servicing thousands of cars a day, approximately 17,200 in 2015 per the City of Falcon Heights Comprehensive Plan. For snow removal on Larpenteur Avenue, Ramsey County maintains a clear pavement, curb-to-curb policy. Due to the little or no, boulevard on Larpenteur Avenue, the snow storage for Larpenteur Avenue is de facto the sidewalk. Currently, the City requires and specifies that all property owners must remove all snow and ice off the sidewalks within 24 hours of the end of a snow event. Generally, there must not be snow or ice on the sidewalk per the City's nuisance ordinance. Larpenteur Avenue presents unique challenges to this requirement. The narrow boulevard places most, if not all, ice and snow from all four lanes on the sidewalk. The volume of snow and ice is a great burden for property owners who do not have professional or commercial-grade equipment. Additionally, the City has been notified of instances where the County will continue to plow Larpenteur Avenue after property owners have cleared their sidewalks. This makes sidewalks appear uncleared and subject to code violation even though the owner has already made an effort to clear their sidewalk on time. The clearing of sidewalks on Larpenteur Avenue has been an area of contention for property owners. City staff received frequent complaints from owners that removed snow multiple times and still receive letters of enforcement because the County cleared the road later in the week and deposited additional snow on the sidewalk. City staff also received frequent complaints from travelers on the sidewalks who complained that the walkways were not passable. City staff recommends revisiting the snow removal policy for Larpenteur Avenue, an A-Minor Arterial road, to alleviate the burden on property owners. The previous mayor wanted a consistent policy for the whole City, which made the residents plow the sidewalks on Larpenteur. Residents do not have the equipment to plow. This has created more problems for the City. I believe the City should be responsible for mowing Larpentuer.

Mayor Gustafson asks how well did it work last year?

Pittman states it worked well last year. We got calls from residents thanking us for plowing their sidewalks.

Mayor Gustafson asks how much longer does it take to plow Larpenteur then?

Pittman states that heavy snow only takes 45 minutes to an hour long, depending on the snowfall.

Mayor Gustafson states I think it makes sense.

Linehan states the logic behind this is that Larpentuer, Lauderdale, and Garden Ave. are all added to this if Garden Ave. is approved in the future. Linehan also says to keep in mind that there are other sidewalks in falcon heights that the City does not plow. The City staff's rationale for all these streets beside Garden Ave. is that they all require special equipment.

### 3. Garden Avenue Discussion

Jesse Frehammer, the City Engineer states On June 1, 2022 City staff gave council an update on the Garden Avenue project. Staff has held two public engagement meetings. Both meetings focused on Garden Avenue possible layouts and discussion on the Ruggles right of way corridor between Pascal and Holton. The first was on April 5, 2022, and showed new concepts and the existing layout that could be done between Snelling and Holton. The second meeting, held on July 20, 2022, expanded on the first meeting by showing four concepts (A, B, C, D) from Snelling and Holton and the existing option. Additionally, four concepts (E, F, G, and Existing) were shown for the segment between Holton and Hamline. A comment summary from both meetings, including phone and email comments received to date, is included as Attachment C.

Based on the feedback from residents to date, staff has simplified the concepts down to four options for Snelling to Holton and three for Holton to Hamline. Any option west of Holton could work with any option east of Holton by transitioning the roadway similar to how the road transitions today. This also applies to possible sidewalk as it could be just constructed east of Holton. Attachment A is an option summary that details the differences between each option. Attachment B is a comparison table that compares how each option meets goals of the project.

The proposed next steps related to the 2023 PMP, including when Council decisions are needed are as follows;

- August 3 - Receive Concept Presentation
- August/September - Make decision on whether sidewalks will be assessed/maintained by the City if sidewalk is included in the approved layout. This is needed so it can be included in concept analysis portion of the feasibility report.
- August/September - Make decision on whether to include Ruggles Pathway connection in the 2023 PMP prior to the feasibility report.
- September - Hold Neighborhood Meeting for Falcon Woods
- October - Make decision on if to include Falcon Woods in the 2023 PMP prior to the feasibility report.
- October - Accept Feasibility Report/Set Public Hearing Date

- November – Hold Public Hearing/ Approve Layout/ Order the Improvement
- February/ March 2023 – Award Project
- June - August 2023 – Construction
- September/ October 2023 – Final Assessment Public Hearing

Frehammer explains the different options for the project. Option 1, 2 keep curb as is, 3 narrow the roadway, 4 had the most support there should be no effect to sidewalks.

Council Member Wehyee asks, will snow go on the sidewalk when you plow the road?

Frehammer states it will generally take the same amount of snow as it is now.

Frehammer states that all of these options will not shrink residents' driveways.

Council Member Wehyee asks has the school has been involved in these discussions?

Linehan says yes, the principal has contacted me stating that the school is in favor of having a sidewalk from Holton to Hamline and indifferent to a sidewalk west of Holton St. the school would maintain the sidewalks on their property.

Council Member Wehyee asks if we have any data on whether sidewalks enhance community safety?

Frehammer states having a sidewalk creates a clear line of separation. Therefore, it is considered that having a sidewalk is safer.

Council Member Wehyee asks if we can get concrete data if a sidewalk is safer to have?

Frehammer states every road is unique because it peaks at two different times of the day. So yes, we can pull some hard-concrete data for the safety of having sidewalks. Frehammer then explains the options for option 5, 6, and 7 and talk about whether bump-outs can be added or not.

Council Member Wehyee asks would adding bump-outs create an additional cost?

Frhammer says yes, but it would be marginal.

Mayor Gustafson asks whether bump-outs make it harder to plow?

Pittman states no; they make it easier because it makes the road wider.

Council Member Meyer states I am in favor of options 4 and 7

Council Member Wehyee says looking at option 7; it looks like the school is getting more green space.

Frehammer states drainage is the next step.

#### 4. Garden Avenue – Potential Sidewalk Funding & Maintenance

Linehan states as noted in City Engineer Freihammer's RCA for item D3, the City will need to determine whether sidewalks will be assessed/maintained by the City if a sidewalk is included in the approved layout for Garden Avenue. This is needed so it can be included in the concept analysis portion of the feasibility report.

##### **Funding**

The City's Assessment Manual was last adopted in 2007. Item II (G) – *Sidewalks, trails and pathways* directs that the City will assess residential properties at a rate of 25% of the per foot cost multiplied by total front footage, 40% for commercial, and 100% for non-profits.

Current layouts that include sidewalk only have sidewalk on the north side of the street. There are 13 total properties on the north side of Garden from Snelling to Hamline, with the largest property being Falcon Heights Elementary and the second being the United Church's parking lot.

Estimates in the spring indicated that a sidewalk for the entire north side of Garden would cost approximately \$313,000.00 to install. Applying our assessment policy as currently adopted, this would mean approximately \$3,000 up to \$15,000 per parcel assessment for the installation.

There are three primary options that can be considered if a sidewalk were to be installed:

1. Apply the assessment policy as written.
2. Develop a Sidewalk Improvement District, as indicated in State Statute 435.44, with the district paying their share of the assessment up to five years.
3. Determine that the sidewalk is a regional pathway, similar to Cleveland and Fairview, and pay for installation of the path through a citywide levy and/or use of fund balance.

For option #2, there are approximately 450 parcels within the Northeast Quadrant. If they were to pay 25% of the costs, estimates would be that the average assessment would be approximately \$175, or \$35 per year for five years.

For option #3 and a bond, the estimate of the debt levy would be \$40 per median household per year for five years, or \$30 per year for seven years. This amount is for the total project cost. Applying an assessment would reduce this cost about \$10 per year on the levy.

##### **Maintenance / Plowing**

Residents on Garden Avenue expressed concern for maintaining a sidewalk. Currently, Public Works does not assess adjacent properties for the replacement of existing sidewalk. This would remain the case for Garden.

The City does have the capacity to remove snow Garden Avenue's sidewalk, but there are concerns from neighbors in the Northhome area and other areas that have

sidewalk that the City does not shovel. Additionally, the City could shovel snow in front of properties zoned Residential only, and leave sidewalk shoveling of non-profit or schools to their maintenance staff

Linehan also states that these are preliminary numbers from April so the numbers could change.

Council Member Meyer asks if is the school a non-profit?

Linehan states yes, so is the church.

Linehan provides another way for the City to pay for this project. Linehan explains using CIP to for Falcon Woods and Garden Avenue.

Council Member Wehyee asks how dire in condition is falcon woods in?

Frehammer states it is a drivable street in decent condition.

Mayor Gustafson asks when we bond is it for 10 years?

Linehan says no, usually 5 to 7-year bond

Linehan says the overall question is do we want to access. However, this would set a precedent and the city can cover it internally.

Mayor Gustafson states maybe it sets the precedent for later projects with sidewalks because it a part of our comprehensive plan for redoing roads the city adds a sidewalk/bike path.

Mayor Gustafson states we are all for option 7.

Council Members Meyer and Wehyee are in favor for option 4.

Mayor Gustafson states I am okay with option 4 I think it is the best we have and believes that the City has to cover the cost.

Council Member Leehy states in the long run residents benefit from this.

Linehan asks the council if the city covers this then will the city have to plow it in the winter?

Mayor Gustafson states yes, it will be safer for students when walking to school and I think it will just be good.

## 5. Proposed Schedule for 2023 Budget & Levy Workshops

Linehan states the 2023 preliminary levy must be approved and certified on or before September 30<sup>th</sup>, 2022, and the City Budget must be approved and certified on or before December 28<sup>th</sup>, 2022. However, there are a few key dates prior to that that



must be met to remain on schedule. To break up the discussion and keep us on track for approval, I am proposing additional City Workshops on the following dates:

- Wednesday, August 17<sup>th</sup> – 6:30 p.m.
- Wednesday, September 21<sup>st</sup> – 6:30 p.m.

The full proposed budget schedule is as follows (**bold** indicates council meeting/action):

- **June**
  - *Staff prepare budget worksheets*
- **July**
  - *Departments submit budget requests to City Administrator and Finance Director*
  - *2<sup>nd</sup> Quarter Financial Report performed, used to guide year-end estimates for 2022 Budget*
- **August**
  - *Year-end estimates finalized*
  - *Staff draft of budget finalized*
  - Wednesday, August 17<sup>th</sup>
    - **Budget Workshop #1** (Special Revenue Funds, Enterprise Funds, Debt Service Funds)
- **September**
  - Wednesday, September 5<sup>th</sup>
    - **Budget Workshop #2** (General Fund, Proposed Levy)
  - Wednesday, September 21<sup>st</sup>
    - **Budget Workshop #3** (Proposed 2023 Levy and Budget)
  - Wednesday, September 28<sup>th</sup>
    - **Adopt and Certify the 2023 Preliminary Levy**
    - **Set date/time for Truth in Taxation Meeting**
  - Friday, September 30<sup>th</sup>
    - **Certified Preliminary Levy Due to Ramsey County Auditor**
- **October**
  - *County auditor collects and reports on tax body levies*
  - *Staff refine 2022 year-end estimates and 2023 proposed budget*
- **November**
  - *County auditor sends out parcel specific notices for proposed levy and Truth in Taxation Date*
- **December**
  - Wednesday, December 14, 2022
    - **Truth in Taxation Hearing and Budget Presentation**
    - **Adoption of 2023 Levy**
    - **Adoption of 2023 Budget**
  - Wednesday, December 28, 2022
    - **Final 2023 Levy and Budget Due**

Mayor Gustafson asks don't we have to propose our levy before August?

Linehan says yes.

6. Commercial Real Estate Broker RFP

Linehan states The City of Falcon Heights leases the Community Park land from the University of Minnesota and the current lease agreement is set to expire at the end of 2024. Both parties have expressed interest in the City purchasing the land from the University, and both have completed a commercial appraisal of the property. Due to the scale of this land acquisition, staff have determined it's within the City's best interest to obtain commercial real estate brokerage services.

With approval from Council, staff would plan to issue a Request for Proposal (RFP) on August 12, and provide Council with a recommendation mid-September. The goal is to have qualified individuals or firms help staff navigate real estate transaction services, negotiations, and proper documentation and execution of the entire process.

Staff is seeking approval to release and advertise the RFP starting on August 12<sup>th</sup>, 2022.

7. Hamline Church Dining Hall Day Proclamation

Mayor Gustafson states The Hamline Church Dining Hall is celebrating its 125<sup>th</sup> anniversary at the Minnesota State Fair. To commemorate the occasion, the Hamline Church Dining Hall will have a ceremony at the opening of the Fair on Thursday, August 25<sup>th</sup> at 9AM. The group has requested the City to consider proclaiming August 25<sup>th</sup> as Hamline Church Dining Hall Day in Falcon Heights.

The Hamline Methodist Episcopal Church Ladies Aid Society 1897 opened a small food stand at the Minnesota State Fair, serving lemonade and sandwiches. The women wished to help their congregation raise money to build their own church. The dining hall has continued through two world wars, the Great Depression, the 1940s polio epidemic, and the recent COVID-19 pandemic. The dining hall has become the oldest continuously operated food service establishment at the fair and is a traditional stop for many fairgoers. The proceeds have supported St. Paul area nonprofits, including Keystone Community Services Food Shelf and Emma Norton Services. The dining hall crew is proud to be part of the fair and the City of Falcon Heights.

Council Member Leehy states this is fabulous.

E. INFORMATION/ANNOUNCEMENTS:

F. ADJOURNMENT: 9:51 p.m.

*DISCLAIMER: City Council Workshops are held monthly as an opportunity for Council Members to discuss policy topics in greater detail prior to a formal meeting where a public hearing may be held and/or action may be taken. Members of the public that would like to make a comment or ask questions about an item on the agenda for an upcoming workshop should send them to [mail@falconheights.org](mailto:mail@falconheights.org) prior to the*

*meeting. Alternatively, time is regularly allotted for public comment during Regular City Council Meetings (typically 2nd and 4th Wednesdays) during the Community Forum.*

Dated this 14<sup>th</sup> day of September, 2022

  
\_\_\_\_\_  
Jack Linehan, City Administrator

  
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Randall C. Gustafson, Mayor

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**CITY OF FALCON HEIGHTS**  
Regular Meeting of the City Council  
City Hall  
2077 West Larpenteur Avenue  
**MINUTES**  
August 10, 2022 at 7:00 P.M.

A. CALL TO ORDER: 7:00 PM

B. ROLL CALL: ANDREWS \_\_\_ GUSTAFSON \_X\_ LEEHY \_X\_  
MEYER \_X\_ WEHYEE \_X\_

STAFF PRESENT: LINEHAN \_X\_

C. APPROVAL OF AGENDA

Motion of approval of agenda; approved 4-0

D. PRESENTATION

E. APPROVAL OF MINUTES:

1. July 13<sup>th</sup>, 2022 City Council Regular Meeting Minutes
2. July 27<sup>th</sup>, 2022 City Council Regular Meeting Minutes

Motion by Council Member Yakasah Wehyee of  
approval of minutes; approved 4-0

F. PUBLIC HEARINGS:

G. CONSENT AGENDA:

1. General Disbursements through: 8/3/22 \$42,315.36  
Payroll through: 7/31/22 \$21,761.09  
Wire Payments through: 7/31/22 \$15,860.52
2. Acceptance of the Resignation of the Assistant to the City Administrator – Megan Pavek
3. Resignation of Ron Eischen from the Parks Commission
4. Resignation of Chris LaCasse from the Parks Commission
5. Hamline Church Dining Hall Day Proclamation
6. Commercial Real Estate Broker RFP

Mayor Randy Gustafson thanked Megan Pavek for the work she has done for the City of Falcon Heights and Ron Eischen and Chris Lacasse for serving on the Parks Commission. Mayor Gustafson thanked the members of the Hamline Church Dining Hall for 125 years of service at the Minnesota State Fair and all of the joy they have brought people all of that time. The Mayor read the Hamline Church Dining Hall Day Proclamation:

“Whereas, the Hamline Methodist Episcopal Church Ladies Aid Society in 1897 opened a small food stand at the Minnesota State Fair, serving lemonade and sandwiches; and

Whereas, the women wished to help their congregation raise money to build its own church; and

Whereas, that effort by women and the greater congregation launched a tradition that continues today; and

Whereas, that tradition is one that generations of church members and friends have taken part in; and

Whereas, the dining hall has continued through two world wars, the Great Depression, the 1940s polio epidemic and the recent COVID-19 pandemic; and

Whereas, the dining hall continues to provide good food and fellowship to fairgoers; and

Whereas, the dining hall has become the oldest continuously operated food service establishment at the fair today and is a traditional stop for many fairgoers; and

Whereas, the dining hall proceeds have supported St. Paul area nonprofits including Keystone and Emma Norton Services; and

Whereas, the dining hall crew is proud to be part of the fair and part of the fine City of Falcon Heights; and

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Falcon Heights, Minnesota: Thursday, August 25 is declared Hamline Church Dining Hall Day in the City of Falcon Heights.”

A representative from the Hamline Church Dining Hall stated it is their privilege to represent the dining hall committee and Hamline Church to thank the City Council for this acclamation of the result of thousands of hours of volunteers over all of these 125 years. Throughout the years, the volunteers have maintained the building, reinvented the menu, and opened the dining hall from 7 am to 7 pm every single day of the fair. They pride themselves in a generous, radical kind of hospitality and are well aware that they accommodate a wide range of folks and their needs. The representative discussed the history of the Dining Hall and their partners and food items this year.

Another representative of the Hamline Church Dining Hall stated that anyone who might be interested in volunteering should go to [hamlinechurch.org](http://hamlinechurch.org) to sign up.

Another representative of the Hamline Church Dining Hall presented a 1912 aerial photo of what would later be the City of Falcon Heights, and distributed the photo to the Council.

Council Member Melanie Leehy congratulated Hamline Church Dining Hall and their volunteers for persevering for 125 years.

Council Member Eric Meyer stated that they intend to visit the Dining Hall this year.

Council Member Wehyee thanked the volunteers for their work over the last century.

Council Member Leehy added how important it is that the Dining Hall accepts youth volunteers and stressed the importance of learning and developing the attitude at a young age that we are all connected to one another in the community.

Motion by Council Member Meyer to approve the consent agenda; approved 4-0

H: POLICY ITEMS:

I. INFORMATION/ANNOUNCEMENTS:

1. Budget Workshop #1 – Wednesday, August 17<sup>th</sup> – 6:30 p.m.
2. Budget Workshop #2 – Wednesday, September 7<sup>th</sup> – 6:30 p.m.
3. Budget Workshop #3 – Wednesday, September 21<sup>st</sup> – 6:30 p.m.

Council Member Leehy thanked everybody for their attendance and participation on Minnesota Night to Unite. People put in the extra effort to participate. Leehy encouraged people to continue making connections on their blocks and share responsibilities, and they do not have to wait for Night to Unite to continue to gather together as neighbors.

Council Member Wehyee thanked the neighbors for inviting them to their block parties. It was a great time, and they attended 5 or 6 parties.

Council Member Meyer met some amazing people and musicians on Night to Unite and expressed how thankful they are they live in the City of Falcon Heights. Meyer also thanked those who participated in the election on Tuesday, August 9<sup>th</sup>, 2022.

Mayor Gustafson stated that Night to Unite was very fun, and they were able to attend 5 block parties. Mayor Gustafson echoed the importance of keeping your neighborhood connected year-round to help the community grow and prevent crime.

Mayor Gustafson stated that there has been an uptick of thefts of Kias and Hyundais. There have been 5 stolen vehicles found in the City over the last week. One of those vehicles was stolen on Tatum Street. Mayor Gustafson urges residents to keep an eye on their vehicles, lock them, don't leave valuables in them, and keep them in a locked garage if able.

City Administrator Jack Linehan reports:

#### **Stolen Vehicles**

City Administrator Linehan spoke with Commander Hankes at the Ramsey County Sheriff's Office regarding the 5 stolen vehicles found in Falcon Heights. The task force is looking into Falcon Heights specifically to see if there is a trend. It is concerning to see that many stolen vehicles in a short amount of time.

#### **Police Consultant RFP**

The police consultant RFP is currently out to bid. It closes August 15. There is 1 submission, but 1-2 more are expected based on consultant feedback. The review will occur over the next few weeks. The September 7<sup>th</sup> budget workshop will likely include a review of the submissions to help get feedback for its approval on September 14. Once a

consultant has been selected, community sessions will be planned to get community involvement, which is key to the discussion.

### **Fall Programing**

Fall programming for the Parks & Recreation Department will occur this fall. The City is partnering with Skyhawks this year to offer fall programming. Pre-pandemic, the City worked with Skyhawks for many years. The benefit of this is that they handle registrations and run the programming. The August 24<sup>th</sup> agenda will likely include an indemnification agreement.

### **Assistant to the City Administrator Position**

The Assistant to the City Administrator position is posted. They are now seeking applicants. The application closes on August 26<sup>th</sup> at 4 pm. Interviews will be conducted in September with the goal of having a replacement in place by October.

### **Amber Union Update**

Applications for Amber Union are now open. They are now working through a bug on the application. They are hoping the building will be open for rentals by September 1<sup>st</sup>. There are 125 units: 19 studios, 11 one bedroom, 59 two bedroom, 28 three bedroom two baths, and 8 four bedroom two baths. The prices for the units range from \$988 to \$1618. Before they open, Linehan hopes to invite the Council and residents to come and tour the building and meet the management company.

### **Citywide Garage Sale**

Mayor Gustafson notes that the citywide garage sale has been moved one week later from September 10<sup>th</sup> to September 17<sup>th</sup>. Linehan states that the City has decided to move the garage sale based on resident concerns that the garage sale would occur on the same day as garbage day in the City. Registration for the garage sale is now open on the City's website. A map will be made with all the addresses of the garage sales occurring on September 17<sup>th</sup>.

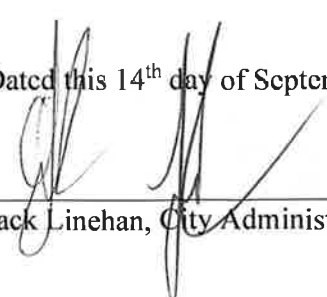
J. **COMMUNITY FORUM:**

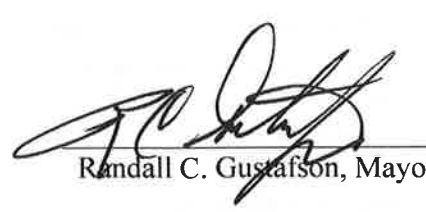
*Please limit comments to 3 minutes per person. Items brought before the Council will be referred for consideration. Council may ask questions for clarification, but no council action or discussion will be held on these items.*

K. **ADJOURNMENT: 7:34 PM**

Motion by Council Member Leehy for adjournment; approved 4-0

Dated this 14<sup>th</sup> day of September, 2022

  
\_\_\_\_\_  
Jack Linehan, City Administrator

  
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Randall C. Gustafson, Mayor



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

**AGENDA**  
August 17, 2022  
6:30 P.M.

- A. CALL TO ORDER: 6:32 p.m.
- B. ROLL CALL: ANDREWS \_\_\_ GUSTAFSON \_X\_ LEEHY \_\_\_  
MEYER \_X\_ WEHYEE \_X\_
- STAFF PRESENT: LINEHAN \_X\_ SORENSEN \_X\_ OLSEN \_X\_
- C. PRESENTATIONS:
- D. POLICY ITEMS:
  - 1. 2023 Proposed Budget
    - a. General Fund
    - b. Special Revenue
    - c. Enterprise Funds
    - d. Debt Service

Jack Linehan, The City Administrator, states tonight's objectives are to provide an overview of the proposed general fund, special revenue, enterprise funds, and debt service for 2023. Solicit feedback from the Mayor and Council on priority areas. Linehan states this proposed budget is a fluid document. The City Administrator, Finance Director, and staff provide recommendations for the first draft of the budget. City Staff then take Council feedback and refine the budget for future versions. Linehan states the highlights of the budget of 2022 general fund budget estimate. The general fund revenue is estimated to come in 1.25% over budget. Some key factors are the Lauderdale plowing contract and permit fees. The general fund expenditures are estimated to come in 2.45% under budget. Some key factors are legal fees and department expenses down.

Council Member Wehyee asks how come the legal fee is down.

Linehan states legal is billed hourly whenever we use legal, and the City has not had to use legal that much this year.

Linehan states the budget highlights for the 2023 proposed general fund budget. The general fund revenue ad valorem taxes/fiscal disparities are waiting for Ramsey County numbers, but the median estimated market value in Falcon Heights. The assumption is local tax capacity increases and city tax rate decreases. LGA is increasing by \$16,000. Also, the Lauderdale plowing contract/permit revenue increases with fee schedule incremental increases. The general fund expenditures are estimated to increase by 6.46% compared to the

2022 budget. Some key factors for this increase are the RCSO contract increasing 14.5%, the SPFD increasing 2.25%, proposing a 4% adjustment for COLA, moving part-time public works position to additional full-time maintenance worker #3, and police consultant costs. Some key factors decreasing the 2023 proposed budget are moving some public works salary allocations to Enterprise to reflect job requirements. Also, finding strategic areas to save funds or reduce costs and Metro INET contract for I.T. decreasing.

Linehan states an overview of legislative expenditures is 8% under budget in 2022 and will increase by 1% in 2023

Linehan states an overview of administrative expenditures is 3% over the budget in 2022 and will decrease by 8% in 2023.

Linehan states an overview of finance expenditures is 3% over budget in 2022 and will increase by 22% in 2023.

Linehan states an overview of legal expenditures is 43% under budget in 2022 and will decrease by 24% in 2023

Linehan states an overview of election expenditures is 1% over in 2022 and will decrease by 2% in 2023.

Linehan states an overview of communication expenditures are 13% under budget in 2022 and will decrease by 4% in 2023.

Linehan states an overview of planning and inspection expenditures is 14% under budget in 2022 and will decrease by 1% in 2023.

Linehan states an overview of emergency preparedness expenditures is 32% under budget in 2022 and will decrease by 33% in 2023.

Linehan states an overview of police expenditures is 0% under budget in 2022 and will increase 13.4% in 2023.

Linehan states an overview of prosecution expenditures is 3% under budget in 2022 and will not increase in 2023. Also, looking at bidding out the City's attorney to get an hourly other than a flat rate.

Linehan states an overview of fire services expenditures is 2.25% over budget in 2022 and will increase 4.5% in 2023.

Mayor Gustafson asks does St. Paul Fire bill the City once a year or monthly.

Linehan states St. Paul Fire bills the City once a year.

Linehan states the fire relief expenditure closed in 2021.

Linehan states an overview of city hall and ground expenditures is 8% over budget in 2022 and will decrease by 2% in 2023.

Linehan states an overview of street expenditures is 14% under budget in 2022 and will increase 2% in 2023.

Linehan states an overview of engineering expenditures are 47% under budget in 2022 and will decrease by 20% in 2023.

Linehan states an overview of the tree program expenditures is 9% under budget in 2022 and will decrease 9% in 2023.

Linehan states in 2023, and there will be a new environmental expenditure account. This new account is based on the Mayor's recommendations to reflect the City's commitment to the environment by showing costs associated with environmental initiatives. Community Development Coordinator salary re-allocated to 15% in this line. This expenditure is not a special revenue line, so it remains in the general fund.

Linehan states an overview of the park maintenance and administration expenditures is 11% over budget in 2022 and will increase 10% in 2023.

Council Member Meyer asks how much from a year to year increase from the Lauderdale contract.

Linehan states the contract would bring unanticipated revenue in 2022. The proposed starting fee for services will be \$24,300, with an annual increase of 2.5% or CPI, whichever is greater.

Linehan then moves on to the special revenue fund. Linehan states an overview of park program revenue is 18.8% over the budget in 2022 and will increase by 20% in 2023. The expenditures are 13.4% under budget in 2022 and will decrease by 2.3% in 2023.

Linehan states an overview of charitable gambling revenue is negligible because there have not been any 3% or 10% gambling events. For expenditures, there are no planned expenditures, but the fund balance of \$1,187 is available for those in need.

Council Member Wehyee states the City Council should bring this to a workshop to learn more about it and how to spend it.

Linehan states an overview of community garden revenue is 2.6% over budget in 2022 and is 0% for 2022. The expenditures are under budget by 50% in 2022 and will decrease by 50% in 2023.

Linehan states an overview of water revenue is 2.2% over the budget in 2022 and will increase 1.4% in 2023. The expenditures are 19.3% under budget in 2022 and will increase by 7.5% in 2023.

Linehan states an overview of recycling revenue is 5% over the budget in 2022 and will increase by 5.4% in 2023. The expenditures are 6.1% over the budget in 2022 and will increase 11.5% in 2023.

Mayor Gustafson states that they are raising their rates by 50%. I think we have to raise rates incrementally.

Council Member Meyer asks, in year three, and four would tennis rates still go up 50 cents?

Linehan states no, I believe it is 25 cents.

Linehan states an overview of community / economic development revenue is 4.4% under budget in 2022 and will decrease by 1.5% in 2023. The expenditures are 91.7% under budget in 2022 and will not increase in 2023.

Council Member Wehyee asks whether you can summarize what this budget is.

Linehan states the community / economic development fund was created to provide funding for the administration and other costs associated with community and economic development activities.

Council Member Wehyee states the CEC a couple of years ago wanted to create a business board so businesses could be more a part of our community.

Linehan states an overview of street lighting revenue is 0.1% under budget in 2022 and will increase 2.4% in 2023. The expenditures are 17.3% under budget in 2022 and will increase 75.3% in 2023.

Linehan states he recommends that the City replace the lights on Larpenteur Ave. / Snelling Ave.

Council Member Meyer asks how long the street lights last.

Linehan states around 30 years.

Linehan states an overview of community inclusion revenue is 48% under budget in 2022 and will increase 13,980% in 2023. The expenditures are 72.1% under budget in 2022 and will increase by 11.4% in 2023.

Linehan states the goal is to keep this fund balance at \$30,000.

Council Member Wehyee asks Linehan can you explain this fund and how would the City go about using this fund?

Linehan states this fund accounts for costs associated with community projects for inclusion efforts. Additionally, Linehan states this fund can be used for any community projects with inclusion efforts.

Linehan now moves to the enterprise fund. Linehan states an overview of sanitary sewer revenue is 1% under budget in 2022 and will increase 2% in 2023. The expenditures are 8% over the budget in 2022 and will increase 15% in 2023.

The Mayor states since the state fair and the U were running at minimal capacity, the sewer was way down, but now that they are running at full capacity again, the price has gone up.

Linehan states an overview of the storm drainage revenue is 0% under budget in 2022 and will increase 3% in 2023. However, the expenditures are 27% under budget in 2022 and will increase by 22% in 2023.

Linehan states an overview of 2021 G.O. improvement bond revenue is 0% under budget in 2022 and will decrease 2% in 2023. However, the expenditures are 0% under budget in 2022 and will increase 535% in 2023.

Linehan states an overview of 2023 G.O. improvement bond revenue starts in 2023, and the levy would begin in 2024. The expenditure interest/fees will start in 2024.

Linehan states an overview of the 2017 G.O. improvement bond revenue is 0% under budget in 2022 and will decrease 4% in 2023. Likewise, the expenditures are 0% under budget in 2022 and will not increase in 2023. Linehan then ends the presentation and asks for questions from the City Council.

The Mayor states it looks like we are in pretty decent shape. It looks like we are spending our money on what we prioritized.

Council Member Wehyee says I wonder if the city council would be interested in becoming a sister city. Then, no cost would be associated with this program, just

~~maintaining communications with that city.~~ We don't know whether a cost would be associated with the program and that the budget at cost allows the city to consider becoming a sister city.  
Council Member Meyer asks Linehan if we should be pitching ideas for initiatives within the next couple of months.

Linehan states that the Council will discuss it and then approve it to be put into the budget. If there is stuff of interest that the Council wants to put into the budget, now is the time to put it into the budget.

The Mayor asked if we could transfer ARPA through funds.

Linehan states there are only three areas we cannot spend the money on. The good use of ARPA funds is that the police contract doesn't budget that money and ends up with a surplus in the surplus and can use that money.

E. INFORMATION/ANNOUNCEMENTS:

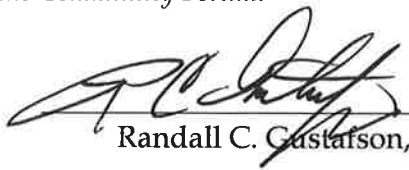
F. ADJOURNMENT: 8:41 p.m.

DISCLAIMER: City Council Workshops are held monthly as an opportunity for Council Members to

*discuss policy topics in greater detail prior to a formal meeting where a public hearing may be held and/or action may be taken. Members of the public that would like to make a comment or ask questions about an item on the agenda for an upcoming workshop should send them to [mail@falconheights.org](mailto:mail@falconheights.org) prior to the meeting. Alternatively, time is regularly allotted for public comment during Regular City Council Meetings (typically 2nd and 4th Wednesdays) during the Community Forum.*

Dated this 14<sup>th</sup> day of September, 2022

  
\_\_\_\_\_  
Jack Linehan, City Administrator

  
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Randall C. Gustafson, Mayor

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**CITY OF FALCON HEIGHTS**  
Regular Meeting of the City Council  
City Hall  
2077 West Larpenteur Avenue  
**MINUTES**  
August 24, 2022 at 7:00 P.M.

A. CALL TO ORDER: 7:28 PM

B. ROLL CALL:

**It was determined that there was no quorum to hold this meeting.**

ANDREWS \_\_\_ GUSTAFSON X LEEHY X

MEYER \_\_\_ WEHYEE \_\_\_

STAFF PRESENT: LINEHAN X

C. APPROVAL OF AGENDA

D. PRESENTATION

E. APPROVAL OF MINUTES:

1. August 3<sup>rd</sup>, 2022 City Council Workshop Meeting Minutes
2. August 10<sup>th</sup>, 2022 City Council Regular Meeting Minutes

F. PUBLIC HEARINGS:

G. CONSENT AGENDA:

1. General Disbursements through: 8/18/22 \$198,418.90  
Payroll through: 8/15/22 \$22,399.33  
Wire Payments through: 8/15/22 \$14,982.30
2. Approval of Snow Plowing Agreement with the City of Lauderdale
3. Approval of Amendment to Administrative Manual: Snow and Ice Control Policy
4. Appointment of Tom Faust to the Parks Commission
5. Appointment of Curt Stockford to the Community Engagement Commission

H. POLICY ITEMS:

1. Temporary No State Fair Parking Restriction on Water Side of Albert Street Between Larpenteur and Garden Avenues

I. INFORMATION/ANNOUNCEMENTS:

Council Member Melanie Leehy stated that August 25<sup>th</sup>, 2022 begins the 12 days where Falcon Heights, as her husband likes to communicate, is the 3<sup>rd</sup> largest city in the state of Minnesota. As hosts, we will do our best to greet our visitors and be mindful of traffic coming and going.

Council Member Leehy wished everyone a wonderful state fair season, whether they attend or observe.

Mayor Randy Gustafson stated that August 25<sup>th</sup>, 2022 begins the “Great Minnesota Get Together” and he is glad that everybody is getting together in our backyard. There will be an additional police presence. They will be working on making sure that traffic is behaving themselves and that residents can move about the City without being restricted from the influx of about 200,000 people a day coming through. They are anticipating pre-pandemic levels of attendance this year. On August 25<sup>th</sup>, Mayor Gustafson will represent the City of Falcon Heights at Hamline United Methodist Church’s Dining Hall as they celebrate their 125<sup>th</sup> year and celebrate Hamline Church Dining Hall Day in the City of Falcon Heights. Governor Tim Walz is also expected to attend.

Mayor Gustafson wanted to make certain that everybody is staying cognizant of the fact that the speed limit on all Falcon Heights streets is 20 miles per hour unless otherwise noted, which would be Snelling and Larpenteur Avenue. Hoyt, which is shared with St. Paul, is 25 miles per hour. Mayor Gustafson stated that drivers should make sure to watch out for all of the additional pedestrians during this time.

Mayor Gustafson stated that after the fair it will be back to school. The buses will be rolling in the early morning hours. Everyone should make certain that their kids are paying attention, and drivers should be cautious.

City Administrator Jack Linehan reports:

**State Fair:**

City staff have been preparing for the fair. All City staff are involved in some function of getting ready for the fair. The public works department is making sure that all the no parking sections are marked. This year, the department made sure that every street with no parking has at least 3 signs per block: one at the beginning, one mid-block, and one end-block. Every street had the 3-sign minimum, besides one sign missing on Pascal between Idaho and California before the alley. They added an additional temporary no parking sign in that section to make clear to visitors where they can and can’t park. Staff have been reaching out to business and property owners to remind them of grass violations to make sure the City is beautiful and a welcoming environment so that people who are in Falcon Heights know that it is a nice community to visit. The Ramsey County Sheriff’s Office is providing supplemental assistance to the state fair police this year to make sure they meet their staffing levels. They will also be providing additional deputies in Falcon Heights patrolling the community as well as an additional traffic deputy who will be focused on parking issues. The Sheriff’s Office recommends that if residents notice suspicious activity or parking issues, they can call 911 or the non-emergency number at 651-767-0640. Both calls go to the same call taker, as all calls are treated the same and triaged accordingly.

**Police Consultant RFP:**

The police consultant RFP closed on August 15<sup>th</sup>, 2022. The City received 2 proposals from qualified consultants. A third proposal was anticipated, but it was a newly created consulting firm that didn’t have the internal capacity to offer the service to the City, so they bowed out. Reviewal will occur over the next few weeks. We are anticipating the September 7<sup>th</sup> 2022 budget workshop will also include a review of the submissions so the Council can review, see qualifications, and determine next steps. If there is a consensus and a favorite firm, or if we need to bring them in again, we can. Otherwise, we will probably do approval on the 14<sup>th</sup> or the 28<sup>th</sup>,

depending on how the contract negotiation goes. They would start working on the community focus groups sometime in the late fall and into the winter.

**Assistant to the City Administrator Position**

The City is still hiring for the Assistant to the City Administrator Position. Applications close on Friday, August 26<sup>th</sup>. The City has received some applications and is hoping to receive a few more. If anyone is interested in getting involved in government, this is a great position that covers all aspects of the City. It is an important role for the City. They do a lot of the licensing for the City and also manage the parks programs.

**Saint Paul Board of Water Commissioners**

The City, as part of their membership with St. Paul, gets one representative on the Board of Commissioners. It is a rotational board member, and it is Falcon Heights' turn. The term goes from 2020-2023. Jim Bykowski served the City for many years in that role, serving the previous two times for Falcon Heights. He has done a tremendous job for the City. He is currently stepping down and resigning from that role before his term ends in 2023. The City is starting to have that discussion of finding a replacement. It is an important role making sure that the City's water supply is safe, the infrastructure is maintained and that everybody has access to water.

Mayor Gustafson warned Kia and Hyundai owners about their theft issues and urged everyone to pay attention and keep their eyes open for suspicious activity during the State Fair. If medical assistance is needed, call 911.

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 14<sup>th</sup> day of September, 2022

  
\_\_\_\_\_  
Jack Linehan, City Administrator

  
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Randall C. Gustafson, Mayor

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## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	September 14, 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: 9/7/22 \$337,704.00 Payroll through: 8/31/22 \$46,737.27 Wire Payments through: 8/31/22 \$31,588.02
<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.

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-00295 AVR, INC						
I-260068		AVR, INC	1,147.50			
8/10/2022	APBNK	DUE: 8/10/2022 DISC: 8/10/2022 Sidewalk Repair - Iowa		1099: N 419 4419-92005-000	SIDEWALK IMPROVEMENTS	1,147.50
=== VENDOR TOTALS ===			1,147.50			
01-00897 BARTON SAND AND GRAVEL CO						
I-220731		BARTON SAND AND GRAVEL CO	175.00			
8/10/2022	APBNK	DUE: 8/10/2022 DISC: 8/10/2022 Concrete Disposal		1099: N 101 4132-87010-000	BOULEVARD MAINTENANCE	175.00
=== VENDOR TOTALS ===			175.00			
01-01039 BUGGS PEST CONTROL						
I-34216		BUGGS PEST CONTROL	96.64			
8/10/2022	APBNK	DUE: 8/10/2022 DISC: 8/10/2022 Pest Control		1099: N 101 4131-87010-000	CITY HALL MAINTENANCE	96.64
=== VENDOR TOTALS ===			96.64			
01-03110 CENTURY LINK						
I-202208108232		CENTURY LINK	73.49			
8/10/2022	APBNK	DUE: 8/10/2022 DISC: 8/10/2022 Landlines SS		1099: N 601 4601-85011-000	TELEPHONE - LANDLINE	73.49
=== VENDOR TOTALS ===			73.49			
01-03108 CERTIFIED LABORATORIES						
I-7874971		CERTIFIED LABORATORIES	169.90			
8/10/2022	APBNK	DUE: 8/10/2022 DISC: 8/10/2022 Wipes		1099: N 101 4131-70110-000	SUPPLIES	169.90
=== VENDOR TOTALS ===			169.90			
01-03138 CHERNUGAL, MATTHEW						
I-202208108233		CHERNUGAL, MATTHEW	10.50			
8/10/2022	APBNK	DUE: 8/10/2022 DISC: 8/10/2022 CD. Permit Reimbursement		1099: N 101 4132-70120-000	SUPPLIES	10.50
=== VENDOR TOTALS ===			10.50			

PACKET: 02577 AUGUST 10 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
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01-06290 CITY OF ROSEVILLE						
I-021134		CITY OF ROSEVILLE	3,179.49			
8/10/2022	APBNK	DUE: 8/10/2022 DISC: 8/10/2022 IT Support & Equipment Aug		1099: N 101 4116-85070-000	TECHNICAL SUPPORT	3,179.49
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I-231108		CITY OF ROSEVILLE	8,452.19			
8/10/2022	APBNK	DUE: 8/10/2022 DISC: 8/10/2022 Engineering June Engineering 2021 June Engineering 2023 June		1099: N 101 4133-80100-000 426 4426-80100-000 419 4419-80100-000	ENGINEERING SERVICES ENGINEERING ENGINEERING	871.38 1,097.08 6,483.73
=== VENDOR TOTALS ===			11,631.68			
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01-04000 EHLERS AND ASSOCIATES						
I-90723		EHLERS AND ASSOCIATES	750.00			
8/10/2022	APBNK	DUE: 8/10/2022 DISC: 8/10/2022 Annual Continuing Disclosure		1099: N 316 4316-94900-000	BOND FEES	750.00
=== VENDOR TOTALS ===			750.00			
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01-05235 JAN-PRO CLEANING SYSTEMS						
I-111473		JAN-PRO CLEANING SYSTEMS	450.00			
8/10/2022	APBNK	DUE: 8/10/2022 DISC: 8/10/2022 Janitorial Service Aug		1099: N 101 4131-87010-000	CITY HALL MAINTENANCE	450.00
=== VENDOR TOTALS ===			450.00			
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01-05058 JOSH JORDAN						
I-202208108234		JOSH JORDAN	446.40			
8/10/2022	APBNK	DUE: 8/10/2022 DISC: 8/10/2022 TKD Instructor 6/30 - 7/18		1099: Y 201 4201-87700-000	INSTRUCTOR-SPECIALTY CLA	446.40
=== VENDOR TOTALS ===			446.40			
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01-04570 JOSEPH, KATRINA E.						
I-126		JOSEPH, KATRINA E.	2,500.00			
8/10/2022	APBNK	DUE: 8/10/2022 DISC: 8/10/2022 Prosecutions July		1099: Y 101 4123-80200-000	LEGAL FEES	2,500.00
=== VENDOR TOTALS ===			2,500.00			

PACKET: 02577 AUGUST 10 PAYABLES  
 VENDOR SET: 01 City of Falcon Heights  
 SEQUENCE : ALPHABETIC  
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-----ID-----	POST DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-05440 LOFFLER COMPANIES, INC							
I-4105245	8/10/2022	APBNK	LOFFLER COMPANIES, INC DUE: 8/10/2022 DISC: 8/10/2022 Copier	95.45	1099: N 101 4112-87000-000	REPAIR OFFICE EQUIPMENT	95.45
=== VENDOR TOTALS ===				95.45			
01-05646 M-R SIGN COMPANY INC							
I-216910	8/10/2022	APBNK	M-R SIGN COMPANY INC DUE: 8/10/2022 DISC: 8/10/2022 City Signs	293.27	1099: N 101 4132-75100-000	STREET SIGNS	293.27
=== VENDOR TOTALS ===				293.27			
01-05670 METRO PRODUCTS INC							
I-168461	8/10/2022	APBNK	METRO PRODUCTS INC DUE: 8/10/2022 DISC: 8/10/2022 Washers and Ty Wraps	42.24	1099: N 101 4131-70110-000	SUPPLIES	42.24
=== VENDOR TOTALS ===				42.24			
01-05665 METROPOLITAN COUNCIL							
I-1143774	8/10/2022	APBNK	METROPOLITAN COUNCIL DUE: 8/10/2022 DISC: 8/10/2022 Waste Water Services Sept	40,389.49	1099: N 601 4601-85060-000	METRO SEWER CHARGES	40,389.49
=== VENDOR TOTALS ===				40,389.49			
01-05263 MID CITY SERVICES- INDUSTRIAL							
I-230990	8/10/2022	APBNK	MID CITY SERVICES- INDUSTRIAL DUE: 8/10/2022 DISC: 8/10/2022 Floor Mats Svc	61.69	1099: N 101 4131-97010-000	CITY HALL MAINTENANCE	61.69
=== VENDOR TOTALS ===				61.69			
01-05273 MN PUBLIC EMPLOYEES INSURANCE							
I-1214650	8/10/2022	APBNK	MN PUBLIC EMPLOYEES INSURANCE DUE: 8/10/2022 DISC: 8/10/2022 Health Insurance Aug	9,098.54	1099: N 101 4112-89000-000	MISCELLANEOUS	9,098.54
=== VENDOR TOTALS ===				9,098.54			



PACKET: 02577 AUGUST 10 PAYABLES  
 VENDOR SET: 01 City of Falcon Heights  
 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-05859 NEIS, ADRIAN J						
I-202208108235		NEIS, ADRIAN J	232.17			
8/10/2022	APBNK	DUE: 8/10/2022 DISC: 8/10/2022 Check Reissue		1099: N 101 4117-60520-000	PART TIME FIRE INSPECTOR	232.17
--- VENDOR TOTALS ---			232.17			
01-05973 NORTH SUBURBAN COMMUNICATIONS						
I-2022-520		NORTH SUBURBAN COMMUNICATIONS	2,910.44			
8/10/2022	APBNK	DUE: 8/10/2022 DISC: 8/10/2022 Q3 2022 Cooperative Svc to NSC		1099: N 101 4116-85050-000	CABLE TV	2,910.44
=== VENDOR TOTALS ===			2,910.44			
01-06053 OREILLY AUTO PARTS						
I-202208108236		OREILLY AUTO PARTS	31.46			
8/10/2022	APBNK	DUE: 8/10/2022 DISC: 8/10/2022 Hose Clamp for Dump Truck Air Compressor Choke Cable Shop Supplies - Remover		1099: N 101 4132-70120-000 101 4132-70120-000 101 4131-70110-000	SUPPLIES SUPPLIES SUPPLIES	13.65 5.82 11.99
--- VENDOR TOTALS ---			31.46			
01-05858 PAVEK, MEGAN						
I-202208108237		PAVEK, MEGAN	69.14			
8/10/2022	APBNK	DUE: 8/10/2022 DISC: 8/10/2022 Program Debrief Food		1099: N 101 4141-70100-000	SUPPLIES	69.14
=== VENDOR TOTALS ===			69.14			
01-06112 PIONEER PRESS						
I-722572540		PIONEER PRESS	69.56			
8/10/2022	APBNK	DUE: 8/10/2022 DISC: 8/10/2022 Legals		1099: N 101 4111-70410-000	LEGAL NOTICES	69.56
=== VENDOR TOTALS ===			69.56			
01-06115 TIMOTHY PITTMAN						
I-202208108238		TIMOTHY PITTMAN	40.00			
8/10/2022	APBNK	DUE: 8/10/2022 DISC: 8/10/2022 Mileage Reimbursement		1099: N 101 4112-86010-000	MILEAGE & PARKING	40.00

PACKET: 0257/ AUGUST 10 PAYABLES  
 VENDOR SET: 01 City of Falcon Heights  
 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
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01-06115	TIMOTHY PITTMAN	( ** CONTINUED ** )					
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I-202208108239		TIMOTHY PITTMAN	50.02				
8/10/2022	APBNK	DUE: 8/10/2022 DISC: 8/10/2022		1099: N			
		Election Judge Food Reimburse		101 4115-70100-000	SUPPLIES		50.02
=== VENDOR TOTALS ===			90.02				
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01-06184	RAMSEY COUNTY - POLICE AND 911						
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I-SHRFL-002084		RAMSEY COUNTY - POLICE AND 91	95,560.97				
8/10/2022	APBNK	DUE: 8/10/2022 DISC: 8/10/2022		1099: N			
		Law Enforcement Services Aug		101 4122-81000-000	POLICE SERVICES		95,560.97
=== VENDOR TOTALS ===			95,560.97				
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01-06314	REHDER FORESTRY CONSULTING						
-----							
I-280		REHDER FORESTRY CONSULTING	274.38				
8/10/2022	APBNK	DUE: 8/10/2022 DISC: 8/10/2022		1099: N			
		Forestry Consulting July		101 4134-80330-000	FORESTRY CONSULTANT		274.38
=== VENDOR TOTALS ===			274.38				
-----							
01-05870	XCEL ENERGY						
-----							
I-202208108240		XCEL ENERGY	2,895.48				
8/10/2022	APBNK	DUE: 8/10/2022 DISC: 8/10/2022		1099: N			
		Elect		101 4121-85020-000	ELECTRIC		36.53
		Elect		101 4131-85020-000	ELECTRIC		33.75
		Gas		101 4131-85030-000	NATURAL GAS		79.65
		Elect		101 4141-85020-000	ELECTRIC/GAS		34.21
		Elect		209 4209-85020-000	STREET LIGHTING POWER		75.27
		Elect		209 4209-85020-000	STREET LIGHTING POWER		3.77
		Elect		209 4209-85020-000	STREET LIGHTING POWER		80.93
		Elect		209 4209-85020-000	STREET LIGHTING POWER		18.28
		Elect		209 4209-85020-000	STREET LIGHTING POWER		17.10
		Elect		209 4209-85020-000	STREET LIGHTING POWER		2,498.89
		Elect		209 4209-85020-000	STREET LIGHTING POWER		17.10
=== VENDOR TOTALS ===			2,895.48				
=== PACKET TOTALS ===			169,565.41				

PACKET: 02579 Aug 17 Payables  
 VENDOR SET: 01 City of Falcon Heights  
 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

ID	BT DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
-----ID-----							
01	01	CAMPBELL KNUTSON					
I-297	8/17/2022	APBNK	CAMPBELL KNUTSON DUE: 8/17/2022 DISC: 8/17/2022 General Matters Legal July	396.00	1099: Y 101 4114-80200-000	LEGAL FEES	396.00
=== VENDOR TOTALS ===				396.00			
-----ID-----							
01-03110	CENTURY LINK						
I-202208178242	8/17/2022	APBNK	CENTURY LINK DUE: 8/17/2022 DISC: 8/17/2022 Landline Svc	64.43	1099: N 101 4141-85011-000	TELEPHONE - LANDLINE	64.43
=== VENDOR TOTALS ===				64.43			
-----ID-----							
01-04000	EHLERS AND ASSOCIATES						
I-91404	8/17/2022	APBNK	EHLERS AND ASSOCIATES DUE: 8/17/2022 DISC: 8/17/2022 1st Half Developer Payment	825.00	1099: N 414 4414-81900-000	OTHER PROFESSIONAL SERV1	825.00
I-91405	8/17/2022	APBNK	EHLERS AND ASSOCIATES DUE: 8/17/2022 DISC: 8/17/2022 Preparing TIF Reports	2,535.00	1099: N 414 4414-81900-000	OTHER PROFESSIONAL SERV1	2,535.00
=== VENDOR TOTALS ===				3,360.00			
-----ID-----							
01-06030	OLSON,ROLAND						
I-202208178241	8/17/2022	APBNK	OLSON,ROLAND DUE: 8/17/2022 DISC: 8/17/2022 Flex Payment Flex Payment Flex Payment	173.25	1099: N 101 21712-000 601 21712-000 602 21712-000	MEDICAL FLEX SAVINGS PAY MEDICAL FLEX SAVINGS PAY MEDICAL FLEX SAVINGS PAY	143.80 25.99 3.46
=== VENDOR TOTALS ===				173.25			
-----ID-----							
01-06024	ON SITE SANITATION						
I-1377931	8/17/2022	APBNK	ON SITE SANITATION DUE: 8/17/2022 DISC: 8/17/2022 Portable Toilets/Sanitizers	164.00	1099: N 601 4601-85080-000	PORTABLE TOILET PARKS	164.00
I-1377932	8/17/2022	APBNK	ON SITE SANITATION DUE: 8/17/2022 DISC: 8/17/2022 Portable Toilets/Sanitizers	165.00	1099: N 601 4601-85080-000	PORTABLE TOILET PARKS	165.00
=== VENDOR TOTALS ===				329.00			

PACKET: 02579 Aug 17 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
01-00184		RAMSEY COUNTY - POLICE AND 911					
I-EMCOM-010244		RAMSEY COUNTY - POLICE AND 91	2,401.44				
8/17/2022	APBNK	DUE: 8/17/2022 DISC: 8/17/2022 911 Dispatch July		1099: N 101 4122-81200-000	911 DISPATCH FEES		2,401.44
I-EMCOM-010261		RAMSEY COUNTY - POLICE AND 91	398.08				
8/17/2022	APBNK	DUE: 8/17/2022 DISC: 8/17/2022 CAD Services July		1099: N 101 4122-81200-000	911 DISPATCH FEES		398.08
=== VENDOR TOTALS ===			2,799.52				

01-06301 SAMS CLUB MC/SYNCB

I-202208178244		SAMS CLUB MC/SYNCB	1,618.47				
8/17/2022	APBNK	DUE: 8/17/2022 DISC: 8/17/2022		1099: N			
		PW Supplies		101 4131-70110-000	SUPPLIES		56.43
		Tent for Ice Cream Social		101 4116-89010-000	SPECIAL EVENTS		300.00
		Replacement Lens and Hood		101 4132-70120-000	SUPPLIES		83.54
		Pioneer Press Paper		101 4131-70110-000	SUPPLIES		16.00
		Zoom Virtual		101 4116-85040-000	VIRTUAL COMMUNICATIONS		220.11
		Ice Cream Social Supplies		101 4116-89010-000	SPECIAL EVENTS		54.51
		Pioneer Press Paper		101 4131-70110-000	SUPPLIES		16.00
		Foil		101 4112-70100-000	SUPPLIES		17.74
		City Hall Supplies		101 4112-70100-000	SUPPLIES		88.44
		Council Workshop Supplies		101 4111-70100-000	SUPPLIES		11.01
		Copy Paper		101 4112-70100-000	SUPPLIES		262.12
		Printer Toner Cartridge		101 4112-70100-000	SUPPLIES		132.61
		3-Hole Copy Paper		101 4112-70100-000	SUPPLIES		359.96
=== VENDOR TOTALS ===			1,618.47				

01 70 XCEL ENERGY

I-202208178243		XCEL ENERGY	72.82				
8/17/2022	APBNK	DUE: 8/17/2022 DISC: 8/17/2022		1099: N			
		Elect		101 4141-85020-000	ELECTRIC/GAS		34.54
		Elect		209 4209-85020-000	STREET LIGHTING POWER		21.18
		Elect		209 4209-85020-000	STREET LIGHTING POWER		17.10
=== VENDOR TOTALS ===			72.82				
=== PACKET TOTALS ===			8,813.49				

PACKET: 02581 AUGUST 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
=====						
01-06978	SCHIFSKY COMPANIES					

I-902		RESURFACE BASKETBALL COURT		20,040.00		
8/18/2022	APBNK	DUE: 8/18/2022 DISC: 8/18/2022			1099: N	
		RESURFACE BASKETBALL COURT			403 4403-91850-000 BASKETBALL COURT GROVE -	20,040.00
=== VENDOR TOTALS ===				20,040.00		
=== PACKET TOTALS ===				20,040.00		

EMP #	NAME	AMOUNT
0 006	JACK LINEHAN	3,141.07
01 1025	MEGAN E PAVEK	2,159.40
01-1026	BRENNAN J SORENSEN	1,466.17
01-1136	ROLAND O OLSON	3,266.48
01-2268	MATTHEW CHERNUGAL	1,222.64
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: 8 17,547.06

10-2022 9:10 AM PAYROLL CHECK REGISTER  
ROLL NO: 01 City of Falcon Heights

PAGE: 1  
PAYROLL DATE: 8/10/2022

P NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
	CHERNE, CHRISTOPHER D	R	8/10/2022	530.10	091565
62	LANDBERG, ALYSSA	R	8/10/2022	608.15	091566
18	MORETTO, PAUL A	R	8/10/2022	2,882.06	091567
84	NEIS, ADRIAN J	R	8/10/2022	160.96	091568
49	WASSON, LUKE D	R	8/10/2022	438.98	091569
72	STONE, MIA D	R	8/10/2022	138.52	091570
73	RILEY, LEILA E	R	8/10/2022	93.50	091571

8-10-2022 9:10 AM PAYROLL CHECK REGISTER  
PAYROLL NO: 01 City of Falcon Heights

PAGE: 2  
PAYROLL DATE: 8/10/2022

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

REGULAR CHECKS:	7	4,852.27
DIRECT DEPOSIT REGULAR CHECKS:	8	17,547.06
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	15	22,399.33

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

## WIRE PAYMENTS

Aug 15 payroll

Fed With	7,748.74
St With	1,415.25
Pera	4,458.47
ICMA	1,333.34
Child supp	<u>26.50</u>

14,982.30

PACKET: 02590 September 7 Payables  
 VENDOR SET: 01 City of Falcon Heights  
 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	F.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-00295 AVR, INC						
I-262627		AVR, INC	740.00			
9/07/2022	APBNK	DUE: 9/07/2022 DISC: 9/07/2022 Sidewalk Repair - Albert & Iowa		1099: N 419 4419-92005-000	SIDEWALK IMPROVEMENTS	740.00
=== VENDOR TOTALS ===			740.00			
01-00897 BARTON SAND AND GRAVEL CO						
T-220831		BARTON SAND AND GRAVEL CO	100.00			
9/07/2022	APBNK	DUE: 9/07/2022 DISC: 9/07/2022 Concrete Disposal		1099: N 101 4132-87010-000	BOULEVARD MAINTENANCE	100.00
=== VENDOR TOTALS ===			100.00			
01-03117 CITY OF LITTLE CANADA						
I-20270		CITY OF LITTLE CANADA	446.41			
9/07/2022	APBNK	DUE: 9/07/2022 DISC: 9/07/2022 2nd Qtr Inspector Mileage		1099: N 101 4117-81210-000	BUILDING INSPECTORS	446.41
=== VENDOR TOTALS ===			446.41			
01-06290 CITY OF ROSEVILLE						
I-231200		CITY OF ROSEVILLE	3,179.49			
9/07/2022	APBNK	DUE: 9/07/2022 DISC: 9/07/2022 IT Support & Equipment		1099: N 101 4116-85070-000	TECHNICAL SUPPORT	3,179.49
=== VENDOR TOTALS ===			3,179.49			
01-05352 SHAILA CUNNINGHAM						
I-202209078258		SHAILA CUNNINGHAM	564.00			
9/07/2022	APBNK	DUE: 9/07/2022 DISC: 9/07/2022 Yoga 6/6/22 - 8/29/22		1099: Y 201 4201-87700-000	INSTRUCTOR-SPECIALTY CLA	564.00
=== VENDOR TOTALS ===			564.00			
01-05235 JAN-PRO CLEANING SYSTEMS						
I-131170		JAN-PRO CLEANING SYSTEMS	450.00			
9/07/2022	APBNK	DUE: 9/07/2022 DISC: 9/07/2022 Janitorial Service Sept		1099: N 101 4131-87010-000	CITY HALL MAINTENANCE	450.00
=== VENDOR TOTALS ===			450.00			



PACKET: 02590 September 7 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
01-05058	JOSH JORDAN						
I-202209078259	JOSH JORDAN		446.40				
9/07/2022	APBNK	DUE: 9/07/2022 DISC: 9/07/2022 Tae Kwon Do 8/22 - 9/22		1099: Y 201 4201-87700-000	INSTRUCTOR-SPECIALTY CLA		446.40
=== VENDOR TOTALS ===			446.40				
01-05861	MAYDAY RESTORATION						
I-202209078260	MAYDAY RESTORATION		318.33				
9/07/2022	APBNK	DUE: 9/07/2022 DISC: 9/07/2022 Refund of Double Payment		1099: N 101 32210-000	BUILDING PERMITS		318.33
=== VENDOR TOTALS ===			318.33				
01-05665	METROPOLITAN COUNCIL						
I-1145125	METROPOLITAN COUNCIL		40,389.49				
9/07/2022	APBNK	DUE: 9/07/2022 DISC: 9/07/2022 Waste Water Services Oct		1099: N 601 4601-85060-000	METRO SEWER CHARGES		40,389.49
=== VENDOR TOTALS ===			40,389.49				
01-06002	NINENORTH						
I-2022-165	NINENORTH		683.66				
9/07/2022	APBNK	DUE: 9/07/2022 DISC: 9/07/2022 2 Municipal Meetings- Stream		1099: N 101 4116-85050-000	CABLE TV		683.66
=== VENDOR TOTALS ===			683.66				
01-06185	RAMSEY COUNTY						
I-PRRRV-001935	RAMSEY COUNTY		597.50				
9/07/2022	APBNK	DUE: 9/07/2022 DISC: 9/07/2022 Special Assessments 2022 Special Assessments 2022		1099: N 316 4316-94900-000 BOND FEES 313 4313-94900-000 BOND FEES			59.21 538.29
=== VENDOR TOTALS ===			597.50				
01-06184	RAMSEY COUNTY - POLICE AND 911						
I-SHRFL-002091	RAMSEY COUNTY - POLICE AND 91		95,560.97				
9/07/2022	APBNK	DUE: 9/07/2022 DISC: 9/07/2022 Law Enforcement Services Sept		1099: N 101 4122-81000-000	POLICE SERVICES		95,560.97
=== VENDOR TOTALS ===			95,560.97				

PACKET: 02590 September 7 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
01-05374 TENNIS SANITATION LLC						
I-3367309		TENNIS SANITATION LLC	7,458.75			
9/07/2022	APBNK	DUE: 9/07/2022 DISC: 9/07/2022 Recycling-SFD&MFD FH		1099: N 206 4206-82030-000	RECYCLING CONTRACTS	7,458.75
I-3367310		TENNIS SANITATION LLC	66.50			
9/07/2022	APBNK	DUE: 9/07/2022 DISC: 9/07/2022 Recycling Ramsey Cty SWMT&CEC		1099: N 101 4131-87010-000	CTTY HALL MAINTENANCE	66.50
=== VENDOR TOTALS ===			7,525.25			
01-05737 VERIZON WIRELESS						
I-9914259672		VERIZON WIRELESS	53.36			
9/07/2022	APBNK	DUE: 9/07/2022 DISC: 9/07/2022 Cell Phones to August 23		1099: N 101 4131-85015-000	CELL PHONE	53.36
=== VENDOR TOTALS ===			53.36			
01-05870 XCEL ENERGY						
I-202209078261		XCEL ENERGY	105.10			
9/07/2022	APBNK	DUE: 9/07/2022 DISC: 9/07/2022 Elect		1099: N 101 4121-85020-000	ELECTRIC	36.34
		ElecL		101 4141-85020-000	ELECTRIC/GAS	34.56
		Elect		209 4209-85020-000	STREET LIGHTING POWER	17.10
		Elect		209 4209-85020-000	STREET LIGHTING POWER	17.10
=== VENDOR TOTALS ===			105.10			
=== PACKET TOTALS ===			151,159.96			

PACKET: 02588 August 31 Payables  
VENDOR SET: 01 City of Falcon Heights  
SEQUENCE : ALPHABETIC  
DUE TO/FROM ACCOUNTS SUPPRESSED

ID	DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
01-0528		ALLSTREAM					
I-18716242	8/31/2022	APBNK	ALLSTREAM DUE: 8/31/2022 DISC: 8/31/2022 Emergency Landline CH	47.62	1099: N 101 4116-85010-000	TELEPHONE	47.62
=== VENDOR TOTALS ===				47.62			
01-05860		AME RED-E-MIX					
I-142386	8/31/2022	APBNK	AME RED-E-MIX DUE: 8/31/2022 DISC: 8/31/2022 Concrete for Sidewalks	1,111.25	1099: N 419 4419-92005-000	SIDEWALK IMPROVEMENTS	1,111.25
=== VENDOR TOTALS ===				1,111.25			
01-00875		BHE COMMUNITY SOLAR, LLC					
I-202208318253	8/31/2022	APBNK	BHE COMMUNITY SOLAR, LLC DUE: 8/31/2022 DISC: 8/31/2022 Solar Garden Elect July	1,453.83	1099: N 101 4131-85025-000	SOLAR ELECTRIC	1,453.83
=== VENDOR TOTALS ===				1,453.83			
01-05422		BP					
I-202208318256	8/31/2022	APBNK	BP DUE: 8/31/2022 DISC: 8/31/2022 Fuel Fuel	1,549.24	1099: N 101 4132-74000-000 602 4602-74000-000	MOTOR FUEL & LUBRICANTS FUEL & LUBRICANTS	1,105.11 444.13
=== VENDOR TOTALS ===				1,549.24			
01		CITY OF ST PAUL					
I-IN50668	8/31/2022	APBNK	CITY OF ST PAUL DUE: 8/31/2022 DISC: 8/31/2022 Elect Usage Jan - June	365.22	1099: N 209 4209-85020-000	STREET LIGHTING POWER	365.22
=== VENDOR TOTALS ===				365.22			
01-05045		GRUBER'S POWER EQUIPMENT					
I-01-18891	8/31/2022	APBNK	GRUBER'S POWER EQUIPMENT DUE: 8/31/2022 DISC: 8/31/2022 JDC Blade	219.42	1099: N 101 4132-70120-000	SUPPLIES	219.42
=== VENDOR TOTALS ===				219.42			

POST DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
-----ID-----						
01 .53 HOME DEPOT CRC/GECF						
I-202208318254		HOME DEPOT CRC/GECF	169.49			
8/31/2022	APBNK	DUE: 8/31/2022 DISC: 8/31/2022		1099: N		
		Paint and Brushes		101 4131-70110-000	SUPPLIES	29.44
		Grade Stakes		419 4419-92005-000	SIDEWALK IMPROVEMENTS	67.70
		Trowel, Broom & Mason Line		101 4131-70110-000	SUPPLIES	72.35
=== VENDOR TOTALS ===			169.49			
-----ID-----						
01-05582 MENARDS						
I-1643655030		MENARDS	195.56			
8/31/2022	APBNK	DUE: 8/31/2022 DISC: 8/31/2022		1099: N		
		Engine Oil		101 4132-74000-000	MOTOR FUEL & LUBRICANTS	151.92
		Chalk, Level & Chalk Reel		101 4131-70110-000	SUPPLIES	43.64
=== VENDOR TOTALS ===			195.56			
-----ID-----						
01-06030 OLSON,ROLAND						
I-202208318257		OLSON,ROLAND	32.25			
8/31/2022	APBNK	DUE: 8/31/2022 DISC: 8/31/2022		1099: N		
		Mileage Reimbursement Aug		101 4113-86010-000	MILEAGE	32.25
=== VENDOR TOTALS ===			32.25			
-----ID-----						
01-06185 RAMSEY COUNTY						
I-PUBW-019862		RAMSEY COUNTY	48.45			
8/31/2022	APBNK	DUE: 8/31/2022 DISC: 8/31/2022		1099: N		
		5 Gallon Pail of Paint		101 4131-70110-000	SUPPLIES	48.45
-----ID-----						
I-SK-002190		RAMSEY COUNTY	950.51			
8/31/2022	APBNK	DUE: 8/31/2022 DISC: 8/31/2022		1099: N		
		Insurance/HR Admin Fee		101 4112-89000-000	MISCELLANEOUS	950.51
=== VENDOR TOTALS ===			998.96			
-----ID-----						
01-06581 TRI-STATE BOBCAT INC						
I-A07778		TRI-STATE BOBCAT INC	194.00			
8/31/2022	APBNK	DUE: 8/31/2022 DISC: 8/31/2022		1099: N		
		24" Extension		101 4132-70120-000	SUPPLIES	194.00
-----ID-----						
I-E33504		TRI-STATE BOBCAT INC	201.25			
8/31/2022	APBNK	DUE: 8/31/2022 DISC: 8/31/2022		1099: N		
		Teleboom Rental		403 4403-91850-000	BASKETBALL COURT GROVE -	201.25
=== VENDOR TOTALS ===			395.25			

8/31/2022 10:47 AM

A/P Regular Open Item Register

PAGE: 3

PACKET: 02588 August 31 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
01	.70	XCEL ENERGY				
<hr/>						
I-202208318255		XCEL ENERGY	48.40			
8/31/2022	APBNK	DUE: 8/31/2022 DISC: 8/31/2022		1099: N		
		Elect		101 4121-85020-000	ELECTRIC	27.28
		Elect		101 4141-85020-000	ELECTRIC/GAS	21.12
		=== VENDOR TOTALS ===	48.40			
		=== PACKET TOTALS ===	6,586.49			

PACKET: U2586 Regular Payables  
 VENDOR SET: 01 City of Falcon Heights  
 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			CROSS	P.O. #			
INVT DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
01-0095 AVR, INC							
I-261381		AVR, INC	1,220.00				
8/25/2022	APBNK	DUE: 8/25/2022 DISC: 8/25/2022 Sidewalk Repair - Idaho&Pascal		1099: N 419 4419-92005-000	SIDEWALK IMPROVEMENTS		1,220.00
=== VENDOR TOTALS ===			1,220.00				
01-00900 BEISSWENGER'S							
I-626929		BEISSWENGER'S	69.98				
8/25/2022	APBNK	DUE: 8/25/2022 DISC: 8/25/2022 Trimmer Parts		1099: N 101 4131-70110-000	SUPPLIES		69.98
=== VENDOR TOTALS ===			69.98				
01-03103 CANON FINANCIAL SERVICES							
I-202208258251		CANON FINANCIAL SERVICES	122.39				
8/25/2022	APBNK	DUE: 8/25/2022 DISC: 8/25/2022 Copier Charge August		1099: N 101 4131-87010-000	CITY HALL MAINTENANCE		122.39
=== VENDOR TOTALS ===			122.39				
01-06290 CITY OF ROSEVILLE							
I-231182		CITY OF ROSEVILLE	12,091.61				
8/25/2022	APBNK	DUE: 8/25/2022 DISC: 8/25/2022 Engineering July Engineering 2021 July Engineering 2023 July		1099: N 101 4133-80100-000 426 4426-80100-000 419 4419-80100-000	ENGINEERING SERVICES ENGINEERING ENGINEERING		194.41 331.17 11,566.03
--- VENDOR TOTALS ---			12,091.61				
01-00724 DISTRICT 10 COMO COMMUNITY COU							
I-20220817		DISTRICT 10 COMO COMMUNITY CO	400.00				
8/25/2022	APBNK	DUE: 8/25/2022 DISC: 8/25/2022 State Fairgrounds Trash Drop		1099: N 206 4206-89010-000	CLEANUPDAY/EVENTS/ORG CO		400.00
=== VENDOR TOTALS ===			400.00				
01-05171 FRA DOR TNC							
I-2208039		FRA DOR INC	61.20				
8/25/2022	APBNK	DUE: 8/25/2022 DISC: 8/25/2022 Black Dirt		1099: N 419 4419-92000-000	OTHER IMPROVEMENTS		61.20
=== VENDOR TOTALS ===			61.20				

8/25/2022 2:01 PM

A/P Regular Open Item Register

PACKET: 02586 Regular 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
01-0538	GRANICUS						
I-155083		GRANICUS	4,243.60				
8/25/2022	APBNK	DUE: 8/25/2022 DISC: 8/25/2022		1099: N			
		Website Maintenance & Hosting		101 4116-85060-000	WEB SITE		4,243.60
		=== VENDOR TOTALS ===	4,243.60				
01-05443	WARNERS STELLIAN						
I-202208258252		WARNERS STELLIAN	879.99				
8/25/2022	APBNK	DUE: 8/25/2022 DISC: 8/25/2022		1099: N			
		Refrigerator for City Hall		101 4131-70110-000	SUPPLIES		879.99
		=== VENDOR TOTALS ===	879.99				
		=== PACKET TOTALS ===	19,088.77				

PACKET: 02584 August 25 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-----							
01	97		BARTON SAND AND GRAVEL CO				
I-220815	8/25/2022	APBNK	BARTON SAND AND GRAVEL CO Concrete Disposal	200.00	1099: N 101 4132-87010-000	BOULEVARD MAINTENANCE	200.00
=== VENDOR TOTALS ===				200.00			
-----							
01-03089			CASH				
I-202208258250	8/25/2022	APBNK	CASH Council Workshop Supplies Certified Mail	11.66	1099: N 101 4112-70100-000 101 4112-70500-000	SUPPLIES POSTAGE	3.57 8.09
=== VENDOR TOTALS ===				11.66			
-----							
01-05856			LINEHAN, JACK				
I-202208258246	8/25/2022	APBNK	LINEHAN, JACK Flex Reimbursement Flex Reimbursement Flex Reimbursement Flex Reimbursement	294.00	1099: N 101 21712-000 206 21714-000 601 21714-000 602 21714-000	MEDICAL FLEX SAVINGS PAY HSA FLEX PAYABLE CHILD CARE STATE PAYABLE CHLD CARE STATE PAYABLE	258.72 14.70 11.76 8.82
=== VENDOR TOTALS ===				294.00			
-----							
01 05263			MID CITY SERVICES INDUSTRIAL				
I-232420	8/25/2022	APBNK	MID CITY SERVICES- INDUSTRIAL Floor Mats Svc	61.69	1099: N 101 4131-87010-000	CITY HALL MAINTENANCE	61.69
=== VENDOR TOTALS ===				61.69			
-----							
01-05843			MN NCPERS LIFE INSURANCE				
I-458800092022	8/25/2022	APBNK	MN NCPERS LIFE INSURANCE 2022 Life Insurance September 2022 Life Insurance September 2022 Life Insurance September 2022 Life Insurance September	48.00	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: 02584 August 25 Payables  
VENDOR SET: 01 City of Falcon Heights  
SEQUENCE : ALPHABETIC  
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----				GROSS	P.O. #		
ST DATE	BANK CODE	-----DESCRIPTION-----		DTSCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION

01	030	OLSON,ROLAND					
I-202208258247			OLSON,ROLAND	76.00			
8/25/2022	APBNK	DUE: 8/25/2022 DISC: 8/25/2022			1099: N		
		Flex Payment			101 21712-000	MEDICAL FLEX SAVINGS PAY	63.08
		Flex Payment			601 21712-000	MEDICAL FLEX SAVINGS PAY	11.40
		Flex Payment			602 21712-000	MEDICAL FLEX SAVINGS PAY	1.52
=== VENDOR TOTALS ===				76.00			

01-06301 SAMS CLUB MC/SYNCB

I-202208258248			SAMS CLUB MC/SYNCB	1,618.47			
8/25/2022	APBNK	DUE: 8/25/2022 DISC: 8/25/2022			1099: N		
		Supplies			101 4131-70110-000	SUPPLIES	56.43
		Tent for Ice Cream Social			101 4116-89010-000	SPECIAL EVENTS	300.00
		Replacement Lens and Hood			101 4132-70120-000	SUPPLIES	83.54
		Pioneer Press Paper			101 4131-70110-000	SUPPLIES	16.00
		Zoom Virtual			101 4116-85040-000	VIRTUAL COMMUNICATIONS	220.11
		Ice Cream Social Supplies			101 4116-89010-000	SPECIAL EVENTS	54.51
		Pioneer Press Paper			101 4131-70110-000	SUPPLIES	16.00
		Foil			101 4112-70100-000	SUPPLIES	17.74
		City Hall Supplies			101 4112-70100-000	SUPPLIES	88.44
		Council Workshop Supplies			101 4111-70100-000	SUPPLIES	11.01
		Copy Paper			101 4112-70100-000	SUPPLIES	262.12
		Printer Toner Cartridge			101 4112-70100-000	SUPPLIES	132.61
		3-Hole Copy Paper			101 4112-70100-000	SUPPLIES	359.96
=== VENDOR TOTALS ===				1,618.47			

01-00935 ST PAUL REGIONAL WATER SERVICE

I-202208258249			ST PAUL REGIONAL WATER SERVIC	140.06			
8/25/2022	APBNK	DUE: 8/25/2022 DISC: 8/25/2022			1099: N		
		City Hall Water			101 4131-85040-000	WATER	78.54
		City Hall SS			601 4601-85070-000	SAC CHARGES AND SS CHARG	16.83
		Community Park Water			101 4141-85040-000	WATER	32.61
		Community Park Water SS			601 4601-85070-000	SAC CHARGES AND SS CHARG	12.08
=== VENDOR TOTALS ===				140.06			
=== PACKET TOTALS ===				2,449.88			

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	3,141.07
-1025	MEGAN E PAVEK	2,532.94
-1026	BRENNAN J SORENSEN	1,466.17
-1136	ROLAND O OLSON	3,028.13
-2268	MATTHEW CHERNUGAL	1,260.20
-1030	TIMOTHY J PITTMAN	2,368.47
-1033	DAVE TRETSVEN	1,861.53
-1143	COLIN B CALLAHAN	2,061.30

TAL PRINTED: 13 19,057.07

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
1050	CHERNE, CHRISTOPHER D	R	8/24/2022	439.38	091607
1162	LANDBERG, ALYSSA	R	8/24/2022	585.26	091608
1018	MORETTO, PAUL A	R	8/24/2022	3,837.69	091609
1184	NEIS, ADRIAN J	R	8/24/2022	289.25	091610
1179	PITTMAN, JUSTIN J	R	8/24/2022	129.29	091611

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

REGULAR CHECKS:	5	5,280.87
DIRECT DEPOSIT REGULAR CHECKS:	13	19,057.07
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	18	24,337.94

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

## WIRE PAYMENTS

Aug 31 Payroll

Fed With	8,962.06
St With	1,655.13
Pera	4,628.76
ICMA	1,333.34
Child supp	<u>26.50</u>

16,605.79

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*The City That Soars!*

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	September 14, 2022
<b>Agenda Item</b>	Consent G2
<b>Attachments</b>	Lauderdale Plowing Map, Lauderdale Plowing Agreement, Snow and Ice Control
<b>Submitted By</b>	Jack Linehan, City Administrator

<b>Item</b>	Lauderdale Plowing Proposal
<b>Description</b>	<p>The City of Lauderdale has reached out to the City of Falcon Heights to see if we could provide plowing services for our neighboring community. Ramsey County, who once plowed both Lauderdale and Falcon Heights, has indicated to Lauderdale that they will not be able to offer plowing services for the 2022 season.</p> <p>Staff has reviewed the requirements with Lauderdale, and we believe it is well within our capacity to provide plowing services. The proposed contract accounts for labor, equipment, salt, depreciation and overhead costs associated with providing the service. Unlike the previous fire contract, Lauderdale will not be asked to participate in capital equipment purchases as that cost is built in to the contract.</p> <p>Lauderdale is understanding that the priority of plowing would be that the West Plow would finish routes in Falcon Heights (University Grove / Falcon Woods / Lindig / Tatum) before beginning in Lauderdale.</p> <p>Lauderdale Public Works would be responsible for any sidewalk, clean up, or other services.</p>
<b>Budget Impact</b>	The contract would bring unanticipated revenue in 2022. The proposed starting fee for services will be \$24,300, with an annual increase of 2.5% or CPI, whichever is greater.
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Lauderdale Plowing Agreement</li> <li>• Lauderdale Plowing Map</li> </ul>
<b>Action(s) Requested</b>	Approve the attached agreement with Lauderdale to provide snow plowing services for the community.

**CONTRACT AGREEMENT  
FOR SNOW REMOVAL SERVICES**

THIS AGREEMENT is made as of the 14<sup>th</sup> day of ~~August~~ <sup>September</sup>, 2022 by and between the city of Falcon Heights, a Minnesota municipal corporation ("Falcon Heights") and the city of Lauderdale, a Minnesota municipal corporation ("Lauderdale").

Lauderdale wishes to contract with Falcon Heights to provide snow plowing services on the public streets and places within Lauderdale. Falcon Heights wishes to provide such service for Lauderdale. Lauderdale and Falcon Heights enter into this Agreement to set out the terms and conditions of this arrangement.

1. **FALCON HEIGHTS' DUTIES.** Falcon Heights shall remove snow and ice from Lauderdale streets and public places, as identified in Exhibit A. Falcon Heights shall complete plowing of Lauderdale streets as specified in Exhibit B: Administrative Manual Section VII: Snow and Ice Control (hereinafter "the Services").

2. **FALCON HEIGHTS' UNDERSTANDINGS.**

A. Falcon Heights has the resources and ability to provide the Services.

B. The use of subcontractors to perform the Services must receive written approval from the Lauderdale City Administrator before any work is commenced. If the Lauderdale City Administrator approves the use of a subcontractor and Falcon Heights uses a subcontractor, Falcon Heights agrees to pay the subcontractor within 10 days of the receipt of payment from Lauderdale for undisputed services provided by the subcontractor and Falcon Heights agrees to pay the subcontractor interest of 1½% per month on any undisputed amount not paid to the subcontractor within said 10-day period in accordance with Minnesota Statutes 471.425, Subd. 4a.

C. Falcon Heights agrees that ordering and storage of salt used to perform the Services is its responsibility and that no salt will be stored in Lauderdale unless authorized in advance by the Lauderdale City Administrator.

D. The Lauderdale City Administrator will notify the Falcon Heights City Administrator if any aspect of the Services performed by Falcon Heights is unsatisfactory and the parties will attempt to work out a solution to Lauderdale's satisfaction. If a satisfactory solution is not reached, Lauderdale may terminate the contract pursuant to the terms in clause 7 of this Agreement.

3. **INSURANCE.** Falcon Heights shall carry liability insurance in the amount of at least \$1,500,000. Lauderdale shall be named as an additional insured on Falcon Height's policy and Falcon Heights shall provide Lauderdale with a certificate of said insurance. Falcon Height shall carry Workers' Compensation Insurance as required by Minnesota Statutes, Section 176.181, Subd. 2 and further agrees to provide a certificate of said insurance to Lauderdale. A policy

issued by the League of Minnesota Cities Insurance Trust shall be deemed acceptable insurance coverage for the purposes of this Agreement so long as it provides both liability and workers' compensation coverages. The limits of liability for Lauderdale and Falcon Heights may not be added together to determine the maximum amount of liability for either party.

**4. INDEMNIFICATION.** Falcon Heights shall (and shall cause any subcontractor to) defend, indemnify and save harmless Lauderdale, its officers, elected officials, employees and agents from and against all losses, claims, demands, payments, suits, actions, recoveries and judgments of every nature, including those based upon negligence or strict liability in tort, and including those brought for property damage, bodily injury or death, by reason of any act or omission by Falcon Heights, its subcontractors, agents, employees, or anyone else it controls or exercises control over, in the performance of the Services or otherwise arising out of or relating to the Falcon Height's work or performance under this Agreement. Falcon Heights understands and agrees that the obligation to indemnify Lauderdale under this Agreement is not limited to, or affected by the amount of insurance obtained and carried by Falcon Heights in connection with this Agreement. This obligation of Falcon Heights to indemnify Lauderdale shall survive termination of this Agreement. Nothing in this Agreement shall constitute a waiver or limitation of any immunity or limitation on liability to which Lauderdale is entitled under Minnesota Statutes, Chapter 466 or otherwise.

**5. INDEPENDENT CONTRACTOR.** All Services provided pursuant to this Agreement shall be provided by Falcon Heights as an independent contractor and not as an employee of Lauderdale for any purpose. Any and all officers, employees, subcontractors, and agents of Falcon Heights, or any other person engaged by Falcon Heights in the performance of the Services, shall not be considered employees of Lauderdale. Any and all actions which arise as a consequence of any act or omission on the part of Falcon Heights, its officers, employees, subcontractors, or agents, or other persons engaged by Falcon Heights in the performance of Services pursuant to this Agreement shall not be the obligation or responsibility of Lauderdale. Falcon Heights, its officers, employees, subcontractors, or agents shall not be entitled to any of the rights, privileges, or benefits of Lauderdale's employees, except as otherwise stated herein.

**6. TERM.** The term of this Agreement shall commence on October 1, 2022 and end on April 30, 2026.

**7. TERMINATION.** In the event of willful failure or neglect by Falcon Heights or its employees or agents to comply with the prescribed terms and conditions contained in the Agreement, or any applicable laws, ordinances, restrictions and regulations, or if Falcon Heights fails to perform the Services under this Agreement to the satisfaction of Lauderdale, this Agreement may be terminated by Lauderdale upon delivery of 60 days written notice to Falcon Heights. Conditions that may merit termination are in Lauderdale's sole discretion. In the event of nonpayment by Lauderdale or material breach by Lauderdale, this Agreement may be terminated by Falcon Heights with 60 days written notice. Either party may terminate this Agreement without cause upon one years' written notice to the other party.

**8. PAYMENT.** Lauderdale agrees to pay Falcon Heights according to the compensation chart set forth in Exhibit C. Payment shall be made with such frequency as the parties may agree

from time to time but no more than monthly. Lauderdale will pay all uncontested invoices in the same manner as other claims submitted to Lauderdale and in accordance with state law.

**9. NOTICES.** All notices required to be given by either party pursuant to this Agreement shall be in writing and sent to the other party at the following addresses:

To Falcon Heights: City of Falcon Heights  
Attention: City Administrator  
2077 Larpenteur Ave W  
Falcon Heights, MN 55113

To Lauderdale: City of Lauderdale  
Attention: City Administrator  
1891 Walnut Street  
Lauderdale, MN 55113

All notices shall be deemed received when delivered, if hand-delivered, or three business days after deposit with the United States Postal Service, postage prepaid. Notices by email alone are not sufficient. The addresses for notices may be changed by the parties from time to time by delivery of written notice to the other party as provided herein.

**10. HEADINGS AND CAPTIONS.** The headings and captions of sections and paragraphs are for purposes of convenience of reference only and shall not be used to construe the meaning of any provision contained in this Agreement.

**11. VALIDITY; SEVERABILITY.** The provisions of this Agreement are severable. If any provision or provisions of this Agreement shall be held to be invalid, illegal or otherwise unenforceable, the validity, legality and enforceability of the remaining provisions shall not be affected or impaired.

**12. ENTIRE AGREEMENT; AMENDMENT.** This Agreement and any attached exhibits constitute the entire agreement between Falcon Heights and Lauderdale and supersede any and all other written or oral agreements between the parties. This Agreement may be modified or amended only by written agreement signed by Falcon Heights and Lauderdale.

**13. THIRD PARTY RIGHTS.** The parties to this Agreement do not intend to confer on any third party any rights under this Agreement.

**14. DATA PRACTICES.** Data provided, produced or obtained under this Agreement shall be administered in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. Falcon Heights will immediately report to Lauderdale any requests from third parties for information relating to this Agreement. Falcon Heights agrees to promptly respond to inquiries from Lauderdale concerning data requests.



15. **AUDIT.** Falcon Heights must allow Lauderdale, or its duly authorized agents, and the state auditor or legislative auditor reasonable access to Falcon Heights' books, records, documents, and accounting procedures and practices that are pertinent to all Services provided under this Agreement for a minimum of six years from the termination of this Agreement.

16. **WAIVER.** Any waiver by either party of a breach of any provision of this Agreement will not affect, in any respect, the validity of the remainder of this Agreement.

17. **NO ASSIGNMENT.** Except as expressly detailed in section 2 regarding the use of subcontractors by Falcon Heights, this Agreement may not be assigned by either party without the written consent of the other party.

18. **COMPLIANCE WITH LAWS.** Falcon Heights shall exercise due professional care to comply with applicable federal, state and local laws, rules, ordinances and regulations in effect as of the date Falcon Heights agrees to provide the applicable services.

19. **APPLICABLE LAW.** This Agreement will be governed and construed in accordance with the laws of the State of Minnesota.

**IN WITNESS WHEREOF**, the parties have executed this Agreement effective as of the date first written above.

**City of Falcon Heights**

By:   
\_\_\_\_\_  
Mayor Randy Gustafson

Attest:   
\_\_\_\_\_  
Jack Linchan, City Administrator

**City of Lauderdale**

By:   
\_\_\_\_\_  
Mayor Mary Gaasch

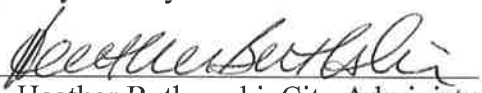
Attest:   
\_\_\_\_\_  
Heather Butkowski, City Administrator

EXHIBIT A

Map of Lauderdale Streets to be Plowed



PLOWING LENGTH = 27,180 LF

STREETS TO PLOW  
 CITY OF LAUDERDALE  
 PLOWING MAP

FIGURE 1



DATE 06/28/22      PROJ. NO. 193801702

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EXHIBIT B

Guidelines for Snow and Ice Control

Exhibit C: Pricing

<b>Budget</b>					
	<b>2022</b>	<b>2023*</b>	<b>2024*</b>	<b>2025*</b>	<b>2026*</b>
<i>*Annual CPI for Minneapolis-St. Paul-Bloomington area or 2.5%, whichever is greater</i>	\$ 24,300	\$ 24,908	\$ 25,530	\$ 26,168	\$ 26,823



## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	September 14, 2022
<b>Agenda Item</b>	Consent G3
<b>Attachment</b>	Amended Policy
<b>Submitted By</b>	Jack Linehan, City Administrator

<b>Item</b>	Amendment to Administrative Manual Regarding Guidelines for Snow and Ice Control
<b>Description</b>	<p>Following the Lauderdale approval, the City will need to update our Snow and Ice Control policy of the Administrative Manual. The policy was last updated in February 2020.</p> <p>Additionally, at the August 3<sup>rd</sup> workshop the City Council discussed the practice of staff performing sidewalk snow removal along the residential portions of Larpenteur Avenue, as well as portions of Garden Avenue (if constructed). Approval of an updated paths and sidewalks map will occur this fall once a decision on the Garden Avenue sidewalk has been made.</p> <p>The proposed changes to the policy include:</p> <ul style="list-style-type: none"> <li>• Including Lauderdale as part of the plowing responsibilities of the City.</li> <li>• Assigning Lauderdale responsibilities to the West Plow</li> <li>• Referencing additional sidewalks to be plowed in the Paths and Sidewalks Map</li> </ul>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Amended policy</li> </ul>
<b>Action(s) Requested</b>	Staff recommend approving the amended policy, and waiting on approval of the paths and sidewalks policy until this fall.

## Administrative Manual Section VII

### **D. GUIDELINES FOR SNOW AND ICE CONTROL**

#### **1. Introduction**

The City of Falcon Heights believes that it is in the best interest of the public for the city to assume basic responsibility for control of snow and ice on city streets. Reasonable ice and snow control is necessary for routine travel and emergency services. The city will provide this in a safe and cost effective manner, keeping in mind safety, budget, personnel and environmental concerns. City crews remove snow on local streets, streets designated by contract within the City of Lauderdale, some public pathways, designated city parking lots at City Hall, Community Park and Curtiss Field, and ice rinks.

#### **2. Commencement of Operations**

The city's Public Works Director will decide when to begin snow or ice control operations on city streets. The criteria for that decision are:

- a. Accumulation of 2 inches or more, with continual snowfall, warrants commencement of plowing operations;
- b. Drifting of snow may warrant partial or full operations depending on conditions;
- c. Icing of pavements may warrant partial or full sanding operation depending on conditions;
- d. Time of snowfall in relationship to anticipated level of use of streets.

Snow and ice control operations are expensive due to personnel and equipment costs. Consequently, street snowplowing operations will not generally be conducted for snowfalls of less than 2 inches.

#### **3. Procedures**

Snow will be plowed in a manner so as to minimize any traffic obstructions. The snow shall be pushed from left to right. The discharge shall go onto the boulevard area of the right-of-way without regard for driveways or sidewalks.

It is the city's goal to have the entire street system cleared after a "typical" snowfall in approximately 5 hours. Depending on snowfall conditions, duration of the storm, equipment and personnel, cleanup operations can fluctuate.

One of the most frequent and most irritable problems in removal of snow from the public streets is the snow deposited in driveways during plowing operations. Snow being accumulated on the plow blade has no place to go but in the driveway. It is not possible to comply with special requests or conduct special maneuvers in attempt to minimize snow in driveways.

**4. Priorities and Schedules**

a. Street snowplowing

The city has designated Prior Ave. (off of Larpenteur Ave.) and Garden Ave. (Hamline to Snelling Aves.) as top priorities. This classification is based on need to provide access for emergency vehicle fire and medical services and for access to the elementary school. Clearing of these streets is followed by the following neighborhoods subject to weather conditions, weather forecasts, equipment, and availability of crews.

Typical routes if equipment and crews are available:

East Plow

1. Northome
2. Northeast
3. Snelling West
4. Hollywood Court

West Plow

1. University Grove
2. Falcon Woods
3. Lindig/Tatum
4. Lauderdale

b. City Hall parking lot

Clearing of snow from the city hall parking lot will be the first priority of the work week day for the Parks/Public Works staff. Evening and weekend snow removal will be done at the discretion of the Public Works Director based on scheduled meetings and facility rentals.

c. Public pathways

There are approximately 6 miles of paved public pathways for commuter and recreational pedestrian use. The city will plow all trails and sidewalks that abut city property and parks as conditions permit, as well as the areas along Larpenteur Avenue that are zoned Residential as indicated on the map in Appendix A. Conditions that challenge the crews ability to clear snow include: 1) recurring snowfalls resulting in snow accumulation; 2) drifting; 3) limited space for snow storage and 4) availability and condition of the equipment. Pathway clearing is conducted by the Parks/Public Works staff between 8:00 am and 4:00 pm. A map of sidewalks and trails in included as Appendix A to these guidelines.



d. Ice Skating Rinks

Ice rinks are maintained for the recreational pleasure of the community. Given the high level of community use of the rinks outside of the traditional workday and workweek, rinks are kept free of snow and open for use during these times. Removal of snow from the ice rinks will be done at the discretion of the Public Works Director. Generally, if a “weekend” snowfall should occur and cease prior to noon Sunday, an attempt will be made to clear the rinks and make them available for the weekend. Generally, if a “weekday” snowfall ceases prior to 4:00 p.m., an attempt will be made to make the rinks available for the evening. Consideration of the following factors will be given in the scheduling of ice rink snow removal: condition of pathways (passable), current weather conditions and forces (favorable for skating).

5. Use of Sand and Salt

The city limits the use of sand and salt because it can have adverse effect on the environment. Application is limited to steep grades, curves and intersections and is not intended to provide for widespread bare pavement during winter conditions. The city is not responsible for damage to grass caused by the sand/salt mixture and therefore will not make repairs or compensate residents for salt damage to turf areas in the right-of-way.

6. Property Damage

Snowplowing and ice control operations can cause property damage even under the best of circumstances and care on the part of the operators. The most common types of damage are to improvements in the right-of-way which extends about 10 to 15 feet beyond the curb. The intent of the right-of-way is to provide room for snow storage, utilities, sidewalks and other city uses. The city will assume no liability for personal property that is stored in the right-of-way. Damage to fences, trees or other structures will be repaired or replaced by the city if they are on private property and if the damage could have been avoided. Turf that is scraped or gouged by plow equipment will be repaired by top dressing and seeding the following spring if the damage could be avoided. Residents are requested to assist by watering the areas that are repaired. The city will assume liability for mailboxes damaged during plowing, if it is determined that the plow made direct contact with a mailbox. If a mailbox is damaged due to indirect contact, including the force of snow, the city assumes no responsibility. Final cleaning adjacent to mailboxes is the responsibility of each property owner.

7. Fire Hydrants

Each of the 150 or so fire hydrants scattered throughout the city are equipped with a marker for the purpose of providing increased visibility during the winter season. In addition, the city will encourage residents to keep hydrants clear of snow. Hydrants at

major intersections and covered by heavy snow from plows will be kept accessible as needed and as feasible with city crews and equipment.

## **8. Parking Restrictions**

Providing quality snow removal on city streets requires the street to be free of vehicles or other obstacles. Vehicles left parked on the street for extended periods of time created significant operational problems for snowplow operators as well as safety problems due to packed snow and ice remaining on the roadway around the vehicle.

Parking on city streets is not allowed after a 2 inch accumulation of snow. Vehicles must remain off the streets for up to 48 hours or until a street have been plowed full-width, whichever comes first. In the instance that streets have been plowed but an additional 2 inches or more of snowfall occurs, vehicles must remain off the street (see City Code Section 46-28). Any vehicle parked in violation of the City Code is subject to a parking citation and is also declared to be a public nuisance. This nuisance may be abated by removing and towing away vehicles under the direction of the Ramsey County Sheriff's Department.

From November 15 to April 1, residents may park one passenger vehicle on the unsurfaced portion of their front yard. This provision only applies to properties with a single-width driveway. The vehicle must be parked parallel to the driveway (see City Code Section 113-310).

## **9. Responsibility of Property Owners**

Residents and/or their contracted snow removal company must keep all snow on the private property. It is a public nuisance to shovel or plow snow into or across the streets or alleys.

Clearing of alleyways is the responsibility of property owners adjacent to the alley. The alley must be cleared within 24 hours after snowfall has ended. Residents are encouraged to manage the alley with one contractor so as to have a uniform plowing.

Some sidewalks in the city must be cleared by the adjacent property owners (see Appendix A). Public sidewalks must be cleared of snow and ice within 24 hours after a storm has ended. Failure to do so is a public nuisance. City staff will monitor the sidewalks and will leave door hangers to remind residents of the sidewalk snow removal regulations. Sidewalks that are not cleared in the appropriate timeframe may be cleared by city staff or a contracted party. The cost of abatement will be billed to the property owner (see City Code Section 22-48). In only the most extreme instances will City staff provide a courtesy plow of sidewalks that are not usually maintained by the City.

If snow removal occurs during a day of trash collection, receptacles awaiting pickup should be set back at least two feet behind the curb line, not in the street.

**10. Information and Comments**

Comments and complaints will be taken during normal working hours at city hall. Complaints that warrant a short term response will typically be responded to within 24 hours of receiving the complaint, whenever feasible to do so.

*Policy amended by City Council on February 26, 2020*

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## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	September 14, 2022
<b>Agenda Item</b>	Consent G4
<b>Attachment</b>	Application and Resolution 22-38
<b>Submitted By</b>	Jack Linehan, City Administrator

<b>Item</b>	Appointment of Tom Faust to the Parks and Recreation Commission
<b>Description</b>	City Staff and the Chair of the Parks and Recreation Commission interviewed Tom Faust for the Parks and Recreation Commission. Mr. Faust has an extensive background in horticulture and landscaping which makes him an ideal candidate for the commission.
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Commission Application</li> <li>• Resolution 22-38 Appointment of Tom Faust to the Parks and Recreation Commission</li> </ul>
<b>Action(s) Requested</b>	Staff recommends approval of attached resolution appointing Tom Faust to the Parks and Recreation Commission.

**CITY OF FALCON HEIGHTS  
COMMISSION APPLICATION**

DATE: 6/4/22

NAME: Tom Faust

ADDRESS: 1434 Iowa Ave W. FalconHts

PHONE: (H) 622 205 5907 (W) \_\_\_\_\_

EMAIL ADDRESS: tf1faust@gmail.com

HOW LONG AT ABOVE ADDRESS? 3.5 yrs

IN WHAT CAPACITY DO YOU WISH TO SERVE? Parks & Rec

REASON YOU WISH TO SERVE ON ABOVE: Worked for Bachman's  
Landscaping career

PRIOR PUBLIC (OR RELATED) SERVICE: None  
involved in maintaining the Peace Garden

OTHER RELEVANT BACKGROUND (OR COMMENTS): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION

September 14, 2022

No. 22-38

-----  
**RESOLUTION APPOINTING TOM FAUST TO THE PARKS AND RECREATION  
COMMISSION**

**WHEREAS**, the Parks and Recreation Commission shall serve in an advisory capacity to the City Council on all policy matters relating to public parks, facilities, and recreation programs.

**WHEREAS**, City Staff and the Commission Chair have interviewed Tom Faust and recommend appointment to the Falcon Heights Parks and Recreation Commission.

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

1. That the appointment of Tom Faust to the Falcon Heights Parks and Recreation Commission is approved and adopted by the City Council of the City of Falcon Heights.

Moved by:

Approved by:

  
Randall C. Gustafson  
Mayor

GUSTAFSON  
LEEHY  
MEYER  
WEHYEE  
ANDREWS

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In Favor

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Against

Attested by:

  
Jack Linchan  
City Administrator

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## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	September 14, 2022
<b>Agenda Item</b>	Consent G5
<b>Attachment</b>	Application and Resolution 22-39
<b>Submitted By</b>	Brennan Sorensen, Administrative and Communications Coordinator

<b>Item</b>	Appointment of Curt Stockford to the Community Engagement Commission.
<b>Description</b>	City Staff and the Chair for the Community Engagement Commission interviewed Curt Stockford the Community Engagement Commission. Curt Stockford has extensive experience working with and being a part of service-based organizations such as the Falcon Heights and Roseville Lions Clubs, Roseville Optimist Club, and the Suburban Ramsey Emergency Coalition. Curt Stockford is extremely qualified for the position of commission member.
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Commission Application</li> <li>• Resolution 22-39 Appointment of Curt Stockford to the Community Engagement Commission</li> </ul>
<b>Action(s) Requested</b>	Staff recommends approval of attached resolution appointing Curt Stockford to the Community Engagement Commission.

**Date and Time**

07/09/2022 12:00 AM

**Full Name**

Curt Stockford

**Full Address**

1804 TATUM ST  
FALCON HEIGHTS, MN 55113-5516  
United States

**Phone**

6512694043

**Additional Phone****Email**

[curt.stockford@gmail.com](mailto:curt.stockford@gmail.com)

**How Long At Above Address?**

37 years

**In Which Capacity Would You Like to Serve?**

Community Engagement Commission

**What is the Reason You Would Like to Serve?**

To connect a network of service organization contacts with Falcon Heights community-based efforts.

**List Prior (Previous) Public Service**

North Ramsey 500 Lions Club, District 5M-6 Lions, Roseville Area Optimist Club, Suburban Ramsey Emergency Coalition, Age-Friendly & Equity Alliance, Ramsey County

CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION

September 14, 2022

No. 22-39

RESOLUTION APPOINTING CURT STOCKFORD TO THE COMMUNITY  
ENGAGEMENT COMMISSION

WHEREAS, the Community Engagement Commission serves in an advisory capacity to the City Council on all policy matters relating to community needs and issues, crime and prevention, public awareness, community involvement, and human rights issues;

WHEREAS, City Staff and the Commission Chair have interviewed Curt Stockford and recommend appointment to the Falcon Heights Community Engagement Commission.

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

1. That the appointment of Curt Stockford to the Falcon Heights Community Engagement Commission is approved and adopted by the City Council of the City of Falcon Heights.

Moved by:

Approved by:

  
Randall C. Gustafson  
Mayor

GUSTAFSON  
LEEHY  
MEYER  
WEHYEE  
ANDREWS

4 In Favor

0 Against

Attested by:

  
Jack Litchan  
City Administrator



*The City That Soars!*

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	September 14, 2022
<b>Agenda Item</b>	Policy G6
<b>Attachments</b>	Resolution
<b>Submitted By</b>	Jack Linehan, City Administrator

<b>Item</b>	Rejection of Proposals for Commercial Real Estate Brokers
<b>Description</b>	<p>Staff issued a Request for Proposal (RFP) on August 17<sup>th</sup> for a commercial real estate broker to assist the City in the purchase of the Community Park property. It was advertised widely online and directly to over a dozen firms in the Twin Cities area. The bid closed at noon on September 2<sup>nd</sup>. The City received one proposal.</p> <p>It has been determined by the City Council to go in a new direction and reject all proposals for commercial brokerage services</p>
<b>Budget Impact</b>	
<b>Attachment(s)</b>	Resolution 22-40
<b>Action(s) Requested</b>	Approve the attached Resolution 22-40, rejecting all proposals for commercial real estate brokerage services.

**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

September 14, 2022

No. 22-40

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**RESOLUTION REJECTING PROPOSALS FOR COMMERCIAL REAL ESTATE BROKER  
SERVICES**

**WHEREAS**, the City has a desire to purchase the Community Park property; and

**WHEREAS**, the City identified the need a for a commercial real estate broker to represent the City in the purchase of the Community Park property; and

**WHEREAS**, the City advertised the request for proposals; and

**WHEREAS**, the City received one response to our request for proposals; and

**WHEREAS**, the City Council desires to re-evaluate the need for the services of a commercial real estate broker.

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

1. That the proposals solicited for commercial real estate broker services are hereby rejected.

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Moved by:

GUSTAFSON  
LEEHY  
MEYER  
WEHYEE  
ANDREWS

4 In Favor  
0 Against

Approved by:

  
Randall C. Gustafson  
Mayor

Attested by:

  
Jack Linehan  
City Administrator

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