

**CITY OF FALCON HEIGHTS**  
Regular Meeting of the City Council  
City Hall  
2077 West Larpenteur Avenue  
**AGENDA**  
September 28, 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. September 7, 2022 City Council Workshop Meeting Minutes
  - 2. September 14, 2022 City Council Regular Meeting Minutes
  - 3. September 21, 2022 City Council Workshop Meeting Minutes
- F. PUBLIC HEARINGS:
- G. CONSENT AGENDA:
  - 1. General Disbursements through: 9/22/22 \$41,300.36  
Payroll through: 9/15/22 \$17,701.64  
Wire Payments through: 9/15/22 \$13,065.29
  - 2. Accept the Resignation of Planner/Community Development Coordinator Paul Moretto
  - 3. Acceptance of Proposal and Authorization of City Administrator to Negotiate Contract with Landform Professional Services, LLC for Temporary Planning Consultant Services
  - 4. Approve Quote with Bituminous Roadways, Inc. to Perform 2021 PMP Repairs in an amount not to exceed \$125,000.00.
  - 5. Appointment of Kelly Nelson to the position of Assistant to the City Administrator
- H. POLICY ITEMS:
  - 1. Adoption of Interim Ordinance Prohibiting the Sale, Testing, Manufacturing or Distribution of THC Products
  - 2. Approval of Agreement with The Center for Value-Based Initiatives for Police Contract Consulting Services
  - 3. Adoption and Certification of the 2023 Preliminary Levy
  - 4. Approval of Setting Truth in Taxation (TNT) Hearing Date of Wednesday, December 14<sup>th</sup>, 2022 at 7:00 p.m.
- 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. Closed Session

1. Discussion of the Purchase of Property Located at 2050 Roselawn Avenue – Community Park – Pursuant to Minn. Stat. 13D.05, subd. 3(b)(3).

L. ADJOURNMENT:

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

**MINUTES**  
September 7, 2022  
6:30 P.M.

- A. CALL TO ORDER: 6:36 pm
- B. ROLL CALL: ANDREWS\_X\_ GUSTAFSON\_X\_ LEEHY\_X\_  
MEYER\_\_ WEHYEE\_X\_
- STAFF PRESENT: LINEHAN\_X\_ SORENSEN\_X\_ OLSON\_X\_
- C. PRESENTATIONS:
- D. POLICY ITEMS:
1. Proposed 2023 Levy and Budget\*

Jack Linehan, the City Administrator, provides an overview of updates to general fund, discuss proposed preliminary levy and revenues, and discuss proposed utility user fees.

Linehan states that staff will present the preliminary proposed 2023 budget as part of this second budget workshop. We will discuss updates to the general fund since our first workshop based on council feedback, at the first workshop, the projected revenues and proposed preliminary levy amount, and a discussion on utility use fees.

**1. General Fund Expenditure Updates**

Since the previous workshop, the following changes were made to the proposed 2023 general fund budget:

- Expenditure Account 112 – Administrative Expenses
  - 89000 – Miscellaneous
    - Increased from \$5,000 to \$15,000 for Sister Cities request
  - 97000 – Transfers to Capital / Special Revenue
    - Reduced from \$100,000 to \$86,000 to balance increases
- Expenditure Account 116 – Communications
  - 83010 – Special Events
    - Increased from \$3,000 to \$7,000 for an expanded Ice Cream Social

**2. General Fund Revenue / Proposed Levy**

Staff will review the projected revenue in the general fund, including the proposed tax levy for 2023 and seek guidance from the City Council. As these numbers are still being calculated, the revenue worksheets will be handed out in-person at the workshop.



### 3. Utility Use Fees

As discussed at the previous workshop, staff will review the proposed user fees for the following utilities:

- Sanitary Sewer
- Storm Drainage
- Recycling

- a. General Fund Updates
- b. Preliminary Levy and Revenue

Linehan states residents will be paying more because their home prices are going up dramatically even though the tax rate is decreasing.

Council Member Wehyee states, does the county assume residents make more money?

Linehan states it is a formula based on sales within the county. They are trying to capture the rapid growth in house sales.

Council Member Leehy states I do not believe we should spend that much money on a sister city when we have other priorities here in Falcon Heights.

Council Member Wehyee states the money for the sister city does not make cuts to any of the current items in the budget.

Mayor Gustafson states we have the additional \$14,000 from transfers. If we do not use those dollars this year, we could put that money in the transfer pool at the end of the year. We don't know if the sister city will be a recurring cost or even how much we should budget for.

Council Member Wehyee asks whether we still have the community inclusion item in the budget.

Linehan states yes, the community inclusion item will be in the 2023 budget.

Council Member Wehyee states I do like the inclusion budget the way it is and the sister city idea I am proposing is an extension of our community's inclusion efforts.

Mayor Gustafson states I believe that we need to keep transfers in the budget.

- c. Utility Fees

Council Member Wehyee asks why the rate is going up.

Linehan states that our current rate of 3.50 is significantly lower compared to other cities near us. So, Tennis is trying to catch up to the market rate.

Mayor Gustafson states if we increase the rate, residents will understand. It is a service that is greatly needed.

Linehan states .75 cents makes sense, and there is a good justification for that.

Linehan states As of January 15th, 2016, the City and the Contractor executed a three-year City-Wide residential recycling collection contract. Tennis Sanitation, LLC and the City agreed to two (2) two (2) year extensions of the existing service ending December 31st, 2022. Tennis Sanitation, LLC would like to provide service to the City for a two (2) year extension with the option for an additional two (2) year extension.

Suppose the City of Falcon Heights and Tennis Sanitation, LLC agrees to extend contracted services. In that case, it will begin immediately upon the expiration of the current contract period, which ends on December 31st, 2022. The current contract price is \$3.50 per unit per month.

The parties desire to amend the contract to include pricing for 2023 and 2024, with 2025 & 2026 to be negotiated in 2024. Accordingly, the cost of the contract shall be \$4.25 per unit per month from January 1st, 2023, to December 31st, 2023, and \$4.75 per unit per month from January 1st, 2024 to December 31st, 2024.

This extension binds and benefits both parties and any successors. This document, including the original contract, is the entire agreement between the City of Falcon Heights and Tennis Sanitation, LLC.

On May 9th of, 2022, the Environment Commission reviewed the proposed contract and the analysis from Foth. The Commission approved the contract and requested staff to ask Tennis to reduce the 2023 increase from \$4.50 per unit per month. Staff requested this of Tennis, and they agreed to a reduced rate in 2023 of \$4.25.

As noted in the attached analysis by Foth, a contractor of Ramsey County, Falcon Heights residents currently enjoy the lowest-cost recycling in the region—even with the proposed contract increase.

## 2. 2023 Recycling Contract Renewal

The discussions in c. Utility Fees should be noted that is related to the Recycling Contract portion and likely relates to item 2. 2023 Recycling Contract Renewal

## 3. Police Consultant RFP Review\*

Linehan states Staff released an RFP for Police Contract Analysis and Consulting Services on July 15, 2022. The RFP closed on August 15, 2022. The RFP was marketed widely online, and Staff reached out to local and national firms specializing in this service.

The city received interest from three qualified bidders. One bidder declined to submit, citing workload/staffing constraints as they were starting their firm. In total, the city received two proposals from consultants: one from an international consulting firm led by local retired law enforcement executive and one from a national police consulting firm.

The City Council will review the proposals from the two firms and determine the next steps for moving forward.

Linehan states the national firm is \$75,000 and would rely on Staff to get a feeling for the community, whereas Matt's firm is \$35,000 and knows the community.

#### 4. Commercial Real Estate Broker RFP Review\*

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, the Council has determined it's within the City's best interest to obtain commercial real estate brokerage services.

Staff issued a Request for Proposal (RFP) on August 17th for a commercial real estate broker. It was advertised widely online and directly sent to over a dozen firms in the Twin Cities area. The bid closes at noon on September 2nd—the short time frame reflecting the basic submittal requirements for the RFP. As of September 1st, the City has received one response from a qualified broker.

Staff will review the received proposals with the City Council and discuss the next steps in the process.

#### 5. Discussion on THC/CBD

Linehan states a new law was enacted at the end of the 2022 legislative session that allows certain edible and beverage products infused with tetrahydrocannabinol (THC) to be sold. The changes took effect on July 1.

The new law amends the scope of sale of any product that contains cannabinoids extracted from hemp and is an edible cannabinoid product or is intended for human or animal consumption.

Previous law authorized a product containing nonintoxicating cannabinoids to be sold, but the authority to sell edible CBD products was unclear. The new law expands the authority to include nonintoxicating cannabinoids, including edible cannabinoid products, provided they do not contain more than 0.3% THC. In addition, an edible cannabinoid product cannot exceed more than five milligrams of any THC in a single serving or more than 50 milligrams of any THC per package.

The new law does not limit where edible cannabinoid products may be sold. However, by their nature, certain businesses may be limited in their ability to sell the products, including establishments that primarily sell liquor. Nothing in the new law limits a city's zoning authority related to CBD and THC products. Falcon Heights' city code does not address THC or CBD sales. Most retail establishments could sell THC/CBD products within the state threshold. The most common THC/CBD sales locations are gas stations, tobacco stores, and specialty CBD retailers. The city has no tobacco stores but has two gas stations that currently are licensed to sell tobacco products.

City staff has been approached by a CBD establishment interested in potentially opening a CBD/THC store in Falcon Heights. This establishment has stores in White Bear Lake, St. Paul, Forest Lake, and other Twin Cities and Florida locations.

The City has two primary options relating to CBD/THC sales: 1) allow State law to be the prevailing guidance for sales, which would allow sales in Falcon Heights, or 2) approve a moratorium on sales for up to one year to study the issue further and consider zoning regulations.

A moratorium is a tool cities use to pause specific uses so that the city may study the issue in anticipation of future regulations. A moratorium is limited to a period of one year. For example, a few cities, such as Roseville, Arden Hills, Shoreview, and Lauderdale, have recently enacted a moratorium on CBD and THC products.

Council Member Leehy states we should adopt the moratorium like the other communities in our area have.

Mayor Gustafson states the moratorium would be good so we could study it.

Linehan: talk about a zoning moratorium

Linehan states another thought on why cities are adopting a moratorium is because there is a thought the legislature will tighten restrictions.

#### E. INFORMATION/ANNOUNCEMENTS:

Mayor Gustafson asks if anyone is open to having a town hall meeting about the state fair.

Linehan state also creates a survey monkey link for people who can't make it.

Mayor Gustafson states 225 tickets were given out during the state fair.

Council Member Leehy states that we could create rain gardens when the construction projects are done on those boulevards.

Linehan states Wednesday, October 5th at 5:30 would be a PMP pre-meeting, then about a month later, on November 9th, the preliminary assessment hearing will take

place. Wednesday, October 26th, talking about the PMP 2025. Also, I would like to set up a meeting with Amber Union and Hollywood Court.

F. ADJOURNMENT: 9:25pm

*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.*

*\*Materials will be available at the meeting.*

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Randall C. Gustafson, Mayor

Dated this 28<sup>th</sup> day of September, 2022

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Jack Linehan, City Administrator

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**CITY OF FALCON HEIGHTS**  
Regular Meeting of the City Council  
City Hall  
2077 West Larpenteur Avenue  
**MINUTES**  
September 14, 2022 at 7:00 P.M.

A. CALL TO ORDER: 7:01 p.m.

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

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. 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

Council Member Wehyee makes a clerical writing amendment to the August 17<sup>th</sup> Workshop Minutes

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

F. PUBLIC HEARINGS:

G. CONSENT AGENDA:

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

Council Member Wehyee thanks Tom Faust and Curt Stockford for joining the Parks Commission and the Community Engagement Commission. We are always looking for community members to get involved.

Mayor Gustafson states we have two Parks and Recreation Commission openings and encourages community members to join.

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

H: POLICY ITEMS:

I. INFORMATION/ANNOUNCEMENTS:

The Mayor states next Wednesday, September 21st, there will be a town hall meeting regarding the State Fair at City Hall at 6:30 p.m. This town hall meeting is to hear from the residents about the impact of the State Fair and what could be improved next year. In addition, the Citywide Garage Sale Map is now available. The garage sale is this Saturday, September 17th.

Jack Linehan, the City Administrator states:

- **State Fair Town Hall**
  - Wednesday, September 21<sup>st</sup> at 6:30 PM in City Hall Council Chambers
  - Survey out for those who can't make it; 36 responses so far with good feedback
  - Brief staff presentation on current policy / maps, open to residents for discussion
  - Will still be introduced as a work shop with an agenda for quorum
- **Fall Newsletter**
  - Should arrive in homes tomorrow, info on Citywide Garage Sale and St. Paul Collection event at State Fair
- **Yoga**
- **California / Northhome Sidewalk Panel Replacement**
- **Assistant to the City Administrator**
  - Interviews conducted last week for five finalists.
  - Two finalists selected to move forward with interviews next week
  - Background checks / assessments being completed, goal of extending offer by next week
- **Northeast Neighborhood Meeting – 2023 PMP**
- **Falcon Woods Meeting**
- **Fall Newsletter**
  - Should arrive in homes tomorrow, info on Citywide Garage Sale and St. Paul Collection event at State Fair
- **City Hall Open House / Touch-a-Truck**
- **Amber Union Update**

J. COMMUNITY FORUM:

Steven McCarthy lives at 2286 Folwell Ave. Thanks, Paul Moretto, the City Planner, and Jack Linehan, for resolving his complaint last week. There was an electric scooter latched to a city lamp post on a boulevard on Folwell Avenue. Steven looked up the code online



to make sure he was in the right legally before he could have it removed. The electric scooter latched to the lamppost was there for about a week. The electric scooter was removed and resolved a problem. There is a larger problem with electric scooters, which is that electric scooters are a new form of urban blight. Electric scooters are a part of the sharing economy, and the profits of these electric scooters are privatized by tycoons in Silicon Valley. People in neighborhoods have to deal with electric scooters, and as a pedestrian and cyclist, Steven encounters electric scooters on the sidewalk or the curb. Steven wants to ensure that Falcon Heights has a plan and the appropriate code, laws, and policies in place so that our City does not become blighted as many other towns have become with these electric scooters.

Council Member Meyer asks Steven have you seen them outside of the State Fair?

Steven states electric scooters are all over the place.

Linehan states the City had to get permission from the City Attorney to cut the locked scooter because the lock was digital. City staff wanted to ensure they did their due process, noticed the company, and didn't remove the scooter. Once the City cut the lock, they came to pick it up that day.

Council Member Leehy asks Linehan how much time did you give the company before you removed the scooter?

Linehan said we originally told them 12 hours to remove it, and they did not. It was over the weekend that this occurred. Then on Monday, we sent out Public Works to cut it.

*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: 7:32 p.m.

Motion by Council Member Meyer to adjourn the City Council Meeting; approved 4-0

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Randall C. Gustafson, Mayor

Dated this 28<sup>th</sup> day of September, 2022

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Jack Linehan, City Administrator

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

**MINUTES**  
September 21, 2022  
6:30 P.M.

- A. CALL TO ORDER: 6:32 p.m.
- B. ROLL CALL: ANDREWS \_\_\_ GUSTAFSON\_\_X\_\_ LEEHY\_\_X\_\_  
MEYER\_\_X\_\_ WEHYEE\_\_X\_\_

STAFF PRESENT: LINEHAN\_\_X\_\_ SORENSEN\_\_X\_\_

- C. POLICY ITEMS:  
1. Town Hall – State Fair Policies and Procedures Discussion

Jack Linehan, the City Administrator, starts the Town Hall Meeting off by explaining tonight's procedures and that residents are encouraged to give feedback on the City's policies, parking, and regulations regarding the State Fair. This forum is not about the State Fair itself (i.e. less pickle stands) or policing at the State Fair. Instead, this forum is to focus on city policies, parking, and regulations that happen outside of the State Fair. At the podium: one resident will speak at a time for three minutes or less. Please state your name and address for the record. If you want to speak at the podium more than once, you may do so once everyone has had an opportunity to speak. Staff have comment cards that you can fill out that can be read in to the record if you do not feel comfortable speaking. This is a friendly discussion with neighbors. We all want to work together to improve our community.

Linehan presented via PowerPoint the City's current policies. The policies regarding the State Fair were last addressed in 2007. The following are the current City policies regarding the State Fair:

Residential districts. No commercial activity is permitted in residential districts other than that permitted in the zoning code. Residential districts include both single family and multi-family dwellings. To clarify this, this includes:

No parking on front lawns.

No identifiable sales of parking or of State Fair parking permits. (License plates in driveways will not be checked for a local registration. However, the advertising of parking spaces for sale will be prohibited.)

No outside sales except garage sales as permitted in the zoning code and kids' "kool-aid" stands.

Commercial districts.

Businesses are permitted to sell parking spaces during the State Fair on paved surfaces designed for off-street parking. There shall be no parking on boulevards or rights-of-way.

Advertising for parking sales must be on ground signs or hand-held signs. It cannot be posted on trees, poles nor in residential neighborhoods.

No outside sales of merchandise that is not part of the adjacent business.

No inflated balloons that are mounted above the ground or go above the roof of a structure or are located in the right-of-way.

State Fair posted "no parking" and "permit parking only" areas:

The city shall post streets that may be heavily impacted from State Fair parking with no parking or permit parking only signs to eliminate hazards to public safety by protecting access by public safety vehicles. These streets and postings are included in the map at the end.

The State Fair parking postings are enforced from the first day of the State Fair, not from the first day that they are posted.

Parking permits and parking bags.

Residents of multi-family dwellings along the street sections posted for State Fair permit parking are eligible for State Fair residential permit parking during the State Fair.

State Fair parking permits will be issued to residents in these multi-family dwellings upon request at city hall by the resident and registration of their vehicle's license number at city hall. The vehicle's license number will be posted on the State Fair parking permit.

Regular temporary parking permits will be available for residents upon a special request for unique occasions such as family reunions, weddings, or pre-scheduled events. Temporary parking permits will not be available for residents who wish to park on the street for a non-unique occasion or who wish to have friends or family park on the street for a non-unique event. Emergency situations shall be accommodated.

"Parking bags" will not be available for covering parking signs during the State Fair.

Blocking of streets. The city will not issue wooden barricades to block streets for block parties or other events during the State Fair.

No Parking“

All of Northome, water side of street

All of Hollywood Court, water and alley

St. Mary's Street, Fry Street, Maple Knoll Drive, and Garden Avenue west of Snelling on both sides

Water side of all streets north of Larpenteur, between Snelling and Hamline running to Roselawn (Exceptions: Sheldon, Pascal and Simpson Streets north of Ruggles Avenue; Albert Street and Holton Street will not be posted)

Snelling Drive north and southbound both sides of Snelling Avenue

Tatum Street, water side

Lindig Street on water side, including cul-de-sac

Larpenteur Avenue from Snelling to Cleveland, both sides

Fairview Avenue 1,300 feet north of Larpenteur on both sides.

"Permit Parking Only“

East side of Arona from California to Crawford, except where presently posted  
Hollywood Court

Iowa west of Arona

Idaho west of Arona  
East Snelling drive from Idaho to alley between 1642 Snelling Drive and Pizza Hut  
West side of Fry Street in front of the Fry apartments  
Approximately two car lengths in front of the group home at 1746 Snelling Avenue

Linehan states the parking enforcement during the State Fair. Patrol provided by Ramsey County Sheriff.

Traffic deputy in unmarked SUV doing enforcement  
188 parking citations/warnings issued during State Fair  
Cars towed when parked in front of driveways / on streets where emergency vehicle access would be impacted  
42 traffic stops  
Parking Citation Fee: \$50/violation

Council Member Leehy says thanks to everyone for coming and participating. Encourages everyone to share their ideas.

Council Member Wehyee says thanks to everyone for coming and participating.

Council Member Meyer says thanks to everyone for coming as well.

Ryan Eichen, Moore St. says the State Fair has gotten much bigger, and the park and rides were reduced. Also, do we get anything from the state fair and maybe have a preview night before it opens?

Mayor Gustafson says the State Fair is exempt from paying state and county taxes, but they do pay for their lights, sewer, and policing.

Jerry, the State Fair Director, says we did not cut back park and ride lots. The metro transit has a driver shortage, making it difficult to maintain the park and rides. We are looking at building another transit hub on the north end of the fairgrounds.

Farook Meah, 1597 Hollywood Ct. says Amber Union sells their parking, causing a problem on Snelling Drive. The problem is Snelling and Larpenteur. You cannot make a left turn.

1611 Hollywood Ct. says the permits are making it more complicated for residents. Let us get a reasonable number, especially since we have to go to the city hall.

A resident stated that the City should invest in more signs.

Bob Tomlinson states one way in all north home and posts more signs.

Kirt Schaper, 1447 Iowa Ave., says the State Fair should offer free or reduced admission into the State Fair. In addition, the City should restrict parking to greater than 20 feet from all intersections and 5-10 feet from alleyways. Post signs indicating distance – also, no fireworks after 10 pm.

Bob Tomlinson, 1464 Iowa says one-way traffic in the North home area. Make traffic tickets hurt. Keep alleys closed to non-residents. Also, post more signs.

A resident says the State Fair is big business and should give some of the benefits to Falcon Heights.

A resident asks whether the State Fair contributes to the campaigns of any Falcon Heights members of the City Council.

Jerry and the Mayor said no.

Georgiana, California says all of the events at the State Fair are because of safety issues in North home. I do not support parking cars on the lawn. We should have temporary speed bumps in my Northhome.

Bev Larkin St. Mary's says I appreciate that people can't park on their lawns, and I am embarrassed that the businesses are charging so much to park for the fair. Also, the crossing guards were not good.

Jenifer Johnson, 1576 Snelling Dr. says the problem is that the tickets are insufficient to deter people from parking illegally. I am also worried about vandalism and theft.

Paula Mielke, Crawford says I would like to extend the sidewalk on Snelling.

Dale Huff, Fry St. says the entrance off of Larpenteur. It is closed more than it is open and should be open more often.

Katie Mariam says what are the procedures for drinking procedures at the state fair?

Mayor Gustafson says the fairgrounds are private property. Therefore, it is their right to close off their property.

Jerry says I do not know why that gate is locked. But I will look into that.

An anonymous resident says I support no parking in the yard.

An anonymous resident says I believe that owners should be able to sell parking spaces on their lawn and sell things on their lawn. I am in favor of doing something about parking at city parks for the state fair. There should be a two-hour period if a car is parked wrong and gets towed.

A resident from 1477 Iowa says 30ft should be from all corners of an intersection. Temporary turn every intersection into 4-way stops.

Chuck, St. Mary's says I believe that since we get taxed on the fair, we should get a discounted ticket or a free admission day.

Chris Moe, Ramsey County Deputy, gave a detailed report of the traffic stops and calls in Falcon Heights. Also, that the no parking no signs do help.

Danny Larson Hamline asked if the State Fair hired bus drivers because of the shortage of licensed drivers.

A resident asks what the State Fair will do about the shooting incident this year.

Jerry states we take this very seriously. We are looking at different kinds of fencing and perimeter patrols.

Silva of E. Snelling Dr. says I see no harm in parking cars in your yard and selling spaces.

D. ADJOURNMENT: 8:18 p.m.

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## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	September 28, 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: 9/22/22 \$41,300.36 Payroll through: 9/15/22 \$17,701.64 Wire Payments through: 9/15/22 \$13,065.29
<b>Budget Impact</b>	The general disbursements, payroll and wire payments are consistent with the budget.
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• General Disbursements, Payroll and Wire Payments</li> </ul>
<b>Action(s) Requested</b>	Staff recommends that the Falcon Heights City Council approve general disbursements, payroll and wire payments.

PACKET: 02594 September 9 Payables  
 VENDOR SET: 01 City of Falcon Heights  
 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----				GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----			DISTRIBUTION
01-03110	CENTURY LINK							
I-202209098267		CENTURY LINK	73.49					
9/09/2022	APBNK	DUE: 9/09/2022 DISC: 9/09/2022		1099: N				
		Landlines SS		601 4601-85011-000	TELEPHONE - LANDLINE			73.49
		=== VENDOR TOTALS ===	73.49					
01-05171	FRA DOR INC							
I-2208166		FRA DOR INC	67.64					
9/09/2022	APBNK	DUE: 9/09/2022 DISC: 9/09/2022		1099: N				
		Black Dirt		419 4419-92000-000	OTHER IMPROVEMENTS			67.64
		=== VENDOR TOTALS ===	67.64					
01-05115	GOPHER STATE ONE CALL							
I-2080388		GOPHER STATE ONE CALL	90.45					
9/09/2022	APBNK	DUE: 9/09/2022 DISC: 9/09/2022		1099: N				
		Locates		601 4601-88030-000	LOCATES			90.45
		=== VENDOR TOTALS ===	90.45					
01-05509	LEAGUE OF MN CITIES							
I-366800		LEAGUE OF MN CITIES	5,980.00					
9/09/2022	APBNK	DUE: 9/09/2022 DISC: 9/09/2022		1099: N				
		LMC Dues beginning Sept 2022		101 4111-86140-000	COMMISSIONS/MEMBERSHIPS/			5,980.00
		=== VENDOR TOTALS ===	5,980.00					
01-05511	LEAGUE OF MN CITIES							
I-202209098266		LEAGUE OF MN CITIES	30.00					
9/09/2022	APBNK	DUE: 9/09/2022 DISC: 9/09/2022		1099: N				
		Minnesota Mayors Assoc. Dues		101 4111-86140-000	COMMISSIONS/MEMBERSHIPS/			30.00
		=== VENDOR TOTALS ===	30.00					
01-05585	METROPOLITAN AREA MANAGEMENT A							
I-1226		METROPOLITAN AREA MANAGEMENT	25.00					
9/09/2022	APBNK	DUE: 9/09/2022 DISC: 9/09/2022		1099: N				
		Jack - August Meeting		101 4112-86100-000	CONFERENCES/EDUCATION/AS			25.00
		=== VENDOR TOTALS ===	25.00					

-----ID-----				GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----		DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-05263 MID CITY SERVICES- INDUSTRIAL							
I-232597		MID CITY SERVICES- INDUSTRIAL		61.69			
9/09/2022	APBNK	DUE: 9/09/2022 DISC: 9/09/2022			1099: N		
		Floor Mats Svc			101 4131-87010-000	CITY HALL MAINTENANCE	61.69
=== VENDOR TOTALS ===				61.69			
01-06112 PIONEER PRESS							
I-822572540		PIONEER PRESS		148.05			
9/09/2022	APBNK	DUE: 9/09/2022 DISC: 9/09/2022			1099: N		
		Legals			101 4111-70410-000	LEGAL NOTICES	148.05
=== VENDOR TOTALS ===				148.05			
01-06115 TIMOTHY PITTMAN							
I-202209098264		TIMOTHY PITTMAN		217.87			
9/09/2022	APBNK	DUE: 9/09/2022 DISC: 9/09/2022			1099: N		
		Flex Payment			101 21712-000	MEDICAL FLEX SAVINGS PAY	87.15
		Flex Payment			601 21712-000	MEDICAL FLEX SAVINGS PAY	76.25
		Flex Payment			602 21712-000	MEDICAL FLEX SAVINGS PAY	54.47
=== VENDOR TOTALS ===				217.87			
01-06314 REHDER FORESTRY CONSULTING							
I-287		REHDER FORESTRY CONSULTING		927.13			
9/09/2022	APBNK	DUE: 9/09/2022 DISC: 9/09/2022			1099: N		
		Forestry Consulting August			101 4134-80330-000	FORESTRY CONSULTANT	927.13
=== VENDOR TOTALS ===				927.13			
01-05784 UPPER CUT TREE SERVICES							
I-5423		UPPER CUT TREE SERVICES		2,625.00			
9/09/2022	APBNK	DUE: 9/09/2022 DISC: 9/09/2022			1099: N		
		Remove & Trim Storm Damaged			101 4134-84040-000	STORM DAMAGE	2,625.00
=== VENDOR TOTALS ===				2,625.00			
01-05870 XCEL ENERGY							
I-202209098268		XCEL ENERGY		107.16			
9/09/2022	APBNK	DUE: 9/09/2022 DISC: 9/09/2022			1099: N		
		Elect			209 4209-85020-000	STREET LIGHTING POWER	12.64
		Elect			209 4209-85020-000	STREET LIGHTING POWER	76.24
		Elect			209 4209-85020-000	STREET LIGHTING POWER	18.28
=== VENDOR TOTALS ===				107.16			
=== PACKET TOTALS ===				10,353.48			

PACKET: 02596 SEPT 13 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
01-06930	U.S.	POSTMASTER				
I-202209138269		POSTAGE NEWSLETTER&PROJECT	2,142.64			
9/13/2022	APBNK	DUE: 9/13/2022 DISC: 9/13/2022		1099: N		
		TOWN HALL POSTCARD POSTAGE		101 4116-70500-000	POSTAGE	1,071.32
		FALL NEWSLETTER POSTAGE		101 4116-70500-000	POSTAGE	1,071.32
		=== VENDOR TOTALS ===	2,142.64			
		=== PACKET TOTALS ===	2,142.64			

PACKET: 02598 sept 15 payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
BT DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-03527	DELEGARD TOOL COMPANY					
I-198426		CORDLESS IMPACT	618.47			
9/14/2022	APBNK	DUE: 9/14/2022 DISC: 9/14/2022		1099: N		
		CORDLESS IMPACT		101 4131-70110-000	SUPPLIES	618.47
		=== VENDOR TOTALS ===	618.47			
=====						
01-05898	GILBERTSON, SUE					
I-202209148271		COPAY FOR SIDEWALK ACCIDENT	290.00			
9/14/2022	APBNK	DUE: 9/14/2022 DISC: 9/14/2022		1099: N		
		COPAY FOR SIDEWALK ACCIDENT		101 4192-89000-000	MISCELLANEOUS	290.00
		=== VENDOR TOTALS ===	290.00			
=====						
01-05440	LOFFLER COMPANIES, INC					
I-4129748		COPIER EXP	51.73			
9/14/2022	APBNK	DUE: 9/14/2022 DISC: 9/14/2022		1099: N		
		COPIER EXP		101 4112-87000-000	REPAIR OFFICE EQUIPMENT	51.73
		=== VENDOR TOTALS ===	51.73			
=====						
01-05273	MN PUBLIC EMPLOYEES INSURANCE					
I-1221977		HEALTH INSURANCE	9,098.54			
9/14/2022	APBNK	DUE: 9/14/2022 DISC: 9/14/2022		1099: N		
		HEALTH INSURANCE		101 4112-89000-000	MISCELLANEOUS	9,098.54
		=== VENDOR TOTALS ===	9,098.54			
=====						
01-06024	ON SITE SANITATION					
I-1397168		PORTABLE TOILETS	164.00			
9/14/2022	APBNK	DUE: 9/14/2022 DISC: 9/14/2022		1099: N		
		PORTABLE TOILETS		601 4601-85080-000	PORTABLE TOILET PARKS	164.00
I-1397169		PORTABLE TOILETS/SANITIZERS	165.00			
9/14/2022	APBNK	DUE: 9/14/2022 DISC: 9/14/2022		1099: N		
		PORTABLE TOILETS/SANITIZERS		601 4601-85080-000	PORTABLE TOILET PARKS	165.00
		=== VENDOR TOTALS ===	329.00			

PACKET: 02598 sept 15 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
=====						
01-06184	RAMSEY COUNTY - POLICE AND 911					
I-3MCOM 010326		CAD SERVICES AUG	398.08			
9/14/2022	APBNK	DUE: 9/14/2022 DISC: 9/14/2022		1099: N		
		CAD SERVICES AUG		101 4122-81200-000	911 DISPATCH FEES	398.08
=====						
I-EMCOM 010309		911 DISPATCH AUG	2,401.44			
9/14/2022	APBNK	DUE: 9/14/2022 DISC: 9/14/2022		1099: N		
		911 DISPATCH AUG		101 4122-81200-000	911 DISPATCH FEES	2,401.44
		=== VENDOR TOTALS ===	2,799.52			
=====						
01-05443	WARNERS STELLIAN					
I-INV 351677		AIR CONDITIONER TIMS OFFICE	879.96			
9/14/2022	APBNK	DUE: 9/14/2022 DISC: 9/14/2022		1099: N		
		AIR CONDITIONER TIMS OFFICE		101 4131-70110-000	SUPPLIES	879.96
		=== VENDOR TOTALS ===	879.96			
=====						
01-05870	XCEL ENERGY					
02209148270		ELECT	2,682.33			
9/14/2022	APBNK	DUE: 9/14/2022 DISC: 9/14/2022		1099: N		
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	17.10
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	75.28
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	2,509.11
		GAS		101 4131-85040-000	WATER	80.84
		=== VENDOR TOTALS ===	2,682.33			
		=== PACKET TOTALS ===	16,749.55			

-----ID-----				GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----		DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
01-		CAMPBELL KNOTSON						
I-298		CAMPBELL KNOTSON		315.00				
9/16/2022	APBNK	DUE: 9/16/2022 DISC: 9/16/2022			1099: Y			
		General Matters Legal			101 4114-80200-000	LEGAL FEES		315.00
		=== VENDOR TOTALS ===		315.00				
01-03110		CENTURY LINK						
I-202209168273		CENTURY LINK		64.45				
9/16/2022	APBNK	DUE: 9/16/2022 DISC: 9/16/2022			1099: N			
		Landline Svc			101 4141-85011-000	TELEPHONE - LANDLINE		64.45
		=== VENDOR TOTALS ===		64.45				
01-04000		EHLERS AND ASSOCIATES						
I-91713		EHLERS AND ASSOCIATES		825.00				
9/16/2022	APBNK	DUE: 9/16/2022 DISC: 9/16/2022			1099: N			
		TIF Estimates/Prep for Budget			414 4414-81900-000	OTHER PROFESSIONAL SERVI		825.00
I-91862		EHLERS AND ASSOCIATES		2,500.00				
9/16/2022	APBNK	DUE: 9/16/2022 DISC: 9/16/2022			1099: N			
		Arbitrage Reporting 2017A Bond			316 4316-94900-000	BOND FEES		2,500.00
		=== VENDOR TOTALS ===		3,325.00				
01-03423		ELMQUIST, ROSALIND						
I-202209168274		ELMQUIST, ROSALIND		50.00				
9/16/2022	APBNK	DUE: 9/16/2022 DISC: 9/16/2022			1099: N			
		Refund Rental License			101 32150-000	RENTAL HOUSING LICENSE		50.00
		=== VENDOR TOTALS ===		50.00				
01-05862		KOBES, JENNA						
I-202209168275		KOBES, JENNA		17.12				
9/16/2022	APBNK	DUE: 9/16/2022 DISC: 9/16/2022			1099: N			
		Refund of Rental Difference			101 34101-000	CITY FACILITY RENTAL		17.12
		=== VENDOR TOTALS ===		17.12				

PACKET: 02600 September 16 Payables  
VENDOR SET: 01 City of Falcon Heights  
SEQUENCE : ALPHABETIC  
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----				GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----		DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-06053		MN SECRETARY OF STATE - NOTARY					
I-202209168276		MN SECRETARY OF STATE - NOTAR		120.00			
9/16/2022	APBNK	DUE: 9/16/2022 DISC: 9/16/2022			1099: N		
		Notary Commission - Chris			101 4112-89000-000	MISCELLANEOUS	120.00
		=== VENDOR TOTALS ===		120.00			
01-06053		OREILLY AUTO PARTS					
I-202209168277		OREILLY AUTO PARTS		39.80			
9/16/2022	APBNK	DUE: 9/16/2022 DISC: 9/16/2022			1099: N		
		Oil Filter			101 4132-70120-000	SUPPLIES	39.80
		=== VENDOR TOTALS ===		39.80			
01-06301		SAMS CLUB MC/SYNCB					
I-202209168278		SAMS CLUB MC/SYNCB		943.79			
9/16/2022	APBNK	DUE: 9/16/2022 DISC: 9/16/2022			1099: N		
		Election Supplies			101 4115-70100-000	SUPPLIES	91.78
		Election Supplies			101 4115-70100-000	SUPPLIES	104.15
		Election Supplies			101 4115-70100-000	SUPPLIES	59.23
		Election Supplies			101 4115-70100-000	SUPPLIES	59.51
		Toner			101 4112-70100-000	SUPPLIES	107.99
		Pioneer Press Paper			101 4131-70110-000	SUPPLIES	38.60
		Zoom Virtual			101 4116-85040-000	VIRTUAL COMMUNICATIONS	220.11
		Steel Pipe			403 4403-91850-000	BASKETBALL COURT GROVE -	262.42
		=== VENDOR TOTALS ===		943.79			
		=== PACKET TOTALS ===		4,875.16			



PACKET: 02602 SEPT 22 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
=====						
01-00897		BARTON SAND AND GRAVEL CO				
-----						
I-220915		CONCRETE SIDEWALD DISPOSAL	100.00			
9/22/2022	APBNK	DUE: 9/22/2022 DISC: 9/22/2022		1099: N		
		CONCRETE SIDEWALD DISPOSAL		101 4132-87010-000	BOULEVARD MAINTENANCE	100.00
		=== VENDOR TOTALS ===	100.00			
=====						
01-03103		CANON FINANCIAL SERVICES				
-----						
I-29191292		COPIER SVC AUG	122.39			
9/22/2022	APBNK	DUE: 9/22/2022 DISC: 9/22/2022		1099: N		
		COPIER SVC AUG		101 4131-87010-000	CITY HALL MAINTENANCE	122.39
		=== VENDOR TOTALS ===	122.39			
=====						
01-03089		CASH				
-----						
I-202209228282		TIRE DISPOSALS	39.00			
9/22/2022	APBNK	DUE: 9/22/2022 DISC: 9/22/2022		1099: N		
		TIRE DISPOSALS		101 4132-87000-000	REPAIR EQUIPMENT	39.00
		=== VENDOR TOTALS ===	39.00			
=====						
01-06290		CITY OF ROSEVILLE				
-----						
I-231266		ENGINEERING AUG	3,008.78			
9/22/2022	APBNK	DUE: 9/22/2022 DISC: 9/22/2022		1099: N		
		ENGINEERING AUG		101 4133-80100-000	ENGINEERING SERVICES	478.80
		ENGINEERING AUG		426 4426-80100-000	ENGINEERING	331.17
		ENGINEERING AUG		419 4419-80100-000	ENGINEERING	2,198.81
		=== VENDOR TOTALS ===	3,008.78			
=====						
01-05856		LINEHAN, JACK				
-----						
I-202209228279		TOWN HALL REFRESHMENTS REIMB	99.54			
9/22/2022	APBNK	DUE: 9/22/2022 DISC: 9/22/2022		1099: N		
		TOWN HALL REFRESHMENTS REIMB		101 4116-70100-000	SUPPLIES	86.68
		HAMLIN DINING HALL PLAQUE		101 4116-70100-000	SUPPLIES	12.86
-----						
I-202209228280		MILEAGE REIMB	73.38			
9/22/2022	APBNK	DUE: 9/22/2022 DISC: 9/22/2022		1099: N		
		MILEAGE REIMB		101 4112-86010-000	MILEAGE & PARKING	73.38
		=== VENDOR TOTALS ===	172.92			

PACKET: 02602 SEPT 22 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
BT DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05263		MID CITY SERVICES- INDUSTRIAL				
-----						
I-233226		FLOOR MAT SVC	61.69			
9/22/2022	APBNK	DUE: 9/22/2022 DISC: 9/22/2022		1099: N		
		FLOOR MAT SVC		101 4131-87010-000	CITY HALL MAINTENANCE	61.69
		=== VENDOR TOTALS ===	61.69			
=====						
01-05843		MN NCPERS LIFE INSURANCE				
-----						
I-458800102022		LLIE INSURANCE	48.00			
9/22/2022	APBNK	DUE: 9/22/2022 DISC: 9/22/2022		1099: N		
		LIFE INS SEPT		101 21709-000	OTHER PAYABLE	24.64
		LIFE INS SEPT		204 21709-000	OTHER PAYABLE	1.60
		LIFE INS SEPT		601 21709-000	OTHER PAYABLE	15.52
		LIFE INS SEPT		602 21709-000	OTHER PAYABLE	6.24
		=== VENDOR TOTALS ===	48.00			
=====						
01-06973		RENGEL PRINTING CO				
-----						
I-148669		FALL NEWSLETTER	2,608.65			
9/22/2022	APBNK	DUE: 9/22/2022 DISC: 9/22/2022		1099: N		
		FALL NEWSLETTER		101 4116-70420-000	NEWSLETTERS/INFORMATION	2,608.65
-----						
I-148984		TOWN HALL POSTCARDS	888.90			
9/22/2022	APBNK	DUE: 9/22/2022 DISC: 9/22/2022		1099: N		
		TOWN HALL POST CARDS		101 4116-70420-000	NEWSLETTERS/INFORMATION	888.90
		=== VENDOR TOTALS ===	3,497.55			
=====						
01-06483		SENTRY SYSTEMS, INC.				
-----						
I-779696		MONITORING SVC	94.50			
9/22/2022	APBNK	DUE: 9/22/2022 DISC: 9/22/2022		1099: N		
		MONITORING SVC		101 4131-87100-000	PANIC BUTTON SECURITY	94.50
		=== VENDOR TOTALS ===	94.50			
=====						
01-05870		XCEL ENERGY				
-----						
I-202209228281		ELCTRIC FOR GAZEBO	34.70			
9/22/2022	APBNK	DUE: 9/22/2022 DISC: 9/22/2022		1099: N		
		ELCTRIC FOR GAZEBO		101 4141-85020-000	ELECTRIC/GAS	34.70
		=== VENDOR TOTALS ===	34.70			
		=== PACKET TOTALS ===	7,179.53			

EMP #	NAME	AMOUNT
006	JACK LINEHAN	3,141.07
01-1026	BRENNAN J SORENSEN	1,466.17
01-1136	ROLAND O OLSON	2,942.13
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: 6 13,840.67

9-07-2022 8:36 PM PAYROLL CHECK REGISTER  
PAYROLL NO: 01 City of Falcon Heights

PAGE: 1  
PAYROLL DATE: 9/07/2022

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
03	CHERNE, CHRISTOPHER D	R	9/07/2022	721.35	091655
162	LANDBERG, ALYSSA	R	9/07/2022	516.62	091656
018	MORETTO, PAUL A	R	9/07/2022	2,623.00	091657

9-07-2022 8:36 PM PAYROLL CHECK REGISTER  
PAYROLL NO: 01 City of Falcon Heights

PAGE: 2  
PAYROLL DATE: 9/07/2022

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

REGULAR CHECKS:	3	3,860.97
DIRECT DEPOSIT REGULAR CHECKS:	6	13,840.67
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	9	17,701.64

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

\* END OF REPORT \*\*

WIRE PAYMENTS

Sep 15 payroll

Fed With	6,720.82
St With	1,165.99
Pera	3,818.64
ICMA	1,333.34
Child support	<u>26.50</u>
	13,065.29

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## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	September 28, 2022
<b>Agenda Item</b>	Consent G2
<b>Attachment</b>	Resignation Letter, Resolution
<b>Submitted By</b>	Jack Linehan, City Administrator

<b>Item</b>	Resignation of Planner/Community Development Coordinator Paul Moretto
<b>Description</b>	<p>Planner/Community Development Coordinator Paul Moretto submitted his letter of resignation on September 14<sup>th</sup>. Paul's last day with the city will be Thursday, September 29<sup>th</sup>, 2022.</p> <p>Paul has been an asset to the community and will be missed by staff and residents alike.</p> <p>We wish Paul the best of luck as he continues his career as the Community Development Director for the City of Rogers, MN</p>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Resignation Letter</li> <li>• Resolution 22-41 Accepting the Resignation Planner/Community Development Coordinator Paul Moretto.</li> </ul>
<b>Action(s) Requested</b>	Staff would recommend approve of attached resolution to accept the resignation of Planner/Community Development Coordinator Paul Moretto.

**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

September 28, 2022

No. 22-41

---

**RESOLUTION ACCEPTING THE RESIGNATION OF PLANNER/COMMUNITY  
DEVELOPMENT COORDINATOR PAUL MORETTO FROM THE CITY OF FALCON  
HEIGHTS**

**WHEREAS**, the City Council appointed Paul Moretto on January 28, 2021 as the Planner/Community Development Coordinator; and

**WHEREAS**, Paul Moretto submitted his letter of resignation with a last day in the office of September 29, 2022;

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

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

---

Moved by:

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

Randall C. Gustafson  
Mayor

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

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

Jack Linehan  
City Administrator

Notice of Resignation

To: Jack Linehan, Administrator

City of Falcon Heights

Paul Moretto, Community Development Coordinator/ Planner

Dear Mr. Linehan and Council,

I am writing this letter today to announce my decision to resign from the position of Community Development Coordinator/Planner and to provide a two-week notice effective 9/15/2022. The final day of employment is expected to be 9/29/2022.

It has been a privilege to serve the City of Falcon Heights for five of the last seven years. We have seen many changes and progress in that time and I am privileged to have meet some of the finest people I have ever worked with.

I will help staff and others to provide as smooth of a transition as possible.

Thank you for all the opportunities and experiences.

Sincerely,



9/14/22

Paul Moretto



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## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	September 28, 2022
<b>Agenda Item</b>	Consent G3
<b>Attachment</b>	Proposal, Resolution
<b>Submitted By</b>	Jack Linehan, City Administrator

<b>Item</b>	Accept Proposal from Landform Professional Services, LLC for Temporary Planning Consultant Services and Authorize City Administrator to Negotiate a Contract
<b>Description</b>	<p>With the resignation of Planner/Community Development Coordinator Paul Moretto, there is an immediate need for staff assistance to review plans and be the liaison to the Plan Commission.</p> <p>In the past, the City has contracted temporary planning services to assist with this vacancy. Staff approached three firms that provide this service to the Twin Cities. Two firms provided proposals with the availability to start immediately. Staff is recommending the City hire Landform Professional Services LLC (“Landform”) as our temporary planning consultant.</p> <p>Landform has experience working as planning consultants for municipalities, and they have developed comprehensive plans and specialty plans for communities across Minnesota. Landform has a long-standing relationship with the City of Corcoran, MN, and they are currently working with Big Lake, MN for a similar service.</p> <p>Kevin Shay will be Landform’s designated consulting planner for the City. Kevin will be at City Hall 1-2 days per week, depending on need, and will attend Planning Commission meetings. Kevin serves as the City Planner for Big Lake, performing code enforcement, plan reviews and ordinance updates. His experience will be supplemented by the rest of the team at Landform as needed.</p> <p>Landform’s proposal is for hourly contracted services. Based on the proposal, staff anticipates that it will range from \$6,000 to \$9,000 per month, depending on how many days per week the consulting planner is in the office.</p> <p>It is anticipated that Landform will begin the week of October 3<sup>rd</sup>.</p>
<b>Budget Impact</b>	The savings from the vacancy of the Planner/Community Development Coordinator will be redirected towards this contract.

<b>Attachment(s)</b>	<ul style="list-style-type: none"><li>• Landform Proposal</li><li>• Resolution 22-XX</li></ul>
<b>Action(s) Requested</b>	Staff would recommend approve of attached resolution to accept the proposal from Landform Professional Services LLC and to allow the City Administrator to negotiate a contract on behalf of the City.

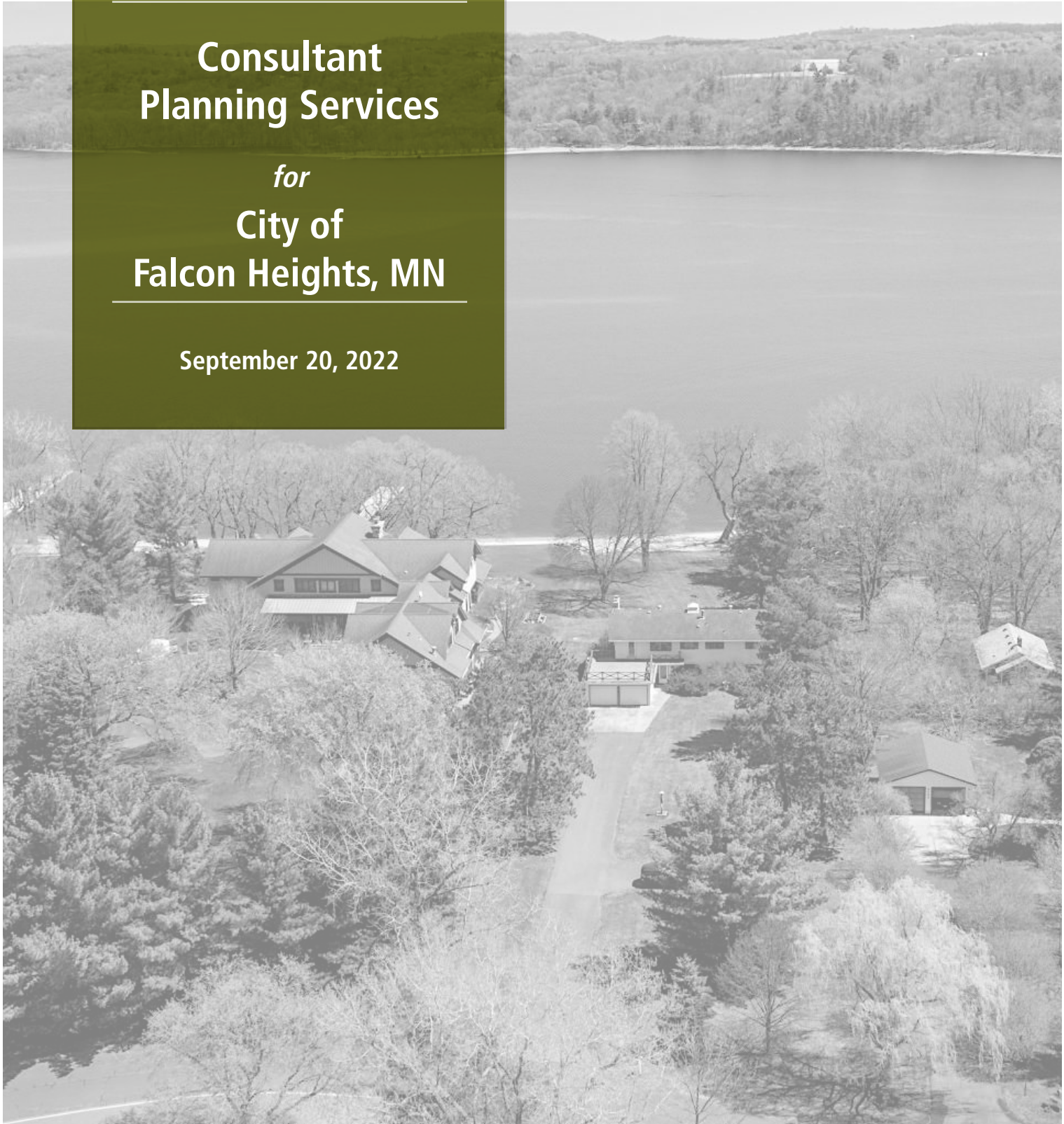


# Consultant Planning Services

*for*

## City of Falcon Heights, MN

September 20, 2022



### PREPARED FOR

Jack Linehan - City of Falcon Heights  
2077 Larpenteur Ave., W., Falcon Heights, MN 55113  
Phone: (651) 792-7611, E-mail: jack.linehan@falconheights.org

### PREPARED BY

Landform Professional Services, LLC  
105 5th Ave S, Minneapolis, MN 55401  
Phone: (612) 252-9070, E-mail: klindahl@landform.net



105 South Fifth Avenue  
Suite 513  
Minneapolis MN 55401

Tel: 612-252-9070  
Web: [landform.net](http://landform.net)

September 20, 2022

Attn: Jack Linehan  
City of Falcon Heights  
2077 Larpenteur Ave., W.  
Falcon Heights, MN 55113

RE: Proposal for Consultant Planning Services for the City of Falcon Heights, MN  
Landform Proposal No. P22121

Dear Mr. Linehan,

Thank you for the opportunity to provide our qualifications for Professional Planning Services for Falcon Heights.

Landform is a multi-disciplinary consulting firm founded in 1994 and based in Minneapolis. Our planners, urban designers and landscape architects in our Planning & Urban Design Studio provide an ideal blend of design talent, technical skills and project management experience. We forge partnerships with our public and private sector clients to help them realize their goals. For the City of Falcon Heights, this means being available to answer questions and provide assistance to residents and landowners, as well as helping the City through the ongoing discussions about development. We can help you review development applications, create ordinances and develop policies and procedures for implementing the goals and objectives of the community. We pride ourselves on our ability to communicate effectively with all members of the community and create positive relationships with council members, commissioners, staff, residents and business owners.

Our team is uniquely suited to serve your City because we are planners with expertise in local planning practices, and we bring an interdisciplinary design team with us. We pride ourselves on understanding the unique needs of our clients and building long-term relationships, as evidenced by the nearly 20-year relationships we have with the cities of Hugo and Corcoran.

Kevin Shay will be the primary planning contact for Falcon Heights and is immediately available to serve the City. Kevin Shay currently serves as the primary planning contact for the cities of Clearwater and Burnsville. He provides active support to other city clients by providing permit review, application review and ordinance update services.

Kevin will be supported by Landform's Planning and Urban Design studio staff: John Burbank, Chris Hong and Nicholas Ouellette. I lead the Planning & Urban Design Studio at Landform and am responsible for ensuring that Falcon Heights's planning needs are met.



We are especially excited about this opportunity because, at Landform, we look to build relationships with a limited number of communities where we believe our team is well suited to the needs of the community. We want to get to know you better and help you create solutions that are uniquely suited to your community. We will work with you to create unique solutions rather than the cookie-cutter approach to planning that other firms may provide. We have experience as city planners in other communities, such as Corcoran, Big Lake, Hugo, Lino Lakes, Burnsville, North Oaks and Clearwater, and while we understand that Falcon Heights is a unique community with different challenges than our other clients, the core planning concepts translate universally, and our experienced team can help you address your planning and development issues. Our team is particularly qualified because our experience with both public and private sector clients has given us a strong understanding of the importance of clear regulations and standards to ensure a smooth implementation of the City's vision. We look forward to sitting down with you, listening to your concerns and answering any questions you might have about our team, services, design and planning approach.

If you have any questions concerning our services or our proposal, please contact me at 612-638-0225 or [klindahl@landform.net](mailto:klindahl@landform.net). We look forward to working with you.

Sincerely,  
Landform Professional Services, LLC

A handwritten signature in black ink, reading "Kendra Lindahl". The signature is written in a cursive, flowing style.

Kendra Lindahl, AICP  
Principal

# Table of Contents

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# Scope of Services

## The Landform Approach

At Landform we focus on getting to know our clients and understanding their needs to provide excellent service. We look to build relationships with our clients and become an extension of your staff. Our approach to providing city planning services is:

**Interdisciplinary.** You don't just hire one person from Landform, you receive the benefits of working with the entire Landform team. Our team has a wide range of skills in planning, community development, landscape architecture and engineering so that we can find creative solutions to development issues.

**Sensible.** We have a strong reputation for thoughtful approaches to planning and design and we blend development realities with best planning practices. Our Planning and Urban Design Studio is focused on public sector work, but our firm also does private development in other studios. This mix of public/private work gives our planners a real understanding of market realities and helps us develop ordinances and policies for the City that are implementable and enforceable.

**Cost Effective.** An organization that is extremely efficient and that has demonstrated success in keeping projects moving forward on time and within budget.

**Creative.** We find creative approaches to planning and design, blending development realities with the best practices of community development.

**Expertise.** We have many combined years of experience providing community development services as consulting planning staff in cities. Our team can help cities and developers navigate the city process and interpret critical policy documents. In addition, our planning and design team has the skills and technical expertise to present information in a way that is usable, organized and understandable to the entire community.



# Scope of Work



## Scope of Work

The level of our involvement will include the following Scope of Services (“Basic Services”). Naturally, the scale and scope of our efforts depends upon our client’s needs, a clear understanding of our responsibilities and upon the deliverables required. If we have misinterpreted your needs, please let us know and we will make the necessary adjustments to this Proposal.

As directed by the City Administrator, Landform will provide general planning and permit services (including but not limited to the following):

### General Services

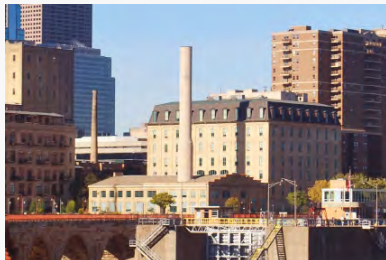
- Respond to resident and business inquiries.
- Review permit applications.
- Review of land use applications including research, preparing memos, staff reports, findings of fact and Comprehensive Plan Amendments.
- Presentations to Planning Commission and/or City Council meetings as requested.
- Draft ordinances, resolutions and correspondence as requested.
- Research, special studies and small area plans.
- Participate in meetings and discussions with developers, residents, or staff and attend neighborhood meetings as requested.
- Provide, on a periodic basis, written updates on State or Federal legislation or judicial decisions impacting land use or zoning actions and suggested action or changes in operations, ordinances or procedures to assure compliance.



# Firm Profile

**Landform Professional Services, LLC** is a multi-disciplinary consulting firm based in Minneapolis, Minnesota. We offer a full range of site design, planning and civil engineering services backed with more than 25 years as an organization. Our professional resources include landscape architects, planners, civil engineers, land surveyors and development managers. We are committed to client service, design quality, principles of sustainability and an innovative approach to site design.

Landform is organized into studios, each with their own expertise and area of specialization and experience. We shape our project design and delivery process to anticipate the needs of our clients based on an in-depth understanding of their project type or market. Each studio offers a fully integrated and interdisciplinary design process from Site to Finish®. Within the studios, project teams bring together the professionals with the specific expertise and the experience needed to meet clients' project objectives. Professional services include:



Our team possesses the talent and expertise to help you realize your vision of creating an outdoor space that is functional, sustainable and aesthetically pleasing.

**Firm Incorporation:**

November 1, 2009

**Total staff:**

30+

**Contact:**

Landform Professional Services, LLC  
Kendra Lindahl, AICP  
Principal  
105 South Fifth Avenue  
Suite 513  
Minneapolis, MN 55401

Tel: 612.252.9070  
Direct: 612.638.0225  
klindahl@landform.net

- Planning
- Civil Engineering
- Land Survey
- Environmental Coordination
- Landscape Architecture
- Sustainable Design
- Development Management

Our Landform team offers you the following:

- An experienced team that can draw on our wide range of experience in the planning and design of public spaces, mixed-use development, parks, retail, commercial and residential facilities.
- A group with both design and project management experience in urban design, landscape architecture and community studies so that your project is well informed, well designed, on time and within the budget.
- An association that has a strong reputation for creative approaches to planning and design and blends development realities with the best practices of sustainable design.
- An organization that is extremely efficient and that has demonstrated success in keeping projects moving forward.
- A company that is committed to providing a plan that can be used to create your City's next great place. We believe that plans must be developed with vision and an understanding of the marketplace. Our experience with the public and private sectors makes Landform uniquely qualified to help you implement your vision.

# Planning & Urban Design Studio



We work with local communities and government agencies to develop and implement your vision. From focused planning and design efforts to full integration with your staff as consultant planners and designers, we will work with you to find the right fit. Our expert staff understands today's complex regulatory environment and is focused on helping you successfully navigate the process. Whether we are assisting your current staff or acting comprehensively as your team leader, we are your partners at each step on the path that leads to a successful project.

We make it our business to understand the public process, the current market climate and conditions, and the pressures you face.

With that solid market understanding as a foundation, we help shape the project approach, production and delivery processes to anticipate those needs. Our proactive approach means we can be as fully responsive and flexible while still meeting demanding project schedules and challenging budgets.

Memorable places don't just happen. We work with local communities and government agencies to develop their vision and provide the research and support to guide decision-making. Our planners, engineers and landscape architects work with these clients to develop the plans and ordinances to implement these goals and design infrastructure projects that make the vision a reality. We understand the regional planning and site development issues and we help our clients understand the market conditions to develop successful projects.

We build enduring relationships with our clients by taking responsibility for their success. These relationships are founded on communication and trust. Effective communication begins with an understanding of the audience and developing a means to clearly convey the message. Good communication leads to collaborative solutions. The process begins with shared information and common understanding and leads to relationships and trust, which then leads to shared ideas and sustainable solutions.

# Assigned Personnel

Our team possesses the talent and expertise to provide planning support for the City of Falcon Heights. Landform is a boutique firm that values each of clients and treats them as such. You can be assured that this project will be given our full commitment and that the team members will serve as your partners.



Kevin Shay

Designated City Planner

Kevin will serve as the principal planner. Kevin has served as the city planner for Big Lake and Clearwater since 2019 carrying out plan review, presentation at city meetings, code enforcement, ordinance updates and responding to resident requests. He has recently worked on the 2040 Comprehensive Plans for Hugo and Corcoran and worked on several ordinance updates. His experience in Civil Engineering and GIS brings a unique perspective into creating sites that are meaningful and unique. He has a firm grasp of code development and is skilled at investigating sites and finding potential impacts to development. Kevin's attention to detail ensures that any new code is consistent with state law and ready to implement.



Kendra Lindahl, AICP

Principal Planner

Kendra will be responsible for ensuring client satisfaction through quality work and appropriate staffing. Kendra leads the Planning & Urban Design Studio at Landform and has served as the city planner for Hugo since 2002 and Corcoran since 2003. She has worked as the principal on a number of projects including the New Richmond Zoning and Subdivision Ordinance Update, the Rogers Unified Ordinance, the Corcoran Southeast District Plan and Design Guidelines and the 2040 Comprehensive Plans for Corcoran, Hugo and Lino Lakes. Her experience with public and private sector clients spans more than 25 years. In that time, she has formed a solid sense of big-picture concepts and the details necessary for turning concepts into successful projects. She has also mastered creative, effective management skills in the increasingly complex approval process arena. Her strengths include advanced code writing skills, project management and effective presentation skills at public meetings and hearings.



John Burbank, AICP

Planner

John will provide planning support for the planning team and the City as needed. Mr. Burbank is an astute and highly accomplished professional with experience in developing community-focused strategies to optimize development plans with economic, architectural and community initiatives. He has experience overseeing all facets of building inspection, planning, zoning and code enforcement. He has demonstrated success in data analytics, facility projects, cross-functional collaboration, contract standards and priority management. John is a seasoned professional who can leverage excellent communication and interpersonal skills to build relationships with clients and co-workers.

# Assigned Personnel

Our team possesses the talent and expertise to provide planning support for the City of Falcon Heights. Landform is a boutique firm that values each of clients and treats them as such. You can be assured that this project will be given our full commitment and that the team members will serve as your partners.



Nicholas Ouellette

Planner

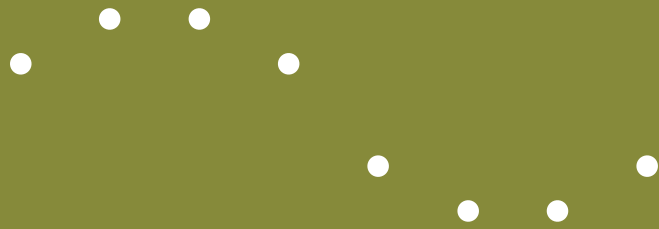
Nicholas will provide city planning and production support for the planning team. Nicholas has experience with site-plan reviews, code enforcement and zoning ordinance review. His most recent experiences with code review and analysis for site investigations for private sector clients gives him a good understanding of new approaches to ordinance writing. At the direction of the City Council, he has provided pro-active code enforcement for the City of Corcoran communicating with residents to correct violations and coordinating with the City Attorney as needed. He has completed reviews of land use development applications and has drafted staff reports for presentation to the City of Corcoran Planning Commission and City Council.



Chris Hong, AICP-C

Planner

Chris will provide additional city planning and production support for the planning team. Her attention to detail and commitment to providing exceptional service every client show in her work. Her expertise in transportation automation, environmental sciences, and urban planning has pushed her drive to create visualizations of socioeconomic, ecological, health and land-use datasets for neighborhoods and cities that are more efficient, balanced and eco-friendly. This experience will be valuable to urban planning issues facing Falcon Heights.



Resumes





## Kendra Lindahl, AICP Principal

### PROFILE

Ms. Lindahl leads the Planning & Urban Design Studio at Landform. Her experience with public and private sector clients spans more than 20 years. In that time, she has formed a solid sense of big-picture concepts and the details necessary for turning concepts into successful projects. She has also mastered creative, effective management skills in the increasingly complex approval process arena. Ms. Lindahl possesses a complete understanding of the municipal review and permitting process, allowing her to be a valuable addition to your development team.

### EDUCATION

Master of Arts in Public Administration  
*Hamline University*

Bachelor of Arts  
*University of Minnesota - Morris*

### REGISTRATION / CERTIFICATION

American Institute of Planners (AICP)

### AFFILIATIONS

American Planning Association  
Minnesota Chapter of American  
Planning Association (MnAPA)

Sensible Land Use Coalition

Economic Development  
Association of Minnesota

### KEY PROJECTS

- 2040 Comprehensive Plan \ *Corcoran, MN*
- 2040 Comprehensive Plan Update \ *Hugo, MN*
- 2040 Comprehensive Plan \ *Lino Lakes, MN*
- Corcoran Southeast District Plan & Design Guidelines \ *Corcoran, MN*
- New Richmond Ordinance Update \ *New Richmond, WI*
- Webber Park Master Plan/Public Engagement \ *Minneapolis, MN*
- The COR at Ramsey AUAR Update \ *Ramsey, MN*
- Consulting Planner \ *City of Lino Lakes, MN*
- Consulting Planner \ *City of Corcoran, MN*
- Consulting Planner \ *City of Baxter, MN*
- Consulting Planner \ *City of Hugo, MN*
- Hanifl Fields Athletic Park Shelter \ *Hugo, MN*

### AWARDS

#### Top Projects of 2015

Received for Webber Park Natural Swimming Pool \ *Minneapolis, MN*  
*Finance & Commerce*

### STRENGTHS

Kendra has completed one or more Gallup Strengths Workshops and these are her CliftonStrengths®:  
Achiever®, Competition®, Consistency®, Harmony®, Responsibility®



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CLIFTON STRENGTHSFINDER®, Achiever®, Competition®,



## Kevin Shay Planner III

### PROFILE

Mr. Shay is a Planner for the Planning & Urban Design Studio. As a graduate from Minnesota State University with experience in Planning, Civil Engineering and GIS, he brings a unique perspective to the Planning & Urban Design Studio. His experience with Habitat for Humanity has created his passion for creating sites that are affordable, meaningful, and have a design unique to the stakeholder. He has a firm grasp of project management and is skilled at investigating sites and finding potential impacts to development. Mr. Shay is a committed hard-working individual with great attention to detail, who strives to deliver high-quality planning services.

### KEY PROJECTS

- Petersen Farms Planning \ *Andover, MN*
- 2040 Comprehensive Plan \ *Hugo, M*
- 2040 Comprehensive Plan \ *Corcoran, MN*
- Consulting Planner \ *City of Corcoran, MN*
- Consulting Planner \ *City of Clearwater, MN*
- 2040 Comprehensive Plan \ *Lino Lakes, MN*
- Consulting Planner \ *City of Big Lake, MN*
- Zoning Ordinance Update \ *Lino Lakes, MN*
- Chisago County Housing Toolkit \ *Chisago County HRA - EDA, MN*
- McDonald's Restaurants \ *Multiple Midwest Locations*
- Avienda \ *Chanhassen, MN*
- Bergen Plaza Planning \ *Oakdale, MN*

### STRENGTHS

Kevin has completed one or more Gallup Strengths Workshops and these are his CliftonStrengths®:

Adaptability®, Consistency®, Harmony®, Maximizer®, Relator®

### EDUCATION

Bachelor of Science in Urban & Regional Studies  
*Minnesota State University - Mankato*

### AFFILIATIONS

American Planning Association (APA)  
Minnesota Chapter of the American Planning Association (APA-MN)



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CLIFTON STRENGTHSFINDER®, Adaptability®, Consistency®, Harmony®,





# John Burbank, AICP Planner III

## PROFILE

Mr. Burbank is an astute and highly accomplished professional with experience in developing community-focused strategies to optimize development plans with economic, architectural and community initiatives. He has experience overseeing all facets of building inspection, planning, zoning and code enforcement. He has demonstrated success in data analytics, facility projects, cross-functional collaboration, contract standards and priority management. John is a seasoned professional who can leverage excellent communication and interpersonal skills to build relationships with clients and co-workers.

## EDUCATION

Bachelor of Arts in Geography  
Summa Cum Laude  
*St. Cloud State University*

Bachelor of Science in Graphic Design  
Summa Cum Laude  
*St. Cloud State University*

## REGISTRATION / CERTIFICATION

American Institute of Planners (AICP)

## AFFILIATIONS

American Planning Association  
Minnesota Chapter of American Planning Association (MnAPA)

## KEY PROJECTS

- Site Investigations \ *Baldwin, MN*
- Corcoron Farms Business Park \ *Corcoron, MN*
- Drafting Cluster Ordinance \ *City of Dayton, MN*
- Site Investigations \ *St. Francis, MN*
- Corcoron Farms Business Park EAW \ *Corcoron, MN*
- Site Investigation \ *Bullhead City, AZ*
- East Ravine Master Plan UAR Update \ *City of Cottage Grove, MN\**
- Camel's Hump \ *City of Cottage Grove, MN\**
- Harkness Ave. Small Area Study \ *City of Cottage Grove, MN\**

## AWARDS & RECOGNITION

**Historic Preservationist of the year - 1998**  
*Cottage Grove, MN*

**Leadership Training Graduate - 2019**  
*Cottage Grove, MN*

## STRENGTHS

John has completed one or more Gallup Strengths Workshops and these are his CliftonStrengths®:  
Learner®, Ideation®, Intellection®, Arranger®, Developer®



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CLIFTON STRENGTHSFINDER®, Achiever®, Competition®,

*\*Individual experience gained at prior association*



## Nicholas Ouellette Planner II

### PROFILE

Mr. Ouellette is a Planner for the Planning & Urban Design Studio. As a graduate from the University of Calgary with experience in Planning and Civil Engineering, he brings an international perspective to the Planning & Urban Design Studio. His expertise in economic geography and urban planning has elevated his drive and zeal to create affordable, sustainable sites and design unique to the stakeholder. In addition, he has a firm grasp of investigating sites and finding potential impacts on development and project management. Mr. Ouellette is a committed, hard-working professional with impeccable attention to detail and consistently strives to deliver high-quality planning services for every client.

### EDUCATION

Bachelor of Arts in Geography  
*University of Calgary - Calgary*

### AWARDS

University of Calgary Entrance  
Scholarship

Mayo Clinic Scholarship

### KEY PROJECTS

- Luther Park Place Motors \ *Rochester, MN*
- Gordon's County Estates \ *Corcoran, M*
- Bechtold Farm \ *Corcoran, MN*
- McDonalds Side-by-Side Drive Thru Redevelopment \ *Crivitz, WI*
- McDonalds Site Investigation \ *Fargo, SD*
- Garages Too \ *Corcoran, MN*
- Wayzata Planning Efforts \ *Wayzata, MN*
- Dayton Sign Ordinance Update \ *Dayton, MN*
- Wings Financial Credit Union \ *Rochester, MN*
- Code Enforcement \ *Corcoran, MN*
- Nuisance Ordinance Amendments \ *Corcoran, MN*
- McDonalds Site Investigation \ *Thief River Falls, MN*

### STRENGTHS

Nicholas has completed one or more Gallup Strengths Workshops and these are his CliftonStrengths®:  
Learner®, Connectedness®, Input®, Arranger®, Context®



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CLIFTON STRENGTHSFINDER®, Adaptability®, Consistency®, Harmony®,



## Chris Hong, AICP-C Planner II

### PROFILE

Ms. Hong is a Planner for the Planning & Urban Design Studio. As a graduate of the University of Minnesota with a Master of Urban and Regional Planning, she brings an advanced perspective to the Planning & Urban Design Studio. Her expertise in transportation automation, environmental sciences, and urban planning has pushed her drive to create visualizations of socioeconomic, ecological, health and land-use datasets for neighborhoods and cities that are more efficient, balanced and eco-friendly. She has a balanced approach to uncovering potential impacts on development and project management and has had her findings in social equity with shared autonomous vehicles published with the University of Minnesota. Ms. Hong is a fully-dedicated, hard-working professional with astute attention to detail who consistently strives to deliver best-in-class planning services for every client.

### KEY PROJECTS

- City of Lino Lakes Zoning Ordinance Update \ *Lino Lakes, MN*
- Consulting Planner \ City of *Corcoran, MN*
- McDonalds on Dodge \ *Elk River, MN*
- City of Big Lake Ordinance Update \ *Big Lake, MN*

### EDUCATION

Master of Urban and Regional Planning  
*University of Minnesota*

Bachelor of Arts in Environmental  
Sciences, Policy, and Management  
*University of Minnesota*

### REGISTRATION / CERTIFICATION CANDIDATE

American Institute of Planners (AICP)

### AFFILIATIONS

American Planning Association  
Minnesota Chapter of American  
Planning Association (APAMN)

### STRENGTHS

Chris has completed one or more Gallup Strengths Workshops and these are her CliftonStrengths®:

Individualization®, Activator®, Restorative®, Relator®, Communication®



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CLIFTON STRENGTHSFINDER®, Adaptability®, Consistency®, Harmony®,

# Professional References

Landform Professional Services, LLC is proud of our record of professional, quality service and our ongoing relationships with our clients. We encourage you to speak to them about our team.



Ms. Rachel Juba  
Community Development Director, City of Hugo  
Ph: (651) 762-6304  
rjuba@ci.hugo.mn.us



Ms. Hanna Klimmek, EDFP  
Community Development Director, Big Lake EDA Exec. Director, City of Big Lake  
Ph: (763) 251-2979  
hklimmek@biglakemn.org



Mr. Mike Grochala  
Community Development Director, City of Lino Lakes  
Ph: 651-982-2427  
mgrochala@ci.lino-lakes.mn.us



Ms. Annita Smythe  
City Administrator, City of Clearwater  
Ph: 320-558-2428  
asmythe@clearwatercity.com

# Basis for Compensation

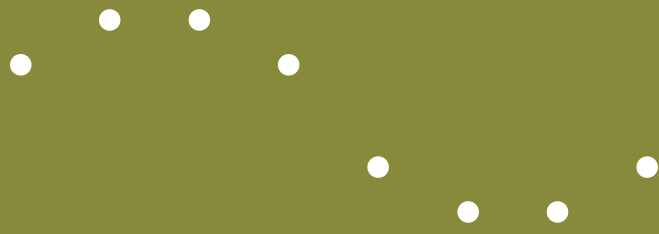
1. Landform will provide daily planning services (such as review of applications and meetings with residents) on an hourly basis. Attendance at Planning Commission and City Council meetings, as well as the requested office hours at City Hall, which may be up to two days per week, will also be billed at our hourly rates. Landform's 2022 rate schedule for this contract is included below.

Professional Services Title	Hourly Rates
Principal Planner	\$200
Planning Lead/Senior Planner	\$160
Planner III	\$125
Planner II	\$110
Planner I	\$100

2. For specific tasks such as ordinance updates, Landform will provide a proposal and scope of work for City review and approval prior to beginning work.
3. Standard Internal reimbursable expenses associated with prints, plots, scanning and mileage are included in our hourly rates. Deliverable plots and prints will be charged at an internal rate.

**Internal reimbursable expenses are priced as follows:**

Plotting in Color	\$0.50 per square foot
Color Printing	\$1.00 for 8.5 x 11
	\$2.50 for 8.5 x 14, 11 x 17
Scanning	\$1.50 per scan
CD/ DVD/ Thumb Drive	\$10.00 per CD/ DVD / Thumb Drive



Projects

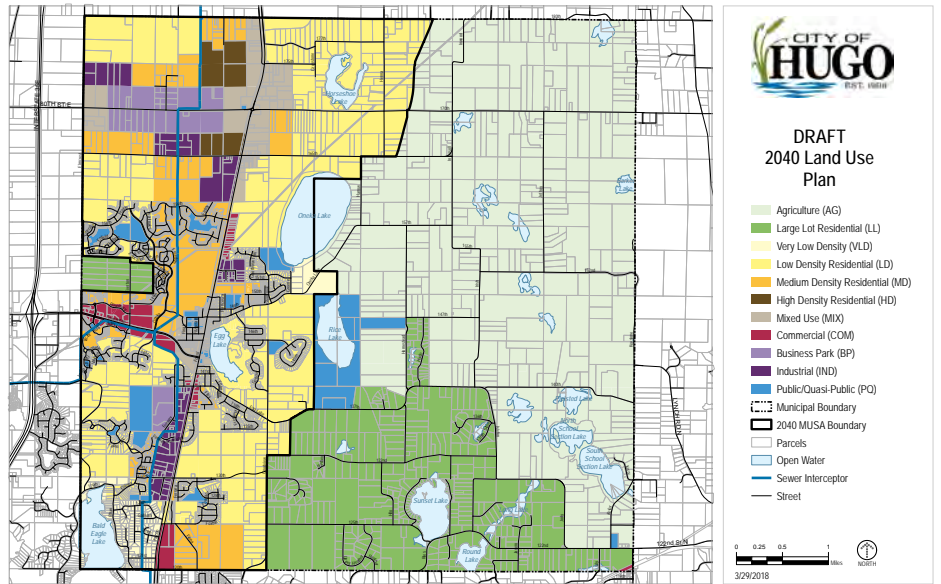
# City of Hugo Planning Services

**Location** Hugo, MN  
**Client** City of Hugo  
**Date Completed** 2002 - present

Landform has provided general planning support to the City of Hugo since 2002, including development review and responding to resident inquiries as well as updating the City Zoning and Land Use maps in GIS.

In addition to the on-going review of development applications, Landform has also prepared comprehensive updates to the Zoning and Subdivision Ordinances for the City.

Landform led the City's 2030 Comprehensive Plan effort and the 2040 Comprehensive Plan update process. These plans continue to provide opportunities for high quality development while preserving the rural characteristics that make Hugo unique.





# City of Corcoran Planning Services

**Location** Corcoran, MN

**Client** City of Corcoran

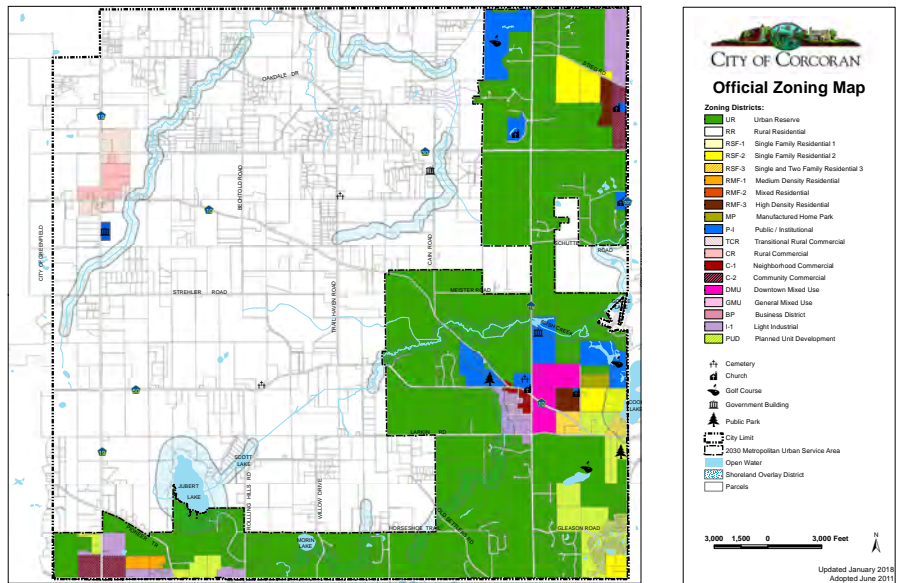
**Date Completed** 2017

Landform has provided general planning support to the City of Corcoran since 2003, including development review and responding to resident inquiries as well as updating the City Zoning and Land Use maps in GIS.

In addition to the on-going review of development applications, Landform has also prepared comprehensive updates to the Zoning and Subdivision Ordinances for the City.

In 2015, Landform led the City/County efforts to develop the Southeast District Master Plan and Design Guideline update. This effort was important as it set the foundation for the City's development expectations for a new Town Center. This plan was updated in 2018 as part of the 2040 Comprehensive Plan update.

Landform led the City's 2040 Comprehensive Plan update process, which provides opportunities for high quality development while preserving the rural characteristics that make Corcoran unique.







# Lino Lakes 2040 Comprehensive Plan Update

**Location** Lino Lakes, MN

**Client** City of Lino Lakes

**Date Completed** Estimated 2020

In 2017 Landform was asked to lead the 2040 Comprehensive Plan Update for the City of Lino Lakes. Landform worked with City staff, the City's consulting engineer, council members, board members and community members to identify strengths, weakness, opportunities and obstacles that stand in the way of the community achieving their goals.

The direction from the Council was that no major changes were desired and the Council directed staff use the Planning & Zoning Board as the working group to develop the update. Landform held three outreach events and used the City newsletter, postcards, the City webpage and My Sidewalk social media to engage the community.

The Comprehensive Plan is the vision for development in Lino Lakes. It is a reflection of the community's social and economic values. These values are translated into the type of land use the City desires and programs regarding economic development, housing, parks, transportation and other key area.

The resulting document is graphically robust, contains interactive links, and incorporates text updates that will shape the future of the City. The 2040 Comprehensive Plan is expected to be adopted by the City in 2020.

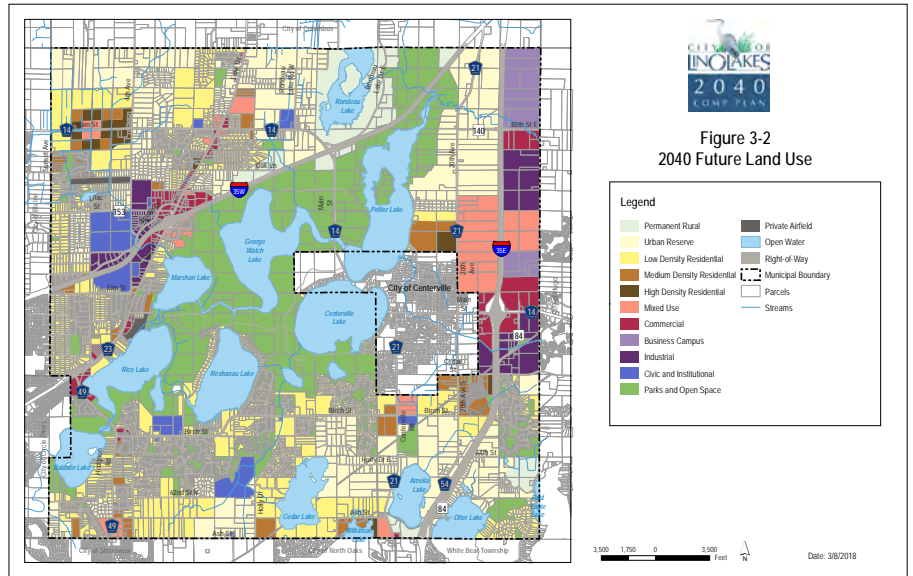


Figure 5.5 Average Travel Time to Work (Minutes)

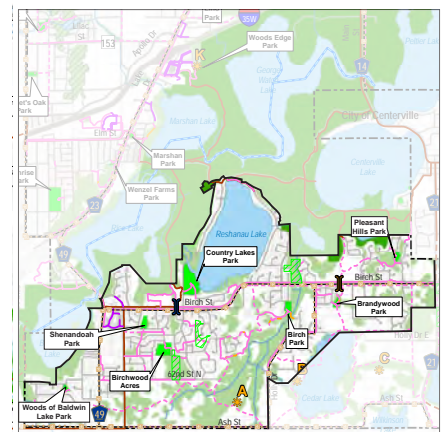
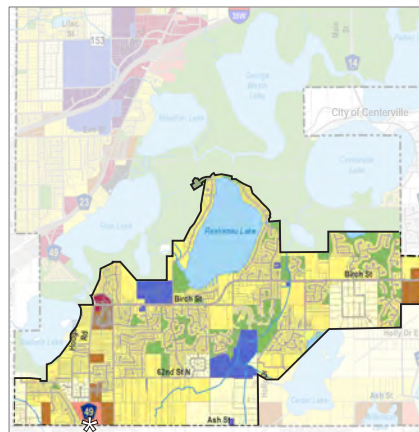
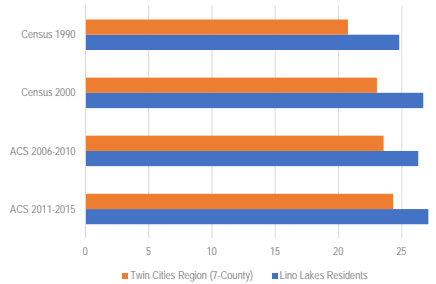
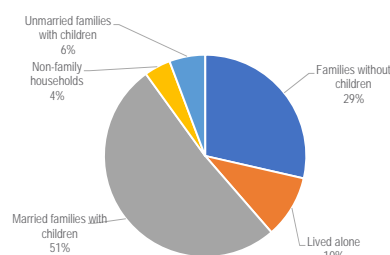


Figure 2-8. Lino Lakes Households 2000 Census





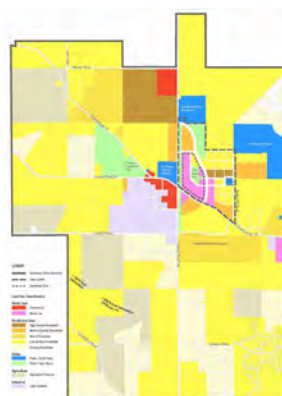
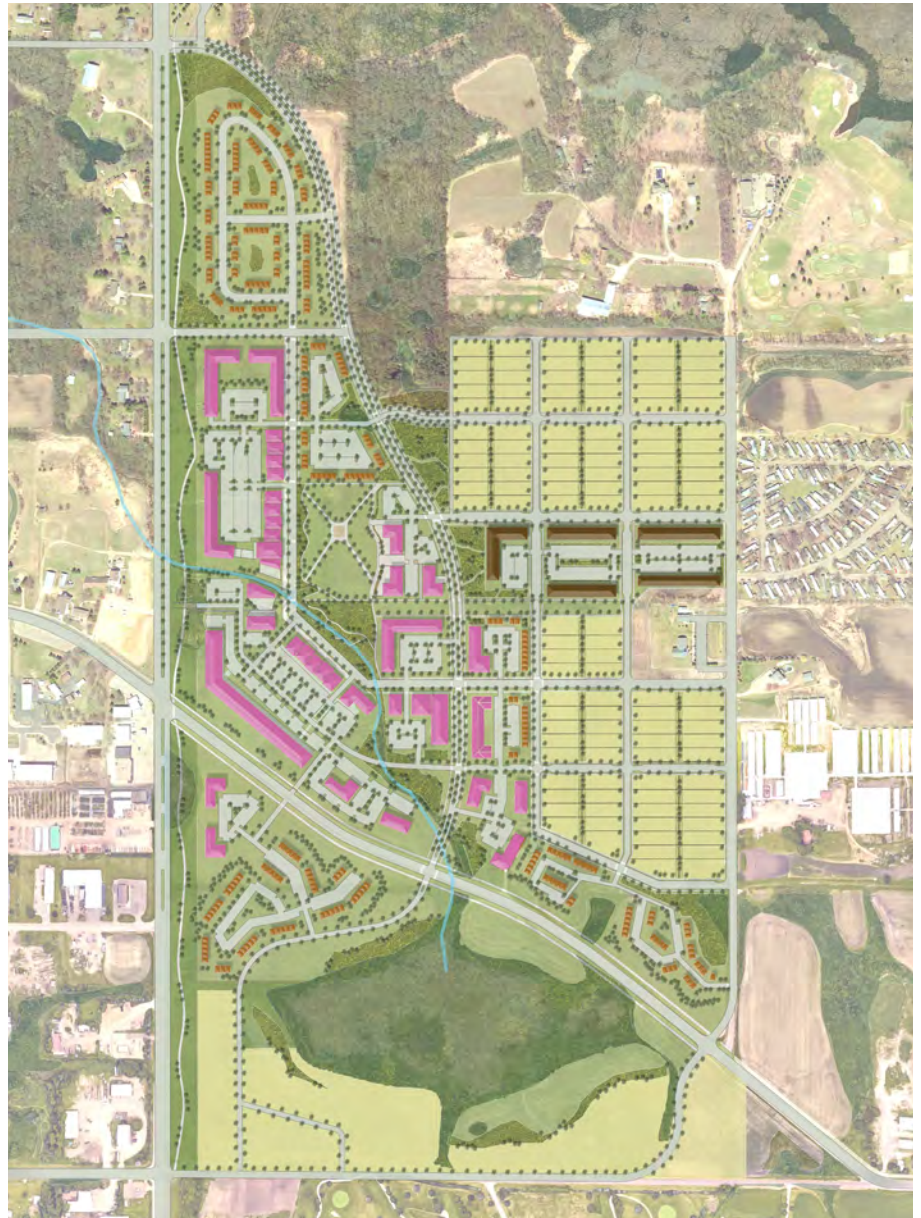
# Southeast District Plan and Design Guidelines

**Location** Corcoran, MN  
**Client** City of Corcoran  
**Date Completed** 2019

The City updated the Southeast District Plan and Design Guidelines in response to the planned policy changes in the City's 2040 Comprehensive Plan. The most significant changes involved the planned future alignment of existing County Roads 10 and 50 in Corcoran.

As part of the update, the City reanalyzed the mix of uses in the Town Center and modified the plan to better reflect the City's vision for this area. Key changes included:

- A modification of the Town Center boundary based on the new street alignment
- The addition of grade-separated pedestrian crossing alternatives
- A more refined stormwater management concept
- A more defined village green as a priority in the Town Center
- A modified land use plan for the Town Center to respond to market conditions
- Modifications to the street network plan







**Thank  
You!**



LANDFORM  
From Site to Finish

**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

September 28, 2022

No. 22-42

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**RESOLUTION ACCEPTING OF PROPOSAL AND AUTHORIZATION OF CITY  
ADMINISTRATOR TO NEGOTIATE CONTRACT WITH LANDFORM PROFESSIONAL  
SERVICES, LLC FOR TEMPORARY PLANNING CONSULTANT SERVICES**

**WHEREAS**, with the resignation of Planner/Community Development Coordinator Paul Moretto, there is an immediate need for City Staff assistance to review plans and be the liaison to the Planning Commission; and

**WHEREAS**, in the past, the City has contracted temporary planning services to assist with this vacancy; and

**WHEREAS**, Staff approached three firms that provide this service to the Twin Cities; and

**WHEREAS**, two firms provided proposals with the availability to start immediately; and

**WHEREAS**, Staff recommends the City hire Landform Professional Services, LLC (“Landform”) as the temporary planning consultant; and

**WHEREAS**, Landform has experience working as planning consultants for municipalities and have developed comprehensive plans and specialty plans for communities across Minnesota; and

**WHEREAS**, Kevin Shay will be Landform’s designated consulting planner for the City; and

**WHEREAS**, Kevin Shay will be at City Hall 1-2 days per week, depending on need, and will attend Planning Commission meetings; and

**WHEREAS**, Landform’s proposal is for hourly contracted services, and staff anticipates that it will range from \$6,000 to \$9,000 per month, depending on how many days per week the consulting planner is in the office; and

**WHEREAS**, it is anticipated that Landform will begin the week of October 3, 2022.

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

1. That the proposal from Landform Professional Services, LLC is accepted by the City Council of the City of Falcon Heights.
2. That the City Administrator is authorized by the City Council of the City of Falcon Heights to negotiate contract with Landform Professional Services, LLC for temporary planning consultant services.

-----  
Moved by:

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

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

Attested by: \_\_\_\_\_  
Jack Linehan  
City Administrator

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## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	September 28, 2022
<b>Agenda Item</b>	G4
<b>Attachment</b>	Bituminous Roadways Quote
<b>Submitted By</b>	Stephanie Smith, Asst. City Engineer

<b>Item</b>	Approve Quote with Bituminous Roadways, Inc. to Perform 2021 PMP Repairs in an amount not to exceed \$125,000.00.
<b>Description</b>	<p>The original contractor for the 2021 Pavement Management Project has filed for bankruptcy and is unable to complete the final work on the project. Remaining work includes replacement of new concrete that was damaged and adjustment of manhole castings to the height specified by contract (preventing hits by snowplows and uneven driving surface).</p> <p>The City solicited quotes to complete these final repairs. The Base Quote includes the concrete repairs. Two alternates were included: Alternate 1 to use a 10-foot by 10-foot patch when adjusting the manhole castings, and Alternate 2 will use a curb-to-curb patch when adjusting the manhole castings. City staff is working with the City Attorney and the Bonding Company (from the original 2021 PMP contract) to determine which.</p> <p>On September 1<sup>st</sup>, 2022, one quote was received from Bituminous Roadways, Inc. The Base Quote is for the amount of \$38,161.00. Alternate 1 is for \$47,175.00 and Alternate 2 is for \$82,325.00.</p> <p>Staff recommends approval of the quote in an amount not to exceed \$125,000, contingent on bonding company approval. This will ensure the City has no out of pocket expenses on the project.</p>
<b>Budget Impact</b>	The cost of this work is anticipated to be paid for by both funds reserved in the 2021 PMP project budget and the performance bond the City is holding from the original 2021 PMP contractor. The City is actively working with the bonding company to access that funding.
<b>Attachment(s)</b>	Bituminous Roadways Quote
<b>Action(s) Requested</b>	Motion to approve the Quote with Bituminous Roadways, Inc. to perform 2021 PMP repairs in an amount not to exceed \$125,000, contingent on bonding company approval.





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 www.bitroads.com | info@bitroads.com

<b>To:</b>	CITY OF ROSEVILLE	<b>Contact:</b>	STEPHANIE SMITH
<b>Address:</b>	2660 CIVIC CENTER DRIVE ROSEVILLE, MN 55113	<b>Phone:</b>	(651) 792-7004
		<b>Fax:</b>	(651) 792-7050
<b>Project Name:</b>	FALCON HEIGHTS 2021 PMP REPAIRS	<b>Bid Number:</b>	
<b>Project Location:</b>	VARIOUS, FALCON HEIGHTS, MN	<b>Bid Date:</b>	9/1/2022

Item Description	Estimated Quantity	Unit	Unit Price	Total Price
<b>BASE QUOTE - CONCRETE</b>				
<b>Curb Replacement</b> - Remove And Install 202 LF B618 Concrete Curb And Gutter.	202.00	LF	\$138.00	\$27,876.00
<b>Concrete Slab Replacement</b> - Remove And Install 29 SF 6" Concrete Flatwork.	29.00	SF	\$140.00	\$4,060.00
<b>Patch/Repair In Front Of Curbing (50 SY)</b> - A Tack Coat Shall Be Applied Uniformly To Cut Edges. Install 4 Inches Of Type SPWEA330B Asphalt Mix. Compact With Steel Roller For Smooth Transition With Existing Surface.	50.00	SY	\$71.00	\$3,550.00
<b>Restore Landscape</b> - Landscape Restoration, Including Topsoil And Seed. Excludes Maintenance.	25.00	SY	\$107.00	\$2,675.00

**Total Price for above BASE QUOTE - CONCRETE Items: \$38,161.00**

<b>ALTERNATE A - MANHOLE ADJUSTMENTS - 10' X 10' PATCHES</b>				
<b>Manhole Repair ( 37 Each )</b> - Area For Excavation Shall Be Cut Out To Approximately 10'x10'. Edges Shall Be Cut Vertically With Saw Or Milling Machine. Remove Iron Casting And Rings As Needed. Install New Concrete Rings As Needed. Adjust The Structure To Proper Pitch And Elevation. Grade And Compact Aggregate Base. Apply A Tack Coat To Cut Edges. Install 4 Inches Of Type SPWEA330B Asphalt Mix. Compact With Steel Roller For Smooth Transition With Existing Surface.	37.00	EACH	\$1,275.00	\$47,175.00

**Total Price for above ALTERNATE A - MANHOLE ADJUSTMENTS - 10' X 10' PATCHES Items: \$47,175.00**

<b>ALTERNATE B - MANHOLE ADJUSTMENTS - 10' X 28' PATCHES</b>				
<b>Manhole Repair ( 37 Each )</b> - Area For Excavation Shall Be Cut Out To Approximately 10'x28'. Edges Shall Be Cut Vertically With Saw Or Milling Machine. Remove Iron Casting And Rings As Needed. Install New Concrete Rings As Needed. Adjust The Structure To Proper Pitch And Elevation. Grade And Compact Aggregate Base. Apply A Tack Coat To Cut Edges. Install 4 Inches Of Type SPWEA330B Asphalt Mix. Compact With Steel Roller For Smooth Transition With Existing Surface.	37.00	EACH	\$2,225.00	\$82,325.00

**Total Price for above ALTERNATE B - MANHOLE ADJUSTMENTS - 10' X 28' PATCHES Items: \$82,325.00**

**Total Bid Price: \$167,661.00**

**Notes:**

- All work to be completed in 2022.
- Proposed Work Does Not Include: Landscape Restoration, Irrigation Repair/Restoration, Private Utility Locates/Repairs, Sub-soil Corrections, Erosion Control, Towing Charges, Permits and Fees, Multiple Mobilizations, Surveying or any Unforeseen Conditions, Guarantee on drainage or ponding of water on lots with less than 1% slope.

- Noted Addn: None
- For more information: [www.bitroads.com](http://www.bitroads.com)

**Payment Terms:**

This proposal is subject to credit approval and is valid for 10 calendar days, after which time price quotes may be withdrawn without notice. This quote is based on standard AGC subcontract language and shall become a rider to any contract.

Payment due upon receipt of invoice. A finance charge of 1 1/2% per month (18% per year) will be charged on any balance over 30 days past invoice date, unless otherwise agreed upon in writing. We gladly accept Visa, Mastercard, Discover & American Express.

<https://bitroads.com/About-Us/75th-Anniversary>

<p><b>ACCEPTED:</b> The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p><b>Buyer:</b> _____</p> <p><b>Signature:</b> _____</p> <p><b>Date of Acceptance:</b> _____</p>	<p><b>CONFIRMED:</b> <b>BITUMINOUS ROADWAYS, INC. - MENDOTA HEIGHTS</b></p> <p><b>Authorized Signature:</b> _____</p> <p><b>Estimator:</b> Jake Anderson 651-287-6062 <a href="mailto:jake.anderson@bitroads.com">jake.anderson@bitroads.com</a></p>
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**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

September 28, 2022

No. 22-43

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**RESOLUTION AUTHORIZING THE QUOTE FROM BITUMINOUS ROADWAYS, INC. TO  
PERFORM 2021 PAVEMENT MANAGEMENT PROJECT REPAIRS IN AN AMOUNT NOT  
TO EXCEED \$125,000.00**

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

**WHEREAS**, as part of the bid award, Molnau Trucking LLC resurfaced roadways including installing concrete curbs and manhole castings; and

**WHEREAS**, the work completed is unsatisfactory and repairs are needed to be made; and

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

**WHEREAS**, Molnau Trucking LLC had a performance bond that will be used to complete the restorations; and

**WHEREAS**, the City of Falcon Heights' contracted City Engineers marketed the bid for a qualified company to repair the work; and

**WHEREAS**, one quote was received from Bituminous Roadways, Inc. to complete the repairs; and

**WHEREAS**, the quote was deemed acceptable by the City Engineer.

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

1. The City Council accepts the quote from Bituminous Roadways Inc. on the contingency that the bonding company approves claims against the performance bond.
2. The City Administrator is authorized to sign and execute the agreement.

Moved by:

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

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

Attested by: \_\_\_\_\_  
Jack Linehan  
City Administrator

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## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	September 28, 2022
<b>Agenda Item</b>	Consent G5
<b>Attachment</b>	Resolution 22-44
<b>Submitted By</b>	Jack Linehan, City Administrator

<b>Item</b>	Appointment of Kelly Nelson to the position of Assistant to the City Administrator
<b>Description</b>	<p>After the resignation of Megan Pavsek as the Assistant to the City Administrator, the City launched a search of candidates for a replacement.</p> <p>The City received 12 applicants and interviewed five for the position. Two candidates were brought back as finalists. Ultimately, Kelly Nelson was the selected candidate.</p> <p>Kelly has nearly 20 years of experience in marketing and promotions, working most of her career for local radio stations as a Marketing Director and Promotions Manager. Kelly is enthusiastic and brings great ideas on how to take our special events, promotions and parks programming to the next level. Kelly also is a Falcon Heights resident.</p>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Resolution 22-44 Appointment of Kelly Nelson as Assistant to the City Administrator</li> </ul>
<b>Action(s) Requested</b>	Staff recommend approval of attached resolution accepting the appointment of Kelly Nelson to the position of Assistant to the City Administrator.

**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

September 28, 2022

No. 22-44

---

**RESOLUTION APPOINTING KELLY NELSON TO THE POSITION OF ASSISTANT TO THE  
CITY ADMINISTRATOR FOR THE CITY OF FALCON HEIGHTS**

**WHEREAS**, on August 18th, the position of Assistant to the City Administrator became vacant after a resignation; and

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

**WHEREAS**, the position was offered to and accepted by Kelly Nelson;

**WHEREAS**, Kelly Nelson has a start date of October 3, 2022.

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

1. Appoint Kelly Nelson to the position of Assistant to the City Administrator.
  2. Authorize compensation of \$60,000.00 annually.
- 

Moved by:

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

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

Attested by: \_\_\_\_\_  
Jack Linehan  
City Administrator

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## REQUEST FOR CITY COUNCIL ACTION



<b>Meeting Date</b>	September 28, 2022
<b>Agenda Item</b>	Policy D1
<b>Attachment</b>	LMC THC FAQ, Interim Ordinance
<b>Submitted By</b>	Jack Linehan, City Administrator

<b>Item</b>	Interim Ordinance Prohibiting the Sale, Testing, Manufacturing or Distribution of THC Products
<b>Description</b>	<p>A new law was enacted at the end of the 2022 legislative session that allows certain edible and beverage products infused with tetrahydrocannabinol (THC) to be sold. The changes took effect on July 1.</p> <p>The new law amends the scope of sale of any product that contains cannabinoids extracted from hemp and that is an edible cannabinoid product or is intended for human or animal consumption.</p> <p>Previous law authorized a product containing nonintoxicating cannabinoids (CBD) to be sold, but the authority to sell edible CBD products was unclear. The new law expands the authority to include nonintoxicating cannabinoids, including edible cannabinoid products, provided they do not contain more than 0.3% of any THC. An edible cannabinoid product also cannot exceed more than five milligrams of any THC in a single serving, or more than a total of 50 milligrams of any THC per package.</p> <p>The new law does not limit where edible cannabinoids products may be sold. However, certain businesses by their nature maybe be limited on their ability to sell the products, including establishments that primarily sell liquor. Nothing in the new law limits a city’s zoning authority related to THC products. Falcon Heights’ city code does not address THC sales. As such, the majority of retail establishments could sell THC products within the state threshold. The most common locations for THC sales are gas stations, tobacco stores, and specialty CBD/THC retailers. The city does not have any tobacco stores, but does have two gas stations that currently sell tobacco products.</p> <p>City staff have been approached by a CBD/THC establishment interested in potentially opening a CBD/THC store in Falcon Heights.</p> <p>The city’s zoning ordinance does not address THC sales. An option for the City is to approve a moratorium on sales for up to one year to study the issue further and consider zoning regulations.</p> <p>A moratorium is a tool cities use to pause specific uses in order that the city may study the issue in anticipation of future regulations. A moratorium is limited to a period of one year. For example, a few cities such as Roseville, Arden Hills, Shoreview and Lauderdale have recently enacted a moratorium on CBD and THC products.</p> <p>For tonight’s consideration is an interim ordinance that would be in effect for up-to one year.</p>



	<p>During this time, the city is required to study the issue and develop policies or ordinances relating to the issue. If approved, staff will work with the Planning Commission and city attorneys to draft reasonable regulations and restrictions for where products can be sold and any licensing requirements that will be needed.</p> <p>The interim ordinance, if approved, will expire September 28, 2023. Council may repeal the interim ordinance before this time.</p>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	LMC CBD-THC FAQ, Resolution
<b>Action(s) Requested</b>	Approve the attached interim ordinance prohibiting the sale, testing, manufacturing or distribution of THC in the City of Falcon Heights for a period that expires September 28, 2023.

# League of Minnesota Cities

## FAQ on Cities and Regulation of Edible Cannabinoid Products

### General information

#### Q1. What does the new law do?

**A1.** It is now legal to sell certain edibles and beverages infused with tetrahydrocannabinol (THC), the cannabis ingredient extracted from hemp.

The new law was passed by the Legislature as part of [Chapter 98](#). Article 13 makes several changes to [Minnesota Statutes, section 151.72](#) regarding the sale of certain cannabinoid (CBD) products. The changes took effect on July 1.

The new law amends the scope of sale of any product that contains cannabinoids extracted from hemp and that is an edible cannabinoid product or is intended for human or animal consumption.

Previous law authorized a product containing nonintoxicating cannabinoids to be sold, but the authority to sell edible CBD products was unclear. The new law expands the authority to include nonintoxicating cannabinoids, including edible cannabinoid products, provided they do not contain more than 0.3% of any THC. An edible cannabinoid product also cannot exceed more than five milligrams of any THC in a single serving, or more than a total of 50 milligrams of any THC per package.

#### Q2. Under the law, where are edible cannabinoids allowed to be sold?

**A2.** The new law does not limit where edible cannabinoids products may be sold. However, certain businesses by their nature maybe be limited on their ability to sell the products. Liquor stores, for example, are limited to selling specific items set by [Minnesota Statute, section 340A.412, subd. 14](#). The Alcohol and Gambling Enforcement Division (AGE) of the Minnesota Department of Public Safety has advised the League of Minnesota Cities that products containing CBD, hemp, or THC are not allowed for sale at an exclusive liquor store. In addition, AGE has informed LMC that a liquor store's ability to sell food pursuant to [Minnesota Statute, section 340A.412, subd. 14 \(b\)](#), does not include edible cannabinoid products.

#### Q3. Could my city's municipal liquor store sell the edible cannabinoid products?

**A3.** Liquor stores are limited to selling specific items set by [Minnesota Statute, section 340A.412, subd. 14](#). The Alcohol and Gambling Enforcement Division (AGE) of the Minnesota Department of Public Safety has advised the League of Minnesota Cities that products containing CBD, hemp, or THC are not allowed for sale at an exclusive liquor store. AGE has

advised LMC that CBD, hemp, or THC infused beverages are not intended to be mixed with alcoholic beverages and are not considered soft drinks. In addition, AGE has informed LMC that a liquor store's ability to sell food pursuant to [Minnesota Statute, section 340A.412, subd. 14 \(b\)](#), does not include edible cannabinoid products. Due to this guidance, LMC recommends cities refrain from selling such products at their municipal liquor stores.

#### Q4. What regulations are in place for packaging for edible cannabinoids?

**A4.** Along with testing and labeling requirements, an edible cannabinoid must meet several requirements, including that it:

- Not bear the likeness or contain cartoon-like characteristics.
- Not be modeled after a brand of products primarily consumed or marketed to children.
- Not be made by applying an extracted or concentrated hemp-derived cannabinoid to a commercially available candy or snack food item.
- May not contain an ingredient, other than a hemp-derived cannabinoid, that is not approved by the federal Food and Drug Administration.
- May not be packaged in a way that resembles any commercially available food product.
- Must not be packaged in a container that could reasonably mislead any person to believe that it contains anything other than an edible cannabinoid product.

#### Q5. Are these products legal under federal regulations?

**A5.** The 2018 Farm Bill made several changes to federal law related to hemp. Under the law, hemp was removed from the controlled substance act, including derivatives, extracts, and cannabinoids, provided those substances contained less than 0.3% THC concentration. If a product contains more than 0.3% THC it is considered marijuana and not hemp. Pursuant to the Farm Bill, Minnesota has legalized the production of hemp through its [industrial hemp program](#).

Although hemp extracts that meet the mandated THC level are no longer controlled substances, the Farm Bill did not alter the authority of other federal agencies, including the Food and Drug Administration (FDA) from regulating hemp and hemp byproducts. Under current [FDA regulations](#), CBD or THC products cannot be sold as a dietary supplement and cannot be added to food for humans or animals.

#### Q6. Where do the edible cannabinoid products come from?

**A6.** Under current law, these products can be manufactured in Minnesota but also imported from other states. Growing hemp in Minnesota is governed by the Department of Agriculture, though the MDA Hemp Program does not regulate cannabis extracts, development and manufacturing of cannabis extracts, or the retail and marketing of cannabinoid products. Cities may want to consider zoning implications for manufacturing and production of cannabinoid products.

#### Q7. How are the new products taxed?

A7. It is the understanding of LMC that edible cannabinoid products legalized under the new law are subject to Minnesota sales tax. LMC is waiting for more guidance from the Minnesota Department of Revenue to determine if any exemptions apply. The new law does not authorize cities to tax the products in their communities, however LMC is waiting on more information as to whether the products would be subject to a local food and beverage tax.

[Return to top of page](#)

## Enforcement and public safety

Q8. How is the new law enforced?

A8. The Minnesota Board of Pharmacy has regulatory authority over drug products that are implicitly or explicitly intended for human or animal consumption. This includes products regulated in the new law. If a product does not meet all the requirements of the new law, the product may be considered [misbranded](#) or [adulterated](#). The sale of a misbranded or adulterated product is a [misdemeanor-level crime](#) which is to be prosecuted by the [county attorney](#) where the offense took place. Questions regarding whether a specific product deviates from the requirements of the new law should be forwarded to the [Minnesota Board of Pharmacy](#). The Board of Pharmacy has provided a [form to file complaints against licensed or unlicensed cannabis businesses \(pdf\)](#) and an [inspection checklist to assist law enforcement \(pdf\)](#).

In addition, the new law limits the sale of CBD and THC products to persons over the age of 21. The sale of CBD and THC products to a person under the age of 21 is a [misdemeanor-level crime](#) which is to be prosecuted by the [county attorney](#) where the offense took place. Cities will need to work with local law enforcement and the county attorney to determine how to enforce this requirement.

If cities desire to further regulate CBD and THC products within their jurisdiction, they will need to work with their city attorney to adopt local regulations.

The League is working with the Minnesota Chiefs of Police Association and Minnesota Sheriff's Association to understand potential implications for law enforcement and identify additional questions pertaining to the enforcement of these new products along with employment related questions for law enforcement.

Q9. What are penalties for someone who violates?

A9. A violation of the new law is a [misdemeanor](#). In most cases, the [county attorney](#) is charged with prosecuting these violations.

Q10. How do our officers determine if a driver is under the influence of these new products?

**A10.** The new law does not change the current rules relating to driving under the influence of a cannabinoid. Officers should use the same process to determine sobriety as they have used if they suspected a driver was under the influence of marijuana.

### Q11. Could cities prohibit the sale of edible cannabinoids entirely?

**A11.** In most states that have adopted adult use cannabis legislation, local governments are given the option to either opt-in or opt-out of cannabis in their communities. This framework helps to maintain local control of the cannabis issue. The new Minnesota law does not provide such an option. Therefore, the new law makes the new cannabinoid products legal in every city throughout the state.

Without a clear opt-out option, the question as to whether a city could completely prohibit the sale of edible cannabinoids is an open question. One potential approach would be to follow the Minnesota House Research's suggestion to LMC that it may be possible for a city to classify cannabis edibles containing THC as an intoxicating cannabinoid and therefore would not be allowed under the new law.

Arguments have also been made that a city may be able to prohibit the sale of edible cannabinoids products under its authority to provide for the health safety and welfare of its community. If a city were to attempt to prohibit edible cannabinoids under this authority, it would need to work with its city attorney to develop findings that clearly show the dangers of edible cannabinoids products and the need to prohibit the products. Cities may want to look at communities that have banned the sale of flavored tobacco products as a model for such prohibitions.

### Q12. Is our city required to adopt regulations under the new law?

**A12.** The new law does not require cities to take action in regulating the new products. If a city chooses not to adopt additional regulations, the sale and production of these new products will be governed by the city's existing zoning and other regulations. In addition, the new law gives local law enforcement power to enforce violations as a misdemeanor.

[Return to top of page](#)

## City licensing

### Q13. What authority do cities have regarding licensing the sale of edible cannabinoids?

**A13.** A city's authority to license comes from either a specific grant of authority from the Legislature or from its authority to provide for its general health, safety, and welfare. When a city official proposes local licensing of any activity or occupation, a city first must determine whether the state already licenses that activity and, if so, whether the law forbids or allows a local license.

## Q14. What types of restrictions should we consider in regulating cannabinoids?

**A14.** If a city decides to regulate edible cannabinoids or other cannabinoid products, the types of regulations can vary from city to city. Some items a city may consider when drafting these regulations include:

- What areas of the city edible cannabinoids may be sold or manufactured or distributed.
- What business should be allowed to sell edible cannabinoids.
- Age of person selling the product.
- Location of products within retail establishment.
- Pop-up sales.
- Transient merchants.
- Vending machines.
- Distance from other uses (schools, parks, residential, etc.).
- Distance between retailers.
- Delivery services.
- Online sales.
- Limit number of establishments within the city.
- Age verification.
- Hours.
- Background checks.

## Q15. Can a city add edible cannabinoid products to its existing tobacco licensing program?

**A15.** The requirements and legal authority for tobacco products are unique to those products. While some aspects of tobacco regulations may be used when regulating edible cannabinoid products, the products and the authority to regulate them are quite different. If a city chooses to license edible cannabinoid sellers, it would be best to do so separately from tobacco regulations or be sure to carefully draft new language in an existing ordinance that follows the unique requirements of the new law.

## Q16. If our city licenses edible cannabinoid products, how much can we charge as a license fee?

**A16.** When setting fees, cities should consider a number of things. First, cities should not view municipal licensing as a significant source of revenue. License fees must approximate the direct and indirect costs associated with issuing the license and policing the licensed activities. License fees that significantly exceed these costs are considered unauthorized taxes.

This means a license fee may not be so high as to be prohibitive or produce any substantial revenue beyond the actual cost to issue the license and to supervise, inspect, and regulate the licensed business.

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## Zoning

Q17. What authority do cities have regarding zoning for where the products could be sold?

**A17.** Nothing in the new law limits a city's zoning authority related to CBD and THC products. No Minnesota court has interpreted the limits on zoning authority in this context, but at least one court in another state has ruled that a state law related to cannabis did "not nullify a municipality's inherent authority to regulate land use under [state] law so long as the municipality does not prohibit or penalize all medical marijuana cultivation ... and so long as the municipality does not impose regulations that are unreasonable and inconsistent with regulations established by state law." *DeRuiter v. Township of Byron*, 505 Mich. 130, 949 N.W.2d 91 (2020). It is unknown if a Minnesota court would come to the same conclusion.

Cities should be thoughtful and intentional about how zoning regulations related to cannabinoid products affect their communities and work with their city attorney to determine what, if any, zoning restrictions should be adopted. Cities will need to consider not only zoning regulations related to retail sales of CBD and THC products but also the manufacturing and production of the products within the city. Unless specifically differentiated in a zoning ordinance, a city's general manufacturing and production zoning provisions will likely apply to CBD and THC production as well.

Q18. Could cities adopt a moratorium prohibiting the sale, manufacturing or, distribution of cannabinoids so it can study the issue?

**A18.** A moratorium is a tool cities use to pause specific uses in order that the city may study the issue in anticipation of future regulations. A moratorium is limited to a period of one year. To adopt a moratorium, a city must follow the procedures in [Minnesota Statute, section 462.355, subd. 4](#). The statute specifies the specific instances where a city may adopt a moratorium. If a city were to adopt a moratorium prohibiting the sale or manufacturing of edible cannabinoid products, it should work with its city attorney to clearly state the legal justification for the moratorium.

If a city does adopt a moratorium, it must actually review and study the issue or meet one of the other requirements of the statute. More information on moratoriums can be found in the [LMC Zoning Guide for Cities](#).

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## City employment and personnel issues

Q19. Does the new Minnesota legal cannabinoid law change anything about how we do drug testing for CDL holders?

**A19.** No, cities with positions requiring an employee to hold a commercial driver’s license (CDL) will recall these positions are regulated by federal law, and those regulations are supervised by the Federal Department of Transportation (DOT). Federal law preempts state law related to cannabinoid use; in fact the DOT states in its [DOT Recreational Marijuana Notice](#) it does not authorize the use of Schedule I drugs, including marijuana, for any reason. As a result, cities should continue to follow their drug-testing procedures related to CDL holders and may enforce prohibitions against any use of cannabinoids for CDL holders, regardless of state law protections.

Although there is a legal difference between marijuana and hemp, [DOT warns](#) CDL drivers the hemp products could lead to a positive marijuana test; therefore CDL holders are ultimately responsible if those products lead to a positive marijuana test.

Cities can find more information on the effects of the new law on drug testing in the [LMC Drug and Alcohol Testing Toolkit](#), starting on page 22.

**Q20.** Does the new law change anything related to employees who carry a firearm?

**A20.** No. Public safety employees who carry a firearm cannot lawfully use marijuana under federal law. [Federal law](#) prohibits cities from providing firearms or ammunition to an employee it knows or has reason to think is using marijuana. Although there is a legal difference between marijuana products and hemp products, it is the understanding of LMC that it may not be possible to differentiate the products in a drug test. Officers should be mindful of any substance they ingest because they are ultimately responsible if those products lead to a positive marijuana test.

**Q21.** Are there now “acceptable” limits of cannabinoids for non-CDL employees for purposes of drug testing at work (i.e., those we test under state drug and alcohol testing law)?

**A21.** There isn’t a clear answer, since THC can remain in the body for several weeks after usage (and long after any intoxicating or impairing effects have since disappeared), so positive test results may not indicate any wrongdoing on the employee’s part and may just be evidence of an employee’s lawful actions done outside of work. The League of Minnesota Cities recommends that employers thoroughly document any suspicions of an employee being under the influence and to work closely with their city attorney(s) before taking any action against the employee. With this new area of law, a city may want to avoid relying on the results of traditional tests that detect metabolites remaining in a person’s body (for many days or weeks after using marijuana) and instead focus on implementing reasonable-suspicion drug-testing protocols to detect marijuana intoxication based on behavioral observations. Keep in mind, employers may prohibit all employees from being under the influence while the employee is working. That would include employees who operate vehicles. Employers may want to revise their policies to clarify that employees still may not be under the influence of cannabis, legal or otherwise, while at work.



The [National Drug-Free Workplace Alliance](#) offers a toolkit to help employers work through the complex and confusing issue of marijuana and the workplace.

**Q22. Can we still prohibit employees from being under the influence of cannabinoids while at work? Does the League have a model policy with updated language?**

**A22.** Yes, employers can continue to prohibit employees from being under the influence of cannabinoid products, including edibles, while at work. Although employers' obligations and restrictions related to marijuana use vary widely across the states, there is no law we are aware of that requires employers to allow cannabinoid use during work hours or to allow an employee to report to work impaired. Thus, employers may continue to maintain drug-free policies at the workplace and discipline employees who use cannabinoids during working hours or who report to work impaired. In fact, one could argue that under the [Occupational Safety and Health Administration's \(OSHA\) General Duty Clause](#) of the Occupational Safety and Health Act, employers are required to furnish a workplace free from recognized hazards that are likely to cause serious physical harm. This provision of the Act is typically used in accident cases where toxicology screens are positive.

OSHA's new electronic recordkeeping rule, [clarified on 10/11/2018](#), states "If the employer chooses to use drug testing to investigate the incident, the employer should test all employees whose conduct could have contributed to the incident, not just employees who reported injuries," with respect to using drug testing to evaluate the root cause of a workplace incident that harmed or could have harmed employees. Thus, if a city has a non-DOT drug-testing policy in place, a protocol following this guidance is important.

The League has a [Non-DOT Drug and Alcohol Testing and Drug-Free Workplace Act model policy](#) that has been updated initially, and will be continually updated as the League learns more.

**Q23. Can employees be in possession of edibles or other cannabinoid products while at work?**

**A23.** Cities may enact policies prohibiting employees from bringing cannabinoid products, including edibles, to work.

**Q24. Do we need to change anything in our collective bargaining agreement with regard to discipline of employees who use cannabinoid products?**

**A24.** No, but ensure your city's drug-testing policy has been updated and your supervisors are trained on the behavioral signs and symptoms associated with impairment. Of course, if the collective bargaining agreement includes language that policy changes need to be negotiated, then there would need to be a meeting with the union if the city's policy changes.

**Q25. Can employees use cannabinoid products off-duty?**

**A25.** It depends. Certain types of employees, such as law enforcement officers and other employees issued firearms and ammunition as part of their jobs, are subject to regulations from the federal Bureau of Alcohol, Tobacco and Firearms, which prohibits firearms and ammunitions to be given to individuals who do or are believed to use illegal drugs. As noted above, city positions required to hold a commercial driver's license are subject to Department of Transportation regulations and are not authorized for the use of Schedule I drugs, including marijuana, for any reason. Thus, these types of employees could be prevented from using cannabinoid products both on and off duty. Other employees who are not subject to that or other federal regulations would likely be able to use cannabinoid products while they are off duty, as there is nothing under Minnesota law which prohibits certain classes of employees from using cannabinoid products off duty, as long as they are not impaired at work.

If there are any questions regarding whether an employee could be prevented from using cannabinoid products while off-duty due to federal regulations, please consult your city attorney before any action is taken.

**Q26.** How does this impact the requirements of the Drug-Free Workplace Act?

**A26.** It does not. The Drug-Free Workplace Act of 1988 (DFWA) requires federal grantees and contractors to implement a drug-free workplace policy and establish a drug-free awareness program as a precondition for receiving a federal grant or a contract. However, the DFWA does not require covered employers to test employees for drugs or terminate them for drug-related violations, so the new Minnesota state law does not impact the DFWA directly. Minnesota law allows employers to prohibit employees from bringing legal cannabinoid products to work and permits employers to prohibit employees from being under the influence while at work. It would be best practice for cities with drug-free work policies to keep those in effect. If a city wishes to do so, it can update its policy to include lawful cannabinoid products within its scope.

**Q27.** Should my city still continue to include marijuana as a pre-employment panel screen for my Non-DOT employees?

**A27.** That is for each city to decide for itself. Because currently there are no devices or blood tests available that measure marijuana impairment, and because a best practice approach for Non-DOT marijuana drug testing is to base testing on behavioral observations, some employers are excluding marijuana from their pre-employment Non-DOT drug screens. Some states even prohibit an employer from refusing to hire an applicant simply because of a positive drug test, but Minnesota is currently not one of these states at this time. Any city that chooses to continue to test for THC for Non-DOT positions must be aware of the fact that these substances may remain in an individual's system for weeks after the impairing effect of the drug has worn off. Thus, it will be difficult, if not impossible, to determine whether the positive test indicates usage in violation of the city's drug-free workplace policy or indicates lawful usage during an employee's time-off from work. Cities should consult with their city attorneys prior to taking any action based upon a positive drug test for THC.

**Ordinance No. 22-02**

**CITY OF FALCON HEIGHTS  
COUNTY OF RAMSEY  
STATE OF MINNESOTA**

**AN INTERIM ORDINANCE PROHIBITING THE SALE, TESTING,  
MANUFACTURING, AND DISTRIBUTION OF THC PRODUCTS**

**NOW, THEREFORE**, the City Council of the City of Falcon Heights does ordain:

**SECTION 1. BACKGROUND.**

1. By enacting 2022 Session Law Chapter 98, Article 13, the Minnesota Legislature amended Minn. Stat. §151.72 and permitted the sale of edible and nonedible cannabinoid products that contain no more than 0.3 % of Tetrahydrocannabinol, commonly known as THC (“THC Products”).
2. The new law does enact some requirements for labeling and testing, but the law provides no parameters regulating production, compliance checks, or sales of THC Products. The new law does not prohibit local regulation.
3. Pursuant to Minn. Stat. § 462.355, subd. 4, the City is authorized to enact by ordinance a moratorium to regulate, restrict or prohibit any use within the jurisdiction to protect the public health, safety, and welfare. Specifically, the City is authorized to enact a moratorium ordinance to allow it to undertake a study to determine whether to adopt any regulations or restrictions, including siting and location of uses, related to the sales, testing, manufacturing, and distribution of THC Products.
4. Pursuant to its general police powers, including but not limited to, Minn. Stat. § 421.221, subd. 32, the City may enact and enforce regulations or restrictions on THC Products within the City to protect the public safety, health, and welfare, including restrictions and a moratorium on the use of sales, testing, manufacturing, and distribution, during the pendency of a study to determine the need for police power regulations, including but not necessarily limited to licensing and permitting.

**SECTION 2. FINDINGS.**

1. The City Council finds there is a need to study THC Products and uses and businesses related thereto, in order to assess the necessity for and efficacy of regulation and restrictions relating to the sales, testing, manufacturing, and distribution of THC Products, including through licensing or zoning ordinances, in order to protect the public health, safety, and welfares of its residents.

2. The study will allow the City Council to determine the appropriate changes, if any, that that it should make to City ordinances.
3. The City Council, therefore, finds that there is a need to adopt a City-wide moratorium of the sale, testing, manufacturing, and distribution of THC Products within the City while City staff studies the issue.

### **SECTION 3. MORATORIUM.**

1. No individual, establishment, organization, or business may sell, test, manufacture, or distribute THC Products for twelve (12) months from the effective date of this ordinance.
2. The City shall not issue any license or permit related to THC Products or twelve (12) months from the effective date of this ordinance. No license or permit application, of any kind, by any individual, establishment, organization, or businesses involved in the proposed sale, testing, manufacturing, or distribution of THC Products within the City of Falcon Heights shall be accepted or considered for twelve (12) months from the effective date of this ordinance.
3. Planning or zoning applications related to THC Products or applications from individuals, establishments, organizations, or businesses involved in the proposed sale, testing, manufacturing, or distribution of THC Products within the City of Falcon Heights shall not be accepted or considered for twelve (12) months from the effective date of this ordinance.

**SECTION 4. STUDY.** The City Council directs City staff to study the need for local regulation regarding the sale, testing, manufacturing, or distribution of THC Products within the City of Falcon Heights. Staff must also study the need for creating or amending zoning ordinances, licensing ordinances, or any other ordinances to protect the citizens of Falcon Heights from any potential negative impacts of THC Products. Upon completion of the study, the City Council, together with such commission as the City Council deems appropriate, or as may be required by law, will consider the advisability of adopting new ordinances or amending its current ordinances.

**SECTION 5. ENFORCEMENT.** The City may enforce this Ordinance by mandamus, injunctive relief, or other appropriate civil remedy in any court of competent jurisdiction. The City Council hereby authorizes the City Administrator, in consultation with the City Attorney, to initiate any legal action deemed necessary to secure compliance with this Ordinance. A violation of this Ordinance is also subject to the City's general penalty in City Code §Sec. 1-7 - General penalty; continuing violations.

**SECTION 6. TERM.** Unless earlier rescinded by the City Council, the moratorium established under this Ordinance shall remain in effect until twelve (12) months from its effective date, at which point, it will automatically expire.

**SECTION 7. EFFECTIVE DATE.** This Ordinance shall be in full force and effect from and after its passage by the City Council.

Passed this 28<sup>th</sup> day of September, 2022.

\_\_\_\_\_  
Randall C. Gustafson, Mayor

ATTEST

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

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## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	September 28, 2022
<b>Agenda Item</b>	Consent G2
<b>Attachment</b>	Proposal, Resolution
<b>Submitted By</b>	Jack Linehan, City Administrator

<b>Item</b>	Approval of Agreement with the Center for Value-Based Initiatives for Police Contract Consulting Services
<b>Description</b>	<p>Staff released an RFP for Police Contract Analysis and Consulting Services on July 15, 2022. The RFP closed on August 15, 2022. The RFP was marketed widely online and staff reached out to local and national firms that specialize in this service.</p> <p>The city received interest from three qualified bidders. One bidder declined to submit, citing workload / staffing constraints as they were starting up their firm. In total, the city received two proposals from consultants: one from a local retired law enforcement executive, and one from a national police consulting firm.</p> <p>The City Council reviewed the proposals during workshops on 9/14 and 9/21. The majority of the council preferred the proposal that was submitted by the Center for Value-Based Initiatives (CVBI).</p> <p>The CVBI proposal will review our current calls for service and contract utilization, provide service recommendations and future contract recommendations, and review the success of implementing the Task Force on Policing and Community Inclusion initiatives as adopted by the City Council. The process will be kicked off with community focus group meetings and stakeholder interviews.</p> <p>The contract cost will be for \$37,500.00, which includes travel and expenses. Both the consultant and the City anticipate the project will be completed in early 2023.</p>
<b>Budget Impact</b>	Funds have been included in the 2023 proposed budget to assist in paying for the consulting services. There are funds available in the 2022 budget, including General Fund 112 - Administrative Expenditures - Consultant, and Special Revenue Fund 210 - Community Inclusion - Personnel/Contract Svcs that can be utilized for the initial payments.
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Contract</li> <li>• Proposal from CVBI</li> </ul>

	<ul style="list-style-type: none"><li>• RFP</li><li>• Resolution 22-XX</li></ul>
<b>Action(s) Requested</b>	Staff would recommend approval of the attached resolution to execute a contract with the Center for Value-Based Initiatives.



## PROFESSIONAL SERVICES AGREEMENT

### CENTER FOR VALUES-BASED INITIATIVES, LLC

THIS AGREEMENT is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ (“Effective Date”) by and between **CENTER FOR VALUES-BASED INITIATIVES, LLC**, a Minnesota Limited Liability Company located at 1000 University Avenue West, Suite 222, St. Paul, Minnesota 55104 (“Contractor”), and the **CITY OF FALCON HEIGHTS**, a Minnesota municipal corporation located at 2077 West Larpenteur Ave, Falcon Heights, Minnesota 55113 (“City”):

#### RECITALS

- A. Contractor is engaged in the business of providing character-based consulting services.
- B. The City desires to secure a contract to provide formal police consulting recruitment and community engagement services.
- C. Contractor represents that it has the expertise and capabilities to provide the City with the requested services.
- D. City desires to engage Contractor to provide the services described in this Agreement and Contractor is willing to provide such services on the terms and conditions in this Agreement.

**NOW, THEREFORE**, based on the Recitals above and in consideration of the terms and conditions expressed in this Agreement, the City and Contractor agree as follows:

#### AGREEMENT

1. **Contract Documents.** The following documents shall be referred to as the “**Contract Documents**”, all of which shall be taken together as a whole as the contract between the parties as if they were set verbatim and in full herein:
  - A. This Professional Services Agreement;
  - B. City’s Request for Qualifications for Police Contract Analysis and Consulting Service dated August 15, 2022, and attached to this Agreement as **Exhibit “A”**;  
and
  - C. Consultant’s Proposal for Police Contract Analysis and Consulting Services dated July 25, 2022, attached as **Exhibit “B”**.

In the event of conflict among the provisions of the Contract Documents, the order in which they are listed above shall control in resolving any such conflicts with the document listed first having the first priority and the document listed last having the last priority.

2. **Services to be Provided.** Contractor agrees to provide the City with character-based consulting services as described in City’s Request for Proposal and Contractor’s Proposal attached to this Agreement as Exhibits “A” and “B” or any supplemental letter agreements,

or both, entered into between the City and Contractor (the “Services”). The Services referenced in the attached Exhibits “A” and “B” or any supplemental letter agreements shall be incorporated into this Agreement by reference. All Services shall be provided in a manner consistent with the level of care and skill ordinarily exercised by contractors currently providing similar services.

3. **Time for Completion.** This Agreement shall remain in force and effect commencing from Effective Date and continuing until the earlier of **March 31, 2023** or completion of the project unless terminated by the City or amended pursuant to the Agreement.
4. **Consideration.** The consideration, which City shall pay to Contractor and shall not exceed \$37,500.00, for the Services performed by Contractor and the expenses incurred by Contractor in performing the Services, shall be as set forth in Exhibit B and incorporated into this Agreement. City shall make progress payments, based on monthly invoices from Contractor. City’s payment shall be made within 30 days after Contractor’s statement. Contractor’s statement shall contain a detailed list of project labor and hours, rates, titles, and amounts undertaken by the Contractor during that billing period.
5. **Expense Reimbursement.** The Contractor will not be compensated separately for necessary incidental expenses. All expenses of the Contractor shall be built into the Contractor’s fixed compensation rates, unless reimbursement is provided for an expense that received the prior written approval of the City, which approval may be provided via electronic mail.
6. **Approvals.** The Contractor will secure the City’s written approval before making any expenditures, purchases, or commitments on the City’s behalf beyond those listed in the Services. The City’s approval may be provided via electronic mail.
7. **Termination.** Notwithstanding any other provision hereof to the contrary, this Agreement may be terminated as follows:
  - a. The parties, by mutual written agreement, may terminate this Agreement at any time;
  - b. Contractor may terminate this Agreement in the event of a breach of the Agreement by the City upon providing thirty (30) days’ written notice to the City;
  - c. The City may terminate this Agreement at any time at its option, for any reason or no reason at all; or
  - d. City may terminate this Agreement immediately upon Contractor’s failure to have in force any insurance required by this Agreement.In the event of a termination, City shall pay Contractor for Services performed to the date of termination and for all costs or other expenses incurred prior to the date of termination.
8. **Amendments.** No amendments may be made to this Agreement except in writing signed by both parties.
9. **Remedies.** In the event of a termination of this Agreement by City because of a breach by Contractor, City may complete the Services either by itself or by contract with other persons or entities, or any combination thereof. The foregoing remedies provided to the City for breach of this Agreement by Contractor shall not be exclusive. City shall be entitled to exercise any one or more other legal or equitable remedies available because of Contractor’s breach.

10. **Records/Inspection.** Pursuant to Minnesota Statutes § 16C.05, Subd. 5, the Contractor agrees that the books, records, documents, and accounting procedures and practices of the Contractor, that are relevant to the contract or transaction, are subject to examination by the City and the state auditor or legislative auditor for a minimum of six years. The Contractor shall maintain such records for a minimum of six years after final payment.
11. **Indemnification.** To the fullest extent permitted by law, the Contractor, and the Contractor's successors or assigns, agree to protect, defend, indemnify, save, and hold harmless the City, its officers, officials, agents, volunteers, and employees from any and all claims; lawsuits; causes of actions of any kind, nature, or character; damages; losses; or the costs, disbursements, and expenses of defending the same, including but not limited to attorneys' fees, professional services, and other technical, administrative or professional assistance resulting from or arising out of Contractor's (or its subcontractors, agents, volunteers, members, invitees, representatives, or employees) performance of the duties required by or arising from this Agreement, or caused in whole or in part by any negligent act or omission or willful misconduct, or arising out of the failure to obtain or maintain the insurance required by this Agreement. Nothing in this Agreement shall constitute a waiver or limitation of any immunity or limitation on liability to which the City is entitled. The parties agree that these indemnification obligations will survive the completion or termination of this Agreement.
12. **Insurance.** Contractor shall maintain reasonable insurance coverage throughout this Agreement. Contractor agrees that before any work related to the approved Project can be performed, Contractor shall provide certificate of insurance with limits of insurance of at least the following amounts: Worker's Compensation Insurance as required by Minnesota Statutes, Section 176.181; and Commercial General Liability in an amount of not less than \$1,000,000.00 per occurrence for bodily injury or death arising out of each occurrence, and \$1,000,000.00 per occurrence for property damage. To meet the minimum Commercial General Liability, the Contractor may use a combination of Excess and Umbrella coverage. The Contractor shall also name the City as an additional insured on its Commercial General Liability and Umbrella or Excess policies, and will provide the City with a current certificate of insurance that includes the following language: "The City of Falcon Heights is named as an additional insured with respect to the commercial general liability and umbrella or excess liability, as required by the contract. The umbrella or excess liability policy follows form on all underlying coverages." The certificate of liability insurance must also contain a statement that the Contractor or its insurance provider shall not cancel or amend the policies included on the certificate unless thirty (30) days' written notice is provided to the City, or ten (10) days' written notice in the case of non-payment.
13. **Assignment and Subcontracting.** Neither the City nor the Contractor shall assign, subcontract, or transfer any rights under or interest (including, but without limitation, moneys that may become due or moneys that are due) in the Agreement, in whole or in part, without the written consent of the other except to the extent that the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent the Contractor from employing such independent consultants, associates, and subcontractors, as it may deem appropriate to assist it in the performance of services required by this Agreement. Any instrument in violation of this provision is null and void.
14. **Independent Contractor.** Contractor shall be deemed an independent contractor.

Contractor's duties will be performed with the understanding that Contractor has special expertise as to the services which Contractor is to perform and is customarily engaged in the independent performance of the same or similar services for others. All required equipment and personnel shall be provided or contracted for by Contractor. The manner in which the services are performed shall be controlled by Contractor; however, the nature of the services and the results to be achieved shall be specified by City. The parties agree that this is not a joint venture and the parties are not co-partners. Contractor is not to be deemed an employee or agent of City and has no authority to make any binding commitments or obligations on behalf of City except to the extent expressly provided in this Agreement. All services provided by the Contractor pursuant to this Agreement shall be provided by the Contractor as an independent contractor and not as an employee of the City for any purpose, including but not limited to: income tax withholding, workers' compensation, unemployment compensation, FICA taxes, liability for torts and eligibility for employee benefits.

15. **Compliance with Laws.** Contractor shall exercise due care to comply with applicable federal, state and local laws, rules, ordinances and regulations in effect as of the date Contractor agrees to provide the applicable services detailed in the attached exhibits or any supplemental letter agreement. Contractor's guests, invitees, members, officers, officials, agents, employees, volunteers, representatives, and subcontractors shall abide by the City's policies prohibiting sexual harassment, firearms, and smoking, as well as all other reasonable work rules, safety rules, or policies regulating the conduct of persons on City property, at all times while performing duties pursuant to this Agreement. Contractor agrees and understands that a violation of any of these policies or rules constitutes a breach of the Agreement and sufficient grounds for immediate termination of the Agreement by the City.
16. **Entire Agreement.** This Agreement, any attached exhibits and any addenda or amendments signed by the parties shall constitute the entire agreement between the City and the Contractor, and supersedes any other written or oral agreements between the City and the Contractor. This Agreement can only be modified in writing signed by the City and the Contractor. If there is any conflict between the terms of this Agreement and referenced or attached items, the terms of this Agreement shall prevail.
17. **Third Party Rights.** The parties to this Agreement do not intend to confer on any third party any rights under this Agreement.
18. **Choice of Law and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the state of Minnesota. Any disputes, controversies, or claims arising out of this Agreement shall be heard in the state or federal courts of Ramsey County, Minnesota, and all parties to this Agreement waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.
19. **Copyright.** Contractor shall defend actions or claims charging infringement of any copyright or patent by reason of the use or adoption of any designs, drawings, or specifications supplied by it, and shall hold harmless the City from loss or damage resulting therefrom.
20. **Patented Devices, Materials and Processes.** If the contract requires, or Contractor desires, the use of any design, device, material or process covered by letters, patent or copyright, trademark or trade name, Contractor shall provide for such use by suitable legal agreement with the patentee or owner and a copy of said agreement shall be filed with the City. If no

such agreement is made or filed as noted, Contractor shall indemnify and hold harmless the City from any and all claims for infringement by reason of the use of any such patented designed, device, material or process, or any trademark or trade name or copyright in connection with the services agreed to be performed under the contract, and shall indemnify and defend the City for any costs, liability, expenses and attorney's fees that result from any such infringement.

21. **Conflict of Interest.** The Contractor shall use reasonable care to avoid conflicts of interest and appearances of impropriety in representation of the City. In the event of a conflict of interest, Contractor shall advise the City and either secure a waiver of the conflict or advise the City that it will be unable to provide the requested services.
22. **Work Products and Ownership of Documents.** All records, information, materials and other work products, including, but not limited to the completed reports, drawings, plans, and specifications prepared and developed in connection with the provision of services pursuant to this Agreement shall become the property of the City, but reproductions of such records, information, materials and other work products in whole or in part may be retained by the Contractor. Regardless of when such information was provided, the Contractor agrees that it will not disclose for any purpose any information the Contractor has obtained arising out of or related to this Agreement, except as authorized by the City or as required by law. These obligations survive the termination of this Agreement.
23. **Agreement Not Exclusive.** The City retains the right to hire other character-based consulting service providers for other matters, in the City's sole discretion.
24. **Data Practices Act Compliance.** Any and all data provided to the Contractor, received from the Contractor, created, collected, received, stored, used, maintained, or disseminated by the Contractor pursuant to this Agreement shall be administered in accordance with, and is subject to the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13. Contractor agrees to notify the City within three (3) business days if it receives a data request from a third party. This paragraph does not create a duty on the part of the Contractor to provide access to public data to the public if the public data are available from the City, except as required by the terms of this Agreement. These obligations survive the termination of this Agreement.
25. **No Discrimination.** Contractor agrees not to discriminate in providing products and services under this Agreement on the basis of race, color, sex, creed, national origin, disability, age, sexual orientation, status with regard to public assistance, or religion. Violation of any part of this provision may lead to immediate termination of this Agreement. Contractor agrees to comply with Americans with Disabilities Act, as amended ("ADA"), Section 504 of the Rehabilitation Act of 1973, and the Minnesota Human Rights Act, Minnesota Statutes, Chapter 363A. Contractor agrees to hold harmless and indemnify the City from costs, including but not limited to damages, attorney's fees and staff time, in any action or proceeding brought alleging a violation of these laws by the Contractor or its guests, invitees, members, officers, officials, agents, employees, volunteers, representatives and subcontractors. Upon request, the Contractor shall provide accommodation to allow individuals with disabilities to participate in all services under this Agreement. Contractor agrees to utilize their own auxiliary aid or service in order to comply with ADA requirements for effective communication with people with disabilities.
26. **Authorized Agents.** The City's authorized agent for purposes of administration of this

contract is Jack Linehan, City Administrator, or designee. The Contractor's authorized agent for purposes of administration of this contract is Matthew Bostrom, who shall perform or supervise the performance of all Services.

27. **Notices.** Any notices permitted or required by this Agreement shall be deemed given when personally delivered or upon deposit in the United States mail, postage fully prepaid, certified, return receipt requested, addressed to:

Contractor: Center For Values-Based Initiatives, LLC– 1000 University Avenue West, Suite 222 Saint Paul Mn 55104; Attn: Matthew Bostrom, 651-775-3345, matt@centerforvalues.com;

City: City of Falcon Heights, 2077 West Larpenteur Avenue, Falcon Heights, MN 55113; Attn: Jack Linehan; jack.linehan@falconheights.org; 651-792-7611;

or such other contact information as either party may provide to the other by notice given in accordance with this provision. A convenience copy may be provided electronically.

28. **Waiver.** No waiver of any provision or of any breach of this Agreement shall constitute a waiver of any other provisions or any other or further breach, and no such waiver shall be effective unless made in writing and signed by an authorized representative of the party to be charged with such a waiver.
29. **Headings.** The headings contained in this Agreement have been inserted for convenience of reference only and shall in no way define, limit or affect the scope and intent of this Agreement.
30. **Mediation.** Both parties agree to submit all claims, disputes and other matters in question between the parties arising out of or relating to this Agreement to mediation at the Conflict Resolution Center, 2101 Hennepin Avenue, Suite 100, Minneapolis, Minnesota 55405. In the event mediation is unsuccessful, either party may exercise its legal or equitable rights.
31. **Payment of Subcontractors.** Pursuant to Minnesota Statutes § 471.425, Subd. 4a, Contractor agrees that it must pay any subcontractor within ten (10) days of the prime contractor's receipt of payment from the municipality for undisputed services provided by the subcontractor. Contractor agrees that it must pay interest of 1-1/2 percent per month or any part of a month to the subcontractor on any undisputed amount not paid on time to the subcontractor. The minimum monthly interest penalty payment for an unpaid balance of \$100 or more is \$10. For an unpaid balance of less than \$100, the prime contractor shall pay the actual penalty due to the subcontractor. A subcontractor who prevails in a civil action to collect interest penalties from a prime contractor must be awarded its costs and disbursements, including attorney's fees, incurred in bringing the action.
32. **Publicity.** City and Contractor shall develop language to use when discussing the Services. Contractor agrees that any publicity regarding the Services or the subject matter of this Agreement must not be released unless it complies with the approved language. Contractor must not use the City's logo or state that the City endorses its services without the City's advanced written approval.
33. **Severability.** In the event that any provision of this Agreement shall be illegal or otherwise unenforceable, such provision shall be severed, and the balance of the Agreement shall

continue in full force and effect.

34. **Signatory.** Each person executing this Agreement (“Signatory”) represents and warrants that he or she is duly authorized. In the event the Contractor did not authorize the Signatory to sign on its behalf, the Signatory agrees to assume responsibility for the duties and liability of the Contractor, as described in this Agreement, personally.
35. **Counterparts and Electronic Communication.** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. This Agreement may be transmitted by electronic mail in portable document format (“pdf”) and signatures appearing on electronic mail instruments shall be treated as original signatures.

**IN WITNESS WHEREOF**, the City and the Contractor have caused this Services Agreement to be executed by their duly authorized representatives in duplicate on the respective dates indicated below.

**CITY OF FALCON HEIGHTS, MINNESOTA**

DATED: \_\_\_\_\_

BY: \_\_\_\_\_  
Randy Gustafson  
Its: Mayor

ATTEST: \_\_\_\_\_  
Jack Linehan  
Its: City Administrator

**CENTER FOR VALUES-BASED INITIATIVES, LLC**

DATED: \_\_\_\_\_

BY: \_\_\_\_\_  
Matt Bostrom  
Its: President

EXHIBIT "A" TO AGREEMENT BETWEEN  
THE CITY OF FALCON HEIGHTS, MINNESOTA AND  
CENTER FOR VALUES-BASED INITIATIVES, LLC

CITY'S REQUEST FOR PROPOSAL



EXHIBIT "B" TO AGREEMENT BETWEEN THE CITY OF  
FALCON HEIGHTS, MINNESOTA AND CENTER FOR  
VALUES-BASED INITIATIVES, LLC

CONTRACTOR'S PROPOSAL





Proposal Title: Police Contract Analysis and Consulting Services

Submitted to: City of Falcon Heights

Submitted by: Matt Bostrom, President

Date: July 25, 2022

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## Letter of Transmittal



City of Falcon Heights  
Jack Linehan, City Administrator  
2077 Larpenteur Avenue West  
Falcon Heights, MN 55113

Dear Mr. Linehan,

I am delighted to respond to the Request for Qualifications – *Police Contract Analysis and Consulting Services* for the City of Falcon Heights, Minnesota. This comprehensive project will focus on opportunities to increase community/police trust through community engagement, fair treatment, transparent communication, respectful attitudes, and operationalized shared values. This project will examine the current contract for policing services, advise the city on future police staffing needs, and assess progress in the achievement of recommendations put forth by the Task Force on Inclusion and Policing. I will also advise the City Council and Staff on the level of satisfaction with historical and current police services by conducting community outreach to residents and stakeholders.

I have a 20-year record of applying community policing theory to practice. My educational background includes a Doctor of Philosophy (PhD) in Criminology from the University of Oxford in England, and the title of my dissertation is: *Increasing Police Trust Through Normative Alignment*. I also hold a Doctor of Public Administration (DPA) from Hamline University, and the title of my dissertation is: *The Impact of Higher Education on Police Officer Work Habits*. My research on community policing and values-based law enforcement has been completed in cooperation with the Centre for Criminology at the University Oxford, Hamline University, and the United States Department of Justice.

My law enforcement experience spans a period of 34 years, including 15 years at the executive level as the City of Saint Paul Coordinator of Emergency Preparedness, Assistant Chief of Police, and Ramsey County Sheriff. I was twice honored with the Medal of Merit for Sheriff of the Year by the National Sheriffs' Association. I have also served as a consultant to the State of Minnesota – Department of Public Safety, Los Angeles County Sheriff's Department, Plano Police Department, as well as numerous nonprofit and community groups. For additional information regarding my education and professional background, please see my biography and professional vitae in the Appendix.

From family gatherings at my aunt's home on Howell Street to my service as county sheriff and friendships with current residents, I have a life-long connection with the City of Falcon Heights. It would be a privilege to work with the City and implement a transformational model of assessing and selecting policing services.

Sincerely,



Matt Bostrom, PhD  
President, Center For Values-Based Initiatives  
1000 University Avenue West, Suite 222  
Saint Paul, Minnesota 55104  
matt@centerforvalues.com  
651.775.3345

## Proposed Consultant's Qualifications

### Professional Background

I have a 20-year record of applying community policing theory to practice. My educational background includes a Doctor of Philosophy (PhD) in Criminology from the University of Oxford in England, and the title of my dissertation is: Increasing Police Trust Through Normative Alignment. I also hold a Doctor of Public Administration (DPA) from Hamline University, and the title of my dissertation is: The Impact of Higher Education on Police Officer Work Habits. My research on community policing and values-based law enforcement has been completed in cooperation with the Centre for Criminology at the University Oxford, Hamline University, and the United States Department of Justice.

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### Description of Firm

The Center for Values-Based Initiatives was founded in 2017 and stands apart from other firms because of my unwavering focus on shared values, practices that increase individual and organizational trust, and application of International Organization for Standardization (ISO) 9001 guidelines in local government. As President, I will be the sole contractor for this proposed project. In addition, I do not have any clients and/or projects that present a conflict of interest to providing this project for the City. My firm provides the following services:

- Community engagement – Bringing together communities and public organizations. I utilize values-based strategies to increase trust through the inclusion of community voice and consistent, fair, and transparent practices.
- Organizational Development – *Hire for Character and Train for Competence*®. Founded on shared values and proven practices, I lead organizational transformation through the alignment core values, mission, recruitment, selection, training, and staff performance.
- Strategic Planning – Facilitating the strategic planning process. Using research-based best practices, I analyze organizational strengths, weaknesses, opportunities, and threats and prepare reports and plans for publication.
- Organizational Assessment – Increasing organizational effectiveness. I use my education, experience, and ISO 9001 standards to mentor leaders, manage change, and assess achievement of organizational goals and objectives.

*Additional information regarding my background and firm may be found at: <https://centerforvalues.com/>*

## Scope of Services Offered

As the sole Contractor, who is not a City of Falcon Heights employee, I will provide the following deliverables:

### Current Service Analysis

1. Perform an analysis on the City's contracted services for law enforcement and determine if the current structure is the best fit for the city by:
  - a. Community value and satisfaction measurement:
    - i. Determine the community's value of current and historical police services, including the types and levels of service the community desires and expects.
    - ii. Determine the community's level of satisfaction with the police services overall, and with the services provided.

#### *Overview of steps to complete Section 1a:*

I will use action research methods, community and staff engagement processes, and ISO 9001 guidelines to gather the information necessary to accurately determine the community's value of historical and current policing services. These processes will be further utilized to assess the types and levels of policing services the community expects and desires; this includes determining the community's satisfaction with the specific and overall levels of policing services.

- b. Workload analysis:
  - i. Determine the City's current police services utilization using data from the Ramsey County Sheriff's Office, including considerations of number of responding units needed by call type, the number and frequency of outside agency assistance required, caller initiated versus officer initiated activities, effect of community policing on discretionary patrol time and the time necessary to conduct proactive police activities, and the amount of time necessary to handle police calls and activities from inception to completion.

#### *Overview of steps to complete Section 1b:*

I will gather the City's data associated with current policing services and analyze:

- staffing needs by type of service call
- frequency of requests for mutual aid
- citizen-initiated service calls
- officer-initiated activities
- time necessary to complete calls for service and officer-initiated activities

In addition, I will explore the effects of discretionary patrol and proactive activities on community policing objectives.

- c. Contract analysis:
  - i. Analyze the current contract and associated costs for policing services compared to the utilization of policing services as determined under Section b. Workload analysis.

*Overview of steps to complete Section 1.c:*

Utilizing the information gathered in Section 1.b, I will map and analyze the costs for currently contracted policing services and compare the degree of alignment with the community's desired service levels.

**Future Service Recommendations**

2. Advise the City on future police needs by:
  - a. Recommendation on strategic police services:
    - i. Analyzing the current police services provided by nearby communities
    - ii. Determine the various options for the City to either provide or contract for police service
    - iii. Draft a report on how to structure future contracts for police services

*Overview of steps to complete Section 2.a:*

To provide recommendations on strategic policing services, I will:

- Analyze the current staffing models and policing services provided in nearby and similarly sized cities
  - Based on the analysis of current services, comparative communities, and ISO 9001 Standards, determine the City's most reasonable options for policing services
  - Provide a report that offers guidance for a best practice-based structure for policing service contracts and agreements
- b. Soliciting alternatives:
    - i. In the event that it is determined that the City of Falcon Heights should explore alternatives to the current contract for police services, the consultant would draft, distribute and solicit requests on behalf of the City for contracted police services.

*Overview of steps to complete Section 2.b:*

If the City of Falcon Heights decides to explore other opportunities to contract for policing services, I would be pleased to facilitate the solicitation of those alternatives. To accomplish this work, and based on the data collected during the processes associated with the *Current Service Analysis* and *Future Service Recommendations*, I would:

- Draft a comprehensive policing service agreement for the City
- Distribute the service agreement and selection criteria as requested by the City
- Solicit requests for contracting policing services to regional law enforcement agencies
- Evaluate proposals to provide policing services for the City
- Recommend the law enforcement agency that best aligns with the City's values and expectations

## Task Force Recommendations Implementation

3. Recommend how the City can implement the recommendations found in the *Falcon Heights Task Force on Inclusion and Policing* by:
  - a. Analyzing the current recommendations that were adopted by the City Council on May 24, 2017

### *Overview of steps to complete Section 3.a:*

I understand that the charge for the *Task Force on Inclusion and Policing* was to *articulate, affirm and operationalize the values* of the City of Falcon Heights and to *build an inclusive and welcoming environment for residents and guests of Falcon Heights*. The guiding principles for implementation are founded on *Culture and Values*; which includes the opposition to discrimination and profiling and commitment to a respect for life and the community's values. These objectives are to be achieved through the emphasis of policing values, policies, and procedures. More specifically, policing services must be characterized by *Inclusion* (e.g., Opportunities to strengthen inclusivity and recognize the importance of Diversity) and *Policing* (e.g., Data collection; Emerging and best practices on police policy, procedures, and technology focusing on use of force and policies that help build trust; Police training, especially implicit bias and de-escalation training; and Community-based policing strategies to strengthen links with residents and guests). It is wise for public organizations to periodically review community recommendations and goals. Therefore, I will review and analyze the content of City of Falcon Heights recommendations for alignment with current citizen recommendations and ISO 9001 guidelines for local governments. Some examples of exploration and analysis include answering the questions, *Is the community recommending calibration of any recommendations* and *In what ways is the City of Falcon Heights in alignment with ISO 18091 – Guidelines for the application of ISO 9001 in local government?*

- b. Determine which of the recommendations have been completed or addressed to date.

### *Overview of steps to complete Section 3.b:*

Using the principles of content mapping and comparative data analysis, I will assess the status of the operationalization of the city's recommendations noted in the *Falcon Heights Task Force on Inclusion and Policing* report. Specifically, I will examine the progress on:

Police-Community Relationships including:

- Mutual Safety and Trust
- Authority over the police department serving our community
- Community engagement
- Trend monitoring, relationship building, and problem solving

Training and Capacity, including:

- Mental health care for people in crisis and officers
- Training on de-escalation, cultural competency, and explicit and implicit bias
- Hiring and workforce development that emphasizes community relationship-building



Data and Transparency, including:

- Data collection, sharing, and monitoring that detects and responds to trends
- Public feedback channels
- Promptness and openness in serious incidents

Priorities for Policing Activity, including:

- Emergency response
- Cultural competence and community engagement
- Informative policing
- Traffic policing prioritization of serious moving violations

- c. Develop a report of actionable steps that can be undertaken in the current or future police contracts to address the Task Force recommendations.

Overview of steps to complete Section 3.c:

Using the Task Force recommendations and the data and analysis associated with the *Current Service Analysis* and *Future Service Recommendations*, I will prepare a comprehensive report which delineates the actionable steps to more completely integrate and operationalize the community's recommendations in the current and future policing services contracts.

## References and Exemplary Projects

References and projects that exemplify my firm's ability to complete this project include the following:

1. Action Research: *Increasing Police Trust Through Normative Alignment* – Centre for Criminology, University Oxford, England.

Synopsis: I examined the challenges that police encounter in building public trust. An action research design utilized community engagement in two U.S. communities to discern the values and behaviors that generate trust in the police and to explore how those values may be integrated into policing policies and processes. While there is general agreement that compliance emanates from the practice of the principles of procedural justice which are interrelated with trust, normative alignment, and legitimacy, it has proven to be more difficult to test, translate, and embed these ideas in police organizations. With these factors in mind, I tested a process to increase trust and normative alignment between the community and police and to answer the primary question: How can police trust and legitimacy be increased? I conducted four phases of qualitative research and document analysis to determine which values community members desire in police officers, how police organizations can align their values with the community's values, how to select police officers who possess the community's values, and how police organizations can reinforce the community's values in their officers.

I used focus groups, interviews, and document retrieval to gather the data and used content analysis, word coding, crosstabulation, curriculum mapping, and gap analysis to analyze the data. The results show that trust from community members can be increased if police officers are first characterized by Cultural Competence, Servant Leadership, Emotional Intelligence, and High Character and then trained in the legal and technical skills necessary for the fulfillment of their policing duties. In other words, hire for character and train for competence. I also discuss definitions of a good police officer, compliance, procedural justice, trust, normative alignment, legitimacy, organizational considerations, and police officer selection. The full research report is available at: <https://ora.ox.ac.uk/objects/uuid:35a540b7-2f07-4313-a20f-9cd22a2a65ac>

Supervisor: Dr. Ben Bradford – University College London  
Email: [ben.bradford@ucl.ac.uk](mailto:ben.bradford@ucl.ac.uk)  
Phone: +44 7949 486910

2. Project: State of Minnesota – Department of Public Safety  
Title: Community Policing and Character-Based Law Enforcement Initiative

Synopsis: The *Community Policing and Character-Based Law Enforcement Initiative*, included a series of community listening sessions and focus group sessions with staff members from the Minnesota State Patrol (MSP), Bureau of Criminal Apprehension (BCA), and Alcohol and Gambling Enforcement (AGED). The objective was to learn the values and behaviors that generate police trust and then align those values with those of the DPS.

The preceding steps resulted in the development of a refreshed version of organizational core values that are aligned with the community's values. This information was foundational for my review of the MSP's, BCA's, and AGED's processes associated with recruitment, selection, training, and evaluation. The good news was that each organization's core values are indirectly embedded in many of the materials and processes used to recruit, select, and train troopers and special agents.

This project noted the importance of report-back meetings with the community and the staff members at the MSP, BCA, and AGED. In addition, the cumulative results were utilized to develop a framework for increasing

police trust through the selection of officers who exhibit the shared values of community and DPS. Included in the framework is an implementation plan that directly aligns and integrates the core values into the recruitment, selection, training, and evaluation processes of the MSP, BCA, and AGED.

The foundation for this project was the utilization of community engagement to increase community/police normative alignment. Even though trust cannot be created in one or two easy steps, the cooperation and thoughtful community and DPS staff members responses indicates that there is support for implementing this framework. The community participants expressed confidence that if the MSP, BCA, and AGED integrated the listening session recommendations, then trust in the individual law enforcement officers and organization would increase and as trust increased, so would organizational and community cohesiveness and cooperation.

I recommended that this process be part of an intentional, ongoing effort to build trust-based police and community relationships through the discernment of areas of positive shared values and the integration of those values into the organization's daily operations. Finally, I discerned that it is reasonable to believe that if this framework to increase community/police trust through shared values is fully implemented, the DPS has the potential of becoming a model agency for all law enforcement organizations in Minnesota.

Department Commissioner: John Harrington  
Email: john.harrington@state.mn.us  
Phone: 651.485.0585

3. Project: Los Angeles County Sheriff's Department  
Title: Comprehensive Recruitment

Synopsis: The Comprehensive Recruitment project was founded on a series of focus group meetings with community members throughout Los Angeles County. I asked the focus group participants: "To increase the level of trust between you and the sheriff's department, what type of women and men should be hired?" The resulting data is a list of traits and values that would make it easier for the community to trust deputies.

Deliverable one of this project involved aligning the community's recommendations with the LASD's core values. I conducted focus group meetings with departmental staff: senior administrative staff, middle management staff, and non-sworn staff. In each meeting, I asked the staff members: "How should we align the community's values with the LASD values?" The LASD staff members successfully aligned the core values with all the community's recommended values. The LASD revised core values include Compassion, Courage, Integrity, Leadership, Respect, and Service.

Using the preceding information, I mapped the level of integration of the revised core values in the current deputy training and first year evaluations. Specifically, I mapped the core values to the new deputy training academy curriculum learning domains (LD) as well as to the post-academy training and first year performance evaluation forms. Of the 880 total hours of training provided during the academy, some directly connected the LD to the core values while other LDs discussed and reinforced the sub-definitions (i.e., attributes noted by the community and LASD stakeholders that are included in the full definition of a core value).

In addition, I examined and mapped several evaluations: the three evaluations conducted by Training Unit staff in which they directly evaluate the prevalence of the core values in the behaviors of the deputy trainees, and the two peer review evaluations in which each deputy trainee evaluate their peers in the training academy. These peer evaluations measure the prevalence of the core values in the performance and behaviors of the deputy trainees. I further mapped the training and evaluation standards associated with new deputy probationary period. These documents include the Custody Division Training Standardized Evaluation,

Custody Division Training Standardized Training Program Recommendation to Release From or to Extend Training Form, and County of Los Angeles Report on Probationer.

Although the organizational values are not specifically mentioned in the curriculum, training, and evaluations, they are repeatedly referred to throughout the processes via their underlying descriptors. The core values are already interwoven throughout the first year of new deputy employment, so alignment may be achieved by intentionally highlighting and communicating an underlying descriptor's connection to a core value. If the lesson plans, training exercises, and performance evaluations were refreshed to include more terms and phrases that are clearly connected with the core values and descriptors, then a higher degree of alignment would be created between LASD and the community.

LASD Commander: Bill Jaeger

Email: [wejaeger@lasd.org](mailto:wejaeger@lasd.org)

Phone: 951.532.5710

### **Additional Information**

My personal mission and the primary purpose of my firm is to increase community/police trust through community engagement, fair treatment, transparent communication, respectful attitudes, and actualized shared values. Additionally, my firm is a leader in the application of ISO 9001 standards in local government. I believe my mission and purpose are in complete alignment with those of the City of Falcon Heights and together, we will be able to establish a best-practice in police service assessment and selection.

Please see my professional vitae in the Appendix. If desired, I would be happy to provide examples of relevant work products.

## Fee Schedule

As president of the Center for Values-Based Initiatives and sole contractor, I will not subcontract any portion of the services provided or seek separate reimbursement for expenses. **Therefore, I agree that the proposed fees will include administrative costs, meetings, mileage, travel, and related expenses incurred during the performance of the contracted deliverables (please see Figure 1).**

Upon completion of each deliverable, an invoice will be submitted which includes the contract number, date of completion, and a cost that does not exceed the amount proposed in the fee schedule.

**Figure 1. Itemized Fee Schedule for Scope of Work Deliverables**

Deliverable	Cost
<b>1 Current Service Analysis</b> A. Perform an analysis on the City’s contracted services for law enforcement and determine if the current structure is the best fit for the city by: <ul style="list-style-type: none"> <li>a. Community value and satisfaction measurement:               <ul style="list-style-type: none"> <li>i. Determine the community’s value of current and historical police services, including the types and levels of service the community desires and expects.</li> <li>ii. Determine the community’s level of satisfaction with the police services overall, and with the services provided.</li> </ul> </li> </ul>	\$10,000
<b>Workload analysis</b> B. Determine the City’s current police services utilization using data from the Ramsey County Sheriff’s Office, including considerations of number of responding units needed by call type, the number and frequency of outside agency assistance required, caller initiated versus officer initiated activities, effect of community policing on discretionary patrol time and the time necessary to conduct proactive police activities, and the amount of time necessary to handle police calls and activities from inception to completion.	\$7,500
<b>Contract analysis</b> C. Analyze the current contract and associated costs for policing services compared to the utilization of policing services as determined under Workload analysis – Section 1.B	\$5,000
<b>2 Future Service Recommendations</b> A. Advise the City on future police needs by: <ul style="list-style-type: none"> <li>a. Recommendation on strategic police services:               <ul style="list-style-type: none"> <li>i. Analyzing the current police services provided by nearby communities.</li> <li>ii. Determine the various options for the City to either provide or contract for police service</li> <li>iii. Draft a report on how to structure future contracts for police services.</li> </ul> </li> <li>B. Soliciting alternatives: <i>See Deliverable #4</i></li> </ul>	\$7,500

	<b>Deliverable</b>	<b>Cost</b>
<b>3</b>	<b>Task Force Recommendations Implementation</b>	<b>\$7,500</b>
	A. Recommend how the City can implement the recommendations found in the Falcon Heights Task Force on Inclusion and Policing by:	
	a. Analyzing the current recommendations that were adopted by the City Council on May 24, 2017	
	B. Determine which of the recommendations have been completed or addressed to date.	
	C. Develop a report of actionable steps that can be undertaken in the current or future police contracts to address the Task Force recommendations.	
<b>TOTAL</b>		<b>\$37,500</b>

#### Optional Services

	<b>Deliverable</b>	<b>Cost</b>
<b>4</b>	<b>Soliciting alternatives – Section 2.b</b>	
	A. Explore alternatives to the current contract for police services	\$3,000
	B. On behalf of the City, coordinate requests for policing services including:	
	a. Drafting of documents	\$3,500
	b. Distribution of documents	\$2,500
	c. Solicitation of policing services:	
	i. Outreach	\$6,000
	ii. Evaluation	to
	iii. Selection	12,000
	iv. Technical assistance as requested by City	
<b>TOTAL</b>		<b>\$15,000 to 21,000</b>

## Appendix: Contractor Biography and Professional Vitae

### **Dr. Matthew D. Bostrom** **President, Center for Values-Based Initiatives**

Matt Bostrom began his law enforcement career in 1982. He served with the Saint Paul Police Department as Police Officer, Sergeant, Lieutenant, Commander, Senior Commander, Chief of Staff, and Assistant Chief of Operations, and retired as Ramsey County Sheriff in 2017.



Matt was twice nominated as National Sheriff of the Year and both times he was awarded the Medal of Merit from the National Sheriffs' Association. Some of his accomplishments include reorganizing the department to improve effectiveness and efficiency by focusing on the vision, mission, values, and beliefs; co-founding the Criminal Justice Coordinating Council; launching professional standards, comprehensive training, and cooperative hiring initiatives; and engaging with the community to build relationships and prevent crime.

The hallmark of Matt's service as Sheriff was a focus on increasing the level of trust between the community and police officers. Through listening to the community, he learned of their desire for police departments to hire for character and train for competence. In response, he launched a recruitment and hiring initiative that centered on selecting women and men who possessed four observable character traits: trustworthy, truthful, responsible, and respectful. This initiative increased community trust and improved police officer work habits including sick time usage, discipline, and commendations.

In addition to graduating from the FBI National Academy, Matt received his formal education at the University of Northwestern (Bachelor of Science), University of Saint Thomas (Master of Arts), Hamline University (Doctor of Public Administration), and Doctor of Philosophy (PhD in Criminology) at the University of Oxford. The Centre for Criminology at the University of Oxford invited Matt to develop a replicable model for increasing police trust by identifying and aligning the community's values with those of the police. It is through the operationalization of these shared values in police officer recruitment, selection, and training that can lead to increased trust between police officers and the communities they serve.

Matt has 10 years of experience as an adjunct professor at Saint Mary's University, the University of Northwestern, and Hamline University. He co-authored *Character-Based Police Officer Selection* for the United States Department of Justice and his dissertation topics include *The Influence of Higher Education on Police Officer Work Habits* and *Increasing Police Trust through Normative Alignment*.

*Specialties: Government Administration, Public Safety, Criminal Justice, Higher Education, Non-Profit Boards, and Athletic Coaching*

Email: [Matt@centerforvalues.com](mailto:Matt@centerforvalues.com)

Cell: 1.651.775.3345

Website: [centerforvalues.com](http://centerforvalues.com)

## Professional Vitae

### Matthew D. Bostrom

1000 University Avenue West, Suite 222  
Saint Paul, Minnesota 55104  
651-775-3345  
matt@centerforvalues.com

## Education

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- 2017 – 2020     **Doctor of Philosophy in Criminology**  
Thesis: Increasing Police Trust Through Normative Alignment  
University of Oxford; Oxford, England
- 1997 - 2003     **Doctor of Public Administration**  
Dissertation: The Impact of Higher Education on Police Officer Work Habits  
Hamline University; Saint Paul, Minnesota
- 1993 - 1996     **Master of Education in Curriculum and Instruction**  
University of Saint Thomas; Saint Paul, Minnesota
- 1990 - 1992     **Bachelor of Science in Organizational Administration**  
Magna cum Laude  
University of Northwestern; Saint Paul, Minnesota

## Employment Experience

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- 02/17 – present   **President**  
Center for Values-Based Initiatives, LLC  
Research, development, and implementation of values-based employee recruitment, selection, training, and organizational development

### *Exemplar Projects*

- State of Minnesota – Department of Public Safety
  - Community Policing and Character-Based Law Enforcement Initiative
- Plano (TX) Police Department
  - Increasing Police Trust Through Normative Alignment
  - Values-Based Police Officer Selection
  - Strategic Plan Development
- Los Angeles County Sheriff's Department
  - Increasing Police Trust Through Normative Alignment



## **Employment Experience (continued)**

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01/11 – 01/17

### **Sheriff**

Ramsey County Sheriff's Office

Minnesota's first law enforcement agency established in 1849; 400 full-time employees and 500 volunteers; law enforcement services to urban community of 500,000 residents in a metropolitan area of over 2.5 million residents; full police service to seven contract communities including pretrial detention center (jail), court services, and crime prevention through educational partnerships with residents, schools, and businesses

#### *Vision and Core Values*

- Provide safety through community policing
- Restore trust through fiscal responsibility
- Collaborate with local law enforcement
- Encourage diversity to reflect the community
- Improve service through technology
- Connect with youth to build for the future

#### *Accomplishments and Administration*

- Reorganized the department to improve effectiveness and efficiency by focusing on the vision, mission, values, and beliefs
- Co-founded the Criminal Justice Coordinating Council
- Launched professional standards, comprehensive training, and diverse hiring initiatives
- Engaged with community to build relationships and prevent crime
- See numerous other accomplishments in Year at a Glance documents

11/06 – 12/10

### **Assistant Chief/Commander**

Saint Paul Police Department

#### *Chief of Homeland Security and Support Services Division*

Homeland Security and Support Service Division: Special Events and Planning; Special Weapons and Tactics (SWAT); Emergency Management; Bomb Unit; Capital Improvement Budget; Technology Services; Records Management; Community and Volunteer Service; Crime Prevention; Fleet Management; Building Engineers (200 personnel); budget of \$10-20M

#### *Accomplishments and Administration*

- Directed 2008 Republican National Convention Security Plan (6,000 Public Safety Personnel and \$50M Budget)
- Organized Large-Scale Community Events (More than 1M Attendees)
- Coordinated City-Wide Closed-Circuit Television System
- Administered Joint Powers Agreements with 115 Agencies
- Oversaw Construction of Police Substation
- AFSCME Liaison

## Employment Experience (continued)

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- 04/06 – 11/06     **Assistant Chief**  
Saint Paul Police Department
- Chief of Operations Division*  
Operations Division: The City's Three Patrol Districts; City-Wide Services; Focusing Our Resources for Community Empowerment (FORCE); Emergency Communications Center (350 Personnel and \$40-50M Budget)
- Accomplishments and Administration*
- Administered Saint Paul Police Department's Largest Division
  - Founded Certificate in Public Safety Administration Program at Hamline University Graduate School of Management
  - Coordinated Emergency Communication Center Merger
  - Managed 800mhz Radio System Conversion
- 07/04 – 03/06     **Senior Commander**  
Saint Paul Police Department
- Chief of Staff: Office of the Chief of Police*  
Office of the Chief: Homeland Security; Internal Affairs; Inspection; Special Investigations; Training, Personnel; Payroll; Health and Wellness; Firearms and Defensive Tactics; Employee Assistance; Background Investigations; Watch Commander
- Accomplishments and Administration*  
Directed U.S. Department of Justice Character-Based Selection and Training Model
- 02/03 – 06/04     **Emergency Preparedness Coordinator**  
Saint Paul Department of Fire and Safety Services
- Coordinator: City of Saint Paul Homeland Security and Emergency Management*
- Accomplishments and Administration*
- Developed City of Saint Paul Emergency Operations Plan
  - Coordinated City of Saint Paul Homeland Security Reorganization
  - Managed Emergency Operations Center
  - Administered U.S. Department of Homeland Security Grant Funding for \$7.8 Million Urban Area Security Initiative
- 09/00 – 02/03     **Commander**  
Saint Paul Police Department
- Commander: Patrol Operations Command for Central District*  
*Director: Training, Personnel, Payroll, and Information Technology*  
*Watch Commander: Department Operations in Absence of Chief of Police*

## **Employment Experience (continued)**

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06/99 – 09/00

**Lieutenant**

Saint Paul Police Department

*Executive Project Manager: Multimillion-Dollar Technology Grants from Department of Justice*

*Accomplishments and Administration*

- Developed Electronic Records Management Systems Integration
- Coordinated Patrol Laptop Computers
- Administered Wireless Hand-Held Communication Devices for Foot Patrol, Bicycle, Motorcycle Units

01/99 – 06/99

**Lieutenant**

Saint Paul Police Department

*Director: Community and Volunteer Services*

*Accomplishments and Administration*

- Directed Citywide Festival and Special Event Planning
- Administered Employee Assistance Program
- Managed Reserve Officer Program

08/94 – 01/99

**Sergeant**

Saint Paul Police Department

*Supervisor: Drug Abuse Resistance Education Officers, School Liaison Officers, Bike Patrol, Central and Eastern District Patrol Shifts*

08/93 – 01/94

**Sergeant**

Saint Paul Police Department

*Investigator: Juvenile Crimes*

11/82 – 08/93

**Saint Paul Police Officer**

Saint Paul Police Department

*Patrol Officer: Patrol, Evidence Technician, D.A.R.E. Officer, Field Training Officer*

## **Specialized Training**

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2008	<b>Presidential State of the Union Address – Security Planning</b> United States Secret Service; Washington, DC
2007	<b>United Nations General Assembly – Security Planning</b> New York Police Department; New York, New York
2007	<b>Foreign Ministers Summit – Security Planning</b> Norwegian National Police; Oslo, Norway
2007	<b>2004 Democratic National Convention – After Action Report</b> Police Department; Boston, Massachusetts
2007	<b>2004 Republican National Convention – After Action Report</b> Police Department; New York, New York
2005	<b>Federal Bureau of Investigation – National Academy</b> United States Department of Justice; Quantico, Virginia
2004	<b>State of Minnesota Emergency Manager’s Certification</b> Division of Homeland Security and Emergency Management
2003	<b>Office of Domestic Preparedness WMD Incident Command</b> Center for Domestic Preparedness; Anniston, Alabama
2003	<b>Department of Homeland Security After-Action Lessons Learned</b> Pentagon; Arlington, Virginia

## **International Experience**

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- England (Increasing Community/Police Trust Through Normative Alignment, College of Policing)
- Malaysia (Transforming the Police: Towards Ethical Policing, Kuala Lumpur)
- Israel (National Security Preparedness, Israel Police Service)
- Canada (Comparative Public Administration Studies in Ottawa, Ontario)
- Norway (Foreign Ministers’ Summit in Oslo)
- Peru (National Police Academy in Lima)
- Turkey (National Police Academy in Ankara)
- Ukraine (Internal Police Administration in Kiev)

## **Community Leadership**

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- Minnesota Character Council (Board Member)
- Caux Roundtable (Fellow)
- Drug Abuse Resistance Education (Board Member)
- Union Gospel Mission (Past President)

## Teaching Experience

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- 2011 – 2016     **Instructor**  
Minnesota Bureau of Criminal Apprehension  
*Teach courses in the management certification program*
- 2008 – 2016     **Adjunct Professor**  
University of Northwestern – Saint Paul  
*Teach undergraduate level criminal justice courses*
- 2005 – 2012     **Assistant Professor**  
Saint Mary's University  
*Teach graduate level public safety administration courses*
- 2003 – 2009     **Adjunct Professor**  
Hamline University  
*Teach graduate level public administration courses and seminars*

## Awards and Publications

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- The Influence of Higher Education of Police Officer Work Habits, *The Police Chief* (October 2005)
- Character-Based Selection and Training, *United States Department of Justice Community Oriented Policing Services* (2006)
- Preparedness Award, Association of Minnesota Emergency Managers (2009)
- Hall of Fame, Upper Eastside Football Association (2010)
- 45 Commendations Including Unit Citations, Letters of Recognition, and Ribbons for Distinguished Service
- Twice nominated as National Sheriff of the Year and both times awarded the Medal of Merit from the National Sheriffs' Association (2014, 2015)

## Previous and Current Memberships

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- FBI-National Academy Alumni Association (FBI-NAAA)
- International Association of Chiefs of Police (IACP)
- Latino Police Officers' Association (LPOA)
- Minnesota Asian Police Officers' Association (MNAPOA)
- Minnesota Police and Peace Officers Association (MPPOA)
- Minnesota Sheriffs' Association (MSA)
- National Sheriffs' Association (NSA)
- Police Executive Research Forum (PERF)

## COMMUNITY SERVICE

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- Boys Coach (Baseball, Basketball, Football)
- Girls Coach (Soccer, Softball)
- Saint Paul Police Athletic League



July 15, 2022

## **REQUEST FOR QUALIFICATIONS**

The City of Falcon Heights

Police Contract Analysis and Consulting Services

Bid Submittal Deadline: August 15, 2022 by 4:00 P.M.

Prepared By:

Jack Linehan, City Administrator

City of Falcon Heights

2077 Larpentuer Ave West

Falcon Heights, MN 55113

[jack.linehan@falconheights.org](mailto:jack.linehan@falconheights.org)

651-792-7611

Request for Proposal

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## SECTION 1

### INTRODUCTION

The City of Falcon Heights, Minnesota is seeking proposals for a consultant to examine our current contract for policing services from the contracted policing agency (Ramsey County Sheriff's Department), advise the City on future police staffing needs, and make recommendations for how the City can implement the recommendations from the Task Force on Inclusion and Policing.

The Consultant, Consultants, or Consultant Team will advise the City Council and City Staff on the satisfaction with current and historical police services by conducting community outreach to residents and other stakeholders.

#### **Background on Falcon Heights, MN:**

Falcon Heights, the City that Soars! Is located just ten minutes from both downtown St. Paul and Minneapolis, we are the home of the Minnesota State Fair, with over two million visitors a year, the University of Minnesota St. Paul Campus, whose wide open agriculture fields give our community a rural feel in the heart of the Twin Cities metropolitan area, the Gibbs Farm Museum, the University of Minnesota Les Bolstad Golf Course and Bell Museum.

The City has an estimated population of 5,369 residents with a total area of 2.24 square miles. Falcon Heights is bordered by Lauderdale to the west, St. Paul to the south and Roseville to the north and east. Based on the 2020 census, there are 2,251 housing units.

On July 6, 2016, Philando Castile was killed in Falcon Heights by a City of St. Anthony Police Officer. The City of Falcon Heights contracted with the City of St. Anthony to provide police services at that time. Following the incident, the City formed the Task Force on Inclusion and Policing to look in to the matters of policing and race relations. The findings of the Task Force are included as Appendix A. Following the Task Force recommendations, the City of St. Anthony and the City of Falcon Heights parted ways. The City of Falcon Heights joined the Ramsey County Sheriff's Department as a contracted city in 2018.

The City receives contract services for fire/ambulance services from the City of Saint Paul Fire Department.



## SECTION 2

### PROCESS

Notice is hereby given that proposals will be received by the City of Falcon Heights, Ramsey County, Minnesota for Police Contract Analysis and Consulting Services. The City of Falcon Heights (the City) invites qualified individuals or firms to submit proposals to provide Police Contract Analysis and Consulting Services based upon the scope of work contained herein. Information regarding the RFP process, if not found within this document, may be obtained from Jack Linehan, City Administrator by email at [jack.linehan@falconheights.org](mailto:jack.linehan@falconheights.org) or by phone at 651-792-7611. Find additional information about the City of Falcon Heights at [www.falconheights.org](http://www.falconheights.org)

2-1 **Requests for Proposal**

The City of Falcon Heights invites qualified individuals or firms to submit proposals for Police Contract Analysis and Consulting Services as described in the scope of work set forth in Section 3 of this Request for Proposals (RFP).

2-2 **Schedule (tentative)**

Issue Date: July 15, 2022

Closing Date: August 15, 2022

Anticipated Award Notice: September 9, 2022

Anticipated Contract Approval: September 12, 2022

Service to Begin: October 3, 2022

2-3 **Official Contact**

Questions regarding the scope of services shall be directed to:

Jack Linehan, City Administrator  
City of Falcon Heights  
2077 Larpentuer Ave West  
Falcon Heights, MN 55113  
[jack.linehan@falconheights.org](mailto:jack.linehan@falconheights.org)  
651-792-7611

2-4 **Proposal Due Date:**

Four (4) copies of the proposal must be delivered to Jack Linehan, 2077 Larpentuer Avenue West, Falcon Heights, MN 55113, no later than 4:00 P.M. on August 15<sup>th</sup>. Proposals should be marked "RFP for Police Contract Analysis and Consulting Services". Late proposals will be kept by the City, but not considered for award. Proposals must be sealed and clearly addressed and marked with the RFP title.

2-5 **Cancellation, Delay or Suspension of Solicitation: Rejection of Proposals**

The City may cancel, delay or suspend this solicitation if in the best interest of the City as determined by the City. The City may reject any or all proposals, in whole or in part, if in the best interest of the City as determined by the City. The City reserves the right to reject any or all proposals not in compliance with public bidding procedures.

2-6 **Incurred Costs**

The City is not liable for any costs incurred by a proposer in the preparation and/or presentation of a proposal. The City is not liable for any cost incurred by a proposer in protesting the City's selection decision.

2-7 **Confidentiality of Information**

All information and data furnished to the proposer by the City and all other documents to which the proposer's employees have access during the preparation and submittal of the proposal shall be treated as confidential to the City. Any oral or written disclosure to unauthorized individuals is prohibited.

Once a proposal has been opened, it will be determined a public document and non-private information may be shared upon request. The recommended proposal response will also be published online as part of the agenda packet.

## SECTION 3

### SCOPE OF SERVICES

The City of Falcon Heights welcomes proposals from individual consultants or teams in response to specific work products identified below.

The scope of services to be provided fall in three primary areas of need:

#### Current Service Analysis

1. Perform an analysis on the City's contracted services for law enforcement and determine if the current structure is the best fit for the city by:
  - a. Community value and satisfaction measurement:
    - i. Determine the community's value of current and historical police services, including the types and levels of service the community desires and expects.
    - ii. Determine the community's level of satisfaction with the police services overall, and with the services provided.
  - b. Workload analysis:
    - i. Determine the City's current police services utilization using data from the Ramsey County Sheriff's Office, including considerations of number of responding units needed by call type, the number and frequency of outside agency assistance required, caller initiated versus officer initiated activities, effect of community policing on discretionary patrol time and the time necessary to conduct proactive police activities, and the amount of time necessary to handle police calls and activities from inception to completion.
  - c. Contract analysis:
    - i. Analyze the current contract and associated costs for policing services compared to the utilization of policing services as determined under Section b. Workload analysis.

#### Future Service Recommendations

2. Advise the City on future police needs by:
  - a. Recommendation on strategic police services:
    - i. Analyzing the current police services provided by nearby communities.
    - ii. Determine the various options for the City to either provide or contract for police service
    - iii. Draft a report on how to structure future contracts for police services.
  - b. Soliciting alternatives:
    - i. In the event that it is determined that the City of Falcon Heights should explore alternatives to the current contract for police services, the

consultant would draft, distribute and solicit requests on behalf of the City for contracted police services\*\*<sup>1</sup>.

**Task Force Recommendations Implementation**

3. Recommend how the City can implement the recommendations found in Appendix A:  
Falcon Heights Task Force on Inclusion and Policing by:
  - a. Analyzing the current recommendations that were adopted by the City Council on May 24, 2017
  - b. Determine which of the recommendations have been completed or addressed to date.
  - c. Develop a report of actionable steps that can be undertaken in the current or future police contracts to address the Task Force recommendations.

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<sup>1</sup> *\*\*Pricing for this service is called out separately as a mutually agreed upon optional service in the Fee Schedule*

## SECTION 4

### **PROPOSAL FORM AND CONTENT**

#### 4-1 **Proposal Submittal**

Proposals shall be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content and cost effectiveness of the proposal.

#### 4-2 **Proposal Form and Content**

Proposals should include the following items in their proposals addressing the scope of work in Section 3. Proposal and cost schedule shall be valid and binding for ninety (90) days following the proposal due date and will become part of the contract that is negotiated with the City.

##### **1. Letter of Transmittal**

All proposals must include a cover letter addressed to Jack Linehan, City Administrator, and signed by a duly constituted official legally authorized to bind the applicant to both its proposal and cost schedule. The cover letter must include name, address, and telephone number of the proposer, as well as the name, title, address, telephone number, and email address of the contact person, or persons, who will be assigned to work on the project.

##### **2. Proposed Consultant's Qualifications**

Summarize your or the firm's background and history; include the depth and breadth of your firm's collective police staffing and management analysis experience. The number of years in business and scope of services you or your firm have provided.

##### **3. Scope of Services Offered**

Provide a detailed breakdown of how you would approach the Scope of Work proposed in Section 3. Include specific information on the steps that would be taken to address each of the three primary areas of need.

##### **4. References**

Proposals shall list a minimum of three (3) references that can attest to the qualifications of you and/or your firm. Include the contact name, email, telephone number and the nature of relationship for each reference.

##### **5. Additional Information**

Any information that the proposer feels is applicable to the evaluation of the Proposal or of their qualifications for accomplishing this request for services

should be included in this section. You may use this section to address the aspects of your services that distinguish you or your firm from other firms.

**6. Fee Schedule**

- A). Provide a proposed fee broken down to address each of the three areas of primary needs in the Scope of Work separately
  - 1) Please include a separate and optional price, if applicable and within your firm's scope of work, of what it would be the proposed fee to manage the RFP process for contracted police services for the City.
  
- B). What reimbursable costs, if any, would be billed separately? What is the rate for these reimbursable costs?

## **SECTION 5**

### **EVALUATION CRITERIA**

The City shall evaluate the proposal on criteria including, but not limited to, the following list (in no order of priority).

1. The consultant adheres to the instruction in this Request for Proposals on preparing and submitting the proposal;
2. Thoroughness of approach to conducting Police Contract Analysis and Consulting Services for the City and demonstration of the understanding of the objectives and scope of the Services.
3. Maximum fees to provide the services.
4. Finalist Bidders may have the opportunity to interview with staff in-person or via web conference, depending on what works best for all parties. The recommended bidder may be requested to meet with the Mayor and City Council prior to approval.

## APPENDIX A:

### *Falcon Heights Task Force on Policing & Inclusion*

#### ***Recommendations on Inclusion***

Adopted by City Council on June 14, 2017

### Background

This Task Force was charged by the City Council to articulate community values, identify community needs, and recommend programming and policies to be an inclusive and welcoming place for residents and guests of Falcon Heights. These recommendations are a set of principles and concrete ideas for transforming our community to continually combat stereotyping and prejudice and to advance mutually respectful relationships and the inclusion of all.

The foundation of all of these recommendations is that fundamental issues of inclusion and exclusion have left many people feeling that they do not fully belong in our community. As we pursue specific implementation actions, we need to sustain an all-encompassing commitment to fight racism and other kinds of discrimination and exclusion. *We need to do relational, financial, legal, and occupational development work to address inequity and build trust so that everyone is included in our community.*

To create these recommendations, we began by articulating the following Statement of Community Values, which we then translated into implementation recommendations. We generated these statements and recommendations by listening to community members' ideas, as expressed in listening sessions hosted by the City Council, a series of four Community Conversations held in conjunction with the Task Force, and in other community meetings and public forums. We also familiarized ourselves with programs and policies (from our region and beyond), which we learned about through sharing our own experiences, reading about efforts other communities are making, and dialoguing with 10 subject matter experts who participated in four guest panels with the Task Force. And, as a Task Force comprised of 11 committed individuals with diverse experiences and perspectives, we deliberated thoughtfully over 13 regular task force meetings as well as in our individual dialogues with other residents and guests of Falcon Heights.

### Statement of Community Values

We assert and uphold these values for our community, including residents and guests, in our relationships with one another and in city government services, leadership, and policies.

**Leadership.** We aspire to become known for our leadership in creating community relationships of mutual respect and welcome, for equity in service to the community, and for working to recognize and heal historic patterns of disparity and exclusion.

**Trust, transparency, and accountability.** We believe that mutual well-being is created through mutual trust. We value relationships of mutual respect, learning, and honesty in communication among community members and city government. We value transparency, communication, and respecting diverse perspectives in governance.



**Equity, justice, and anti-discrimination.** We value protecting and treating all residents and visitors equally and fairly under the law. We value equity in the provision of public services and in the city's response to concerns. We recognize the persistent work we must do, individually and collectively, to reject and remedy prejudice, bias, and discrimination within individuals, the community, and in our government and policing.

**Welcome and inclusion.** We value diversity, welcoming all people with respect and dignity, and creating authentic relationships that honor our shared humanity despite our differences. We aspire to harmonize the needs of all while understanding varied individual needs, across generations, across racial or ethnic or religious groups, and across other aspects of our rich identities. We recognize the need to work together to heal and overcome divisions in our community. We commit to work continuously to forge strong relationships and to be a place where everyone is recognized and welcomed as part of our community.

**Awareness:** We value seeking diverse perspectives, listening with an open mind, and taking time to learn from others. We commit to recognizing and working to address our individual and collective biases.

**Courageous Action.** We value taking individual and collective responsibility to uphold these values, including having the courage to name and confront problems and to pursue solutions and healing when these values are not upheld. We recognize that everyone has the responsibility for being engaged and challenge others when we see or hear hurtful actions or comments.

**Safety:** We value safety, including protecting residents and guests from personal harm and protecting groups from prejudice, discrimination, and hostility. Respect for life and minimizing harm to all are our highest priorities in public safety and policing. We believe that mutual safety is built through mutual trust.

## Implementation Recommendations

### Premises

**Address the sources of exclusion.** Again, the context and premise of these recommendations is that fundamental issues of inclusion and exclusion have left many people feeling that they do not fully belong in our community. As we pursue specific implementation actions, we need to sustain an all-encompassing commitment to fight racism and other kinds of discrimination and exclusion. The following implementation suggestions are *starting points* for comprehensive work that needs to be done to build relationships across difference, to build trust in the community among those who have felt left out, and to work on building the financial, legal, and occupational resources of excluded groups.

Across all of the following recommendations, these principles should be applied:

**Create two special resources to mobilize implementation and accountability of these recommendations.** Specifically, the Task Force strongly recommends that the City Council make a commitment to create and sustain these two structures, for at least 3-5 years. It is critical that the city make this commitment now to sustain the work over this period, to make sure that this work lifts off and is sustained.

- 1) Create a dedicated Truth, Racial Reconciliation, and Healing committee of some kind to have responsibility for sustaining attention and accountability for these recommendations.
- 2) Dedicate city staff time (through reassigning existing staff time or expanding capacity through consulting or new staffing) to forge partnerships, find grants, and recruit and support volunteers to accomplish all of these efforts.

**Make continuous efforts.** Inclusion is never done. We need to be continually attentive to how accessible and inclusive we, as a city, are being, and keep recommitting ourselves to improvement.

**Use what we have.** Whenever possible, we recommend integrating these ideas into structures that are already in place. For example, we recommend enhancing the welcome packet for new residents to include resources for building connections across differences.

**Inclusion is community-based work.** City government and leaders have a key role to play, but the City is not the only source of leadership and action for community healing and reconciliation. We recognize and value the work of other community organizations and volunteers, and ask that the City Council commit city staff effort (through a reassignment or an expansion of staffing capacity) to build its own capacity to participate and to support these efforts.

**Invest resources.** In some cases, we are simply recommending that successful, existing programs and systems be sustained or reframed. In other cases, we recommend new investments to leverage new opportunities. For example, the city could amplify the work of community organizations and volunteers by enhancing the city website, providing training or other support for community volunteers, or a writing grants to expand partnerships with community institutions that have skill and passion for this work.

**Provide a variety of options and avenues for people to get involved.** Inclusion means providing variety in the types of activities to appeal to different people's styles, skills, and availability. Varying the times and locations, providing childcare, and minimizing cost will make opportunities more accessible.

[Recommendation: Invest significantly to address persistent sources of disparities and exclusion.](#)

- Provide workshops to support people to build their knowledge and resources for legal, financial, and occupational opportunities and rights. This is an important step to address inequity.
- Build up career pathways program for low-income or minority youth. Other communities have had success with a variety of models for summer employment, internships, apprenticeship, and small enterprise development programs through partnerships among local high schools, businesses, business associations, and city government.
- Invest in continuously sustaining and expanding affordable housing options.

Recommendation: Promote reconciliation, healing, and inclusion through connecting Falcon Heights with community partners doing excellent work in these areas.

For example:

- Partner with the Science Museum of Minnesota, to expand Falcon Heights participation in their programming on race and our shared humanity.
- Work with the Minnesota Historical Society, Ramsey County Recorder’s Office and Registrar of Titles Office, or The Historyapolis Project at Augsburg College to support documentation and research to make visible historic policies and patterns, such as redlining and racially restrictive property covenants, that continue to shape our community.
- Partner with Ramsey County Libraries to launch a “book of the year” or ongoing book clubs for people interested in expanding their knowledge of diverse cultures and history.
- Recognize and promote the potential of local businesses to support this work. For example, encourage residents to hold community gatherings in their spaces, advertise that guests driving through the city can provide feedback on the community by stopping in local businesses, or involve local employers in youth development programs.
- Expand partnerships with the University of Minnesota to bring more attention specifically to these areas of work. The Center for Urban and Regional Affairs, the Art of Hosting community of practice, and Center for integrative Leadership have already supported this work, but there are many other options for partnership.
- Work with foundations that are committed to improving diversity and inclusion, restorative justice, police-community relationships, or related issues, to secure funding or direct technical assistance for the programming, training, or events listed here. The Task Force’s research suggests that the Wilder Foundation, Bush Foundation, Kellogg Foundation, JAMS Foundation and the St. Paul or Minneapolis Foundations may be interested. The National Initiative for Building Community Trust and Justice has resources and toolkits.
- Work with existing organizations to provide support and training on how to build relationships across differences. Living Room Conversations provides tools and resources to allow people to connect and hear different perspectives in small group conversations. There are a number of training programs operating nationwide that have resources, including: Hope in the Cities; Sustained Dialogue; Alaska Native Dialogues on Racial Equity Toolkit; Training for Change; and Race Forward – Racial Equity Impact Assessment. Arts can be a way for people to connect; Intermedia Arts in the Twin Cities or Laundromat Art Project out of New York City do this kind of work.

Build commitment and capacity through reframing existing resources

- Use the city website and newsletter to emphasize the importance of this work and make it accessible. On the city website, ensure that information about our values, resources for community work on inclusion, and opportunities to participate are accessible, timely, and easy to find. Expand the newsletter to consistently include highlights on diversity and inclusion and push people to new opportunities and resources on the website.

- Expand the city's information packets for block parties to include resources on how to build relationships across differences, from having courageous conversations to knowing where to turn for help with neighbor disputes.
- Use the newsletter and website to support the related work that other community groups are doing, for example to promote events in the schools.
- Use the neighborhood welcome packet to emphasize that all are welcome, and provide resources to new community members. Find a way to partner with landlords so they have the most up to date packets to share with new tenants.
- Sustain and expand city trainings on implicit bias and de-escalation. We suggest that these be open not only to city staff, but sometimes also to residents and others who are interested. Other communities have very successfully strengthened their commitments and capacities by having diverse groups of people go through the training together. This could be an exciting programming opportunity to explore with foundations.
- Embed diversity and inclusion awareness and skill development into the summer camps offered through the city.
- Use the park and recreation event structure that is already in place to advertise opportunities to participate and to hire temporary employees support learning circles, book or movie clubs, or trainings on how to have courageous conversations.

#### Support and sponsor events within the community to foster inclusion.

- Continue to host the events currently in place (ice cream socials, block parties), but enhance them by having special activities, resource people, or information to engage people in building relationships across difference.
- Keep the community conversations going, to intentionally bring people together but also allowing for organic relationship building. Foundation support may be available to support this.
- Host book and/or movie clubs and discussions relevant to racial inequity and inclusion topics.
- Connect events with the work the Community Engagement Commission is already doing.

# **The City of Falcon Heights Inclusion and Policing Task Force**

## **Overview of Recommendations**

# Background and Overview of the Process

The Falcon Heights Task Force on Inclusion and Policing was charged by the City Council to articulate community values, identify community needs, and recommend programming and policies to be an inclusive and welcoming place for residents and guests of Falcon Heights.

The Task Force is comprised of 11 committed individuals with diverse experiences and perspectives. Since December, they have met for 13 regular task force meetings. To develop a set of recommendations on policing and second set of recommendations on inclusion, the task force deliberated thoughtfully, engaged extensively with the interested public through four community conversations (involving 142 individuals), consulted with subject matter experts in four priority areas (policing, police-community relationships, citizen oversight boards, and joint powers authorities), and had individual dialogues with other residents and guests of Falcon Heights.

The policing recommendations lay out a set of goals for policy implementation and change relating to restoring mutual safety and trust for community members and police. The final version of the policing recommendations was adopted by the City Council on May 24, 2017.

The inclusion recommendations provide a Statement of Community Values, and a series of recommendations on building a more inclusive Falcon Heights. The foundation of all of the recommendations is that fundamental issues of inclusion and exclusion have left many people feeling that they do not fully belong in our community. As we, as a community, pursue specific implementation actions, we need to sustain an all-encompassing commitment to fight racism and other kinds of discrimination and exclusion. We need to do relational, financial, legal, and occupational development work to address inequity and build trust so that everyone is included in our community. The final version of the inclusion recommendations was adopted by the City Council on June 14, 2017. At this time, the Council also unanimously agreed to seek grants and allocate funds in upcoming city budgets to dedicate skilled staff attention to sustaining this work.

In conjunction with the Task Force meetings, more than 140 people have participated in a series of Community Conversations. The dialogue and feedback has been used to develop and shape the recommendations. Full summaries of each community conversation can be found on City's website, [www.falconheights.org](http://www.falconheights.org).

- Conversation 1 - February 16, 2017: Conversations focused on personal and community values.
- Conversation 2 - March 2, 2017: Participants helped develop options for how the City can live out the Community's values in its activities, policies, and policing policies and practices.
- Conversation 3 - April 3, 2017: Participants reviewed and provided feedback on draft policing recommendations.
- Conversation 4 - May 1, 2017: Participants shared their thoughts on what is needed for transformational change to begin and each made a personal commitment.
- Conversation 5 - June 19, 2017: This conversation will focus on commemoration of the work accomplished and move towards next steps for the community.

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# Statement of Community Values

We assert and uphold these values for our community, including residents and guests, in our relationships with one another and in city government services, leadership, and policies.

**Leadership.** We aspire to become known for our leadership in creating community relationships of mutual respect and welcome, for equity in service to the community, and for working to recognize and heal historic patterns of disparity and exclusion.

**Trust, transparency, and accountability.** We believe that mutual well-being is created through mutual trust. We value relationships of mutual respect, learning, and honesty in communication among community members and city government. We value transparency, communication, and respecting diverse perspectives in governance.

**Equity, justice, and anti-discrimination.** We value protecting and treating all residents and visitors equally and fairly under the law. We value equity in the provision of public services and in the city's response to concerns. We recognize the persistent work we must do, individually and collectively, to reject and remedy prejudice, bias, and discrimination within individuals, the community, and in our government and policing.

**Welcome and inclusion.** We value diversity, welcoming all people with respect and dignity, and creating authentic relationships that honor our shared humanity despite our differences. We aspire to harmonize the needs of all while understanding varied individual needs, across generations, across racial or ethnic or religious groups, and across other aspects of our rich identities. We recognize the need to work together to heal and overcome divisions in our community. We commit to work continuously to forge strong relationships and to be a place where everyone is recognized and welcomed as part of our community.

**Awareness.** We value seeking diverse perspectives, listening with an open mind, and taking time to learn from others. We commit to recognizing and working to address our individual and collective biases.

**Courageous Action.** We value taking individual and collective responsibility to uphold these values, including having the courage to name and confront problems and to pursue solutions and healing when these values are not upheld. We recognize that everyone has the responsibility for being engaged and challenge others when we see or hear hurtful actions or comments.

**Safety.** We value safety, including protecting residents and guests from personal harm and protecting groups from prejudice, discrimination, and hostility. Respect for life and minimizing harm to all are our highest priorities in public safety and policing. We believe that mutual safety is built through mutual trust.



# **Inclusion Recommendations**

**Created by the Task Force with Community Input**

**Adopted unanimously by City Council on June 14, 2017**

# Summary of Inclusion Recommendations

Below is the high level summary of the recommendations. Full details are provided in the following pages.

**Recommendation:** Sustain City commitment through: creating a Truth, Racial Reconciliation, and Healing Committee of some kind; dedicating substantial City staff time to this work; and re-framing existing City resources to bring attention to equity.

**Recommendation:** Invest significantly to address persistent sources of disparities and exclusion.

**Recommendation:** Promote reconciliation, healing, and inclusion through connecting Falcon Heights with community partners doing excellent work in these areas.

**Recommendation:** Support and sponsor events within the community to foster inclusion.

## Overarching Value for All Inclusion Recommendations

**Address the sources of exclusion.** The context and premise of these recommendations is that fundamental issues of inclusion and exclusion have left many people feeling that they do not fully belong in our community. As we pursue specific implementation actions, we need to sustain an all-encompassing commitment to fight racism and other kinds of discrimination and exclusion. The following implementation suggestions are starting points for comprehensive work that needs to be done to build relationships across difference, to build trust in the community among those who have felt left out, and to work on building the financial, legal, and occupational resources of excluded groups.

# Process for Implementation of these Recommendations

***Across all of the full inclusions recommendations, these principles should be applied:***

**Create two special resources to mobilize implementation and accountability of these recommendations.** Specifically, the Task Force strongly recommends that the City Council make a commitment to create and sustain these two structures, for at least 3-5 years. It is critical that the city make this commitment now to sustain the work over this period, to make sure that this work lifts off and is sustained.

- 1) Create a dedicated Truth, Racial Reconciliation, and Healing Committee of some kind to have responsibility for sustaining attention and accountability for these recommendations.
- 2) Dedicate city staff time (through reassigning existing staff time or expanding capacity through consulting or new staffing) to forge partnerships, find grants, and recruit and support volunteers to accomplish all of these efforts.

**Make continuous efforts.** Inclusion is never done. We need to be continually attentive to how accessible and inclusive we, as a city, are being, and keep recommitting ourselves to improvement.

**Use what we have.** Whenever possible, we recommend integrating these ideas into structures that are already in place. For example, we recommend enhancing the welcome packet for new residents to include resources for building connections across differences.

**Inclusion is community-based work.** City government and leaders have a key role to play, but the City is not the only source of leadership and action for community healing and reconciliation. We recognize and value the work of other community organizations and volunteers, and ask that the City Council commit city staff effort (through a reassignment or an expansion of staffing capacity) to build its own capacity to participate and to support these efforts.

**Invest resources.** In some cases, we are simply recommending that successful, existing programs and systems be sustained or re-framed. In other cases, we recommend new investments to leverage new opportunities. For example, the city could amplify the work of community organizations and volunteers by enhancing the city website, providing training or other support for community volunteers, or writing grants to expand partnerships with community institutions that have skill and passion for this work.

**Provide a variety of options and avenues for people to get involved.** Inclusion means providing variety in the types of activities to appeal to different people's styles, skills, and availability. Varying the times and locations, providing childcare, and minimizing cost will make opportunities more accessible.

# Complete Inclusion Recommendations

## Recommendation: Invest significantly to address persistent sources of disparities and exclusion.


- Provide workshops to support people to build their knowledge and resources for legal, financial, and occupational opportunities and rights. This is an important step to address inequity.
- Build up career pathways program for low-income or minority youth. Other communities have had success with a variety of models for summer employment, internships, apprenticeship, and small enterprise development programs through partnerships among local high schools, businesses, business associations, and city government.
- Invest in continuously sustaining and expanding affordable housing options.

## Recommendation: Promote reconciliation, healing, and inclusion through connecting Falcon Heights with community partners doing excellent work in these areas.

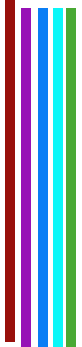
### For example:

- Partner with the Science Museum of Minnesota, to expand Falcon Heights participation in their programming on race and our shared humanity.
- Work with the Minnesota Historical Society, Ramsey County Recorder's Office and Registrar of Titles Office, or The Historyapolis Project at Augsburg College to support documentation and research to make visible historic policies and patterns, such as redlining and racially restrictive property covenants, that continue to shape our community.
- Partner with Ramsey County Libraries to launch a "book of the year" or ongoing book clubs for people interested in expanding their knowledge of diverse cultures and history.
- Recognize and promote the potential of local businesses to support this work. For example, encourage residents to hold community gatherings in their spaces, advertise that guests driving through the city can provide feedback on the community by stopping in local businesses, or involve local employers in youth development programs.
- Expand partnerships with the University of Minnesota to bring more attention specifically to these areas of work. The Center for Urban and Regional Affairs, the Art of Hosting community of practice, and The Center for integrative Leadership have already supported this work, but there are many other options for partnership.
- Work with foundations that are committed to improving diversity and inclusion, restorative justice, police-community relationships, or related issues, to secure funding or direct technical assistance for the programming, training, or events listed here. The Task Force's research suggests that the Wilder Foundation, Bush Foundation, Kellogg Foundation, JAMS Foundation and the St. Paul or Minneapolis Foundations may be interested. The National Initiative for Building Community Trust and Justice has resources and toolkits.
- Work with existing organizations to provide support and training on how to build relationships across differences. Living Room Conversations provides tools and resources to allow people to connect and hear different perspectives in small group conversations. There are a number of training programs operating nationwide that have resources, including: Hope in the Cities; Sustained Dialogue; Alaska Native Dialogues on Racial Equity Toolkit; Training for Change; and Race Forward –Racial Equity Impact Assessment. Arts can be a way for people to connect; Intermedia Arts in the Twin Cities or Laundromat Art Project out of New York City do this kind of work.

**Recommendation:** Build commitment and capacity through re-framing existing City resources.

- 
- Use the city website and newsletter to emphasize the importance of this work and make it accessible. On the city website, ensure that information about our values, resources for community work on inclusion, and opportunities to participate are accessible, timely, and easy to find. Expand the newsletter to consistently include highlights on diversity and inclusion and push people to new opportunities and resources on the website.
  - Expand the city's information packets for block parties to include resources on how to build relationships across differences, from having courageous conversations to knowing where to turn for help with neighbor disputes.
  - Use the newsletter and website to support the related work that other community groups are doing, for example to promote events in the schools.
  - Use the neighborhood welcome packet to emphasize that all are welcome, and provide resources to new community members. Find a way to partner with landlords so they have the most up to date packets to share with new tenants.
  - Sustain and expand city trainings on implicit bias and de-escalation. We suggest that these be open not only to city staff, but sometimes also to residents and others who are interested. Other communities have very successfully strengthened their commitments and capacities by having diverse groups of people go through the training together. This could be an exciting programming opportunity to explore with foundations.
  - Embed diversity and inclusion awareness and skill development into the summer camps offered through the city.
  - Use the park and recreation event structure that is already in place to advertise opportunities to participate and to hire temporary employees support learning circles, book or movie clubs, or trainings on how to have courageous conversations.

**Recommendation Support and sponsor events within the community to foster inclusion.**

- 
- Continue to host the events currently in place (ice cream socials, block parties), but enhance them by having special activities, resource people, or information to engage people in building relationships across difference.
  - Keep the community conversations going, to intentionally bring people together but also allowing for organic relationship building. Foundation support may be available to support this.
  - Host book and/or movie clubs and discussions relevant to racial inequity and inclusion topics.
  - Connect events with the work the Community Engagement Commission is already doing.

# **Policing Recommendations**

**Adopted by the City Council on  
May 24, 2017**

# Summary of Policing Recommendations

Below is the high level summary of the recommendations. Full details are provided in the following pages.

## **Recommendation:** Police-Community Relationships

- **Mutual Safety is built through Mutual Trust.**
- **Ownership.** Falcon Heights needs to have appropriate authority with the police department serving our community, beyond annual reporting.
- **Community engagement.**
- **Creation of a Community-Police Work Group for trend monitoring, relationship building, and problem solving.**

## **Recommendation:** Training and Capacity

- **Mental health care for people in crisis and officers, for mutual safety and well-being.**
- **Training, with a focus on de-escalation, cultural competency, and explicit and implicit bias.**
- **Hiring and workforce development to emphasize community relationship-building.**

## **Recommendation:** Data and Transparency

- **Data collection, sharing, and monitoring to detect and respond to trends.**
- **Public Feedback: surveys, multiple feedback channels, and information/feedback cards.**
- **Prompt, thorough, and open communication in case of serious incidents.**

## **Recommendation:** Priorities for Policing Activity

Respect for all is the foundation for policing in our community. The highest priorities for policing activity are:

- **Emergency response.**
- **Cultural competence and community engagement.**
- **Informative policing.**
- **In traffic policing, prioritization of serious moving violations.**

# Adopted Guiding Principles for Implementing Policing Recommendations

## Culture and Values

**Anti-discrimination culture.** Everyone – residents, city government leaders, police officers, and others - need to actively acknowledge the long history and current reality of racism and other forms of discrimination in our country. In City Council meetings, community conversations, and our Task Force meetings, many people have spoken to their lived experience of stereotyping and bias, yet privilege allows some people to even deny that stereotyping and bias exist and are problems. The Task Force was charged to look at policing. We recognize that policing reform is needed in our country. However, we emphasize also the need for work throughout the community to recognize and address inequity, injustice, and discrimination.

**Respect for Life.** Respect for life and minimizing harm to all are our highest priorities in public safety and policing. The mutual safety and well-being of the public and police officers are essential.

**Community Values.** Our community, including our public safety officers, should uphold and advance all of our community values. A statement of these values should be included in any contract for police services.

**Anti-profiling.** Policing patterns that are in effect profiling are contrary to our community values and damage community-police trust and the protection of everyone’s well-being. We strongly affirm the obligation to treat all people fairly and equally under the law, without discrimination on the basis of race, color, creed, religion, national origin, gender, marital status, familial status, disability, public assistance status, age, or sexual orientation.


**The following policing recommendations set forth goals and frameworks for strengthening the realization of community values for public safety and policing. We preface them with a few caveats about what they do not include:**

- We recognize that some of the following practices are already common practice in some police departments, while others are quite new. Collectively, we believe these practices are good foundations for ongoing, continual improvement in policing.
- Our charge includes making recommendations on inclusion more broadly, as well as on policing specifically. In about a month, the Task Force will convey its recommendations for additional work on transforming our community to continually combat stereotyping and prejudice and advance mutually respectful relationships and inclusion of all.
- We recognize that there is much work to be done to spell out the operational details for implementing these policing recommendations. In some cases, we are able to convey some more detailed implementation suggestions based upon the input of our expert panels and our review of the literature, although generally such work probably exceeds our domain of expertise and our compressed timeframe as a Task Force comprised of community volunteers. Furthermore, the police department serving Falcon Heights should be involved in sorting out the finer aspects of implementation. Clearly, however, the Task Force is invested in the accomplishment of these goals, and we ask the City Council to commit to implementation. Specifically, we suggest the City promptly enter into an agreement with subject matter experts in equity, policing, and public policy to work with the City Council and police department to develop a 2-year work plan and a 5-year strategy to implement these recommendations.



# Adopted Complete Policing Recommendations

## Recommendation: Police-Community Relationships



**Mutual Safety through Mutual Trust.** We care about mutual safety of community members and officers, and feel this is enhanced through mutual trust. We want to know our officers, to have them know and be attached to our community, and for community members to feel protected by police and officers to feel that our community is a desirable and safe duty location. Falcon Heights should continue to have law enforcement officers who work routinely in Falcon Heights and get to know our community. The city’s website could include a link to photos and short introductions to officers working in Falcon Heights, to help residents and visitors become familiar with the officers serving our community.

**Ownership.** Falcon Heights needs to have appropriate authority with the police department serving our community, beyond annual reporting. This is a foundation for realizing all of the implementation recommendations we are making, particularly when it comes to building strong community-police relationships and trust, living our community values, and training. It is also an essential foundation to ensure that city leaders may respond in a timely and effective fashion if there is a serious (acute or persistent) concern about a public safety issue or policing performance.

**Community engagement.** We recommend several actions to build mutual trust and appreciation and to reduce separation between “the community” and “the police” and to break down “us vs. them” boundaries. Police supervisors’ and officers’ duties should include participating regularly in community conversations involving the interested public and police and other community events. We recommend that the city and police department regularly participate in workshops (with the public or with culturally competent liaisons who will work directly with diverse communities) to explain what people’s civil rights are, in the event that they should have an interaction with police. This is a relationship-building opportunity to build trust through positive interactions and very visibly demonstrating the police department’s commitment to civil rights. Similarly, we recommend that there be community-led and community-oriented trainings, for police officers and any interested member of the public, to familiarize officers with the challenges that residents and visitors face when it comes to public safety or policing. (Please refer to the full set of training recommendations, below.)

**Community-Police Work Group.** The City will promptly enter into an agreement with subject matter experts in equity, policing, and public policy to guide us on how best to bring these functions into effect. This is a structure, independent of the police department, to enable ongoing communication and relationship-building, timely response to emerging problems in public safety and policing, and advocacy for changes in policies and resources to advance continual improvements in public safety and policing. It is not a structure for performing investigations of complaints about police misconduct. While a majority of members should be from the community, we strongly encourage the involvement of a senior member of the police department and preferably at least one other police officer in every meeting, to facilitate mutual learning from one another’s knowledge and experiences about the contexts of crime and policing, to build relationships and trust, and to have shared ground for working together on culture change to improve mutual safety and trust.

### **The three purposes of the Community-Police Work Group are:**

- To serve as a channel for community members to give positive or negative feedback or register complaints on police conduct. As an entity independent of the police department, this committee provides an alternative option for anyone who would prefer not to present their feedback directly to the police department. In addition, this provides a forum for conveying concerns that may not reach the threshold for a full investigation by the internal affairs unit of the police department, yet nonetheless deserve attention. This function of the Commission allows those issues to become visible and get attention. If the Commission detects a pattern in these reports, it should offer recommendations to respond to the problem.
- To support public safety by monitoring trends in public safety and policing. At least quarterly, the committee should receive and review the department's aggregate data on crime, enforcement activities, complaints, and critical incident reports. This provides a mechanism for timely detection of emerging trends regarding public safety, biases or other problems in enforcement, and other issues. If issues are found, the Community-Police Commission might respond by continuing to monitor or by recommending to the City Council that they negotiate with the police department to make changes – for example, in programs, training, staffing, equipment, or budgets – to improve public safety and policing.
- To safeguard the procedural integrity of the police department's internal affairs process for investigating and resolving complaints. We believe that it is in everyone's interest to have an investigation system that is trusted for investigating complaints in a timely and procedurally fair way; this is essential to trust in the police department and to the safety of the community and officers. At least quarterly, the committee should receive a report on all police conduct investigations, at a level of detail to protect confidential information and yet permit monitoring of the completeness and timeliness of police conduct investigations and yet with sufficient transparency to reveal any persistent pattern of complaints about particular types or locations of policing activity or officers. At least annually, the Community-Police Commission should make a written report to the City Council and police department about whether programs and resources for training and the complaint handling procedure should be sustained or changed.

The Commission needs to have teeth to accomplish any of these goals. The reviews it makes of complaints, trends, and the procedural integrity of the police department must be consequential for the Commission to have legitimacy and trust. That means that any recommendations that come of these reviews should need to be acted on with fidelity to the purposes they are meant to accomplish. It is hoped that direct communication between the civilian members and police department representatives would proactively and easily resolve any issues. However, the Commission might sometimes also report concerns or make recommendations – for example, for changes in community programs, training, staffing, equipment, or budgets – to City Council, in its capacity as a steward for the wellbeing of community members and employees (or contracted employees), authorizer of the policing contract, and decision-maker about policies and budgets. We request that the City Council support well substantiated recommendations made by the Commission. If the City Council subsequently acts on the Commission recommendations by making a request to the police department, and the police department does not respond by implementing the request or by explaining its inability to do so, the police department should be considered to be out of compliance with its contract with the City of Falcon Heights.

## Recommendation: Training and Capacity

**Mental health for mutual safety and well-being.** The city could arrange to have, on call at all times, professionals with extensive training in social work or mental health to provide timely support for de-escalation of policing situations, support for the mental health of police officers, and mental health assistance to community members interacting with the police.

**Training.** Officers should have regular, high-quality training to build their capacity for de-escalation of themselves and others and for recognizing and preventing all bias (including implicit and explicit bias). As mentioned above, community-led and community-oriented training about the challenges that community members face in public safety and policing is a key component of strengthening community-police relationships generally, as well as for building police officers' skills for community engagement. The content of these workshops might include, for example, training on bias, matters relating to race, community-led guidance about cultural norms for interacting respectfully with diverse groups in Falcon Heights, or the historic origins of some persistent prejudices or disparities. We strongly suggest that these forms of capacity building should receive attention on a par with the more conventional forms of required training for law enforcement officers (e.g., on use of force or procedures for emergency vehicle operations). Training for what is sometimes called a "warrior" mindset does not serve our community values and the mutual safety and trust of the public and officers.

**Hiring and workforce.** The police department should continually strive to have a diverse workforce, preferably one that reflects the diversity of residents and visitors in Falcon Heights.

## Recommendation: Data and Transparency

**Data collection.** The police department should collect comprehensive data on all police interactions and crime. Emerging research on best practices for building police-community trust suggest it is especially beneficial to collect these types of data: basic demographic information; the public safety concern, location, and context; the incident outcome (e.g., information given, warning issued, citation); and whether the suspect(s) had weapons. Summary reports should be made monthly to the City Council and published on the City’s website in as much detail as possible without violating privacy.

**Public Feedback.** The City of Falcon Heights should gather public feedback on policing through at least three mechanisms:

- In every interaction, police officers should give the person with whom they are interacting a card that identifies the officer by name and provides a phone number and website to submit feedback (positive or negative), questions, suggestions, or complaints. Assuming the Community-Police Commission is instituted, it should be listed as an option, independent of the police department, to provide feedback.
- On an annual basis, the city should conduct a survey of households to solicit feedback on policing.
- At least semi-annually, the City Council, police department, and public should hold community conversations to enable continued communication about community values, public safety issues, and positive or negative feedback on policing.

**Serious incidents.** To build community trust, if serious incidents occur (e.g., public safety emergency, officer-involved shooting, or a serious allegation of police misconduct), the police department and City of Falcon Heights should communicate as promptly, thoroughly, and openly as possible.

## Recommendation: Priorities for Policing Activity

**Respect for all** is the foundation for policing in our community. The highest priorities for policing activity are:

- **Emergency response** to 911 calls and violent crimes are the highest priorities.
- **Community policing.** Officers need to get to know people. Some steps to engage with people in non-enforcement activities include getting out of their cars, participating in community events, etc.
- **Cultural competence and community engagement.** In an effort to build relationships, training for cultural competency must be linked with positive cultural and community engagement to build relationships.
- **Informative policing.** In enforcement-related interactions, officers should promptly inform the individuals(s) involved about why they are being stopped (e.g., to explain that they were observed running a stop sign). This should improve compliance with laws, the safety of the public and officers, and community-police trust.
- **Traffic policing.** Dangerous moving violations are high priority. Policing for other motor vehicle violations is a lower priority, and the policy for these could be to issue a warning. We recommend the City explore opportunities to proactively intervene in downward cycles associated with fines for minor violations. For example, the City might consider investing in a program -- like the Lights on! program found in several Twin Cities communities -- which provides drivers with financial assistance to take care of minor problems with vehicle equipment compliance.

**Property crimes**, although they are one of the most commonplace crimes in Falcon Heights, were not mentioned as a priority during community conversations. We do not assume that it is a low priority; possibly people did not mention it because they take this kind of policing for granted. This reinforces the value of our recommendations about data reporting and public safety trend monitoring to communicate and respond to public safety concerns and policing activities.

## Recommendation: Ownership

Ultimately the City Council has authority and responsibility for keeping a contract with SAPD or moving to some other arrangement. In early April 2017, the City Council instructed the city administrator to begin a Request for Interest from other potential providers. As of June 14, 2017 the City Council is actively exploring options for a partnership with the Ramsey County Sheriff's Office.

Many comments had been shared at the community conversations preceding the council decisions. Those comments were to the effect that increasing and ensuring ownership that the police department respects community values are more important than the specific structure of the arrangement.

When participants in the community conversations were asked to express and explain their preferences for different organizational arrangements for policing, the option of issuing a new Request for Proposals to contract a police department received much greater support than any other option. Two other options - renegotiating with SAPD (which received some support, while some people completely opposed it) or constituting a shared police department through a joint powers agreement – were less well supported. There was very little support for creating a police department just for Falcon Heights.

On the basis of our consultations with subject matter experts and the literature on organizational options for policing, we recommend constructing the contract to:

- Articulate community values as the foundation for public safety and policing.
- Emphasize mutual safety through mutual trust. Build structure and routines for regular communication, mutually responsive consultation and problem-solving, and ongoing relationship-building between the community, city leadership, and police department.
- Affirm the importance of ongoing, high-quality training – specifically including the forms of training on implicit bias, de-escalation, and community-oriented training on community experiences and to build cultural competence – and provide resources for this.
- Ensure mechanisms for data collection and sharing, accountability, and compliance.
- Provide clear and compelling consequences for non-compliance with the contract, which should be designed to incentivize a prompt remedy to problems, but if necessarily also provide an option to exit.

# Falcon Heights Community Conversation 1: February 16, 2017

## Analysis of Key Themes

*Collated by: Elizabeth Dressel*

*Master of Art in Urban and Regional Planning student at University of Minnesota, Humphrey School of Public Affairs*

### **Background**

On February 16, 2017 nearly 100 people attended the first of a series of five community conversations on inclusion and policing. Information gathered at the community conversations will inform recommendations that the Falcon Heights Task Force on Inclusion and Policing will make to the Falcon Heights City Council in the spring of this year.

These are frequently expressed statements, grouped by theme. They are not consensus statements.

### **First Circle: Participants shared why they came and their most important personal value.**

*Why did people come?*

- Resident of Falcon Heights
- Out of love for the community.
- Participation is a way to be active and involved.
- Feel dismay, shock, outrage, anger, upset over Philando Castile's death
- Want to solve problems and see change

*Personal Values*

- **Compassion, Caring, Empathy, Love:** Treating others as you want to be treated. Caring for others. Being open to others perspectives. Some referred to their religious faith in this context.
- **Equality and Equity:** Ensuring all have equal opportunities and that laws apply equally regardless of race.
- **Honesty and Openness:** Being open, thoughtful, truthful, having difficult conversations.
- **Integrity**
- **Relationships, Community, Connection:** Building understanding through relationships. Being connected with others and sharing experiences.
- **Respect, Dignity, Tolerance, Inclusion:** Creating mutual respect. Honoring others. Treating people with dignity.
- Other personal values, not easily grouped with larger themes: Learning. Courage. Forgiveness. Professionalism. Hope.

### **Second Circle: Participants shared the value they would most like their neighbors and public officials to demonstrate, and why.**

- **Educate Selves and Seek Diverse Perspectives:** Seeking out others perspectives and being genuinely open-minded. Listening to others, especially those we might not want to listen to. Recognizing our own individual implicit biases.

- **Embrace the Greater Good:** Creating a community beyond oneself and thinking beyond individual values. Working to harmonize the needs of all while understanding different individuals need different things.
- **Empathy and Compassion:** Upholding that we all want the same things as human beings. Insisting that officers need to engage and care.
- **Equity and Equality:** Fairness, inclusivity and equal justice.
- **Forge Strong Relationships and Have Meaningful Communication:** Creating a community by welcoming more diversity and welcoming new people into neighborhoods. Making all feel welcome and important regardless of race or age. Having honesty, creativity, and transparency in communication.
- **Honesty and Accountability:** Expecting honesty from elected officials. Holding everyone accountable for actions. Upholding honesty and transparent communication in all directions.
- **Honor Shared Humanity:** Having mutual respect. Recognizing the value of everyone and treating everyone as human beings. Finding a shared dignity and positive regard for neighbors and officials.
- **Take Courageous Actions:** Speaking up when we see something happening. Challenging others when we see or hear hurtful actions and comments. Being engaged and take action. Sensing that it is our responsibility to fix this.

**Third Circle: Participants shared how they feel the community fails to live up to these values.**

- **Complacency:** People not speaking up, asking questions, and taking action.
- **Lack of knowledge, understanding, and awareness in the community:** Privilege playing into not knowing that things were different for people of color and into feeling like things were great in Falcon Heights. Not seeing the disparities in traffic stops and acknowledging bias.
- **Lack of integrity and accountability; Eroded trust:** Breakdown in communication, transparency, and honesty from elected officials. Police who don't represent values.
- **Frustration, anger, and disappointment:** Feeling that police and officials have failed them, linked by some to disappointment in themselves for not looking and noticing.
- **Fear and lack of safety:** People of color fear for personal safety and security.
- **Police values:** Need to find ways to support police officers in living up to community values. Need to examine the goals of the police, the revenue streams of the police, and pay attention to abusive practices by police and damaging incentives from revenue structure.

**Fourth Circle: Participants shared how they would like to see the City of Falcon Heights heal and how they would like to see themselves, their neighbors, and their public officials demonstrate the values.**

- **Community Engagement, Conversations, Communication:** Conversations are important; these should be shared with the wider community. Let's get to know others and make time to connect. There should be diverse participation and events.
- **Measurements, Accountability, Transparency:** Make concrete decisions and have accountability and transparency. Leadership should be held accountable. Use statistics and feedback to create measurements.



- **Possible actions:** Something should be done with the police contract. There needs to be better police training. Let's explore restorative justice models. Police should be out of the cars and in the community.
- **Take Action and Build Trust:** There needs to be action and communication by Mayor/City Council/Police. The community also needs to take action. Police should be part of the conversation.

# Falcon Heights Community Conversation 2: March 2, 2017

## PRELIMINARY Analysis of Key Themes

*Collated by: Elizabeth Dressel*

*Master of Urban and Regional Planning student at University of Minnesota, Humphrey School of Public Affairs*

### **Background**

Nearly 100 people attended the second in a series of five community conversations on inclusion and policing. The theme of this conversation was developing options for how the city can live out the community's values in its activities, policies, policing, and other practices. Information gathered at the community conversations will inform recommendations that the Falcon Heights Task Force on Inclusion and Policing will make to the Falcon Heights City Council in the spring of this year.

### **Values identified at first community conversation (February 16, 2017)**

These are frequently expressed statements, grouped by theme. They are not consensus statements.

- **Educate Selves and Seek Diverse Perspectives:** Seeking out others perspectives and being genuinely open-minded. Listening to others, especially those we might not want to listen to. Recognizing our own individual implicit biases.
- **Embrace the Greater Good:** Creating a community beyond oneself and thinking beyond individual values. Working to harmonize the needs of all while understanding different individuals need different things.
- **Empathy and Compassion:** Upholding that we all want the same things as human beings. Insisting that officers need to engage and care.
- **Equity and Equality:** Fairness, inclusivity and equal justice.
- **Forge Strong Relationships and Have Meaningful Communication:** Creating a community by welcoming more diversity and welcoming new people into neighborhoods. Making all feel welcome and important regardless of race or age. Having honesty, creativity, and transparency in communication.
- **Honesty and Accountability:** Expecting honesty from elected officials. Holding everyone accountable for actions. Upholding honesty and transparent communication in all directions.
- **Honor Shared Humanity:** Having mutual respect. Recognizing the value of everyone and treating everyone as human beings. Finding a shared dignity and positive regard for neighbors and officials.
- **Take Courageous Actions:** Speaking up when we see something happening. Challenging others when we see or hear hurtful actions and comments. Being engaged and take action. Sensing that it is our responsibility to fix this.

**Circle: Participants shared barriers to honoring the values (above) in city and community activities and polices, and policing policies and practices.**

These are frequently expressed statements, grouped by theme. They are not consensus statements.

- **Challenge of Sustained Change and Action:** New solutions and actions are needed to create change.
- **City Government Structures:** Policies within the city and a lack of mechanisms understand and monitor what is taking place within the community creates a barrier.
- **Complacency and Apathy and Inertia:** It can be easy to become tired, feel a lack of control, and not expend the energy to be involved. Change needs sustained energy and momentum and can be lost when people become consumed with daily lives. There is a long history of no change and status quo.
- **Fear and Discomfort:** Change can be scary and uncomfortable which can create resistance to moving forward.
- **Need for Accountability:** More accountability is needed for policy and city to realize values. There is blame being pointed at multiple people and groups.
- **Personal Responsibility to Get Out of Circles:** There is a need for personal action and desire to get to know other people when living out community values. Individuals need to interact and get to know others perspectives. Making the time and commitment to get out of personal circles often does not happen.
- **Policing Structures:** Current structure and values of policing stand in the way of living out the community values.
- **Privilege, Bias, and Racism:** Oppression, racism, white privilege, and biases must be recognized and addressed in order for the community values to be honored.

**Circle: Participants shared ideas on what it would look like for the City of Falcon Heights to live out these values in city and community activities and polices, and policing policies and practices.**

**Strongest Themes**

- **Community Based Policing:** Policies put in place to end stops for minor traffic offenses such as speeding and equipment malfunctioning and remove the monetary incentives for this type of enforcement. Move to a model of community policing where officers are out of their cars and engaging with community members. Police officers lead and organize neighborhood events where they can interact with community members and have a commitment to community involvement. Increase the communication between police officers and community members including ongoing listening session between the community and police.
- **Community Events and Activities that Foster Broadening Perspectives:** Numerous ideas shared for events to build community and foster learning about each other. Ideas included: community reading groups, workshops to explore cultural similarities and differences, inter-active culture sharing events that celebrate diversity, programs and

opportunities for mutually beneficial exchanges between community members of different ethnicities and on-going community conversations.

- **Training for Police, City Staff, and Community Members:** Increase the amount and types of training offered to police. Training topics included implicit bias, diversity, de-escalation skills, healing and restorative justice, trauma-informed services, and individual coaching. Comments also reflected the need to offer training to city staff and community members.

### Very Strong Themes

- **City Accountability:** Accountability and honesty by decision makers. Encourage the City Council to clarify their expectations of police officers and resource allocation. Action encouraged by the City Council to establish a community board or task force that has ability review and monitor police and the power to affect change and create accountability for law enforcement officials. Create continued space for citizen voice and participation.
- **Collect, Share, and Utilize Data on Policing Practices:** Report on policing to community members to ensure the values are being met and action is being taken when necessary. The city should monitor police data and increase the timeliness and visibility of data on the city website.
- **Neighborhood Level Community Building:** Encourage community members to get know your neighbors' stories, say hello to one another, and care about the welfare of fellow neighbors. Ideas to create a neighborhood engagement toolkit to encourage citizen participation and a neighborhood welcome letter to new community members inviting them to be involved.
- **Policing Policies and Practices that Align with Falcon Heights Values:** Use of de-escalation tactics. Increased level of transparency. Recognize difficulties and dangers police face. Create a culture of reflection and compassion.

### Strong Themes

- **Consider Alternatives to Contracting with St. Anthony Police Department:** End the contract with St. Anthony Police and consider contracting with the Ramsey County Sheriff's Office or creating a small Falcon Heights only police force.
- **Forums for Truth and Reconciliation:** Council should publicly apologize and take responsibility for death of Philando Castile. A specific idea is to have the city council commission a writer to create a case study, story, or play about the killing of Philando Castile that becomes a part of school curriculum, and could be part of wider community events. Forums for police to hear about the experiences of people of color.
- **Hire Diverse and Reflective Police Officers**
- **Housing:** Create more affordable housing in the community and create opportunities for disparate groups to purchase homes in Falcon Heights.
- **Personal and Collective Commitment to Education, Reflection, Reflection and Dialogue:** Create opportunities for youth to learn about diversity and inclusiveness at a

young age. Individual and collective commitment to learn about each other and explore our own assumptions.

- **Utilize Terms of the Contract to Ensure that the City's Contracted Police Force Demonstrates the City's Values:** When considering future contracts, incorporate community values and create policies for steps to be taken when policing practices fail to meet these values.

# Falcon Heights Community Conversation 3: April 3, 2017

## Analysis of Key Themes

*Collated by: Elizabeth Dressel, Master of Urban and Regional Planning student at University of Minnesota, Humphrey School of Public Affairs*

### Background

On April 3, 2017 approximately 70 people attended the third in a series of five community conversations on inclusion and policing. This meeting centered on reviewing and providing input on a set of draft recommendations created by the Falcon Heights Task Force on Inclusion and Policing. Information gathered will inform the final recommendations that the Task Force will make to the City Council in the spring of this year.

These draft recommendations are oriented towards the procedures, policies, and programs of law enforcement departments and officers. Residents, visitors, city leadership, and other community institutions also have responsibilities for public safety. Recommendations about those contexts and other measures to improve inclusion will be shared at the May 2017 community conversation.

The feedback below is drawn from frequently expressed statements, grouped by theme under the associated recommendation header. They are not consensus statements.

### Community Input: Themes Cutting Across All Recommendations

**Communicate Goals and Values:** There was a strong desire that the City's goals and values be clearly articulated in any type of contract or arrangement for police services. The City must achieve clarity on those goals and values. Previous Task Force and community meetings have led to the draft statements of community values circulated at the meeting.

**Community Responsibility:** There is support for the community to continue to be involved and a sense that solutions are the responsibility of the entire community. There should also be structured review and space for continued public feedback on the values and next steps. Numerous comments addressed the ideas that "the police" and "the community" is a false dichotomy and that police should be a part of our community and vice versa.

**Measurable and Actionable:** Across all of the recommendations there was strong support for ensuring recommendations and expectations are measurable and actionable. There were some concerns raised that some recommendations are not measurable and specific enough.

**Ownership:** Support for stronger ownership of the police force was expressed relating to all of the recommendations - stronger ownership will be needed in order to set priorities for training hiring, policing activities, etc. The idea of having designated Falcon Heights officers was expressed frequently.

**Positive Reactions:** Many community members felt positively about the recommendations as a whole and felt that this was a good start. People were thankful of the work that had been put in and said it was nice to see the alignment of values and the recommendations.

**Resources and Funding:** Comments and concerns were raised about financial resources and revenue streams for policing and the resources needed to support the policing.

# Falcon Heights Community Conversation 3: April 3, 2017

## Analysis of Key Themes

### Priorities for Policing Activity

#### TASK FORCE'S ORIGINAL DRAFT RECOMMENDATIONS<sup>1</sup>

The highest priorities for policing activity are:

- **Response.** Responding to violent crimes and 911 calls.
- **Community policing.** Officers need to get out of their cars to engage regularly with people.
- **Cultural competence and community engagement:** Training for cultural competency must be linked with positive cultural and community engagement to build relationships.
- In traffic policing, **dangerous moving violations.** Conversely, policing for minor traffic violations are very low priority, and the policy for these should be to issue a warning.



Are there other areas or priorities to consider?

#### COMMUNITY FEEDBACK ON THESE DRAFT RECOMMENDATIONS

**Focus of Police Actions:** There was support among groups that police should focus on critically important responses including 911 calls and emergency calls with less focus on or changes to traffic stops and equipment failure issues. Comments included seeing a stop to racial profiling stops and no more stops for “driving while black,” no more shootings, and ensuring safety and respect for all.

**Support of Community Policing:** There was support among groups that seeing police get out of their cars and interacting with residents and having officers designated to Falcon Heights so people can know and build relationships with officers is important. Clarification was requested for what officers getting out of their cars would look like and mean in practice.

**Police Participation and Acknowledgement:** Including police in the dialogue on establishing priorities for policing activities was raised to ensure the final recommendations are realistic and include the ideas of the police. There was a desire to have the police acknowledge that inequity exists in policing and that the police could improve. There was a desire for mutual learning.

### Culture and Values

#### TASK FORCE'S ORIGINAL DRAFT RECOMMENDATIONS

**Community values.** Officers will uphold and advance our community values.

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<sup>1</sup> The Task Force members supported with a high degree of unity all of the draft recommendations circulated at the community conversation except where a yellow star indicates that we were not in agreement and/or are seeking more information. Stars indicate areas where we especially invited additional input.

# Falcon Heights Community Conversation 3: April 3, 2017

## Analysis of Key Themes

**Equity.** All residents and guests of the city are to be treated fairly and equally under the law, across racial and ethnic groups, generations, places of origin, socioeconomic status, religion, gender identity, sexual orientation, etc.

**Motivations.** Revenue generation should never be a factor in law enforcement.

### COMMUNITY FEEDBACK ON THESE DRAFT RECOMMENDATIONS

**Comments on Values:** There was support for ensuring the values can be measured and implemented. Concern raised by groups about the treatment of people of color and women and that life needs to be valued above all.

**Equity:** Equity was expressed as important but a group would like to see justice added to the statement. Desire was expressed for a stronger equity statement.

**Healing:** A need for a healing process was expressed.

## Data and Transparency

### TASK FORCE'S ORIGINAL DRAFT RECOMMENDATIONS

**Policing data collection:** The police department will collect comprehensive data on all police interactions and crime, to include: the impetus for the interactions (e.g., response to call for service), the nature of the interaction (e.g., vehicle and pedestrian stops, searches, citations, arrests); location; and any demographic information that the subjects offer.

**Public Feedback:** The City of Falcon Heights will gather public feedback on policing through at least two mechanisms. Annually, the city will conduct a survey of households to solicit feedback on policing. In addition, in every interaction, police officers will give the person with whom they are interacting a card that identifies the officer by name and provides a phone number and website to submit complaints, concerns, or questions about the policing interaction.

**Reports and review:** Reports on the data collected by the police department will be made monthly to the City Council and published on the City's website in as much detail as possible without violating privacy. These reports and synthesis of any public feedback collected will be reviewed by the Council, Police Chief, and Community Engagement Commission at least quarterly to identify and respond to concerning patterns regarding crime and public safety and/or biases and disparities in enforcement.

**Serious incidents:** When serious incidents occur, including use of deadly force, or incidence of possible police misconduct, the police department and City of Falcon Heights will communicate promptly, openly, and decisively, in a manner appropriate to the incident.

### COMMUNITY FEEDBACK ON THESE DRAFT RECOMMENDATIONS

**Data Collection:** Overwhelming support around the importance of data collection and support for the recommendations on data collection. Data collection should include race and demographic information on officers and civilians. Strong request that there be clarity



# Falcon Heights Community Conversation 3: April 3, 2017

## Analysis of Key Themes

around who collects, analyzes, and reports on the data so that the community can trust that information is unbiased.

**Transparency and Accountability:** There is consensus that transparency and accountability is important. Comments included the need for space and process for community input and grievances to be easily heard and concern about whether there is a way for residents' concerns to be heard.

## Community Relationships

### TASK FORCE'S ORIGINAL DRAFT RECOMMENDATIONS

**Presence.** We want to know our officers and have them know and be attached to our community. Falcon Heights should have law enforcement officers who work specifically and routinely in Falcon Heights and who get to know our community.

**Community engagement.** From initial training through their ongoing work, their duties will include participating in community-led trainings on interactions (before officers begin service in Falcon Heights), community-police mutual listening sessions, and other community events. The purpose is to build relationships and to be aware of and appreciate the diversity of our community.

**Hiring and workforce.** The police department will continually strive to constitute a workforce that represents the broad diversity of the community that interacts with the police. For example, the department could have a hiring priority for candidates who speak one of the top 5 non-English languages spoken in the Roseville school district, or for candidates with demonstrated experience with community service organizations or community engagement skills, as well as their formal prior training and policing experience.

### COMMUNITY FEEDBACK ON THESE DRAFT RECOMMENDATIONS

**Presence and Community Connection:** There was very strong support of the recommendations of having Falcon Heights officers and having a relationship between the community and officers. Concern was raised that the recommendation does not do enough to address relationships with people who drive through Falcon Heights. There was a suggestion to make the profiles of officers' available online/social media so people can know their backgrounds and be more comfortable with those protecting them.

**Hiring and Workforce:** There was support for the focus on hiring and ensuring that officers are diverse and/or culturally competent. Comments also centered on the need education and training of the officers.

# Falcon Heights Community Conversation 3: April 3, 2017

## Analysis of Key Themes

### Training and Capacity

#### TASK FORCE'S ORIGINAL DRAFT RECOMMENDATIONS

**Training:** Officers will have regular training to build their capacity for de-escalation of themselves and others, for interacting effectively and respectfully with diverse persons in our community, for recognizing and preventing bias (including implicit bias), and for minimizing the use of lethal weapons. Conversely, training emphasizing a “warrior” or similar mindset should not be permitted.

**Mental health.** A social worker or trained mental health professional will be on call at all times to provide on-site support for de-escalation and assistance to or with persons with mental illness.

#### COMMUNITY FEEDBACK ON THESE DRAFT RECOMMENDATIONS

**Training:** Overwhelming support training specifically de-escalation and a need to have experts in the field determining and leading training.

**Mental Health:** Groups expressed support for the focus on mental health training and social worker component. One group was split on roles of police and social workers where some wanted police officers who did not act as social workers and others in the group wanting officers to have social work-like training.

### Oversight

#### TASK FORCE'S ORIGINAL DRAFT RECOMMENDATIONS

**Oversight.** Falcon Heights needs to have significant authority over our law enforcement officers and police department. The current situation of a brief annual report and review of an externally contracted agency does not provide sufficient oversight of a police department and its officers. The City needs to be able to respond in a timely and effective fashion if there is a serious (acute or persistent) concern, for example about police misconduct or a pattern of bias. If policing will be provided by an externally contracted agency, the city should have provisions for regular review and an out clause and/or penalty for non-compliance.



**Civilian oversight:** An entity independent of the police department will serve as a channel for community members to give feedback on police conduct. The existing Community Engagement Commission or an ombudsperson could accept and investigate complaints. This would require resources to conduct investigations and the buy-in of the police department. The Task invites community input about the *idea* and/or the *structure* of civilian oversight.

# Falcon Heights Community Conversation 3: April 3, 2017

## Analysis of Key Themes

### COMMUNITY FEEDBACK ON THESE DRAFT RECOMMENDATIONS<sup>2</sup>

**Support for Civilian Oversight:** There was general support for civilian oversight but lack of consensus on the form it should take.

**Related Suggestions:** Some ideas that were expressed include: A stand-alone review committee; a panel that meets on an on-going basis; in addition to residents include visitors to the community and membership should be diverse; ombudsperson role would need clear definition.

## Ownership

### TASK FORCE'S ORIGINAL DRAFT RECOMMENDATIONS

Ultimately the City Council has authority and responsibility for keeping a contract with SAPD or moving to some other arrangement. Here are some of the major options being discussed in the community. They offer varying levels of direct control by Falcon Heights over the police department. All of these options would take time to implement, some probably more than others.

- **Renegotiate with SAPD** to implement changes that reflect community values and improve service and control.
- **Issue a new Request for Proposals to contract a police department.** The RFP would reflect community values and be a transparent foundation for negotiating the policing contract. One negotiable item would be having a Falcon Heights representative on the hiring panel for hiring officers serving our city.
- **Create a new Joint Powers Authority:** Falcon Heights *could* join with other small cities to create a police force over which Falcon Heights and others would have joint ownership and oversight. Saint Anthony and/or other cities might be a partner in a JPA.

The Task Force does not have a strong, unified opinion on this topic, and invites community input to inform our next steps:



1. How important is it to enhance the City's ownership of the police department?
2. Which options you prefer? **Why?**
3. If there are tradeoffs between acting quickly and accomplishing more systemic change, do you have an opinion about how to balance those tensions?

### COMMUNITY FEEDBACK ON THESE DRAFT RECOMMENDATIONS

**Importance of Ownership and Contract Language:** There was consensus among groups that there is a need for greater ownership and control. Many comments signaled that the desire for

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<sup>2</sup> Note from Task Force co-facilitators: Please keep in mind that additional input is being gathered beyond the community input from this conversation. The Task Force heard many comments about civilian oversight from the participants in the March 30 police specialists panel, and will have an additional resource person attend the April 11 Task Force meeting.

## Falcon Heights Community Conversation 3: April 3, 2017

### Analysis of Key Themes

ownership and ensuring our values were met was more important than the structure. Additionally, many community members stressed the importance of the contract language and detailed goals and values that should be included.

- **Issue a new Request for Proposals to contract a police department. *This option had the most and substantially more support from community members than any other ownership option presented in the draft recommendations.*** Comments expressed that this option allowed for our values and priorities to best met. Questions were raised about the number of responses the city would receive and what would happen if SAPD was the only bidder.

Renegotiating a contract with SAPD or creating a joint powers authority were roughly equally supported by participants. There was not strong support for a Falcon Heights PD.

- **Renegotiate Contract with SAPD:** Support was expressed from numerous community members that the focus should be to renegotiate the current contract. Some community members would like to see the community values expressed in the contract and if the renegotiation does not work then open up a RFP. A very small number of participants were completely opposed to renegotiating with SADP.
- **Create a new Joint Powers Authority:** There is split support for this option of ownership. There was some support among community members for exploring this option, but others felt that this was an unrealistic option as it is expensive, challenging, and takes time.

**Tradeoffs between acting quickly vs. systematic change:** Community members are split on this tradeoff. Some community members expressed a need for action to be taken now. There were also frustration and anger over the question because the city has already not taken quick action in the past nine months. Other community members expressed support for taking time to make systematic changes and that the task force should take its time and not make hasty or knee jerk reactions.

*The most support was expressed for a combination of both short and long term actions and that there cannot be one over the other.*

- Actions that were expressed as options for the short term include: change in traffic stop procedures; warnings vs. tickets; data collection; hear and valuing people.
- Actions that were expressed as options for the long term include: cultural change in police force; long term continuous improvement.

### Other Community Input (not directly tied to recommendations)

**Keep the Conversations Going:** Some community members expressed support for continuing these conversations and ensuring conversation doesn't end with this process. There is a sentiment that there is still a long way to go and that hard conversations need to be continued.

## **Falcon Heights Community Conversation 3: April 3, 2017**

### **Analysis of Key Themes**

**Anger and Frustration:** Community members shared their stories of harassment and mistreatment, and expressed anger and frustration. There is anger and frustration around the lack of change and action.

**Other Models/Ideas Proposed:** Community members shared ideas for other recommendations or models to look to. Ideas include: bold action and real innovations including using the restorative justice process on all cases including police conduct review; Columbia Heights, MN – inviting everyone to be a part of the community and having officers visiting mosques and other things in the community; Camden, NJ – looking at their de-escalation techniques; considering the Department of Justice report and best practices; thinking about kids and arrest rates for kids; adding a statement to the values that includes “do no harm” policing.

# Falcon Heights Community Conversation 4: May 1, 2017

## PRELIMINARY Analysis of Key Themes

*Collated by: Elizabeth Dressel*

*Master of Urban and Regional Planning student at University of Minnesota, Humphrey School of Public Affairs*

### Background

On May 1, 2017, 56 people attended the fourth in a series of five community conversations on inclusion and policing. This meeting centered on discussions of transformational change. Information gathered will inform the final inclusion recommendations that the Falcon Heights Task Force on Inclusion and Policing will make to the Falcon Heights City Council at the end of May.

These are frequently expressed statements, grouped by theme. They are not consensus statements.

### **First Circle: Participants shared what they think it would take, beyond policing, for truly transformational change to take place in Falcon Heights and to genuinely fulfill community values.**

- **Acknowledge Racism:** People expressed the need to acknowledge racism and understand white privilege. Comments ranged from addressing racism within systems to a personal level understanding of bias and privilege. Important for white people to understand their implicit bias and be aware of the experiences of others. People who have experienced pain and trauma need to be heard and supported.
- **Be Inclusive and Intentional:** This work needs to be inclusive and respectful of all. It is important to be intentional to make change, to be aware, and talk with people who are different from you. The values may change when you have conversations with people outside of your circle.
- **Events to Bring People Together:** A variety of events were suggested for building community and to better understand diversity.
  - **Some ideas included:** block parties; Night to Unite; events with food such as picnic in the park or a day of celebration highlighting ethnic foods; movie nights; book clubs; using the schools to engage youth and parents; documentaries of local citizens for cable TV; storytelling sessions.
- **Personal Commitment:** Many expressed a personal commitment to stay engaged, show up to events, and continue to have conversations at neighborhood or one to one level. Personal experiences telling personal stories can bring people together. A change in the community starts at the individual level.
- **Sustain the Work in the Future:** A desire to see this work continue beyond the Task Force and see it sustained and connections within the community strengthened. Many would like to continue having courageous community based conversations. There is a sense that this needs continue to feel urgent and community members need to stay engaged. It was also acknowledged that this work cannot be solved easily or immediately and must be in it for the long-haul.
- **Transparency and Accountability from the City:** There should be transparency from the city so people can hold institutions accountable. Comments shared to put pressure on the city council and mayor to make changes and address what has been discussed at the community meetings. People expressed a desire to see diverse perspectives in positions of power.

**Second Circle: Participants shared ideas for what they think it will take to get more residents involved in the process of engaging in dialogue to explore values and how to improve the city.**

- **Engage with Youth:** Start engaging youth and focusing on events and conversations at schools. Starting with youth can provide a path to engage parents.
- **Personalize Invitations:** The method of how people are invited to events has an impact on whether or not they attend. People suggested personal invitations, knocking on people's doors, and having a phone tree to alert people of meetings and events as a way to increase the number of people who attend.
- **Opportunities to Learn and Hear Others' Perspectives:** In order to understand the need for participating, people need more opportunities to realize that there are a variety of experiences and perspectives in our community. Provide opportunities to hear different perspectives and to learn different cultures from community members. Continue to have conversations with neighbors about race and inequity. Ensure there is a range of housing options in the community to strengthen the diversity within neighborhoods.
- **Ownership of the Problem:** People raised questions about how to make everyone feel like they have a stake in this problem. It is important to get everyone to understand their stake in the situation. White people need to speak up and take action when they see injustices occurring and stand up for people of color.
- **Results Orientated:** To keep people engaged, there needs to be tangible and measurable results to show community members that progress is being made. This includes putting energy into actions that can happen in the short term to show visible progress. Changing the dynamic of interaction and engagement between the police and community is important to getting residents involved.
- **Variety and Accessibility of Events:** Different types of events (intimate conversations, social gatherings, speakers, etc.), with different focuses (dialogue, decision making, education), with different hosts (city, commission, community) will appeal to different people. Look at making the conversations and events easier to access by providing childcare and food, holding them at different times of day, going to people versus having them come to you.

**Third Circle: Participants shared specific steps or actions they plan to take to be a champion of the community values.**

- **Personal Actions and Conversations with Neighbors:** People expressed a personal commitment to talk with neighbors and strangers and seek out diverse perspectives.
- **Plan and Participate in Events:** People made commitments to host events including block parties, reconciliation and healing events, and to attend community sponsored events.
- **Uncover Racial Covenants in Falcon Heights:** People are looking into the racial covenant deeds and redlining practices that relate to properties in Falcon Heights.
- **Write:** People committed to write op-eds for local papers, letters to officials, and blog about events and activities.
- **Speak Up Against Racism:** People are committed to speaking up against hateful and racist comments and actions they witness.



- **Advocate and Engage with City Council and Commissions:** People committed to being involved in local politics through showing up to council meetings and commission meetings and events. People also plan to support and encourage people to run for local office.
- **Engage with Youth and Schools:** People committed to engaging with schools and youth to be a part of the change process and build community.

## Specific Commitments

### **Personal Actions and Conversations with Neighbors**

- Have honest conversations even when they're hard. (Probably especially when they're hard.)
- Try to treat anyone I meet as if they might be family
- Always treat others as I want them to treat me
- Talk with a stranger
- Be intentional - seek diverse perspectives
- Seek out people with different perspectives from mine and listen
- Continue to inform myself and become more involved
- To share a value - step forward at opportunities to interact/participate with others who represent diverse characteristics - risk breaking the silence or differences, thereby expanding appreciation/acceptance on both sides.
- Continue to connect with others learn, engage, push for change
- Build my network with local activism groups focusing on equity and racial justice
- Invite people to my home to begin conversations
- Talk 1:1 with neighbors/friends about issues, instead of waiting for a "meeting" where people hold back their opinions.
- Continue to commit to equity and inclusion in daily life.
- Involve a friend
- Encourage others to learn about their neighbors' experience.
- Smile, sit by someone new, more out of comfort zone.
- Learn to confront more.
- Personal accountability
- Have more brave conversations when interacting with others that don't see their privilege or bias.
- Learn more about these issues so I can further these discussions in St. Cloud.
- Continue to take part in community conversations and forums that provide a venue for truth
- Continuing research on models for successful community change. I am more engaged and grateful for that. More information is needed.
- Listen carefully to people whose views make me uncomfortable and be willing to be transformed
- co-mingling with "others"
- Invite my neighbors to dinner
- I will discuss these values with 20 neighbors and ask how they will help promote them
- I plan new conversations with neighbors about these values - white and people of color
- To listen and actively participate in the conversation
- I will continue to work with "We Can Do Better" on a variety of activities
- Remain Engaged in the Community
- I value/believe in the usefulness of one to one conversations especially when difficult. I lie in wait for these opportunities.
- Tell my neighbors what is going on in this discussion group - spread the word



- Try to list some feedback information that would help people move to more equity and justice - on of the community values
- Engage with individuals/groups about our own biases or experiences as object of bias
- Talk to my neighbors
- Connect with neighbors
- Talk in depth with ten neighbors
- Talk to my neighbors at least two people in the building where I live
- Talk to my employer and coworkers re: living wage/eliminating tipping. Theme: eliminating wage discrimination that is largely racialized with increasing?
- Invite Randy (neighbor) to neighborhood gathering
- I will host a neighborhood discussion on this topic
- Continuing research on models for successful community change. I am more engaged and grateful for that. More information is needed.
- I can't think of anything I could do that I'm not already doing! I need more time.
- I'm stumped. I've been working at these issues for decades.
- Unbusy myself so I can participate more in these activities
- Share a positive example of a good experience that is happening in Falcon Heights.
- Falcon Heights is an island community. People drive through.
- commit to social justice and equity work
- Engage with individuals and groups on our own bias
- "I'm already doing what I can to call people out. We need to try to get more people engaged."
- Hit a wall... Not sure how to show up in community. Listen to others whose views make me uncomfortable and be transformed by views.
- Talk to everyone that I see... Things won't change until people come to things and share.
- Society of storytellers and story listeners
- We need to learn to love one another, no matter the color, creed, etc.
- Long term... Not an instant switch, solution
- Invite neighbors into home for hard conversations, help end complacency
- Ask neighbors to help promote Community Values
- Invite City Council Members to dinner
- Talk 1:1 with neighbors/friends about issues, instead of waiting for a "meeting" where people hold back their opinions
- Talk to a stranger

### **Plan and Participate in Events**

- To collaborate (work together) with others to plan the California Block Party (national night out) with the people at it so happen time (room relationships developed beforehand) -food- engaging with others
- Invite families at Larpenteur and Snelling to CA Avenue block party in August
- Front Yard Patio Party
- Since my neighborhood is pretty close - everyone knows each other- I think it would be important to encourage my neighbors to participate in activities that already exist in Falcon Heights
- Look for gathering places and plan events where people can come together. Events around food would be good.
- Find the movie "Do not resist" and share it
- Participate in city activities (volunteering)
- Participate in community engagement activities and community engagement commission

- Promote involvement of libraries
- Organize training or conversations at my church to encourage cultural competence and awareness of systematic racism
- Implement events for reconciliation and healing
- Continue to advocate for restorative justice
- Show up to local government events. Vulnerability... Not forget that I am white, have biases, be open, can help invite people into conversation, might be less afraid to engage.
- Offer by member in the group who is professionally trained to help in de-escalation training for police. Questions arose on cost, making these mandatory, and other barriers to training.
- Invite people from other backgrounds and cultures to local block parties

### **Uncover Racial Covenants in Falcon Heights**

- Participate in the history of racial covenants and redlining project
- Working to gather info on early history of Falcon Heights housing patterns, racial covenants, redlining
- Encourage city to make a map of the areas of diversity in the city - so we can be more welcoming and inclusive
- Learn more about the racial covenants and redlining

### **Write**

- Write about events, activities etc. blog, letters to officials, notices of meetings etc. re: value of justice
- Write op-eds for local papers to raise awareness and direct action
- Write and communicate about things done, things going on. Government task force law-enforcement and community engagement. Intend to keep writing.

### **Speak Up Against Racism**

- Speaking out against hateful speech
- Call out hateful speak when I hear it
- Continue to speak out against any form of racism
- Be more observant of interactions that suggest that people of color are treated less respectfully or safely than white folks
- Show up - with my body, mind, voice, heart, spirit. Stand on side of oppressed.
- Speak up when/if I observe someone not being treated fairly
- Communicate with others the progress I have seen in this area
- Use my voice and share my own personal expertise and opinion
- Actively praise people who have become more inclusive in their lives
- "I didn't create it or was a part of it. You step up. I've always been there. Allowing selves to be vulnerable.
- Continue conversations in organic settings and where people already are - churches and schools. Taking ownership and responsibilities as allies and leaders"
- Need for bias awareness
- Seek training on active bystander intervention/protection
- To never give up
- To never give up. We all have great resiliency, we forget that we have grit, need to be reminded. I will never give up.
- Stick up when someone is treated unfairly
- Call out my fellow white residents on their bias

- Those who are deeply racist are cowards and bullies and will back-pedal quickly if they are challenged
- Continue to be observant, when you see a person of color being mistreated, step in and call it out
- Challenge self and neighbors on racism
- support and praise other people doing this work

### **Advocate and Engage with City Council and Commissions**

- Go to Falcon Heights community meetings.
- Follow-up on task force recommendations
- I will check out the final taskforce recommendations and do what I can to see that the council adopts those recommendations
- Advocate for measurable actions/outcomes within the task force recommendations
- Continue to participate in Falcon Heights political structure
- Continued involvement with city-policing
- Continued involvement
- Continue participating with Falcon Heights We Can Do Better and following city council as it moves forward with new policing. Community interaction yields actions.
- Form and content exhibition immigrant status
- Bring idea of intra-city meal gatherings to council committee
- Understand Minneapolis Police Structure
- I will do the same with every city council candidate at election time
- Act at a Minneapolis (my city) level and state level to support policing reform, economic justice, focus on racial inequality. Tell the story of my experience in Falcon Heights as a positive example of community engagement
- Push City Council and Mayor to ensure that all police/public encounters and their outcomes (e.g. traffic ticket vs. warning) are recorded in a permanent public data base (computerized)
- Talk to a council member
- Visit SAPD
- Lobby city council for more transparent and inclusive process in recruiting/appointment commission members
- Elect some new leaders
- To city council meetings. Serve on Community Engagement Commission.
- Talk up at council meetings
- Invite progressive candidates to apply or run for political office, or serve on local government commissions
- Actively participate in city government
- Solicit minority input to the facts
- Go to meetings of my local governing bodies to voice concerns and demand changes
- Lobby for more inclusive, welcoming, fun council meetings
- Keep the pressure on political leadership
- Participate in civic activities more often
- Ask council about affordable housing.
- Advocate for housing equity
- Trust, transparency, accountability. Provide data. Look for improvement.
- Follow city council evolution—there has been some movement
- Support individuals to run for office

- Keep pressure on our politically elected leadership. Racism wins if we lose attention on these issues and don't reform.
- Take a more active role in letting leaders know about problems we see and experience
- Maybe we should form another community Task Force to stay engaged with a new set of people who were not previously engaged.
- Continued involvement behind the scenes of police-community relations.
- Have been involved in many city commissions through the years and will continue to be involved
- Participate in community engagement events. Use the community engagement events for more than they are used for now...use it as a vehicle for community to address community concerns.
- Read Task Force recommendations and ensure that those changes are adopted. Especially civilian review board. Follow-up on Task Force recommendations, hold self and city accountable.
- Stay involved in City Council campaigns
- Task Force and residents should follow-up with Michelle Gross of Communities Untied Against Police Brutality. Ms. Gross has data on police brutality and information on insuring police.
- Elect some new leaders
- Push the city council to record not only police encounters but outcomes

#### **Engage with Youth and Schools**

- Call my son's school and ask them what efforts have they taken or plan to take to become change agents in keeping the community inclusively safe.
- Raise my daughter to be aware of systematic racism and of her privilege. Teach her to stand up for others
- Ask for more opportunities for parents from diverse backgrounds who attend the same school to develop more "community"
- Safety: Work with schools and young people to educate them on how to interact with law enforcement to stay alive.
- I would like to take St. Anthony High Schools "Dare to be real" conversation content and model to my community (i.e. State Fair)

# Falcon Heights Community Conversation 5: June 19, 2017

## Analysis of Key Themes

*Collated by: Elizabeth Dressel, Master of Urban and Regional Planning student at University of Minnesota, Humphrey School of Public Affairs*

### Background

On June 19, 2017, nearly 100 people attended the community conversations on inclusion and policing. A total of 184 unduplicated individuals, plus dozens of volunteer facilitators, attended at least one of the five conversations. This final meeting centered on processing the events of the past year and work that has been accomplished thus far. Time was also spent discussing next steps for action and commitment for members of the community. The final inclusion recommendations and policing recommendations as adopted by the Falcon Heights City Council on May 24 and June 14, posted on the City's webpage, were shared with participants.

These are frequently expressed statements, grouped by theme. They are not consensus statements.

**Reflections** (first circle): Participants reflected on their feelings and personal journey given the events of the last year: the death of Philando Castile; the response including the Task Force and community conversations, and the acquittal of Officer Yanez.

- **Commitment to moving forward and making changes.** Participants expressed their commitment to moving forward, connecting with others in the community, and becoming a part of the solution. There is a desire to not lose the urgency of this work.
- **Feelings of pain, sadness, anger, frustration, and loss of trust.** Participants shared a range of personal emotions. Some people expressed shock over the verdict, while others were not surprised. Many people are struggling and processing the emotions of the past year. Others did express feelings of hope and gratitude from the community conversation process.
- **Reflections on racism and white privilege.** Participants shared personal experiences as a person of color and the need for white people to address privilege and the racial disparities that exist. Many shared that racism is being shoved under the rug or denied and that there is a need to bring it to the forefront of discussion and the need for white people to take this on.
- **Reactions to officer Yanez's actions and police accountability.** Participants are concerned with the language that the officer had no choice and feel that prejudice feeds unwarranted fears. There is a desire for accountability for his actions and future accountability for police officers.
- **Systematic concerns within the justice system.** Participants shared a range of feelings and conflicts about the legal process. People expressed that there are a national and systematic inequities that need to be addressed across the country.

**Personal Next Steps** (second circle): Participants shared their next steps, given the events of the past year.

- **Address racism, bias, and discrimination.** People asserted their commitment to work on speaking up against racism, bias, and discrimination within the community. Some made a personal commitment to address internal bias and continue to talk about race.
- **Advocate for changes in laws and policies.** Some participants plan to become more politically active and working to change laws related to policing and officer training.
- **Continue to connect with others through conversations.** Some participants expressed an interest in continuing conversations across various ideologies to build relationships and a stronger community.

# Falcon Heights Community Conversation 5: June 19, 2017

## Analysis of Key Themes

- **Engage with the community in personal and professional roles.** Some participants shared commitments to get involved within the community and their personal networks to be a part of the solution. Some specific commitments shared were: hosting a block party; being involved in the church; connecting with community outreach groups.
- **Engage youth.** There is concern for children; people want to work more with youth.
- **Focus on accountability from the city and implementation of the Task Force recommendations.** Participants plan to pay attention and work to ensure these recommendations are implemented and enforced by the City Council.
- **Mourn, heal, and process emotions.** People want to take time to mourn, process emotions, and heal as individuals. Some expressed a desire to not forget and to create a monument to facilitate remembering, mourning, and healing.

**Thematic Resource / Action Circles:** Based on the commitments shared in the fourth community conversation, this meeting concluded with five circles focused on specific topics for follow-up action. Invited resource people assisted the discussion. Participants joined the topic area they were most interested in to discuss actions to move forward on.

- **City Involvement and Implementation Committee.** This group discussed the need for resources and staff time to be invested to ensure implementation of the recommendations. Ideas were shared to get feedback from people on costs for implementation and to lay out the financing options visually to allow people to understand the costs and tradeoffs of different actions.
- **Courageous Conversations: Talking about race and privilege.** This group shared ideas on having conversations on race and learning how to listen and learn with openness, vulnerability, and non-judgement.
- **Educational Programming.** The following specific ideas were shared:
  - Host a public showings of documentary films on bias and racism at a library or other suitable location, with a community discussion following.
  - Engage youth through positive interactions and trips with police officers to humanize each other and remove fear. Match young and old, interactive multi-generational activities.
  - Record community member stories and reactions and post videos on city website.
- **Engaging Youth.** This group talked about ways to listen and engage young people. Some of the ideas they discussed include:
  - Have circle conversations for kids to discuss racism.
  - Promote ethnic studies and diversity curriculum within the schools.
  - Promote learning about racial equity across ages and with parents. St. Paul and Roseville schools have a model.
  - Coordinate with other programs and initiatives in the Twin Cities.
- **History Project.** This group reflected that history is not only in the past and that actions, such as redlining, effect the current reality. The group shared ideas for the next steps that include:
  - Encourage history in art, such as a competition that involves schools and youth or a play.
  - Do projects mixing policy and history, for example with a theme, “Why are we so white?”
  - Document the popup peace gardens and other things that have been put together since Philando Castile’s death.
  - Make an educational presentation or website.
  - Use Ramsey County Historical Society as a resource and venue.

**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

September 28, 2022

No. 22-45

-----  
**RESOLUTION APPROVING OF AGREEMENT WITH THE CENTER FOR VALUE-BASED  
INITIATIVES FOR POLICE CONTRACT CONSULTING SERVICES**

**WHEREAS**, City Staff released an RFP for Police Contract Analysis and Consulting Services on July 15, 2022; and

**WHEREAS**, the RFP for Police Contract Analysis closed on August 15, 2022; and

**WHEREAS**, in total, the City received two proposals from consultants: one from a local retired law enforcement executive, and one from a national police consulting firm; and

**WHEREAS**, the City Council reviewed the proposals during workshops on September 14, 2022 and September 21, 2022; and

**WHEREAS**, the majority of the council preferred the proposal that was submitted by the Center for Value-Based Initiatives (CVBI); and

**WHEREAS**, the CVBI proposal will review current calls for service and contract utilization, provide service recommendations and future contract recommendations, and review the success of implementing the Task Force on Policing and Community Inclusion initiatives as adopted by the City Council; and

**WHEREAS**, the process will be kicked off with community focus group meetings and stakeholder interviews; and

**WHEREAS**, the contract cost will be \$37,500.00, which includes travel and expenses; and

**WHEREAS**, both the consultant and the City anticipate the project will be completed in early 2023.

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

1. That the Agreement with The Center for Value-Based Initiatives is approved by the City Council of the City of Falcon Heights.

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Moved by:

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

Mayor

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

Attested by: \_\_\_\_\_  
Jack Linehan  
City Administrator



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## ITEM FOR DISCUSSION

<b>Meeting Date</b>	September 28, 2022
<b>Agenda Item</b>	Policy H3 & H4
<b>Attachment</b>	Resolution & Supporting Documents
<b>Submitted By</b>	Jack Linehan, City Administrator

<b>Item</b>	Adoption and Certification of the 2023 Preliminary Levy																								
<b>Description</b>	<p>Each year, the City must set and certify to Ramsey County a preliminary levy by September 30.</p> <p>Details for the preliminary 2023 General Fund Budget:</p> <ol style="list-style-type: none"> <li>1) There are no levy limits imposed by the Legislature for the 2023 Budget.</li> <li>2) The amount of LGA state aid was increased by an amount of \$12,278 by the Legislature for budget year 2022. LGA will <b>increase</b> from \$720,962 in 2022 to \$733,240 in 2023.</li> <li>3) Fiscal Disparity distribution dollars for 2023 decreased by \$23,790 from the 2022 level.</li> <li>4) Increase of \$24,300 in revenue for Lauderdale plowing contract.</li> <li>5) Increase of \$164,395 in contract for police services.</li> </ol> <p>Impacts to the Overall Property Tax Levy:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th></th> <th style="text-align: center;"><u>2020</u></th> <th style="text-align: center;"><u>2021</u></th> <th style="text-align: center;"><u>2022</u></th> <th style="text-align: center;"><u>2023 Proposed</u></th> <th style="text-align: center;"><u>Change 2021 to 2022</u></th> </tr> </thead> <tbody> <tr> <td>General Fund Levy</td> <td style="text-align: right;">1,936,635</td> <td style="text-align: right;">2,037,731</td> <td style="text-align: right;">2,166,934</td> <td style="text-align: right;">2,284,612</td> <td style="text-align: right;">117,678</td> </tr> <tr> <td>Debt Service Levy</td> <td style="text-align: right;">227,988</td> <td style="text-align: right;">211,544</td> <td style="text-align: right;">193,510</td> <td style="text-align: right;">189,686</td> <td style="text-align: right;">-3,24</td> </tr> <tr> <td style="text-align: center;"><b>TOTAL LEVY</b></td> <td style="text-align: right;">2,164,623</td> <td style="text-align: right;">2,249,275</td> <td style="text-align: right;">2,360,444</td> <td style="text-align: right;">2,474,298</td> <td style="text-align: right;">113,854</td> </tr> </tbody> </table>		<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023 Proposed</u>	<u>Change 2021 to 2022</u>	General Fund Levy	1,936,635	2,037,731	2,166,934	2,284,612	117,678	Debt Service Levy	227,988	211,544	193,510	189,686	-3,24	<b>TOTAL LEVY</b>	2,164,623	2,249,275	2,360,444	2,474,298	113,854
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023 Proposed</u>	<u>Change 2021 to 2022</u>																				
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<b>TOTAL LEVY</b>	2,164,623	2,249,275	2,360,444	2,474,298	113,854																				

Impacts on a Median Value Home in Falcon Heights:

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023 Proposed</u>	<u>Change 2022 to 2023</u>
Median Value Home	303,450	314,600	309,000	362,150	53,150
Taxable Median Value	293,521	305,674	299,570	357,504	57,934
Tax Capacity	2,935	3,056	2,995	3,575	580
City Tax Rate	36.4	37.813	38.741	35.19	-3.55
City Taxes	1,068	1,114	1161	1251	90
<b>Net Change</b>	65	46	47	90	

The 2023 proposed increase on a median value home is estimated to be \$90 per year or \$7.50 per month.

**Budget Impact**

Dependent upon adoption of the 2023 General Fund Budget. Budget Hearing Scheduled for:

Time: 7:00 pm

Date: Wednesday, December 14, 2022

Location: 2077 Larpenteur West, Falcon Heights, MN 55113, City Council Chambers

**Attachment(s)**

- Resolution 22-46 Certification of the Preliminary Levy for 2023
- Supporting Documents to Certify to Ramsey County

**Action(s)  
Requested**

Staff recommends that the Falcon Heights City Council approve the attached resolution. The Preliminary 2023 Tax Levy is \$2,360,444, an increase of 4.83%. Further, staff recommends that the Falcon Heights City Council set a budget hearing meeting for December 14th, 2022, at 7:00 pm in the City Council Chambers for the purpose of receiving public comment on the 2023 General Fund Budget and Levy.

**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

September 28, 2022

No. 22-46

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**RESOLUTION FOR CERTIFICATION OF THE PRELIMINARY TAX LEVY FOR 2023**

**WHEREAS**, the State of Minnesota requires the City adopt a proposed preliminary levy certification for its General Fund; and

**WHEREAS**, the City Council of Falcon Heights is required to adopt its 2023 Preliminary Levy Certification on or before September 30,2022; and

**WHEREAS**, the City Council of the City of Falcon Heights wishes to comply with State law in this area.

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Falcon Heights, Minnesota hereby does levy for the preliminary tax levy for the fiscal year commencing January 1, 2023 and the following sums for the respective purposes indicated therein upon taxable property of the City of Falcon Heights, to wit:

	<b>PRELIMINARY LEVY</b>
General Fund	\$2,284,612
Debt Service	\$189,686
<b>TOTAL LEVY</b>	<b>\$2,474,298</b>

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Moved by:

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

Randall C. Gustafson  
Mayor

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

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


Jack Linehan  
City Administrator

**COUNTY, CITY AND SPECIAL TAXING DISTRICT LEVY CERTIFICATION  
PROPOSED TAXES PAYABLE IN 2023**

FOR THE CITY OF FALCON HEIGHTS  
(Governmental Agency)

LEVY PURPOSE	CERTIFIED PROPOSED LEVY
<b>NET TAX CAPACITY BASED LEVIES</b>	
1) General	\$ 2,284,612
2) Debt	189,686
3) Other (Please Specify)	
4)	
5)	
6)	
7)	
8)	
9)	
10) Total Net Tax Capacity Based Levies (Total 1 through 9)	\$ 2,474,298
<b>MARKET VALUE BASED LEVIES</b>	
11)	\$
12)	
13) Total Market Value Based Referendum Levies (Total 11 & 12)	\$
14) Total Certified Levy (Total 10 & 13)	\$ 2,474,298

I, the authorized representative of the above-mentioned Governmental Agency, certify that the foregoing information is accurate to the best of my knowledge.

  
 Signature of Authorized Representative \_\_\_\_\_ City administrator \_\_\_\_\_ 9/29/22 \_\_\_\_\_  
 Title Date  
 Phone Number of Contact Person Roland Olson 651-792-7612

Please return this form to [AskPropertyTax@co.ramsey.mn.us](mailto:AskPropertyTax@co.ramsey.mn.us) no later than September 30, 2022

City of FALCON HEIGHTS  
 =====

BOND ISSUES	ORIGINAL PRINCIPAL	DATE ISSUED	Levy year 2022 PAYABLE 2023 DEBT LEVY	ADDITIONS OR REDUCTIONS BY RESOLUTION	CERTIFIED DEBT LEVY
GO Imp, 2017A	845,000	20-Jul-17	112,080.71	0.00	\$112,080.71
GO Imp, 2021A	665,000	24-Mar-21	77,605.48	0.00	\$77,605.48
			\$189,686.19	\$0.00	\$189,686.19

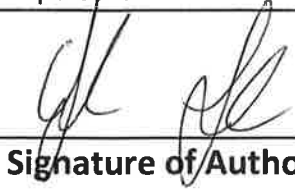
I hereby certify that the above schedule of bond levies to be spread on the payable 2023 tax rolls agrees with the City records and is true and correct. Copies of any resolutions which increase or reduce these levies are attached.

Signed: \_\_\_\_\_

Date: 9/28/2022

120	<b>PAYABLE 2023 TNT SUPPLEMENTAL DATA</b>	City of Falcon Heights
<b>ALL</b>	All - Total Pay 22 Final Levy Information	2,360,444
	All - Total Pay 23 Proposed Levy Information	2,474,298
	All - Levy Percent Change	4.83%
<b>CITY/TOWNSHIP DATA</b>	City - Property Taxes - PY22	2,166,934
	City - Property Taxes - Proposed PY23	2,284,612
	City - Property Taxes - percent	5%
	City - Special Assessments - PY22	-
	City - Special Assessments - Proposed PY23	-
	City - Special Assessments - Percent	0%
	City - State General Purpose Aid - Current PY22	603,532
	City - State General Purpose Aid - Proposed PY 23	615,810
	City - State General Purpose Aid - Percent	2%
	City - State Categorical Aid - Current PY22	-
	City - State Categorical Aid - Proposed PY23	-
	City - state categorical aid - percent	0%
	City - All Other Revenues - Current PY22	167,050
	City - All Other Revenues - Proposed PY23	190,900
	City - all other revenues - percent	14%
	city - General Gov - Current PY22	869,521
	city - general Gov- Proposed PY23	880,711
	city - general gov - percent	1%
	city - Public Safety - Current PY22	1,396,600
	city - Public Safety - proposed PY23	1,560,276
	city - public safety - percent	12%
	city - Streets - current PY22	262,125
	city - streets - proposed PY23	260,575
	city - streets - percent	-1%
	city - sanitation - current py22	-
	city - sanitation - proposed py23	-
	City - sanitation - percent	0%
	city - human services - current PY22	-
	city - human services - proposed PY23	-
	city - human services - percent	0%
	city - health - current PY22	-
	city - health - proposed PY23	-
	city - health - percent	0%
city - culture & recreation - current PY22	165,270	
city - culture & recreation - proposed PY23	169,290	
city - culture & recreation - percent	2%	
city - conservation - current PY22	-	
city - conservation - proposed PY23	30,470	
city - conservation - percent		
city - economic dev & housing - current PY22	-	
city - economic dev & housing - proposed PY23	-	

city - economic dev & housing - percent	-
city - all other - current PY22	4,000
city - all other - proposed PY23	14,000
city - all other - percent	250%



9-28-2022

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**Signature of Authorized Representative**

**Date**

651-792-7600

jack.linehan@falconheights.org

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**Phone # & Email of Contact Person**



## Truth in Taxation (TNT) Public Hearing Information for Taxes Payable 2023

### Taxing Jurisdiction Contact Information (For internal Ramsey County use)

Taxing Jurisdiction	CITY OF FALCON HEIGHTS
Taxing Jurisdiction TNT Contact Person	JACK LINEHAN
Contact Person Phone #	651-792-7600
Contact Person Email	jack.linehan@falconheights.org

### TNT Hearing Information (Information published on the TNT Notice)

Public Hearing Date & Time	Wednesday Dec 14, 2022 at 7:00 pm
Hearing Location	City of Falcon Heights
Hearing Location Address	2077 W Larpenteur Ave
Hearing Location Phone #	651-792-7600
Hearing Location Mailing Address	2077 W Larpenteur Ave
Virtual Hearing Information	

Please return this form to [AskPropertyTax@co.ramsey.mn.us](mailto:AskPropertyTax@co.ramsey.mn.us) no later than September 30, 2022

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## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	September 28, 2022
<b>Agenda Item</b>	Closed Session K1
<b>Attachment</b>	
<b>Submitted By</b>	Jack Linehan, City Administrator

<b>Item</b>	Closed Session for Discussion of the Purchase of Property – Community Park (2050 Roselawn)
<b>Description</b>	<p>Pursuant to Minn. Stat. 13D.05, subd. 3(b)(3), the City Council will meet in closed session to discuss negotiations for the potential purchase of the Community Park property.</p> <p>There will be no business or action following the closed session, other than adjournment,</p>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	N/A
<b>Action(s) Requested</b>	Discussion.