

CITY OF FALCON HEIGHTS
Regular Meeting of the City Council
City Hall
2077 West Larpenteur Avenue
AGENDA
November 9, 2022 at 7:00 P.M.

- A. CALL TO ORDER:
- B. ROLL CALL: GUSTAFSON ___ LEEHY ___
MEYER ___ WEHYEE ___ VACANT ___
- STAFF PRESENT: LINEHAN ___
- C. APPROVAL OF AGENDA
- D. PRESENTATION:
1. Appointment of James Wassenberg to the Vacant City Council Seat and Oath of Office
- E. APPROVAL OF MINUTES:
1. October 26, 2022 City Council Regular Meeting Minutes
2. November 2, 2022 City Council Workshop Meeting Minutes
- F. PUBLIC HEARINGS:
1. 2023 Pavement Management Project – Order Improvement and Preparation of Plans and Specifications
- G. CONSENT AGENDA:
1. General Disbursements through: 11/03/22 \$242,609.00
Payroll through: 10/31/22 \$19,886.34
Wire Payments through: 10/31/22 \$13,857.99
2. City Licenses
3. Approval of Job Description and Position Change of Part-Time Laborer to Full-Time Public Works Maintenance Worker
4. Promotion of Matthew Chernugal to the position of Full-Time Public Works Maintenance Worker
5. Administrative & Communications Coordinator Brennan Sorensen – Six Month Employee Step Adjustment
6. 2023 Law Enforcement Services Contract Approval
7. Prosecuting Attorney RFP
8. Establishment of Capital Projects Fund 429 – 2023 Pavement Management Project Fund Budget
9. Revenue Bond Refund of \$233,518.11 for Buhl GTA Investors – Amber Union Project
- H. POLICY ITEMS:
1. **Resignation of Jim Wassenberg from Planning Commission**

I. INFORMATION/ANNOUNCEMENTS:

J. COMMUNITY FORUM:

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

K. ADJOURNMENT:

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REQUEST FOR COUNCIL ACTION

Meeting Date	November 9, 2022
Agenda Item	Presentation D1
Attachment	Application, Oath of Office
Submitted By	Jack Linehan, City Administrator

Item	Appointment of James Wassenberg to the Vacant City Council Seat and Oath of Office Ceremony
Description	<p>Council Member Kay Andrews relocated to Roseville and left a vacancy on the City Council. The City followed a similar recruitment and replacement process as that was used in 2018.</p> <p>On September 26th, Council Member Kay Andrews submitted her resignation as the Falcon Heights City Council Member effective October 12th, 2022 due to her moving to a senior housing facility in Roseville that date. The City Council formally accepted Council Member Andrews resignation at the Wednesday, October 12th City Council meeting and declared a vacancy.</p> <p>As there is less than two-years left on the term, the City is required to appoint a replacement rather than host a special election. https://www.revisor.mn.gov/statutes/cite/412.02</p> <p>The City Council discussed the plan for filling the vacancy at the October 5th City Council Workshop. A timeline was laid out at that meeting, including advertising the vacancy starting on October 13th and closing applications on Wednesday, October 26th. In total, the city received three applications for the vacancy.</p> <p>At the November 2nd City Council Workshop, the City Council reviewed the applications and discussed revising the process for filing the vacancy. The Council determined that the original proposal for a citizen committee to narrow the applicant pool was not warranted, as there was not a need to narrow the pool.</p> <p>The Council conducted a straw poll, and James Wassenberg was the unanimous top choice among Council Members. Reasons cited for his selection include his accomplishments during the six years served on the Environment Commission, including three as Chair, and his most recent service over the last year as a member of the Planning Commission. With just over one-year left on the term, the Council cited the need for someone who could “hit the ground running”, with difficult decisions in the near horizon facing the City Council.</p>

Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none">• Application• Oath of Office - James Wassenberg
Action(s) Requested	Motion to approve appointing James Wassenberg to the vacant City Council seat and administer the Oath of Office.

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

Date and Time

10/17/2022 12:00 AM

Full Name

James Wassenberg

Full Address

1446 California Avenue West
Falcon Heights, MN 55108

Phone

9522906580

Email

jwassenberg@hotmail.com

How Long At Above Address?

14 years

Educational Background:

B.S. Biochemistry, Kansas State University; Ph.D Biochemistry, University of Wisconsin Madison; Post Doctoral Study, Duke University

Occupation:

Biomedical Scientist, Director of Research and Development, DiaSorin Inc.

Why do you wish to serve?

My ongoing experience with Falcon Heights city government has been challenging, interesting and rewarding and I feel that serving on City Council would give me an opportunity to make an even more impactful contribution to my community. I want to maintain and improve the quality of life for all our city residents by meeting the ongoing challenges of land use, effective policing, and future resiliency while staying within our budgetary constraints.

List any community service (inside and outside of Falcon Heights):

I've had the opportunity to serve my Falcon Heights neighbors through city government for seven years now, first through my six years of work on the Environment Commission (three as chair) and for the last year as a member of the Planning Commission. I strongly believe in the ethic of public service and try to instill that belief in my two daughters by activity and example in smaller ways as well, such as the three hours we spent together picking up garbage around Como Lake earlier this month.

Memberships, accomplishments, distinctions:

Other Relevant Background (Other Comments)

Though my primary professional responsibility is managing a department of scientists to design and develop medical diagnostics, I have always had a strong interest in legal, contract, finance and government liaison matters, and have become known for my contributions in these areas. I look forward to continuing this track record as a member of the Falcon Heights City Council.

In addition to the information above a resume may be submitted, but is not required.

Requirements for City Council Members: 1.Be at least 21 years of age at the time the term of office begins 2.Have resided in Falcon Heights for 30 days prior to the appointment 3.Be an eligible voter, including the requirement that the individual be a United States citizen Please

note: this application and any accompanying materials are public information. Return completed application by Wednesday, October 26th at 12:00 pm to: City of Falcon Heights, 2077 W Larpenteur Ave, Falcon Heights, MN 55113 or by email at mail@falconheights.org. Applications and additional information are available online at www.falconheights.org.



CITY OF FALCON HEIGHTS

2077 Larpenteur Avenue W
Falcon Heights, MN 55113

THE CITY THAT SOARS!

P: 651-792-7600
F: 651-792-7610

Oath of Office

"I, James Wassenberg, do solemnly affirm to support the Constitution of the United States, the Constitution of the State of Minnesota, and to discharge faithfully the duties of the office of City Council Member of the City of Falcon Heights, Minnesota, to the best of my judgement and ability, and this I do under the penalties of perjury."

James Wassenberg, Council Member

ATTEST: _____
Jack Linehan, City Administrator/City Clerk

November 9, 2022

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CITY OF FALCON HEIGHTS
Regular Meeting of the City Council
City Hall
2077 West Larpenteur Avenue
MINUTES
October 26, 2022 at 7:00 P.M.

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

B. ROLL CALL: GUSTAFSON X LEEHY X

MEYER WEHYEE X VACANT

STAFF PRESENT: LINEHAN X FREIHAMMER X

C. APPROVAL OF AGENDA

Mayor Gustafson states that there is a different agenda that what appears on the website and that went out on Friday. We have the addition of and the Consent Agenda of item three the **2023 Ramsey County Select Committee on Recycling & The Environment (SCORE) Grant Submittal and Enter into Agreement with Ramsey County for Funding**. That was added to the Consent Agenda number three. That will cause reordering and renumbering the agenda, which will be addressed later in the meeting.

City Council Members Leehy and Wehyee
motion to Approve the Agenda; approved 3-
0

D. PRESENTATION:

1. Receiving the Feasibility Report and Ordering Public Hearing for the 2023 Pavement Management Program (PMP)

Jesse Freihammer, the City Engineer, states that the proposed project involves milling the existing pavement, spot curb replacement, spot utility improvements and pavement replacement. Utility improvements for the project include the repair of selected storm sewer manholes and catch basins. As has been discussed during development of the CIP, the City Council has expressed the desire to complete maintenance on City streets that, if neglected for too long, would need to be reconstructed. The proposed mill and overlays included in the 2023 PMP achieves this, while also maintaining a neighborhood approach to minimize the inconveniences residents experience due to construction. Streets include:

- Holton Street, Larpenteur Avenue to Roselawn Avenue
- Albert Street, Ruggles Street to Roselawn Avenue
- Sheldon Street, Ruggles Street to Roselawn Avenue
- Ruggles Street, Holton Street to Hamline Avenue

Garden Avenue, from East Snelling Drive to Hamline Avenue, is proposed for pavement reclamation to address deficiencies in the pavement and base section of the roadway. This area is proposed for a significant amount of curb removal. Also proposed are impacted driveway replacements, and minor storm sewer and sanitary sewer work. The existing street design

changes at Holton, so staff recommends Council look at the new options as two segments. Segment 1 is west of Holton, Segment 2 is east of Holton and includes the elementary school. Different decisions can be made on the width of the roadway and if a pathway should be installed for each segment. The decisions can be made independent for each segment. Roadway Geometry was examined for benefits, including lowering driver speeds and decreasing stormwater run-off. Reduction of the roadway width would result in some loss of parking. Pathway Installation on the north side of the street was examined. Previous Council Action determined, if a pathway is installed with this project, costs would not be assessed and snow removal would be done by City staff. All proposed sidewalk options are located within the existing curb line so no further impacts to residents' yards or loss of driveway space would occur, even though the City has additional right of way and could exercise this right.

Segment 1 - Snelling to Holton Options

- Option 1 (Existing Street Design)
 - o Street Width 36 Feet
 - o 11-foot Drive Lanes
 - o 7-foot Parking Lanes on Both Sides
 - o No Sidewalk
- Option 2 (Existing Street Design Modified)
 - o Street Width 36 Feet
 - o 11-foot Drive Lanes
 - o 8-foot Parking Lanes on South Side
 - o 6-foot shoulder on North Side, No Parking
 - o No Sidewalk
- Option 3 (Concept B modified)
 - o Street Width 34 Feet (Narrowed 2 Feet by Moving the North Curb)
 - o 11-foot Drive Lanes
 - o 7-foot Parking Lane on South Side
 - o 5-foot shoulder on North Side, No Parking
 - o No Sidewalk
- Option 4 (Concept A)
 - o Street Width 29 Feet (Narrowed 7 Feet by Moving the North Curb)
 - o 11-foot Drive Lanes
 - o 7-foot Parking Lane on South Side
 - o 7-foot Sidewalk on North Side, Next to the Curb

Segment 2- Holton to Hamline Options

- Option 5 (Existing Design)
 - o Street Width 42 feet
 - o 12-foot Drive Lanes
 - o 9-foot parking South Side Only
 - o 9-foot Shoulder North Side Currently Signed No Parking.
 - o No Sidewalk
- Option 6 (Concept G)
 - o Street Width 32-foot (Narrowed 10 Feet by Moving North Curb)
 - o 12-foot Drive Lanes
 - o 8-foot Parking South Side Only
 - o Elimination of North Shoulder Currently Signed No Parking.
 - o No Sidewalk
 - o East of School Property: North Side Shoulder for School Pick-Up Queuing, No Sidewalk

- Option 7 (Concept F)
 - o Street Width 32-foot (Narrowed 10 Feet by Moving North Curb)
 - o 12-foot Drive Lanes
 - o 8-foot Parking South Side Only
 - o Elimination of North Shoulder Currently Signed No Parking.
 - o 6-foot Sidewalk
 - o 5-foot Boulevard Between Sidewalk and Curb Adjacent to the School Property
 - o East of School Property: North Side Shoulder for School Pick-Up Queuing, 7-foot Sidewalk, No Boulevard
 - o Bumpouts at Intersection to Eliminate Parking Near Intersection/Shorter Pedestrian Crossings

Ruggles Ave. Pathway:

The right-of-way connecting Ruggles Avenue from Pascal Street to Holton Street was evaluated for a pathway. The existing right of way (ROW) is 12 feet wide. The existing surface is unimproved so access can be limited to some users, particularly those in wheelchairs or those who are less mobile. Options for this pathway include installing a concrete sidewalk, installing a permeable paver sidewalk or doing no improvements. If improvements are not completed, consideration of vacating the right of way could be considered since the unimproved segment would not meet ADA standards. The total project cost for Falcon Heights is estimated to be \$1,688,000 if sidewalks are fully installed on Garden Avenue. This also includes contingencies and overhead costs. If Ruggles Pathway was added, this would add between \$35,000 and \$51,000 to the costs. This estimate applies to all options but is the highest cost scenario. All the street cost options are generally the same with only some minor estimated reductions. Funding for the project will be provided through assessments from the benefitting properties, utility funds, street infrastructure funds, and Municipal State Aid (MSA) funds.

A summary of the estimated project costs and funding sources are as follows:

Mill and Overlay Street Costs: \$427,000
 Garden Avenue Street Costs: \$680,000
 Garden Ave Sidewalk (West): \$172,000
 Garden Ave Sidewalk (East): \$127,000
 Storm Sewer Costs: \$242,000
 Sanitary Sewer Costs: \$ 40,000

Funding:

Approximated Assessments: \$533,000
 Street Fund: \$287,000
 Municipal State Aid: \$586,000
 Storm Sewer Fund: \$242,000
 Sanitary Sewer Fund: \$ 40,000

The City's assessment policy for streets is that streets are assessed by the front footage of each lot. Residential corner lots are assessed 100% for the long side, 0% for the short side. Residential depth to be capped at 176 feet. Assessment rates for street improvements:

- Residential - 40% of the improvement
- Commercial/Multi-Residential - 60% of the improvement
- Tax-Exempt - 100% of improvement

Mill and Overlay Assessment Roll

- 96 parcels
- Total frontage = 8,705 feet (504 feet non-assessable)
- Estimated Assessment Rates
 - Residential = \$19.62/ft
 - Tax-Exempt = \$49.05/ft
- Average residential assessment = \$1,495.34
- Approximate residential range = \$1,100 to \$3,200

Garden Ave Assessment Roll

- 22 parcels
- Total frontage = 4,241 feet (553 feet non-assessable)
- Estimated assessment rate
 - Residential = \$64.14/ft
 - Tax-Exempt = \$160.34/ft
- Average residential assessment = \$8,844.57
- Approximate residential range = \$8,100 to \$11,300
- The City may choose to pursue a benefit appraisal on the properties to ensure the assessment proposed does not exceed the estimated benefit to the property, as required by Minnesota State Statute 429.

After the assessment hearing (Fall 2023):

- Pay in part or full, interest-free within 30 days
- Add to property taxes with interest:
 - Length and interest rate set by City Council
 - 7 years, Mill and Overlays
 - 10 years, Garden Avenue
 - Interest rate at 2% above current rate of return on City's portfolio
 - First payment due in 2024 with property taxes
- Hardship deferral
 - Homestead property
 - Age 65+, or retired by virtue of disability
 - Payment would be a hardship
 - Assessment will accrue interest while deferred and be due when the above no longer applies
 - Application available at City Hall

Please note, this schedule is subject to change. Council actions are denoted with "CC" and will take place at a public meeting:

CC Receive Feasibility report and Set Improvement Hearing	October 26, 2022
CC Improvement Hearing, Order Improvement, and Authorize Preparation of Plans & Specifications	November 9, 2022
CC Approve Plans & Specifications, and Order Advertisement for Bid	January, 2023
Bid Opening	February 2023
CC Award Contract	March 2023
Construction Start	Summer 2023
Substantial Completion	Fall 2023
CC Set Assessment Hearing	October 2023
CC Assessment Hearing	October 2023

Requested Council Actions:

Current Council meeting

- Adopt resolution receiving the feasibility report and ordering public hearing

November 9 Council Meeting – Public Hearing

- Hold Public Hearing
- Make decision on which improvements, if any to Ruggles Street.
- Make decision on which Garden Avenue layouts to proceed with for final design.
- Adopt resolution ordering improvement and authorizing preparation of plans and specifications.

Council Member Leehy recaps that the public hearing and the decision are on the same day, which is November 9th and asks if that is correct.

Freihammer says it is correct but the Council could choose to delay the decision, if needed. There is no timeframe on that, but typically that is how it is done. But, if Council needs another meeting, that is an option.

Jack Linehan, the City Administrator, states that similarly, we have discussed the Ruggles Pathway as well. But, if we needed more time, that's not critical on November 9th. So, if we need to do more research and more decision-making on that, we could hold that off.

Freihammer states that Ruggles Pathway, since it's not being assessed, can be added before we advertise for bids. But, the rest of the project really all needs to be decided before the Council order in the improvement, because the sidewalk on Garden and the layouts all affect the design going forward.

Mayor Gustafson asks for clarification. On November 9th, that is when we will hold the public hearing; that is what we are calling here for, right?

Freihammer says Yes. I should add if Council does approve the resolution tonight, we will post a notice and then mail it out to residents their proposed assessment with a notice. We will probably put that in the mail on Friday, so they will probably get that over the weekend or Monday. So, that will meet the ten-day requirement. Every resident will get an individual letter with their proposed assessment. Everyone's will be slightly different, depending upon the length of their lot.

Mayor Gustafson says on November 9th, we will finalize one of the options for each segment. choosing between option one through four for segment one, and choosing between options five through seven for segment two) and then decide on Ruggles as well, if needed. Or, we can postpone that one up until we go out for bid.

Freihammer says that is correct.

Linehan states the best time to have a final answer is probably about December, and probably our December Workshop will most likely be capital, just because, at this point, we can't really finalize our capital improvement plan until we know what the options are. So, if that date will be prior to our truth and taxation, at that point, we will adopt the budget. So, having the numbers for the budget would be helpful.

Mayor Gustafson thanks Freihammer for the feasibility report, which is a culmination of several years' worth of discussions and, this year, numerous community meetings.

Freihammer states we did do a summary of the meetings in the feasibility report. One of the appendices is a summary of the comments that we have either emailed or written down as comments. So, you will certainly see that in there, and then I am anticipating that we will get additional comments here on November 9th.

Mayor Gustafson says that he did receive an email today from Council Member Meyer, who was unable to be here. Council Member Meyer's comment was that he lives just three houses down from the Ruggles Path and that he and his wife use almost daily that path along with their dog, Daisy. "Though I understand the city's desire to ensure that the path is ADA compliant or vacated to the adjacent property owners, it's important to me, Erik, that we are able to preserve this pathway for the use of the neighborhood along with its rustic character. Erik will support initiatives to make this happen and is looking forward to more community input. As far as Garden Ave. is concerned, we need a sidewalk to ensure safety for our kids and residents. I am happy to see some great proposals to make that happen from our city engineer."

Council Member Wehyee motions to Receive the Feasibility Report and Order a Public Hearing for the 2023 Pavement Management Program (PMP) for November 9, 2022; approved 3-0

E. APPROVAL OF MINUTES:

1. October 12, 2022 City Council Regular Meeting Minutes

Council Member Leehy motions to approve the Minutes; approved 3-0

F. PUBLIC HEARINGS:

G. CONSENT AGENDA:

1. General Disbursements through: 10/20/22 \$222,924.42
Payroll through: 10/15/22 \$23,798.22
Wire Payments through: 10/15/22 \$16,067.73
2. City Licenses
3. **2023 Ramsey County Select Committee on Recycling & The Environment (SCORE) Grant Submittal and Enter into Agreement with Ramsey County for Funding**
4. Appointment of Michael Tracy to Parks Commission
5. Appointment of Randi Lundell to Parks Commission
6. Flexible Benefits Plan Amendment

Mayor Gustafson thanks Michael Tracy and Randi Lundell for becoming a commission member for the Parks and Recreation Commission.

TomFaust says that he is happy to serve on the Commission and that he has been to no meetings yet. But, he looks forward to it and hopes to contribute.

Randi thanks the Council for the opportunity. Randi worked at the University of Minnesota for 25 years, grew up in St. Anthony Park near here, and raised her kids in neighboring Roseville. So, I feel like I am very much a part of this community and am looking forward to working with the City Council.

Mayor Gustafson states that the Parks and Recreation Commission is going to be a great deal in this next year as we look to renovating Community Park and changing it, getting it rebuilt and

useful again and getting it mobilized. So, you have picked a great time to step forward and be a part of an exciting effort. Thank you.

Council Member Leehy motions to approve the Consent Agenda; approved 3-0

H: POLICY ITEMS:

I. INFORMATION/ANNOUNCEMENTS:

Council Member Wehyee states that, although he was unfortunately able to make it, the Planning Commission met yesterday.

Mayor Gustafson states the Community Engagement Commission met last week. We are finalizing the plans for Human Rights Day, which is going to be on December 8th. The plan is to hold it at the elementary school in the cafeteria. The event is going to be a resource fair type of setup, touching on some of the issues that we have run into the past, such as food insecurity, and we are in the process of working with Keystone to be drop off for food donations or a drop off where we support the school's food shelf efforts. We are going to have representatives from JustDeeds and International Institute. Zach Lindstrom is trying to come up with something that is going to engage children, and so then, whole families will show up and make it kind of fun. We are going to get some food involved somehow too, whether we get one of our local food producers who have something to make it worthwhile, or else we will just have apples and caramel. We will have bottled water because we have a good supply of that on hand. Also, we want to make sure that everyone is safe for trick or treating next week.

Linehan states

- **City Council Vacancy**
 - The City promoted the City Council vacancy in all communication channels starting on Thursday, October 13th, including a press release, which was sent to all local media. It was picked up with a story in the Pioneer Press.
 - Applications closed today at noon.
 - In total, the City received three applications. Any postmarked by today and in the mail would still be eligible for consideration.
 - Council can review the applications and provide feedback on the next steps in the application process at the November 2nd Workshop meeting.
 - We may want to retool our process since we had less applications than we thought we might receive.
- **November 8th General Election**
 - The 2022 General Election is less than two weeks away.
 - Once again, Falcon Heights will have two polling locations, depending on where you live:
 - Falcon Heights Church – United Church of Christ
 - Falcon Heights City Hall
 - We have a link to a map to find your polling place on our website at www.falconheights.org/residents/elections.
 - Early voting is currently open, but City Hall is not an early voting place, nor is it a ballot drop off location.

- Early Voting is available at two locations:
 - Ramsey County Plato Building
 - Ramsey County Library – Roseville.
- **Falcon Woods 2025 PMP Neighborhood Meeting**
 - Wednesday, October 19th at 6:30 PM in Council Chambers
 - The meeting will discuss the planned reconstruction of roads in Falcon Woods occurring in 2025 to give residents an early overview.
- **Ruggles Pathway Update**
 - Residents adjacent to Ruggles pathway have requested a meeting. The meeting will be on Thursday, October 27th at Falcon Heights Church at 5PM.
 - I plan to meet with the residents to hear their concerns and explain the feasibility report.
 - I will report back their concerns to the Council.

Mayor Gustafson says one observation on knowing where to vote, the dividing line is really Snelling Avenue. So, if you live in Falcon Heights East of Snelling, vote at Falcon Heights United Church, and if you live West of Snelling, come here to City Hall and vote.

Council Member Wehyee says Happy Halloween, everyone.

J. COMMUNITY FORUM:

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

K. ADJOURNMENT: 7:41 p.m.

Council Member Leehy motions to adjourn; approved 3-0

Dated this 9th day of November, 2022

Jack Linehan, City Administrator

Randall C. Gustafson, Mayor

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

MINUTES
November 2, 2022
6:30 P.M.

- A. CALL TO ORDER: 6:45 p.m.
- B. ROLL CALL: GUSTAFSON__X_ LEEHY_X_
 MEYER __X_ WEHYEE_X_ VACANT__
- STAFF PRESENT: LINEHAN__X_ SORENSEN_X__

- C. POLICY ITEMS:
1. City Council Vacancy

Mayor Gustafson states it is in the best interest to appoint someone to the council. We have the option not to appoint someone if the candidates are determined not to be qualified. We have three people that have applied for the open council seat. We have the questions the City Council asked in 2018. At one of our official Council meetings, we can vote for someone or interview them. If we interview them, we should ask them all the same questions. We can do the questions in a public workshop setting, or we could do it at the council meeting and hold a vote at that Council Meeting or hold the vote at another meeting.

Council Member Leehy says the biggest difference is whether we want to vote on the same or different days.

Council Member Wehyee says we should vote the same day because it is fresh in our minds.

Council Member Leehy says if we decide to do a workshop, we can have Jack tabulate who we voted for.

Mayor Gustafson states let's have all three of them come and talk to us.

Council Member Leehy says we can rank the candidates while they are being interviewed.

Jack Linehan, the City Administrator, says you can do one of two things – whether the council goes into a workshop and discuss who you want, or you could do an official vote. You could have the whole meeting as a workshop and recommend someone. It cannot be a closed session; it has to either be a workshop or a city council meeting.

Council Member Meyer says it is only three candidates, and it should be pretty simple and then make the recommendation and formalize it.

Council Member Leehy says what if tomorrow we send our rankings just based on the applications and then do the interview process.

Mayor Gustafson says we need a question here has any experience in city government? I would like to hear from them all. It would be good to have the interviews be part of a transparent meeting while we are recording as a city council meeting. Doing it like an LMV candidate forum at a regular city council meeting as a presentation is interesting.

Linehan says the Council can't close the meeting for deliberation. The Council can go to a workshop and ask the candidates to leave for deliberation, but they would not be required to leave. The workshop would be for deliberation then the next Council meeting would be the oath of office.

Council Member Wehyee says there could be an oath of office on December 14th.

Linehan says by tomorrow, everyone will share their pre-rankings with me.

Council Member Wehyee states what if you unanimously consent? Do we still through the process?

At this time, the City Council submitted their ranking of the applications confidentially to Administrator Linehan. Linehan tabulated the results. Linehan stated four first places for Candidate 1, and it was split between Candidate 2 and Candidate 3 for second place.

The City Council decided that since Candidate 1 already had a unanimous vote that they are going to forgo the interview due to already having a consensus on a candidate.

Mayor Gustafson says I did my ranking based upon who I thought would be able to hit the ground running.

The Council discussed the next steps and provided direction for Mayor Gustafson to contact Candidates 2 and 3 to thank them for applying and to consider continued involvement in the City, whether on commission or running for council.

Linehan says next Wednesday will be the oath of office for Candidate 1, James Wassenburg, and his resignation for his Planning Commission seat.

2. Law Enforcement Services

Mayor Gustafson states it is the same as our previous contracts with the Ramsey County Sheriff's office. In the meantime, we are continuing the same service for 2023. It is a good contract.

The Council agrees that the contract can be placed on the November 9th consent agenda.

Linehan says Matt Bostrom came in last week. November 28th through December 1st is when he will be back in Minnesota for community focus groups. Linehan then shared the community

Council Member Meyer says we should put more demographic questions on the citizen focus group application.

Linehan says Bostrom will call two Council Members at a time and then talk to the residents on the focus group separately when exploring what the community wants for its policing needs.

On the topic of policing, Council Member Leehy states there was a shooting reported by the Citizen app on Friday at Cleveland and Larpenteur. How can we get information out to the residents because of the time lag from the sheriff's office?

Linehan says I reached out to the sheriff's office and that this is the first they have heard of it because it was not in their jurisdiction – it happened further east near Maplewood. Multiple residents have stated they heard gunshots, so it is possible a separate incident of gunfire or fireworks occurred and it was never reported to police.

Mayor Gustafson states that residents can go onto the crime to talk about the community crime map at communitycrimemap.com. This website is updated once to a few times a day. If a resident wants to know more information regarding an incident they can call the Ramsey County non-emergency line and ask for more information on that incident.

Council Member Leehy says we need to have a statement of the process for citizens saying that if a situation warrants an alert, the community will be alerted.

D. ADJOURNMENT: 8:40 p.m.

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

Dated this 9th day of November, 2022

Jack Linehan, City Administrator

Randall C. Gustafson, Mayor

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REQUEST FOR COUNCIL ACTION

Meeting Date	November 9, 2022
Agenda Item	Public Hearings F1
Attachment	Feasibility Report, Presentation, Written Public Comments, Resolution 22-55
Submitted By	Jesse Freihammer, City Engineer

Item	Public Hearing for the 2023 Pavement Management Project, Order Improvement and Preparation of Plans and Specifications
Description	<p>On October 26, 2022, the City Council received the feasibility report for the 2022 Pavement Management Project (PMP) and ordered the public hearing for November 9, 2022. Prior to opening the hearing, City staff will present general information regarding construction, standards, and assessments that apply for this project.</p> <p>Attached is a Feasibility Report which details the project design options, cost, and assessments to property owners.</p> <p>Following Minnesota Statutes, Chapter 429, notice of the public hearing must be posted twice prior to the meeting; this was done in the St Paul Pioneer Press on October 28, 2022 and November 4, 2022. A notice was also sent to each property proposed to be assessed as a part of this project.</p> <p>Once the hearing is closed, the next steps in the process for the City Council are as follows:</p> <ul style="list-style-type: none"> • Approve option layouts for Garden Avenue for Segment 1 and Segment 2. • Approve/deny to install pathway on Ruggles right-of-way and include in the 2023 PMP. • If Council chooses to deny installing Ruggles pathway, staff recommends Council approve staff to begin the right-of-way vacation process. • Adopt Resolution Ordering Improvement and Preparation of Plans and Specifications for the 2023 Pavement Management Project.

The following is a brief summary of proposed improvements; for more detail, please reference the feasibility report. The following streets have been identified to be considered for improvements in 2023:

Area 1

- Holton Street, Larpenteur Avenue to Roselawn Avenue
- Albert Street, Ruggles Street to Roselawn Avenue
- Sheldon Street, Ruggles Street to Roselawn Avenue
- Ruggles Street, Holton Street to Hamline Avenue

Area 2

- Garden Avenue, East Snelling Service Drive to Hamline Avenue

Area 1 street improvements:

The recommended improvements for the streets were based on existing conditions of the pavement. All of the streets are proposed for bituminous mill and overlay. Mill and overlay involves grinding the top two inches of existing asphalt surface and replacing that with new pavement which eliminates cracking, provides a smoother surface and adds life back to the roadway. This should extend the life of the road another 15-20 years.

All of the roadways will be repaved to match the existing roadway widths. Existing curb and gutter will remain in place, with the exception of isolated areas that need repairs to replace damaged or sunken curb.

All sidewalk curb ramps will be upgraded to meet the latest American with Disabilities Act (ADA) standards as part of the project.

Area 2 street improvements:

The recommended pavement improvements for Garden Avenue is for a full bituminous reclamation. This process involves grinding the existing pavement and gravel base. Some of the excess material is removed and four new inches of bituminous will be installed. The new pavement will be expected to last 25-30 years before a mill and overlay would be required.

There are numerous design layouts for Garden Avenue. Options include changes to street width, changes to parking restrictions and potentially adding a sidewalk. Below is a summary of each option.

Segment 1 - West of Holton

- **Option 1 (Existing Street)** - Street width 36 feet, 11-foot drive lanes, 7-foot parking lanes on both sides, no sidewalk.
- **Option 2 (Existing Street Design Modified)** - Street width 36 feet, 11-foot drive lanes, 8-foot parking lanes on south side, 6-foot shoulder on north side, no parking, no sidewalk.

- **Option 3 (Concept B modified)** - Street width 34 feet (narrowed 2 feet by moving the north curb), 11-foot drive lanes, 7-foot parking lane on south side, 5-foot shoulder on north side, no parking, no sidewalk.
- **Option 4 (Concept A)** - Street width 29 feet (narrowed 7 feet by moving the north curb), 11-foot drive lanes, 7-foot parking lane on south side, 7-foot sidewalk on north side, next to the curb.

Segment 2 – East of Holton

- **Option 5 (Existing Design)** - Street width 42 feet, 12-foot drive lanes, 9-foot parking south side only, 9-foot shoulder north side currently signed no parking, no sidewalk.
- **Option 6 (Concept G)** - Street width 32-foot (narrowed 10 feet by moving north curb), 12-foot drive lanes, 8-foot parking south side only, elimination of north shoulder currently signed no parking, no sidewalk, east of school property: north side shoulder for school pick-up queuing, no sidewalk.
- **Option 7 (Concept F)** - Street width 32-foot (narrowed 10 feet by moving north curb), 12-foot drive lanes, 8-foot parking south side only, elimination of north shoulder currently signed no parking, 6-foot sidewalk, 5-foot boulevard between sidewalk and curb adjacent to the school property, east of school property: north side shoulder for school pick-up queuing, 7-foot sidewalk, no boulevard, bumpouts at intersection to eliminate parking near intersection/shorter pedestrian crossings.

Storm Sewer System Improvements:

The storm sewer system, particularly on Garden Avenue, will be upgraded to locate inlets in the appropriate curb lines as many of the existing inlets are located behind the curb. Old manholes and catch basins will be upgraded or replaced. Most of the main line storm sewer pipe will remain, but some catch basin leads will be replaced.

Sanitary Sewer System Improvements:

The sanitary sewer system improvements are relatively minor and include replacement of all sanitary sewer castings. The majority of the sanitary sewer was lined previously.

Water System Improvements:

- The water system is owned and operated by St. Paul Regional Water Services (SPRWS). They have no planned improvements at this time.

Budget Impact

This project has the following financial implications for the City and property owners along the streets being considered for improvements:

- Assessments levied in accordance with the City’s assessment policy.
- Use of Municipal State Aid (MSA) and street infrastructure funds to pay the City’s portion of the project.

	<p>Expenditure of utility fund dollars to pay for repairs needed to the existing utility system.</p> <p>Overall, estimated project costs are \$1,688,000. The funds are estimated to be broken down as follows:</p> <table data-bbox="391 394 992 590"> <tr> <td>Approximated Assessments:</td> <td>\$533,000</td> </tr> <tr> <td>Street Fund:</td> <td>\$287,000</td> </tr> <tr> <td>Municipal State Aid:</td> <td>\$586,000</td> </tr> <tr> <td>Storm Sewer Fund:</td> <td>\$242,000</td> </tr> <tr> <td>Sanitary Sewer Fund:</td> <td>\$ 40,000</td> </tr> </table>	Approximated Assessments:	\$533,000	Street Fund:	\$287,000	Municipal State Aid:	\$586,000	Storm Sewer Fund:	\$242,000	Sanitary Sewer Fund:	\$ 40,000
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Storm Sewer Fund:	\$242,000										
Sanitary Sewer Fund:	\$ 40,000										
Attachment(s)	<p>Feasibility Report Presentation Resident comments Resolution 22-55</p>										
Action(s) Requested	<ol style="list-style-type: none"> 1. Hold Public Improvement Hearing 2. Approve option layouts for Garden Avenue for Segment 1 and Segment 2. 3. Approve/deny option to install pathway on Ruggles right-of-way and include in the 2023 PMP. 4. If Council chooses to deny installing Ruggles pathway, staff recommends Council approve staff to begin the right-of-way vacation process. 5. Adopt Resolution Ordering Improvement and Preparation of Plans and Specifications for the 2023 Pavement Management Project. 										



CITY OF
FALCON HEIGHTS

2077 W. LARPELLEUR AVENUE FALCON HEIGHTS, MN 55113-5594 PHONE (651) 792-7600 FAX (651) 792-7610

Feasibility Report

2023 Pavement Management Program Project FH-23-01

Holton Street, Larpenteur Avenue to Roselawn Avenue
Albert Street, Ruggles Street to Roselawn Avenue
Sheldon Street, Ruggles Street to Roselawn Avenue
Ruggles Street, Holton Street to Hamline Avenue
Garden Avenue, from East Snelling Drive to Hamline Avenue

Prepared by: Jesse Freihammer
City Engineer
City of Falcon Heights

I hereby certify that this feasibility report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

, P.E.

Licensed No. 47272

EXECUTIVE SUMMARY

This feasibility report has been prepared for the 2023 Pavement Management Project, FH 23-01. The project was initiated by council/staff as part of the City's Pavement Management Program. This report consists of a detailed investigation of the streets proposed for improvements, listed below. A map showing the street locations can be found on Page 4.

Area 1 - Mill and Overlays

Area 1 of the proposed project involves milling the pavement, spot curb replacement, spot utility improvements and pavement replacement. Utility improvements for the project include the repair of selected storm sewer manholes and catch basins. As has been discussed during development of the CIP, the City Council has expressed the desire to complete maintenance on City streets that, if neglected for too long, would need to be reconstructed. The proposed mill and overlays included in the 2023 PMP achieves this, while also maintaining a neighborhood approach to minimize the inconveniences residents experience due to construction. Streets include:

- Holton Street, Larpenteur Avenue to Roselawn Avenue
- Albert Street, Ruggles Street to Roselawn Avenue
- Sheldon Street, Ruggles Street to Roselawn Avenue
- Ruggles Street, Holton Street to Hamline Avenue

Area 2 - Reconstruction

Garden Avenue, from East Snelling Drive to Hamline Avenue, is proposed for pavement reclamation to address deficiencies in the pavement and base section of the roadway. This area is proposed for a significant amount of curb removal. Also proposed are impacted driveway replacements, and minor storm sewer and sanitary sewer work.

The existing street design changes at Holton so staff recommends Council look at the new options as two segments. Segment 1 is west of Holton, Segment 2 is east of Holton and includes the elementary school. Different decisions can be made on the width of the roadway and if a pathway should be installed for each segment. The decisions can be made independent for each segment.

Roadway Geometry was examined for benefits, including lowering driver speeds and decreasing stormwater run-off. Reduction of the roadway width would result in some loss of parking.

Pathway Installation on the north side of the street was examined. Previous Council Action determined, if a pathway is installed with this project, costs would not be assessed and snow removal would be done by City staff. All proposed sidewalk options are located within the existing curb line so no further impacts to residents' yards or loss of driveway space would occur, even though the City has additional right of way and could exercise this right.

Segment 1 – Options

- **Option 1 (Existing Street Design)**
 - Street Width 36 Feet

- 11-foot Drive Lanes
- 7-foot Parking Lanes on Both Sides
- No Sidewalk
- **Option 2 (Existing Street Design Modified)**
 - Street Width 36 Feet
 - 11-foot Drive Lanes
 - 8-foot Parking Lanes on South Side
 - 6-foot shoulder on North Side, No Parking
 - No Sidewalk
- **Option 3 (Concept B modified)**
 - Street Width 34 Feet (Narrowed 2 Feet by Moving the North Curb)
 - 11-foot Drive Lanes
 - 7-foot Parking Lane on South Side
 - 5-foot shoulder on North Side, No Parking
 - No Sidewalk
- **Option 4 (Concept A)**
 - Street Width 29 Feet (Narrowed 7 Feet by Moving the North Curb)
 - 11-foot Drive Lanes
 - 7-foot Parking Lane on South Side
 - 7-foot Sidewalk on North Side, Next to the Curb

Segment 2– Options

- **Option 5 (Existing Design)**
 - Street Width 42 feet
 - 12-foot Drive Lanes
 - 9-foot parking South Side Only
 - 9-foot Shoulder North Side Currently Signed No Parking.
 - No Sidewalk
- **Option 6 (Concept G)**
 - Street Width 32-foot (Narrowed 10 Feet by Moving North Curb)
 - 12-foot Drive Lanes
 - 8-foot Parking South Side Only
 - Elimination of North Shoulder Currently Signed No Parking.
 - No Sidewalk
 - East of School Property: North Side Shoulder for School Pick-Up Queuing, No Sidewalk
- **Option 7 (Concept F)**
 - Street Width 32-foot (Narrowed 10 Feet by Moving North Curb)
 - 12-foot Drive Lanes
 - 8-foot Parking South Side Only

- Elimination of North Shoulder Currently Signed No Parking.
- 6-foot Sidewalk
- 5-foot Boulevard Between Sidewalk and Curb Adjacent to the School Property
- East of School Property: North Side Shoulder for School Pick-Up Queuing, 7-foot Sidewalk, No Boulevard
- Bumpouts at Intersection to Eliminate Parking Near Intersection/Shorter Pedestrian Crossings

Ruggles Pathway Connection

The right-of-way connecting Ruggles Avenue from Pascal Street to Holton Street was evaluated for a pathway. The existing right of way is 12 feet wide. The existing surface is unimproved so access can be limited to some users, particularly those in wheelchairs or those who are less mobile. Options for this pathway include installing a concrete sidewalk, installing a permeable paver sidewalk or doing no improvements. If improvements are not completed, consideration of vacating the right of way could be considered since the unimproved segment would not meet ADA standards.

Project Cost

The total project cost for Falcon Heights is estimated to be \$1,688,000 if sidewalks are fully installed on Garden Avenue. This also includes contingencies and overhead costs. If Ruggles pathway was added, this would add between \$35,000 and \$51,000 to the costs. This estimate applies to all options but is the highest cost scenario. All the street cost options are generally the same with only some minor estimated reductions. Funding for the project will be provided through assessments from the benefitting properties, utility funds, street infrastructure funds, and Municipal State Aid (MSA) funds. A summary of the estimated project costs and funding sources are as follows:

Mill and Overlay Street Costs:	\$427,000
Garden Avenue Street Costs:	\$680,000
Garden Ave Sidewalk (West):	\$172,000
Garden Ave Sidewalk (East):	\$127,000
Storm Sewer Costs:	\$242,000
Sanitary Sewer Costs:	\$ 40,000

Funding:

Approximated Assessments:	\$533,000
Street Fund:	\$287,000
Municipal State Aid:	\$586,000
Storm Sewer Fund:	\$242,000
Sanitary Sewer Fund:	\$ 40,000

Project Schedule

If this project is approved, the proposed project schedule is shown below. Items marker is the project schedule and Council Action items are noted with a CC:

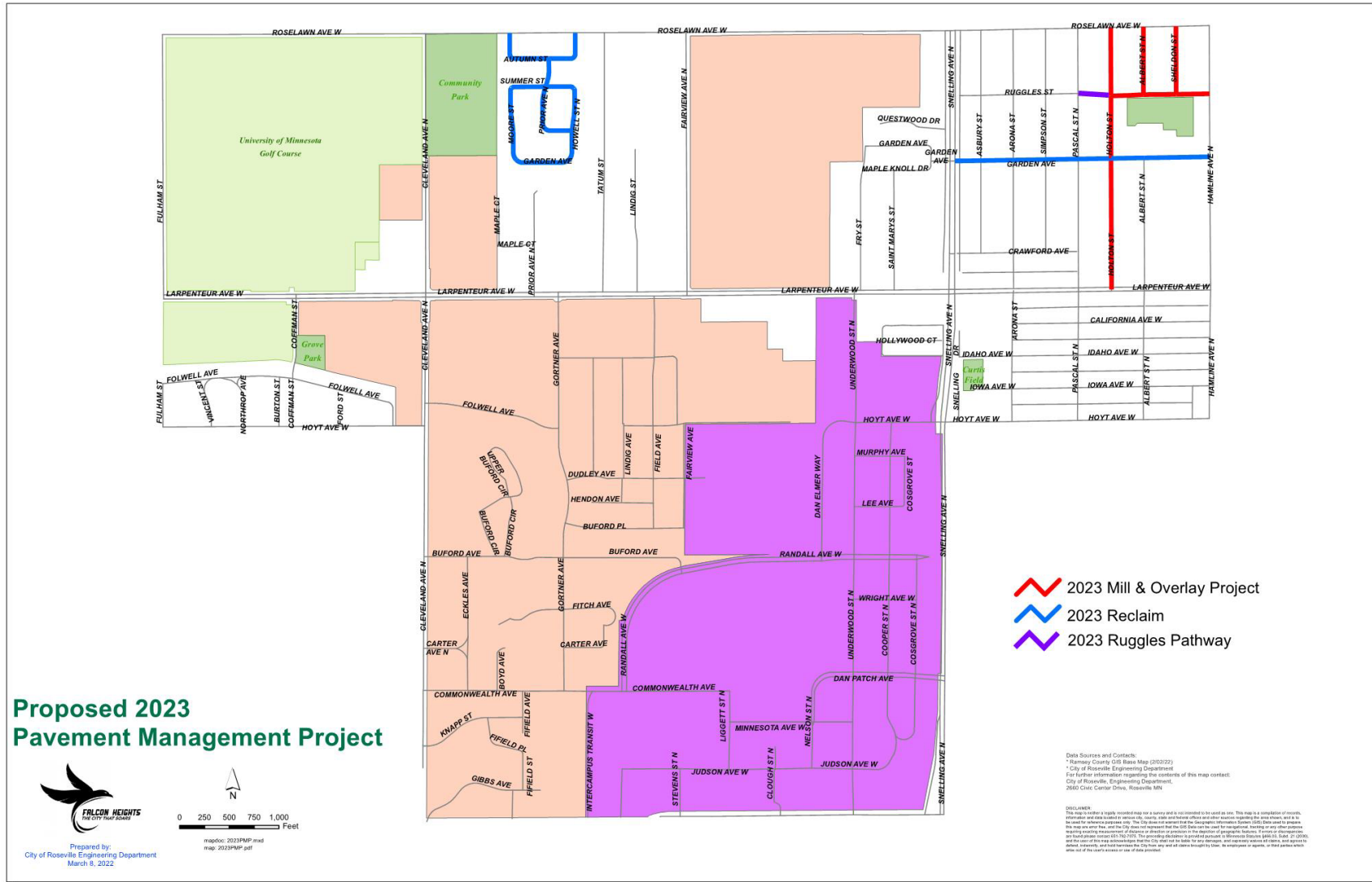
CC Receive Feasibility report and Set Improvement Hearing October 26, 2022

CC Improvement Hearing, Order Improvement, and Authorize Preparation of Plans & Specifications	November 9, 2022
CC Approve Plans & Specifications, and Order Advertisement for Bid	January, 2023
Bid Opening	February 2023
CC Award Contract	March 2023
Construction Start	Summer 2023
Substantial Completion	Fall 2023
CC Set Assessment Hearing	October 2023
CC Assessment Hearing	October 2023

Recommendation

Based on the data within this report, the proposed 2023 Pavement Management Project, FH 23-01, is feasible, necessary, cost-effective and will benefit the City of Falcon Heights.

PROJECT LOCATION



STREETS

Existing Conditions

The approximately 1.4 miles of streets in the project area were originally paved between 1957-1967. From historical aerial photos, Garden Avenue was originally a gravel section line road. It was widened to its current configuration in 1976. The last time the roadway was resurfaced was in 1999. All streets have an urban design with concrete curb and gutter and stormwater systems to convey drainage.

Holton Street, Albert Street, Sheldon Street and Ruggles Avenue are residential streets. They are 31 feet wide, with parking allowed on both sides. The speed limit for these streets is 20 mph and staff are not aware of a speeding issue, nor have they received residents' comments about speeds.



Figure 1 - Non-Standard Painted Cross-Hatch

Garden Avenue is a Municipal State Aid route and is classified as a minor collector. From the Snelling Service Road to Holton Avenue it is 36 feet wide with two lanes of traffic, parking on both sides, with parking restrictions in front of the church. From Holton to Hamline the roadway transitions to a 42-foot-wide street with no parking posted on the north side. parking restrictions in front of the school. between the school and Holton Street and near the church on Holton Street. Garden Avenue has pavement markings that are not consistent with the Minnesota Manual of Uniform Traffic Control Devices (MUTCD) at the intersection with Albert Street.

Garden Avenue has a school zone with a 20-mph speed limit and a 20-mph speed limit west of Holton Street. The school zone speed limit is out of date since the City updated the posted speed limit on Garden to 20 mph in 2021. Garden Avenue speed counts from May 2022 measure the 85th percentile speed at 27 mph near Simpson Street and 24 mph near Falcon Heights Elementary School. The measured speeds represent a significant speeding issue although based on the new speed limit. Staff has heard numerous resident concerns about speeding vehicles on Garden Avenue.

Municipal State Aid (MSA) traffic counts taken in 2020, during the COVID-19 Pandemic, measured 610-620 Average Daily Traffic (ADT) on Garden Avenue. Staff took additional counts in May of 2022 and measured 743-748 ADT (not seasonally adjusted by MnDOT Traffic). The MSA traffic counts taken in 2017, pre-pandemic, measured 790-1050 ADT. Traffic volumes on Garden Avenue appear to be increasing, but are not back to pre-pandemic volumes.

Pavement condition scores were considered to determine the streets for the City's pavement management and capital improvements plan. Falcon Heights' pavement management system utilizes a pavement condition index (PCI) rating of 0 to 100. This rating is based on surficial pavement observations. Street condition ratings are divided into three categories: "adequate" (66 to 100), "marginal" (36 to 65) and "problem" (0 to 35). The average PCI for Garden is 20. The average PCI for the mill and overlay roads is 47.

Falcon Heights contracted with a geotechnical engineering consultant to obtain pavement borings on Garden Avenue within the project. The observed pavement depth was generally 4 inches. The

thicker pavement observed at one of the borings was likely due to a roadway patch. Observed aggregate base ranged from 4 to 7 inches. The fill encountered below the base consisted of sandy soils. The geotechnical report indicated the pavement distresses on Garden Avenue may indicate issues within the subgrade of the roadway. Slightly organic soils were encountered at one of the locations 2-4 feet below the street surface. The fill contained some debris, including concrete and bituminous. The existing pavement sections are summarized in the table below:

Measured Existing Pavement Sections Table

Boring Location	Bituminous Pavement Thickness (in.)	Apparent Aggregate Base Thickness (in.)
ST-8	4	4
ST-9	4.5	7
ST-10	4	6
ST-11	7	5

Proposed Improvements

Area 1 Proposed Improvements - Mill and overlaying of the pavement is proposed as the method of pavement construction. The process involves grinding off the top 2 inches of pavement and replacing with two new inches of bituminous. This method is a cost-effective way to get a new pavement surface that is smoother and free of defects. Although cracking is likely to mirror in the year following construction, sealing cracks the following year is anticipated to address that issue and maintain the pavement longevity. Cost for the street resurfacing is estimated at \$427,000.

Area 2 Proposed Improvements - Falcon Heights contracted with a geotechnical engineering consultant to obtain pavement borings on Garden Avenue. Based on the data and the minimal utility work proposed with this project, a full-depth reclamation is proposed. This would include grinding and mixing the existing pavement with the underlying base section. This strengthens the base of the roadway. Excess grounds are removed and a new, 4-inch asphalt section would be paved without changing the elevation of the roadway. Some areas may need subgrade correction if unsuitable soils are encountered. The road is proposed to be striped with pavement markings consistent with the MN MUTCD. Cost for the street reconstruction is estimated at \$680,000

Area 2 Proposed Improvements Options
Segment 1, Snelling Service Road to Holton Avenue

- **Option 1 (Existing Street Design)**
 - Street Width 36 Feet
 - 11-foot Drive Lanes
 - 7-foot Parking Lanes on Both Sides
 - No Sidewalk

- **Option 2 (Existing Street Design Modified)**
 - Street Width 36 Feet
 - 11-foot Drive Lanes
 - 8-foot Parking Lanes on South Side

- 6-foot shoulder on North Side, No Parking
- No Sidewalk
- **Option 3 (Concept B modified)**
 - Street Width 34 Feet (Narrowed 2 Feet by Moving the North Curb)
 - 11-foot Drive Lanes
 - 7-foot Parking Lane on South Side
 - 5-foot shoulder on North Side, No Parking
 - No Sidewalk
- **Option 4 (Concept A)**
 - Street Width 29 Feet (Narrowed 7 Feet by Moving the North Curb)
 - 11-foot Drive Lanes
 - 7-foot Parking Lane on South Side
 - 7-foot Sidewalk on North Side, Next to the Curb

Segment 2, Holton Avenue to Hamline Avenue

- **Option 5 (Existing Design)**
 - Street Width 42 Feet
 - 12-foot Drive Lanes
 - 9-foot Parking South Side Only
 - 9-foot Shoulder North Side Currently Signed No Parking.
 - No Sidewalk
- **Option 6 (Concept G)**
 - Street Width 32-foot (Narrowed 10 Feet by Moving North Curb)
 - 12-foot Drive Lanes
 - 8-foot Parking South Side Only
 - Elimination of North Shoulder Currently Signed No Parking.
 - No Sidewalk
 - East of School Property: North Side Shoulder for School Pick-Up Queuing, No Sidewalk
- **Option 7 (Concept F)**
 - Street Width 32-foot (Narrowed 10 Feet by Moving North Curb)
 - 12-foot Drive Lanes
 - 8-foot Parking South Side Only
 - Elimination of North Shoulder Currently Signed No Parking.
 - 6-foot Sidewalk
 - 5-foot Boulevard Between Sidewalk and Curb Adjacent to the School Property

All options for reducing the street width involved moving in the north curb line. Garden Avenue is currently 36 feet wide, much wider than the other streets in this neighborhood. The additional width is likely contributing to faster speeds on Garden Avenue. Narrowed roadways can provide more visual feedback for drivers to better interpret the speed they are traveling at, along with feeling less comfortable at higher speeds.

Reduction of street width will result in some loss of parking. Based on staff observations and resident feedback, there is ample parking even if one side of parking is eliminated. All options leave at least one side with parking which as feedback received from residents.

A significant reduction of the street width without addition of a new sidewalk, such as Option 6 could eliminate current space used by walkers.

Pathways

Existing Conditions

Area 1 and 2 – No pathways are located on the project streets in Area 1 or Area 2.

Ruggles Pedestrian Connection – The City has right-of-way parallel to Ruggles Street that is currently used by residents on foot to cut through the neighborhood from Pascal Street to Holton Street. The area is currently maintained by the residents on both sides as lawn, so it does not meet Americans with Disabilities Act (ADA) standards for accessibility. A utility pole is located in the center of the right-of-way. The city has no formal count of usage but anecdotally it is relatively well used during the summer.

Proposed Improvements

Area 1 – No improvements are proposed.

Area 2

Segment 1

Option 4 identified under the STREETS segment is the only option for this segment that has a dedicated separated pathway. This option provides a 7-foot concrete sidewalk behind the new north curb line. Dedicated pathways such as this option provide a higher level of safety compared to shared space within the roadway where pedestrians and bikers would use the parking lane or shoulders. It defines where pedestrians should walk. The sidewalk is elevated behind a curb which acts as a barrier. As long as the pathways are plowed in the winter, it provides a much safer space as typically shoulders get reduced as snow builds up and pavement markings get hidden under the snow. Estimated improvement cost is \$172,000.

Area 2

Segment 2

Option 7 identified under the STREETS segment is the only option for this segment that has a dedicated separated pathway. This option provides a 6-foot concrete sidewalk separated by a 5 foot boulevard behind the new north curb line. This option provides room for snow storage between the curb and the sidewalk. Dedicated pathways such as this option provide a higher level of safety compared to shared space within the roadway where pedestrians and bikers would use the parking lane or shoulders. It defines where pedestrians should walk. The sidewalk is elevated behind a curb which acts as a barrier. As long as the pathway are plowed in the winter,

it provides a much safer space as typically shoulders get reduced as snow builds up and pavement markings get hidden under the snow. Estimated improvement cost is \$127,000.

Council action has determined, if a pathway is installed with this project, costs would not be assessed. This report assumes the funding would be split between Municipal State Aid and the Street Fund. Ongoing maintenance, including snow removal would be performed by the City.

Ruggles Pedestrian Connection – An improvement to the Ruggles right-of-way was considered. The pathway could be constructed as concrete with drain tile at an estimated cost of \$35,000. A second option would be permeable pavers, which allow stormwater to filter through the pavement into the ground below to accommodate drainage. The estimated cost of a permeable paver installation is \$51,000. These estimated amounts include contingency and engineering/overhead costs.

Due to significant opposition by the adjacent property owners and others living in the neighborhood in addition to the low resident support heard from the neighborhood, current usage of the connection and the cost of the improvement construction, the pathway is not recommended. However, ongoing discussions are happening around this proposal as additional meetings are occurring with neighbors. If a pathway were constructed, costs of the 2023 PMP would increase by \$35,000 to \$51,000, funded from the street fund.

Sanitary Sewer

Existing Conditions

The sanitary sewer system within the project streets was constructed in the 1950s and 1960s. All of the sanitary pipe has been lined with Cure-In-Place-Pipe through the City's sanitary sewer rehabilitation program. This process creates a new pipe within the existing pipe.

Proposed Improvements

The sanitary sewer manholes are proposed for minor rehabilitation work to include new, water-tight castings and lids, new concrete rings and installation of an inflow and infiltration barrier at the top of the manhole. These improvements are anticipated to reduce stormwater entering the sanitary sewer system, which increases downstream capacity and treatment costs. They will also reinforce the top of the manhole to prevent future settlements within the street. The cost estimate for these improvements is \$40,000.

Stormwater and Drainage

Existing Conditions

The streets in the project area are served by catch basins which collect water on the street and transport it to the east into Roseville. Storm sewer structures within the project area were constructed with various materials including brick and mortar, concrete barrel sections seated on top of pipe, and more conventional concrete structures. Catch basins on Garden Avenue are located behind the curb line, which cause maintenance issues with keeping the drain open for water in the winter and spring months. Staff inspected all storm structures to evaluate their condition and determine replacement priorities.

The project area eventually flows east across the City line to a known flooding area, Gottfried Pit, located in Roseville at Larpenteur Avenue and Fernwood Avenue. Gottfried Pit is a regional pond that is owned by Ramsey County, and maintained by the City of Roseville. In extreme events, the pond has flooded up to approximately the 912 elevation (approximately 16' above the normal water level).

Proposed Improvements

Based on staff inspection, deteriorated catch basins will be rehabilitated or replaced as part of the proposed project improvements. During design, catch basins may be added to alleviate drainage issues or redundant catch basins may be eliminated.

Catch basins located behind the curblines on Garden Avenue are proposed to be removed or converted and new catch basins are proposed within the curblines. If Option 1B is selected, catch basins will be constructed within the north curblines relocation.

The cost estimate for these improvements is \$242,000.

As the proposed street improvements would disturb an area greater than one acre, the project is required by the Minnesota Pollution Control Agency (MPCA) to include a Storm Water Pollution Prevention Plan (SWPPP) and use erosion and sediment control best practices during construction, and obtain an MPCA Construction Permit. A watershed district erosion and sediment control permit will also be required.

The proposed improvements would not add enough impervious surface that would trigger watershed district quality or quantity requirements. Option 1B, to narrow the roadway, would reduce impervious surface in the area, reducing stormwater conveyed downstream to Gottfried Pit. No improvements for stormwater treatment are proposed with this project.

RIGHT-OF-WAY AND EASEMENTS

These project improvements are proposed within the existing right-of-way. No right-of-way or easement acquisition is anticipated.

If the Ruggles Street right-of-way between Pascal Street and Holton Street is not going to be improved to be an ADA-compliant pathway, the Council may consider vacation of the right-of-way. Failure of Falcon Heights to meet the requirements of the Americans with Disabilities Act on a travel-way within City right-of-way may be a liability for the City. Vacation or turning-back the right-of-way may be appropriate to address the liability concerns.

The vacation process is prescribed by Minnesota State Statute as a discretionary act of the Council. It can be initiated by the City and approved by City Council with a four-fifths majority at a public hearing. Prior to the hearing, notice must be sent to affected property owners and notice posted and published in the City newspaper. The right-of-way area at issue is not land owned by the City. It is a platted right-of-way easement over land. A vacation process would remove the City's right-of-way easement over the property, "turning back" the property to the underlying property at no cost to them. The property would then be available for their use and enjoyment. The property would also be returned to the tax roll.

OUTSIDE AGENCY COORDINATION

The watermain system that services the project area is owned and operated by St. Paul Regional Water Services and they have indicated no improvements are planned for inclusion or coordination with this project.

The project area is within the Capitol Region Watershed District. Proposed improvements are not anticipated to warrant any stormwater requirements from the District.

During the design process, staff will do a Gopher State One Call for the project area to identify all small utility operators. The City will coordinate with small utilities to finalize relocations and other coordination items during design.

ESTIMATED COSTS AND PROPOSED FUNDING

Proposed project costs for the 2023 PMP Improvement Project are summarized below. The cost estimate is based on recent construction projects of similar character and assumes that the proposed improvements would begin in 2023. All costs include estimated engineering costs and 15% contingency, which includes unforeseen costs including inflation, unforeseen site conditions, etc. Actual costs will be determined through competitive bids following final design for the project. The actual costs will be dependent upon the market conditions that exist at the time of the bidding.

The proposed street improvements are eligible for assessments according to the City of Falcon Heights Assessment Policy. Per City Policy, a portion of the street improvements will be assessed to the benefitting properties. Along with assessments, street costs will be financed through the Street Infrastructure Fund and Municipal State Aid. Typically, only roads that have been added to the City's Municipal State Aid system (MSA) are eligible for funding through the City's portion of state gas tax revenues. However, the City of Falcon Heights has a Certified Municipal State Aid Street system. As a result, the City can use MSA funds to pay for the City's portion of the costs.

Storm sewer and sanitary sewer improvements will be funded from the appropriate infrastructure fund, and are not eligible for assessments.

	Estimated Cost	MSA	Street Infrastructure Funds	Assessments	Sanitary Sewer Fund	Storm Sewer Fund
Street Improvements – Area 1	\$427,000	\$117,000	\$117,000	\$193,000	-	-
Street Improvements – Area 2: Garden Ave	\$680,000	\$170,000	\$170,000	\$340,000	-	-
Storm Sewer Improvements	\$242,000				-	\$242,000
Sanitary Sewer Improvements	\$40,000				\$40,000	-
Total	\$ 1,389,000	\$287,000	\$287,000	\$533,000	\$40,000	\$242,000

*Includes 15% Engineering

If a pathway is installed with this project, the Council has directed staff not to assess project costs. This report assumes the funding for pathway improvements would be split between Municipal State Aid Funding and the Street Infrastructure Fund. This is consistent with past practice; the City did not assess for pathway replacement along Roselawn Avenue in 2015. The table below shows the estimated costs with contingency and funding for the pathway options.

	Estimated Cost	MSA	Street Infrastructure Funds	Assessments
Options 1, 2, 3, 5, 6 No Pathway Improvements	\$0	-	-	-
Option 4	\$172,000	\$86,000	-	-
Option 7	\$127,000	\$127,000	-	-
Option 4 and 7	\$299,000	\$299,000	-	-
No Pathway at Ruggles Right-of-Way	\$0	-	-	-
Ruggles: 5-Foot Concrete Pathway	\$35,000	-	\$35,000	
Ruggles: Permeable Pavers	\$51,000	-	\$51,000	-

*Includes 15% Engineering

PROPOSED ASSESSMENTS

Assessments will be levied to the benefitting properties as outlined in Minnesota State Statute Chapter 429 and the City’s Assessment Policy, which is summarized below. The assessed amount is levied on a front footage basis. Residential corner lots are assessed 100% for the long side, 0% for the short side. One alteration proposed to the policy considers the long, narrow lots between Albert Street and Hamline Avenue. Tax-exempt lots are assessed for all frontages. To be consistent with the assessment practice used on the 2015 PMP, which also included a lot with significant length, residential lot depth is proposed

to be capped at 176 feet. This would affect two lots lowering their assessable frontage from 296 feet to 176 feet.

Assuming this project is completed by fall 2023, the final assessment amount would be determined at an assessment hearing in the fall of 2023 with a thorough review of the proposed assessments by the Council. The Council would also set the length of assessments and the interest rate at the hearing. In past projects, the assessments have been over 7 years for mill and overlay projects and 10 years for reconstruction projects at an interest rate 2% above the current rate of return on the City's portfolio.

The following factors regarding the City of Falcon Heights assessment policies should be considered:

- The properties owned by the Falcon Heights UCC are tax-exempt parcels, and have been included in the preliminary assessment roll as such. The City may choose to pursue a benefit appraisal on the properties to ensure the assessment proposed does not exceed the estimated benefit to the property, as required by Minnesota State Statute 429. This may result in a higher City cost, which could be offset by using additional State Aid funds. Staff will update the City Council as information becomes available.
- Garden Avenue assessments are higher than they would be for a similar project on a north-south street due to the orientation of the lots. The majority of the adjacent lots have their long side on Garden Avenue. This means they were not assessed for the improvements to the street on their short side, but, in accordance with the assessment policy, they will have a long assessable frontage.

Area 1 – Holton Street, Albert Street, Sheldon Street, Ruggles Avenue

This area includes 8,705 feet of frontage, 504 feet of which is not assessable due to corner lots. There are 96 parcels eligible for assessment. The average residential assessment is estimated at \$1,495.34. The estimated assessment rates are shown below:

- Residential (40% of the improvement cost) = \$19.62/ft
- Tax-Exempt (100% of the improvement cost) = \$49.05/ft

Area 2 – Garden Avenue

This area includes 4,241 feet of frontage, 553 feet of which is not assessable due to corner lots. There are 22 parcels eligible for assessment. The average residential assessment is estimated at \$8,844.57. The estimated assessment rates are shown below:

- Residential (40% of the improvement cost) = \$64.14/ft
- Tax-Exempt (100% of the improvement cost) = \$160.34/ft

No assessments are proposed for funding pathways, if constructed.

PUBLIC INVOLVEMENT

The City hosted two open houses for the Northeast Quadrant as a whole, on April 5, 2022 and July 20, 2022, to discuss the Ruggles Street pathway proposal and Garden Avenue. These open houses were widely attended by both residents adjacent to the proposed improvements and also residents from other Northeast Quadrant streets. Layouts with project concepts were available for viewing and discussion.

The residents expressed concerned about assessment cost, snow maintenance and impact on their yard of the pathway options. Several residents who live on Garden Avenue didn't see a need for a sidewalk as people currently walk on the street. Residents had concerns about speeding on Garden Avenue. They also expressed desire to have parking on Garden Avenue. Comments received are summarized and written comments are attached in the Appendix.

An informational meeting was held on October 5, 2022 for residents who live adjacent to the project streets and Ruggles pathway option. Approximately 10 people attended. The meeting was presentation format, where staff presented information on the City's Pavement Management Program, the proposed improvements, and the City's Assessment Policy. Residents asked clarifying questions about the City's assessment policy, the history of Garden Avenue, and about pedestrian facilities. As Garden Avenue was proposed for improvement in 2015, a Garden Avenue resident asked why they should bear a higher assessment cost for construction in 2023.

PROPOSED PROJECT SCHEDULE

If this project is approved, the proposed project schedule is shown below. Items marker is the project schedule and Council Action items are noted with a CC:

CC Receive Feasibility report and Set Improvement Hearing	October 26, 2022
CC Improvement Hearing, Order Improvement, and Authorize Preparation of Plans & Specifications	November 9, 2022
CC Approve Plans & Specifications, and Order Advertisement for Bid	January, 2023
Bid Opening	February 2023
CC Award Contract	March 2023
Construction Start	Summer 2023
Substantial Completion	Fall 2023
CC Set Assessment Hearing	October 2023
CC Assessment Hearing	October 2023

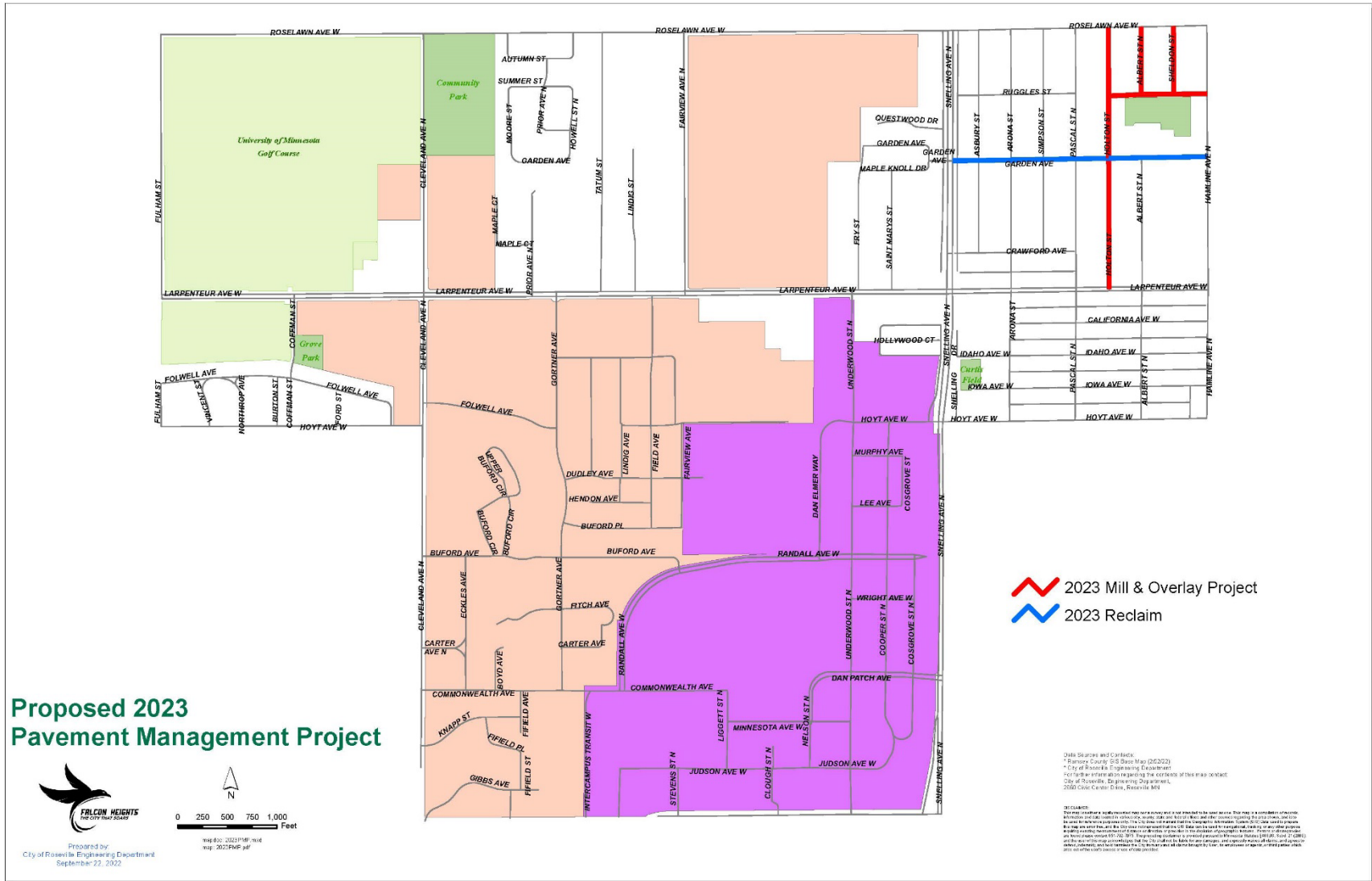
SUMMARY & RECOMMENDATIONS

Based on the information and analysis included in this report, the 2023 Street Rehabilitation Project, FH 23-01, is feasible, necessary and cost effective. The following is recommended:

1. The Falcon Heights City Council accept this feasibility study and report and order public hearing for November 9, 2022.
2. After receiving the appropriate staff reports, information and input from the public hearing, the City Council shall:

- a. Determine whether to proceed with or reject the proposed public improvements;
 - b. Determine which Garden Avenue pathway option to proceed with or reject;
 - c. Determine the roadway width of Garden Avenue; and
 - d. Determine Ruggles Avenue pathway option to proceed with or reject.
3. Based on the outcome of the public hearing, the Council can order the proposed improvements and authorize the preparation of plans and specifications.

APPENDIX 1: IMPROVEMENT MAPS



APPENDIX 2: PROPOSED TYPICAL SECTIONS



Garden Avenue - Option Summary

Proposed Typical Sections

Concept Summary

Please note: Elements from the different concepts can be “mixed and matched” to create the best project for the neighborhood. Sidewalk concepts would construct the sidewalk at the existing curb line to preserve driveway parking. Parking bump-outs, rather than on the whole block, may be an appropriate option as well.

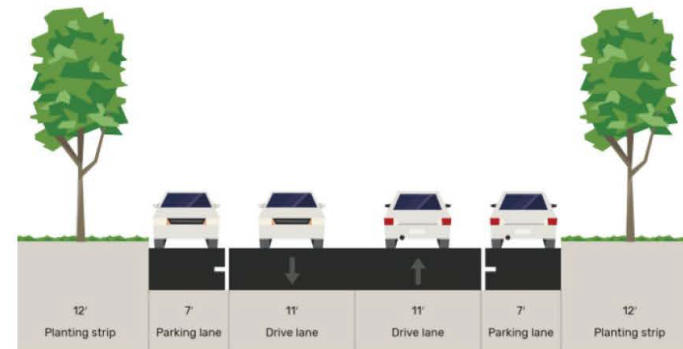
Segment 1 - Garden Ave – West of Holton Street

Option 1 (Existing Street Design)

Street Width 36 Feet

11-foot Drive Lanes

7-foot Parking Lanes on Both Sides



Option 2 (Existing Street Design Modified)

Street Width 36 Feet

11-foot Drive Lanes

8-foot Parking Lanes on South Side

6-foot shoulder on North Side, No Parking



Segment 1 - Garden Ave – West of Holton Street

Option 3 (Concept B modified)

Street Width 34 Feet (Narrowed 2 Feet by Moving the North Curb)

11-foot Drive Lanes

7-foot Parking Lane on South Side

5-foot shoulder on North Side, No Parking



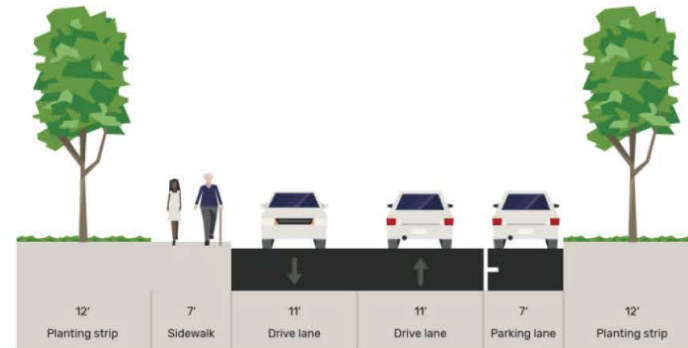
Option 4 (Concept A)

Street Width 29 Feet (Narrowed 7 Feet by Moving the North Curb)

11-foot Drive Lanes

7-foot Parking Lane on South Side

7-foot Sidewalk on North Side, Next to the Curb



Segment 2 - Garden Ave – Holton to Hamline

Option 5 (Existing Design)

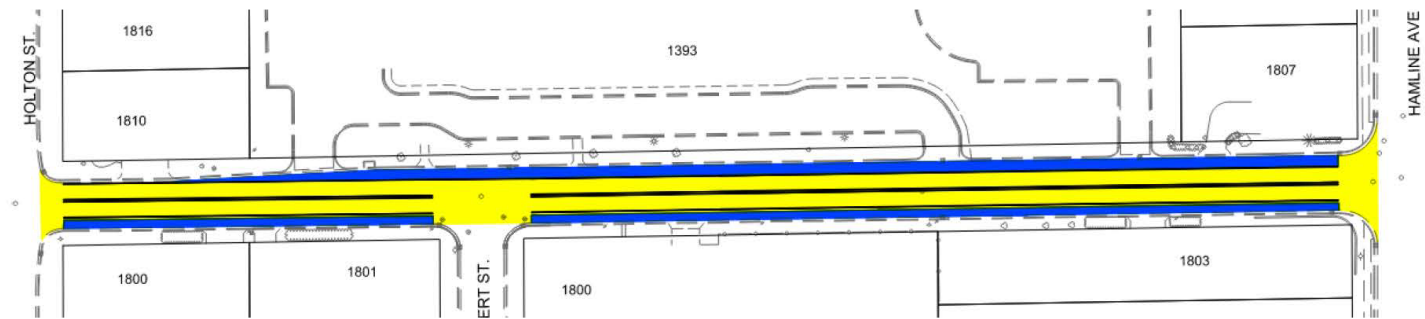
Street Width 42 feet

12-foot drive lanes

9-foot parking south side only

9-foot shoulder north side currently signed no parking.

No sidewalk



Option 6 (Concept G)

Street Width 32-foot (Narrowed 10 Feet by Moving North Curb)

12-foot drive lanes

8-foot parking south side only

Elimination of north shoulder currently signed no parking.

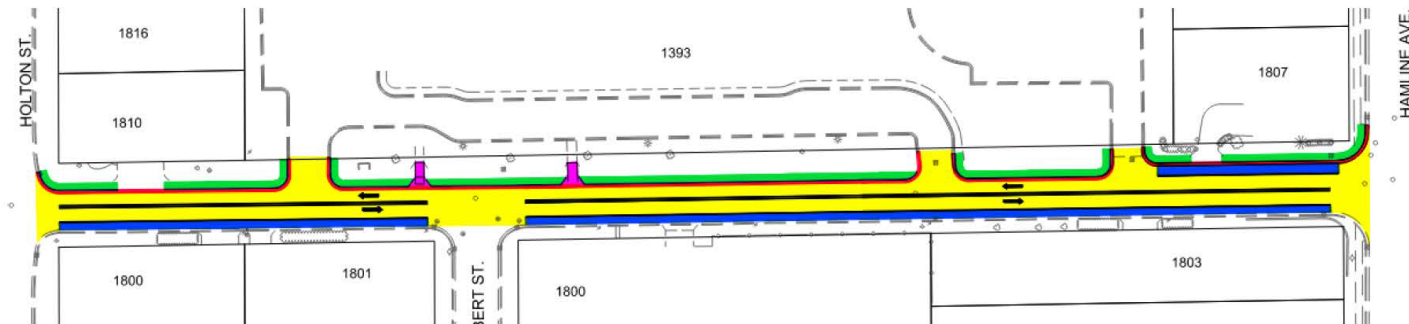
No sidewalk

East of School Property: North Side Shoulder for School Pick-Up Queuing, No Sidewalk



In front of school

In front of 1807 Hamline



Option 7 (Concept F)

Street Width 32-foot (Narrowed 10 Feet by Moving North Curb)

12-foot drive lanes

8-foot parking south side only

Elimination of north shoulder currently signed no parking.

6-foot sidewalk

5-foot Boulevard between sidewalk and curb adjacent to the School Property

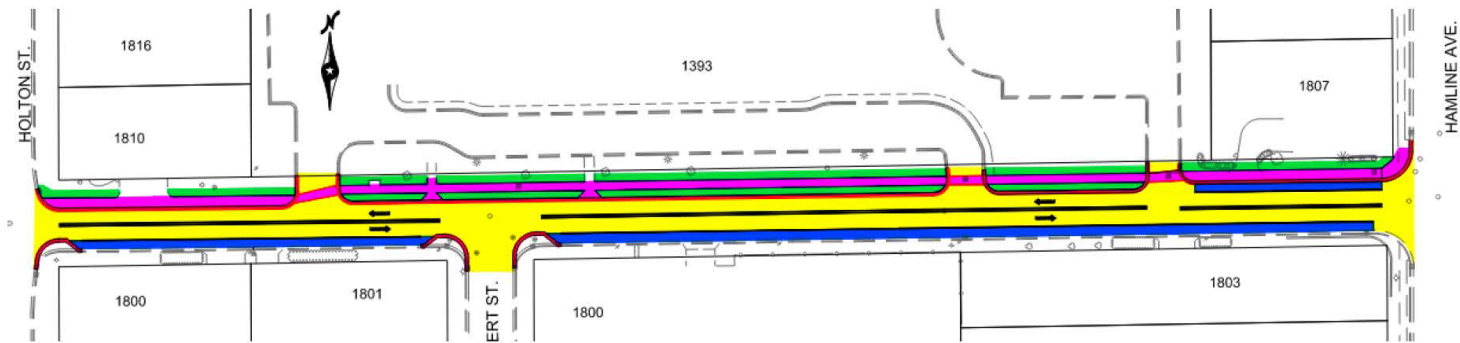
East of School Property: North Side Shoulder for School Pick-Up Queuing, 7-foot Sidewalk, No Boulevard

Bumpouts at intersection to eliminate parking near intersection/shorter pedestrian crossings



In Front of School

In Front of 1807 Hamline



APPENDIX 3: PUBLIC COMMENT SUMMARY

Garden Avenue Open House Comments

Phone or email comments received

Location for specific comments included in ()

Wednesday, July 20, 2022

#	Comments
1	Option A - Where does snow go onto sidewalk?
2	Option A - Snow and ice fall (in front of driveway)
3	Option A - Add curb cut (at church entrance)
4	Option A - Add bump outs (at Holton Avenue)
5	Option A - Lots of kids cross here (Holton Avenue)
6	Option B - Snow plow, not walkable
7	Option C - Where do parents wait for kids?
8	Option D - Who is served by this model? No pedestrian walkway and no parking?
9	Option D - This tree block view of stop sign and is in poor health. (SW corner of Asbury and Garden)
10	Option E - Loved bumpout (at Albert)
11	Option E - Is there enough room for busses to turn (school bus entrance)
12	Option E - Concerned about garage and slab. Does not want sidewalk. Considers significant impact.
13	Option F - Who plows sidewalk?
14	Option G - Where do kids walk?
15	Option G - This is a dangerous plan. Snow banks.
16	Option G - Concerned about ped safety compared to existing.
17	Use Franchise Fees to offset the assessment cost - Garden Ave shouldn't be assessed higher than the other paved streets
18	Likes bumpouts (Albert Street and Holton)
19	School district should offer plowing to get "buy-in" from residents (school block)
20	Sidewalk (south side of the church's block), mid-block bump-out (parking lot to the church), parking for disabled church members and deliveries (south side of church)
21	Wants sidewalk, prefers Option A with snow storage. Concern about children walking on a busy street. Long term goals of the city are to be walkable, safe, connecting parks and green spaces. Both the school and church entities will be here 20 years from now.... many of these residents opposing change will NOT.
22	Leave Ruggles pathway as-is, hard for homeowners to shovel, wouldn't be used by disabled persons to get to school
23	Parking lanes are needed (school and church)
24	The city needs to find a way to help transition home owners for winter maintenance. Could the city plow the sidewalks for the first 3 years? Help find resources for those who claim they cannot afford a plow service?
25	Strongly in favor of adding sidewalks to mitigate risks to children and families going to school. Feels unsafe walking with kids to school in winter when snow drifts keep you on the road
26	Drainage concern with winter icing, several falls (church)
27	Seems fair to share assessment for sidewalk among the whole neighborhood rather than just Garden Ave
28	Likes the options narrowing the road, it was quieter back when it was narrower.
29	Likes sidewalk on Garden Ave, likes bumpouts
30	Cars use Garden near 1801 Asbury to pull off Snelling Ave and make phone calls. This parking area is needed.
31	
32	
33	
34	
35	
36	

Includes written comments on layouts.

APPENDIX 5: DRAFT ASSESSMENT ROLLS

[ON FOLLOWING PAGES]

ParcelID	BuildingNu	StreetName	StreetSuff	Front Footage	LandmarkBu	TaxExemptYN	Assessment Rate	Assessment Amount
152923310108	1393	GARDEN	AVE	665	Falcon Heights Elementary Sch	Y	\$ 49.05	\$ 32,618.25
152923340131	1411	LARPENTEUR	AVE	140		N	\$ 19.62	\$ 2,746.80
152923310044	1436	ROSELAWN	AVE	162		N	\$ 19.62	\$ 3,178.44
152923340130	1695	HOLTON	ST	126		N	\$ 19.62	\$ 2,472.12
152923340065	1700	HOLTON	ST	80		N	\$ 19.62	\$ 1,569.60
152923340128	1701	HOLTON	ST	80		N	\$ 19.62	\$ 1,569.60
152923340066	1706	HOLTON	ST	63		N	\$ 19.62	\$ 1,236.06
152923340097	1707	HOLTON	ST	68		N	\$ 19.62	\$ 1,334.16
152923340067	1712	HOLTON	ST	63		N	\$ 19.62	\$ 1,236.06
152923340096	1713	HOLTON	ST	60		N	\$ 19.62	\$ 1,177.20
152923340095	1717	HOLTON	ST	60		N	\$ 19.62	\$ 1,177.20
152923340068	1718	HOLTON	ST	63		N	\$ 19.62	\$ 1,236.06
152923340094	1723	HOLTON	ST	60		N	\$ 19.62	\$ 1,177.20
152923340069	1724	HOLTON	ST	63		N	\$ 19.62	\$ 1,236.06
152923340093	1729	HOLTON	ST	60		N	\$ 19.62	\$ 1,177.20
152923340070	1732	HOLTON	ST	63		N	\$ 19.62	\$ 1,236.06
152923340092	1735	HOLTON	ST	60		N	\$ 19.62	\$ 1,177.20
152923340120	1740	HOLTON	ST	69		N	\$ 19.62	\$ 1,353.78
152923340091	1741	HOLTON	ST	60		N	\$ 19.62	\$ 1,177.20
152923340121	1746	HOLTON	ST	69		N	\$ 19.62	\$ 1,353.78
152923340090	1747	HOLTON	ST	60		N	\$ 19.62	\$ 1,177.20
152923340089	1753	HOLTON	ST	60		N	\$ 19.62	\$ 1,177.20
152923340073	1754	HOLTON	ST	63	Posel Communications Inc	N	\$ 19.62	\$ 1,236.06
152923340074	1756	HOLTON	ST	63		N	\$ 19.62	\$ 1,236.06
152923340088	1757	HOLTON	ST	60		N	\$ 19.62	\$ 1,177.20
152923340087	1765	HOLTON	ST	60		N	\$ 19.62	\$ 1,177.20
152923340075	1766	HOLTON	ST	60		N	\$ 19.62	\$ 1,177.20
152923340076	1770	HOLTON	ST	56		N	\$ 19.62	\$ 1,098.72
152923340086	1771	HOLTON	ST	60		N	\$ 19.62	\$ 1,177.20
152923340085	1775	HOLTON	ST	60		N	\$ 19.62	\$ 1,177.20
152923340077	1776	HOLTON	ST	73		N	\$ 19.62	\$ 1,432.26
152923340078	1782	HOLTON	ST	63		N	\$ 19.62	\$ 1,236.06
152923340084	1783	HOLTON	ST	60		N	\$ 19.62	\$ 1,177.20
152923340079	1790	HOLTON	ST	60		N	\$ 19.62	\$ 1,177.20
152923340083	1791	HOLTON	ST	60		N	\$ 19.62	\$ 1,177.20
152923340082	1795	HOLTON	ST	126	United Church Falcon Heights	Y	\$ 49.05	\$ 6,180.30
152923310111	1795	HOLTON	ST	322		Y	\$ 49.05	\$ 15,794.10
152923340080	1796	HOLTON	ST	63		N	\$ 19.62	\$ 1,236.06
152923310078	1816	HOLTON	ST	62		N	\$ 19.62	\$ 1,216.44
152923310077	1820	HOLTON	ST	62		N	\$ 19.62	\$ 1,216.44
152923310076	1824	HOLTON	ST	62		N	\$ 19.62	\$ 1,216.44
152923310075	1830	HOLTON	ST	62		N	\$ 19.62	\$ 1,216.44
152923310074	1834	HOLTON	ST	62		N	\$ 19.62	\$ 1,216.44
152923310061	1835	HOLTON	ST	75		N	\$ 19.62	\$ 1,471.50
152923310062	1843	HOLTON	ST	75		N	\$ 19.62	\$ 1,471.50
152923310073	1844	HOLTON	ST	62		N	\$ 19.62	\$ 1,216.44
152923310107	1849	HAMLIN	AVE	125		N	\$ 19.62	\$ 2,452.50
152923310063	1849	HOLTON	ST	75		N	\$ 19.62	\$ 1,471.50
152923310072	1850	HOLTON	ST	62		N	\$ 19.62	\$ 1,216.44
152923310071	1852	HOLTON	ST	133		N	\$ 19.62	\$ 2,609.46
152923310064	1857	HOLTON	ST	75		N	\$ 19.62	\$ 1,471.50
152923310033	1863	ALBERT	ST	145		N	\$ 19.62	\$ 2,844.90
152923310017	1863	SHELDON	ST	137		N	\$ 19.62	\$ 2,687.94
152923310018	1864	ALBERT	ST	123		N	\$ 19.62	\$ 2,413.26
152923310034	1864	HOLTON	ST	133		N	\$ 19.62	\$ 2,609.46
152923310009	1864	SHELDON	ST	139		N	\$ 19.62	\$ 2,727.18
152923310091	1865	HAMLIN	AVE	123		N	\$ 19.62	\$ 2,413.26
152923310065	1865	HOLTON	ST	75		N	\$ 19.62	\$ 1,471.50
152923310035	1868	HOLTON	ST	62		N	\$ 19.62	\$ 1,216.44
152923310032	1869	ALBERT	ST	77		N	\$ 19.62	\$ 1,510.74
152923310066	1869	HOLTON	ST	75		N	\$ 19.62	\$ 1,471.50
152923310016	1869	SHELDON	ST	77		N	\$ 19.62	\$ 1,510.74
152923310019	1870	ALBERT	ST	77		N	\$ 19.62	\$ 1,510.74
152923310008	1870	SHELDON	ST	77		N	\$ 19.62	\$ 1,510.74
152923310036	1874	HOLTON	ST	62		N	\$ 19.62	\$ 1,216.44
152923310031	1877	ALBERT	ST	72		N	\$ 19.62	\$ 1,412.64
152923310067	1877	HOLTON	ST	75		N	\$ 19.62	\$ 1,471.50
152923310015	1877	SHELDON	ST	77		N	\$ 19.62	\$ 1,510.74
152923310020	1878	ALBERT	ST	75		N	\$ 19.62	\$ 1,471.50
152923310007	1878	SHELDON	ST	77		N	\$ 19.62	\$ 1,510.74
152923310037	1880	HOLTON	ST	62		N	\$ 19.62	\$ 1,216.44
152923310068	1881	HOLTON	ST	75		N	\$ 19.62	\$ 1,471.50
152923310030	1883	ALBERT	ST	79		N	\$ 19.62	\$ 1,549.98
152923310014	1883	SHELDON	ST	76		N	\$ 19.62	\$ 1,491.12
152923310021	1884	ALBERT	ST	77		N	\$ 19.62	\$ 1,510.74
152923310006	1884	SHELDON	ST	76		N	\$ 19.62	\$ 1,491.12
152923310038	1886	HOLTON	ST	62		N	\$ 19.62	\$ 1,216.44
152923310013	1889	SHELDON	ST	77		N	\$ 19.62	\$ 1,510.74
152923310029	1891	ALBERT	ST	77		N	\$ 19.62	\$ 1,510.74
152923310069	1891	HOLTON	ST	75		N	\$ 19.62	\$ 1,471.50
152923310022	1892	ALBERT	ST	76		N	\$ 19.62	\$ 1,491.12
152923310039	1892	HOLTON	ST	62		N	\$ 19.62	\$ 1,216.44
152923310005	1892	SHELDON	ST	77		N	\$ 19.62	\$ 1,510.74
152923310023	1896	ALBERT	ST	77		N	\$ 19.62	\$ 1,510.74
152923310040	1896	HOLTON	ST	62		N	\$ 19.62	\$ 1,216.44
152923310004	1896	SHELDON	ST	76		N	\$ 19.62	\$ 1,491.12
152923310028	1897	ALBERT	ST	76		N	\$ 19.62	\$ 1,491.12
152923310070	1897	HOLTON	ST	75		N	\$ 19.62	\$ 1,471.50
152923310012	1897	SHELDON	ST	76		N	\$ 19.62	\$ 1,491.12
152923310027	1905	ALBERT	ST	77		N	\$ 19.62	\$ 1,510.74
152923310011	1905	SHELDON	ST	76		N	\$ 19.62	\$ 1,491.12
152923310024	1906	ALBERT	ST	77		N	\$ 19.62	\$ 1,510.74
152923310041	1906	HOLTON	ST	62		N	\$ 19.62	\$ 1,216.44
152923310003	1906	SHELDON	ST	77		N	\$ 19.62	\$ 1,510.74
152923310042	1910	HOLTON	ST	62		N	\$ 19.62	\$ 1,216.44
152923310043	1914	HOLTON	ST	64		N	\$ 19.62	\$ 1,255.68

Non-Assessed	504		
Total Garden Ave Frontage	8705 Feet	Total Assessment \$	193,659.21
Residential Footage	7088 Feet	\$	139,066.56
Tax-Exempt Footage	1113 Feet	\$	54,592.65

ParcelID	BuildingNu	StreetName	StreetSuff	Front Footage	LandmarkBu	TaxExemptY	Shape_Area	Assessment Rate	Assessment Amount
152923340082	1795	HOLTON	ST	269	United Church Falcon Heights	Y	3144.587721	\$ 160.34	\$ 43,131.46
152923340081	1800	HOLTON	ST	133		N	814.603913	\$ 64.14	\$ 8,530.62
152923340045	1801	ALBERT	ST	136		N	795.0729334	\$ 64.14	\$ 8,723.04
152923340044	1800	ALBERT	ST	176		N	1883.353773	\$ 64.14	\$ 11,288.64
152923340001	1803	HAMLIN	AVE	176		N	1432.801041	\$ 64.14	\$ 11,288.64
152923330088	1802	ASBURY	ST	134		N	773.9533434	\$ 64.14	\$ 8,594.76
152923330060	1803	ARONA	ST	134		N	771.0093924	\$ 64.14	\$ 8,594.76
152923330059	1802	ARONA	ST	134		N	766.7522857	\$ 64.14	\$ 8,594.76
152923330031	1803	SIMPSON	ST	134		N	763.8091285	\$ 64.14	\$ 8,594.76
152923330030	1802	SIMPSON	ST	134		N	759.5542827	\$ 64.14	\$ 8,594.76
152923330001	1803	PASCAL	ST	133		N	754.2643167	\$ 64.14	\$ 8,530.62
152923320108	1810	SIMPSON	ST	134		N	727.9478677	\$ 64.14	\$ 8,594.76
152923320107	1811	PASCAL	ST	133		N	728.2853416	\$ 64.14	\$ 8,530.62
152923320088	1810	ARONA	ST	134		N	721.2236725	\$ 64.14	\$ 8,594.76
152923320087	1811	SIMPSON	ST	134		N	723.9678764	\$ 64.14	\$ 8,594.76
152923320069	1808	ASBURY	ST	134		N	714.4960799	\$ 64.14	\$ 8,594.76
152923320068	1811	ARONA	ST	134		N	717.2410744	\$ 64.14	\$ 8,594.76
152923310111	1795	HOLTON	ST	134		Y	4016.612118	\$ 160.34	\$ 21,485.56
152923310108	1393	GARDEN	AVE	665	Falcon Heights Elementary Sch	Y	35452.41886	\$ 160.34	\$ 106,626.10
152923310101	1807	HAMLIN	AVE	126		N	957.3236552	\$ 64.14	\$ 8,081.64
152923310079	1810	HOLTON	ST	133		N	794.823746	\$ 64.14	\$ 8,530.62
152923310059	1806	PASCAL	ST	134		N	1207.738902	\$ 64.14	\$ 8,594.76

Non-Assessable Frontage 553

Total Garden Ave Frontage 4241 Feet

Residential Footage 2620 Feet

Tax-Exempt Footage 1068 Feet

Total Assessment \$ 339,289.92

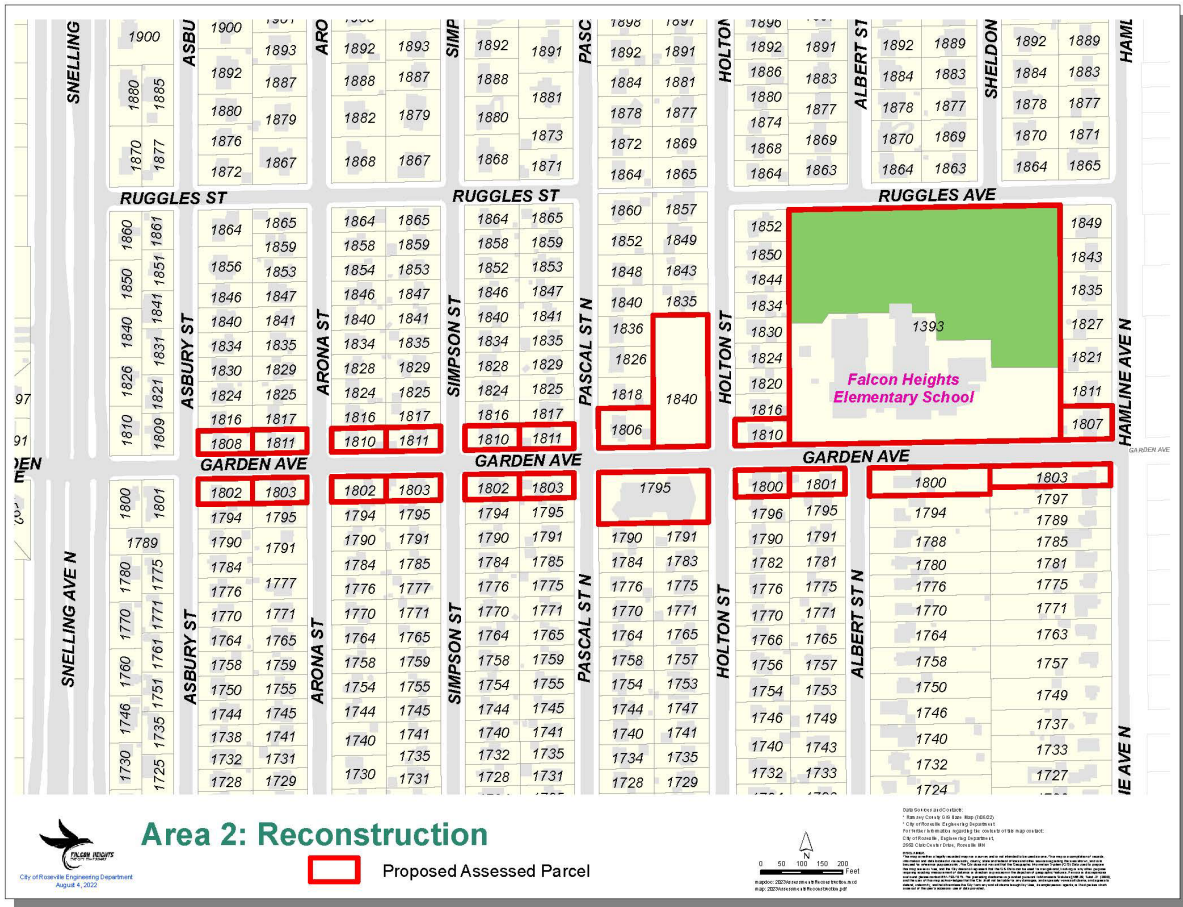
\$ 168,046.80

\$ 171,243.12

Note: Parcel depth is capped at 176 feet, applies to 1800 Albert St. and 1803 Hamline Ave.

APPENDIX 6: DRAFT ASSESSMENT MAPS





APPENDIX 7: GEOTECHNICAL REPORT

[ON FOLLOWING PAGES]

Geotechnical Evaluation Report

Falcon Heights 2023 Pavement Management
Falcon Heights, Minnesota

Prepared for

City of Falcon Heights

Professional Certification:

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota.

Richard S. Jett, PE
Project Engineer
License Number: 58781
June 13, 2022

Project B2203417

Braun Intertec Corporation

June 13, 2022

Project B2203417

Stephanie Smith, PE
City of Falcon Heights
2077 Larpenteur Avenue West
Falcon Heights, MN 55113

Re: Geotechnical Evaluation Report
Falcon Heights 2023 Pavement Management
Falcon Heights, Minnesota

Dear Ms. Smith:

We are pleased to present this Geotechnical Evaluation Report for the above-referenced project. The following report provides the results of our evaluation and should be read in its entirety.

Thank you for making Braun Intertec your geotechnical consultant for this project. If you have questions about this report, or if there are other services that we can provide in support of our work to date, please contact Richard Jett at 815.545.7059 (rjett@braunintertec.com) or Josh Kirk at 507.514.1348 (jkirk@braunintertec.com)

Sincerely,

BRAUN INTERTEC CORPORATION

Richard S. Jett, PE
Project Engineer

Joshua L. Kirk, PE
Account Leader, Senior Engineer

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Appendix

Soil Boring Location Sketch
Log of Boring Sheets ST-1 through ST-11
Pavement Core Photographs
Descriptive Terminology of Soil

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A. Introduction

A.1. Project Description

This Geotechnical Evaluation Report addresses the planned improvements to select roadways located in Falcon Heights, Minnesota. Tables 1 and 2 below provide a summary of project details.

Table 1. Falcon Woods Area (Borings ST-1 through ST-7)

Aspect	Description
Streets Included	Autumn Street, Summer Street, Prior Avenue, Moore Street, Howell Street, and Garden Avenue.
Pavement Type	Bituminous pavement with aggregate base layer
Assumed Average Annual Daily Traffic (AADT)*	600 or less
Estimated ESAL's	230,000*

*Assumed value over a 20-year period.

Table 2. Garden Avenue Area (ST-8 through ST-11)

Aspect	Description
Streets Included	Garden Avenue from Hamline Avenue to Snelling Avenue
Pavement Type	Bituminous pavement with aggregate base layer
Assumed Average Annual Daily Traffic (AADT)*	1000
Estimated ESAL's	380,000*

*Assumed value over a 20-year period.

The figure below shows an illustration outlining where pavement improvements are planned.

Figure 1. Street Improvement Layout

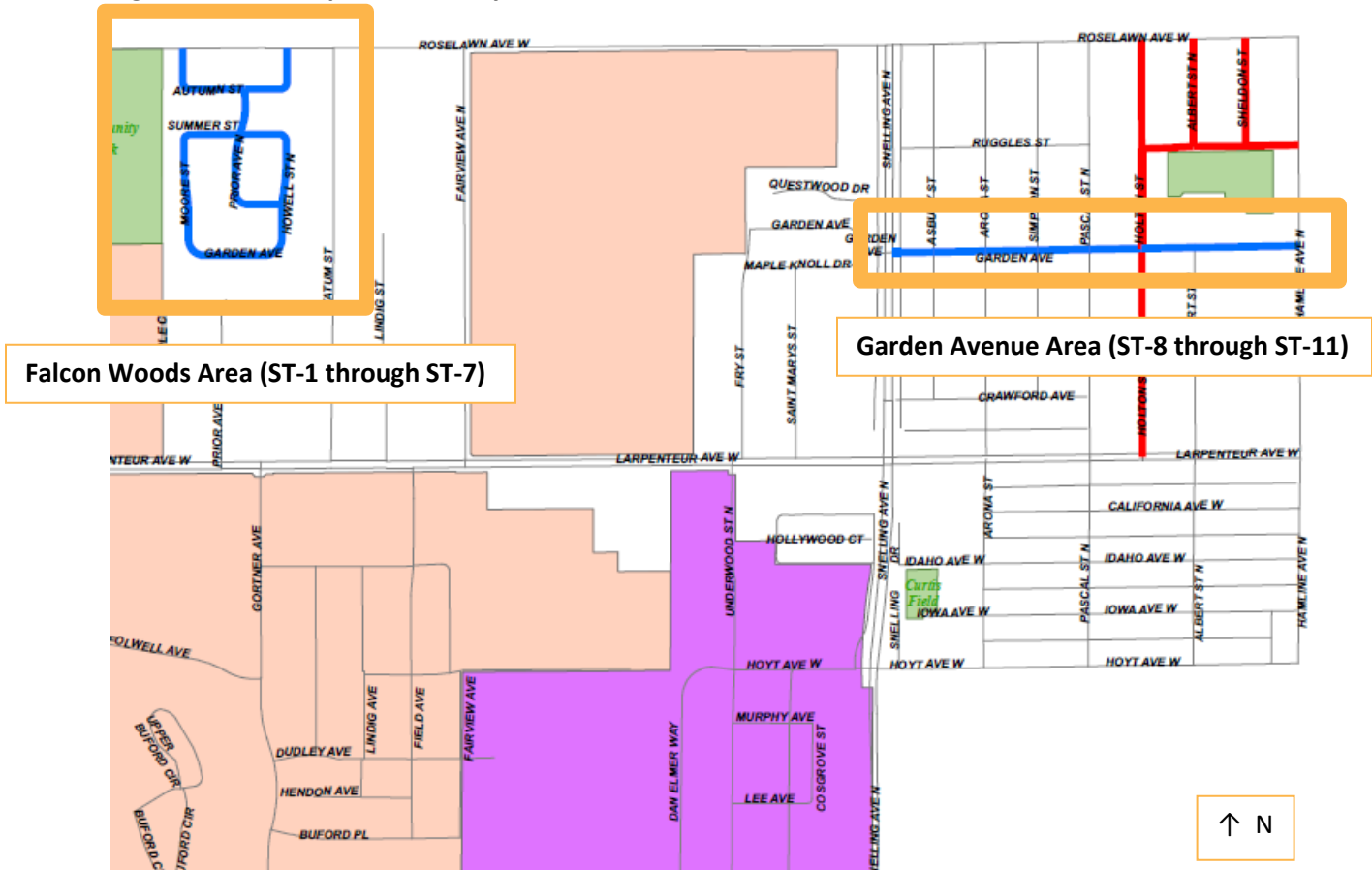


Figure furnished by the City of Roseville and dated March 8, 2022.

A.2. Current Roadway Designations

Garden Avenue, between Hamline Avenue and Snelling Avenue, is classified as an urban minor collector with an Average Annual Daily Traffic (AADT) ranging from 600 to 1000. The Falcon Woods neighborhood roadways, including Autumn Street, Summer Street, Prior Avenue, Moore Steet, Howell Street, and Garden Avenue (from Moore Street to Howell Street) are classified as residential roadways with an AADT of less than 600.

A.3. Purpose

The purpose of our geotechnical evaluation was to core the existing pavement, characterize the subsurface soil conditions at selected exploration locations, evaluate their impact on the project, and provide geotechnical recommendations for use in the design and rehabilitation of the selected roadways.

A.4. Background Information and Reference Documents

We reviewed the following information:

- Proposed 2023 Pavement Management Map, furnished by the City of Roseville and dated March 8, 2022.

In addition to the provided source, we have used several publicly available sources of information including topography maps obtained from the Minnesota Department of Natural Resources (MnTOPO website) and Google Earth aerial photographs.

We have described our understanding of the proposed construction and site to the extent others reported it to us. Depending on the extent of available information, we may have made assumptions based on our experience with similar projects. If we have not correctly recorded or interpreted the project details, the project team should notify us. New or changed information could require additional evaluation, analyses and/or recommendations.

A.5. Scope of Services

We performed our scope of services for the project in accordance with our Proposal for a Geotechnical Evaluation (QTB156087) dated April 4, 2022. The following list describes the geotechnical tasks completed in accordance with our authorized scope of services.

- Reviewing the background information and reference documents previously cited.
- Staking and coordinating clearing the exploration location of underground utilities. The City of Falcon Heights selected and we staked/marked the new exploration locations in the field. We acquired the surface elevations and locations with GPS technology using the State of Minnesota's permanent GPS base station network. The Soil Boring Location Sketch included in the Appendix shows the approximate locations of the borings.

- Performing 11 standard penetration test (SPT) borings, denoted as ST-1 through ST-11, to nominal depths of 5 feet below grade across the site.
- Core the pavement at each boring location for a total of eleven pavement cores.
- Performing laboratory testing on select samples to aid in soil classification and engineering analysis.
- Preparing this report containing a boring location sketch, logs of soil borings, a summary of the soils encountered, results of laboratory tests, and recommendations for reconstruction/rehabilitation of the existing roadways and pavement design thicknesses.

Our scope of services did not include environmental services or testing and our geotechnical personnel performing this evaluation are not trained to provide environmental services or testing. We can provide environmental services or testing at your request.

B. Results

B.1. Geologic Overview

We based the geologic origins used in this report on the soil types, laboratory testing, and available common knowledge of the geological history of the site. Because of the complex depositional history, geologic origins can be difficult to ascertain. We did not perform a detailed investigation of the geologic history for the site.

B.2. Visual Field Observations

We performed a site visit to visually observe the conditions of the existing pavements across both project areas following completion of the field work and laboratory testing. Visual observations, in combination with the results of the geotechnical evaluation, can offer additional insight into the subgrade conditions in areas where soil borings were not completed. In addition, these visual observations of the existing pavements can help determine the practicality of different rehabilitation options and how the previous pavement section has held up since its previous improvements.

In the Falcon Woods area (Borings ST-1 through ST-7), significant surface distress in the form of surface cracks and some raveling was observed throughout the entire project area. In general, minimal amounts of potholes and rutting were observed with localized areas exhibiting more distress, specifically rutting along Summer Street between Prior Avenue and Howell Street and potholes near the intersection of Howell Street and Prior Avenue. The roadways showed previous signs of maintenance, including bituminous patches and sealed surface cracks.

The Garden Avenue project area (ST-8 through ST-11) showed significant signs of distress in the form of surface cracks and raveling with occasional potholes throughout. Rutting was observed throughout the project area but was more heavily concentrated on the western half of Garden Avenue. The roadway showed previous signs of maintenance, including bituminous patches and sealed surface cracks. The adjacent curb and gutter also showed signs of distress in the form of settlement.

B.3. Existing Pavement Sections

Table 3 below outlines the existing pavement section thicknesses that were encountered during our geotechnical exploration.

Table 3. Existing Pavement Section Profile

Boring Location	In Place Measured Bituminous Pavement Thickness (in)	In-Place Measured Apparent Aggregate Base Thickness (in)
ST-1	3 1/2	5
ST-2	3 1/2	7
ST-3	4	5
ST-4	4 1/2	5
ST-5	3	5 1/2
ST-6	3	5 1/2
ST-7	4	4
ST-8	4	4
ST-9	4 1/2	7
ST-10	4	6
ST-11	7	5

We did not perform gradation analysis on the apparent aggregate base material encountered as part of the pavement section, in accordance with our scope of work. Therefore, we cannot conclusively determine if the encountered material satisfies a particular specification.

B.4. Boring Results

Tables 4 and 5 provides a summary of the soil boring results in the general order we encountered the strata. Please refer to the Log of Boring sheets in the Appendix for additional details. The Descriptive Terminology sheets in the Appendix include definitions of abbreviations used in Tables 4 and 5.

Table 4. Subsurface Profile Summary – Falcon Woods Area (Borings ST-1 through ST-7)

Strata	Soil Type - ASTM Classification	N values Blows Per Foot (BPF)	Commentary and Details
Pavement section	N/A	N/A	<ul style="list-style-type: none"> ▪ Observed bituminous pavement thicknesses ranged from 3 to 4 inches. ▪ Apparent aggregate base thicknesses ranged from 4 to 7 inches. ▪ Total pavement section thicknesses ranged from 8 to 10 1/2 inches.
Fill	SM, SP-SM, SC	7 to 40 BPF	<ul style="list-style-type: none"> ▪ Observed below the pavement sections and extended to the termination depths of the borings. ▪ Consisted of sandy soils at our exploration locations. ▪ Moisture conditions were generally moist. ▪ Seams of clay soils were encountered in Borings ST-2, ST-5, and ST-7. ▪ Highly variable, soils intermixed. ▪ Existing fill contained variable amounts of debris, including concrete and bituminous.

Is "debris" referring to the trace amounts of gravel noted in the boring logs?

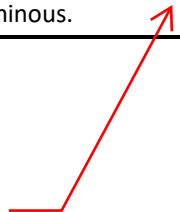


Table 5. Subsurface Profile Summary – Garden Avenue Area (ST-8 through St-11)

Strata	Soil Type - ASTM Classification	N values Blows Per Foot (BPF)	Commentary and Details
Pavement section	N/A	N/A	<ul style="list-style-type: none"> ▪ Observed bituminous pavement thicknesses ranged from 4 to 7 inches. ▪ Apparent aggregate base thicknesses ranged from 4 to 7 inches. ▪ Total pavement section thicknesses ranged from 8 to 12 inches. ▪ The thicker bituminous pavement encountered at Boring ST-11 is likely due to a boring being completed within a previously patched pothole.
Fill	SM, SP-SM	9 to 50 BPF	<ul style="list-style-type: none"> ▪ Observed below the pavement sections and extended to the termination depths of the borings. ▪ Fill consisted of sandy soils. ▪ Moisture conditions were generally moist. ▪ Slightly organic fill soils were encountered in boring ST-11 at a depth ranging from approximately 2 to 4 feet below existing grade. ▪ Existing fill contained variable amounts of debris, including concrete debris.

For simplicity in this report, we define existing fill to mean existing, uncontrolled, or undocumented fill.

B.5. Groundwater

We did not observe groundwater while advancing our borings. Therefore, it appears that groundwater is below the depths explored. Project planning should anticipate seasonal and annual fluctuations of groundwater. Should a more accurate determination of groundwater be needed, we recommend the completion of additional soil borings and the installation of piezometers.

B.6. Laboratory Test Results

The boring logs show the results of the laboratory testing we performed next to the tested sample depth.

The moisture content of select fill soil samples ranged from 3 to 14 percent moisture by weight. Sieve analysis tests (passing the No. 200 sieve only) performed on select fill soil samples indicated between 5 to 44 percent particles passing the No. 200 sieve by weight. Organic content tests performed on select

samples indicated between 1 to 2 percent organic material, by weight. These percentages classify the material as non- to slightly organic.

C. Recommendations

C.1. Design and Construction Discussion

C.1.a. Understanding of Project Scope

Based on the provided request for proposal dated March 28, 2022, we understand that the City of Falcon Heights is considering cost efficient improvements to the project areas consisting of pavement rehabilitation options and possible reconstruction should the conditions warrant. We assume there will likely not be any utility improvements or large-scale subgrade improvements planned during these improvement projects. We expect that pavement rehabilitation options will be the first choice of the City of Falcon Heights.

City anticipated full reconstruction of both areas. Watermain replacement is planned on Garden Ave, Autumn St and Prior Ave (from Summer St to Autumn St)

C.1.b. General Pavement Conditions

Generally, pavement distress observed throughout the project site appears to be in the form of alligator cracking, some potholes, etc. Some rutting was observed in the Falcon Woods neighborhood but on a relatively minor scale. More significant rutting was observed in the Garden Avenue area. Both project areas showed previous signs of maintenance, including bituminous patches and sealed surface cracks.

C.1.c. Observations of Subgrade Soils

Subgrade soils in the Falcon Woods project area generally consisted of sandy fill subgrade soils with some zones of clay-based soils observed. The Garden Avenue project area generally contained sandy subgrade fill soils. Some debris, including concrete and bituminous, was encountered across both project areas. Based on the soil boring samples, the subgrade soils contain minimal organic material within the explored depths.

C.1.d. Pavement Improvement Options

Several options are available for pavement improvement. One option available is full reconstruction, which includes full removal of the existing pavement section, preparation of the subgrade soils (as needed), and placement of a new pavement section. Other options available include Full-Depth Reclamation (FDR), or mill and overlay techniques, which utilize the reuse of the existing pavement to reconstruct a new pavement section. These approaches do not include full removal of the existing pavement section and limits the opportunity to observe and improve the subgrade soils.

While the latter two approaches tend to be more economical, there is a small risk that unforeseen deficiencies in the existing subgrade may lead to future pavement impacts. If subgrade performance is expected to be an issue in the future, rehabilitation options may not be practical or economical to perform and will likely not provide the highest quality pavement over the long term.

If observation of the existing subgrade soils are a priority, we recommend reconstruction of the existing pavement section. This option would provide the highest quality pavement over the longest possible service life but is typically more expensive than other rehabilitation options. We would recommend the existing bituminous pavement and aggregate base layers be removed, the existing subgrade recompacted and minor soil corrections performed as needed, and a new pavement section, including bituminous and aggregate base, be placed.

C.2. Pavement Improvement Recommendations

The following sections provide our recommendations for each of the proposed improvement areas discussed in the RFP. In addition to our recommended approach, we understand there may be cost implications to the city. We encourage the city to investigate multiple approaches to improving the pavements, while understanding that each approach has a slightly different life cycle and subsequent maintenance cycle. While one approach may be the most cost-effective in the short term, the maintenance program may be more involved and have higher cost in the future.

C.2.a. Pavement Improvement Approach – Falcon Woods Area (ST-1 through ST-7)

Based on the results of our exploration, it appears that the existing pavement has reached the end of its lifespan. Based on the type of distress noted in the pavements, and the results of our subsurface exploration, it appears that the existing subgrade is generally sandy in nature and does not appear to be in need of major improvement. Therefore, pavement improvement techniques such as a mill and overlay, or a full-depth reclamation are feasible options. As noted previously, these techniques do not allow for observations of the underlying subgrade soils and improvements to the subgrade. The design team should analyze the cost and practicality associated with each option and choose the option that will best suit the budget, schedule, lifespan, and performance standards for the project. These options will often require more frequent maintenance compared with a full pavement reconstruction but are typically more cost effective during construction.

To perform an FDR of the existing pavements, the full thickness of the existing asphalt is pulverized and blended with a portion of the existing apparent aggregate base to form a new base layer for future asphalt placement. We recommend leaving a nominal section of the existing aggregate base layer in place so the underlying subgrade soils are not incorporated into the reclaimed material. The table below

provides recommended reclamation depths based on the borings performed. Note that pavement section thicknesses are likely to vary, so the contractor should be observing their reclamation during construction and making any necessary adjustments.

Table 6. Anticipated reclamation depths for FDR

Boring	Anticipated Depth (inches)
ST-1	6
ST-2	8
ST-3	7
ST-4	7
ST-5	6
ST-6	6
ST-7	6

We recommend that a minimum of 2 inches of aggregate base is left into place during reclamation operations. The contractor should make efforts to not reclaim the entire existing pavement section and disturb the underlying subgrade soils during reclamation operations.

FDR is typically more cost efficient to perform as compared to full reconstruction and will eliminate the existing near-surface distresses. We recommend a proofroll is performed once the reclaimed material is at pavement elevations. If areas of unsuitable soils are encountered, it may be difficult, but achievable to perform soil corrections; however the contractor will need to remove and store the reclaimed material to perform any subgrade corrections.

C.2.b. Pavement Improvement Approach – Garden Avenue Area (ST-8 through ST-11)

Based on the results of our exploration, it appears that the existing pavement has reached the end of its lifespan. Due to the visually observed rutting that is occurring and the higher traffic volumes associated with Garden Avenue, it appears there may be subgrade-related issues contributing the distress observed the pavements. As such, we recommend a complete reconstruction of Garden Avenue, which will provide the highest quality pavement and improve the subgrade conditions simultaneously. We recommend the existing bituminous pavement and aggregate be removed, the existing subgrade recompacted, and a new pavement section, including bituminous and aggregate base, be placed.

C.3. Site Grading and Excavations

This section outlines site grading recommendations for the full pavement reconstruction option as outlined in Section C.2.b. Included are recommendations for engineered fill soil types and classification, as well as compaction recommendations for both engineered fill soils and aggregate base material.

C.3.a. Engineered Fill Materials and Compaction

Table 7 below contains our recommendations for engineered fill materials.

Table 7. Engineered Fill Materials

Locations To Be Used	Engineered Fill Classification	Possible Soil Type Descriptions	Gradation	Additional Requirements
<ul style="list-style-type: none"> ▪ Pavement areas 	<ul style="list-style-type: none"> ▪ Pavement fill 	SP, SP-SM, SM	100% passing 3-inch sieve <30% passing No. 200 sieve	< 2% Organic Content (OC) Plasticity index (PI) < 15% Debris Free
<ul style="list-style-type: none"> ▪ Drainage layer Non-frost-susceptible 	<ul style="list-style-type: none"> ▪ Free-draining ▪ Non-frost-susceptible fill ▪ MnDOT select granular 	SP, SP-SM, SW	100% passing 1-inch sieve < 12% passing #200 sieve	See MnDOT 3149.2.B.2

* More select soils comprised of coarse sands with < 5% passing #200 sieve may be needed to accommodate work occurring in periods of wet or freezing weather.

We recommend spreading engineered fill in loose lifts of approximately 12 inches thick. We recommend compacting engineered fill in accordance with the criteria presented below in Table 8. The project documents should specify relative compaction of engineered fill.

Table 8. Compaction Recommendations Summary - Soil

Reference	Relative Compaction, percent (ASTM D698 – Standard Proctor)	Moisture Content Variance from Optimum, percentage points	
		Granular Soils (SP, SP-SM)	Silty Sand Soils (SM)
Within 3 feet of pavement subgrade	100	*	-2 to +1
More than 3 feet below pavement subgrade	95	*	-1 to +3

*The minimum moisture content should be no less than 5 percent and no more than 3 percentage points over optimum.

Table 9. Compaction Recommendations Summary – Aggregate Base

Material	Relative Compaction, percent (ASTM D698 – Standard Proctor)
Aggregate Base	100

The project documents should not allow the contractor to use frozen material as engineered fill or to place engineered fill on frozen material.

We recommend performing density tests in engineered fill to evaluate if the contractors are effectively compacting the soil and meeting project requirements.

C.4. Pavements

C.4.a. Pavement Subgrade Preparation – Full Reconstruction

We recommend the following steps for pavement subgrade preparation, understanding the site will have a grade change of 1 foot or less. Note that project planning may need to require additional subcuts to limit frost heave.

1. Strip unsuitable soils consisting of existing pavements, organic soils, debris-laden soils, existing structures (if encountered), and other unsuitable soils from the area within 3 feet of the surface of the proposed pavement grade.
2. Have a geotechnical representative observe the excavated subgrade to evaluate if additional subgrade improvements are necessary. Based on the results of the borings, the contractor should anticipate that soil correction excavations of the existing fill may be needed to provide a stable subgrade. Where needed, subcuts on the order of 2 to 3 feet should be sufficient in pavement areas at this site.
3. Slope subgrade soils to allow the removal of accumulating water.
4. Scarify, moisture condition, and surface compact the subgrade.
5. Place pavement engineered fill to grade and compact in accordance with Section C.3.d. to bottom of pavement and exterior slab section. See Section C.3.e. for additional considerations related to frost heave.
6. Proofroll the pavement or exterior slab subgrade as described in Section C.2.d.

C.4.b. Proofroll Observations

After preparing the subgrade as described in C.3.a for the Garden Avenue Area prior to placing the aggregate base, and after preparing the reclaimed material in the Falcon Woods areas, we recommend proofrolling the soils with a fully loaded tandem-axle truck. We also recommend having a geotechnical representative observe the proofroll. Areas that fail the proofroll likely indicate soft or weak areas that will require additional soil correction work to support pavements.

The contractor should correct areas that display excessive yielding or rutting during the proofroll, as determined by the geotechnical representative. Possible options for subgrade correction include moisture conditioning and recompaction, subcutting and replacement with soil or crushed aggregate, and/or geotextiles. We recommend performing a second proofroll after the aggregate base material is in place, and prior to placing bituminous pavements

C.4.c. Design Sections

Our scope of services for this project did not include laboratory tests on subgrade soils to determine an R-value for pavement design. Based on our experience with similar soils anticipated at the pavement subgrade elevation, we recommend pavement design assume an average R-Value of 20 for both project sites. Note the contractor may need to perform limited removal of unsuitable or less suitable soils to achieve this value. Tables 10 and 11 provides minimum recommended pavement sections, based on the soils support and traffic loads. We understand that the City of Falcon Heights requires all residential roadways to be designed, at a minimum, as a 7-ton roadway.

Table 10. Recommended Minimum Bituminous Pavement Sections – Falcon Woods Area (ST-1 through ST-7)

Use	7-ton roadway	7-ton roadway with sand subbase
Minimum asphalt thickness (inches)	3 1/2	3 1/2
Minimum aggregate base thickness (inches)	8	6
Minimum granular subbase	---	12

Why are there two columns in Table 10 and 11?
 Table 4 called out sand subbase

Table 11. Recommended Minimum Bituminous Pavement Sections - Garden Avenue (ST-8 through ST-11)

Use	7-ton roadway	7-ton roadway with sand subbase
Minimum asphalt thickness (inches)	4	4
Minimum aggregate base thickness (inches)	8	6
Minimum granular subbase	---	12

C.4.d. Bituminous Pavement Materials

Appropriate mix designs are critical to the performance of flexible pavements. We can provide recommendations for pavement material selection during final pavement design.

C.4.e. Subgrade Drainage

We recommend installing perforated drainpipes throughout pavement areas at low points, around catch basins, and behind curb in landscaped areas. We also recommend installing drainpipes along pavement where exterior grades promote drainage toward those edge areas. The contractor should place drainpipes in small trenches, extended below the aggregate base material. The draitile systems should be tied to the existing storm sewer system for disposal of water runoff.

C.4.f. Performance and Maintenance

We based the above pavement designs on a 20-year performance life for pavements. This is the amount of time before we anticipate the pavement will require reconstruction. This performance life assumes routine maintenance, such as seal coating and crack sealing. The actual pavement life will vary depending on variations in weather, traffic conditions, and maintenance.

Many conditions affect the overall performance of the exterior slabs and pavements. Some of these conditions include the environment, loading conditions and the level of ongoing maintenance. With regard to bituminous pavements in particular, it is common to have thermal cracking develop within the first few years of placement, and continue throughout the life of the pavement. We recommend developing a regular maintenance plan for filling cracks in exterior slabs and pavements to lessen the potential impacts for cold weather distress due to frost heave or warm weather distress due to wetting and softening of the subgrade.

D. Procedures

D.1. Penetration Test Borings

We drilled the penetration test borings with a truck-mounted core and auger drill equipped with hollow-stem auger. We performed the borings in general accordance with ASTM D6151 taking penetration test samples at 2 1/2- or 5-foot intervals in general accordance with ASTM D1586. The boring logs show the actual sample intervals and corresponding depths. Pavement cores were also collected near each boring location.

We sealed penetration test boreholes in general accordance with MDH procedures.

D.2. Exploration Logs

D.2.a. Log of Boring Sheets

The Appendix includes Log of Boring sheets for our penetration test borings. The logs identify and describe the penetrated geologic materials, and present the results of penetration resistance and other in-situ tests performed. The logs also present the results of laboratory tests performed on penetration test samples and groundwater measurements.

We inferred strata boundaries from changes in the penetration test samples and the auger cuttings. Because we did not perform continuous sampling, the strata boundary depths are only approximate. The boundary depths likely vary away from the boring locations, and the boundaries themselves may occur as gradual rather than abrupt transitions.

D.2.b. Geologic Origins

We assigned geologic origins to the materials shown on the logs and referenced within this report, based on: (1) a review of the background information and reference documents cited above, (2) visual classification of the various geologic material samples retrieved during the course of our subsurface exploration, (3) penetration resistance testing performed for the project, (4) laboratory test results, and (5) available common knowledge of the geologic processes and environments that have impacted the site and surrounding area in the past.

D.3. Material Classification and Testing

D.3.a. Visual and Manual Classification

We visually and manually classified the geologic materials encountered based on ASTM D2488. When we performed laboratory classification tests, we used the results to classify the geologic materials in accordance with ASTM D2487. The Appendix includes a chart explaining the classification system we used.

D.3.b. Laboratory Testing

The exploration logs in the Appendix note the results of the laboratory tests performed on geologic material samples. We performed the tests in general accordance with ASTM procedures.

D.4. Groundwater Measurements

The drillers checked for groundwater while advancing the penetration test borings, and again after auger withdrawal. We then filled the boreholes or allowed them to remain open for an extended period of observation, as noted on the boring logs.

E. Qualifications

E.1. Variations in Subsurface Conditions

E.1.a. Material Strata

We developed our evaluation, analyses and recommendations from a limited amount of site and subsurface information. It is not standard engineering practice to retrieve material samples from exploration locations continuously with depth. Therefore, we must infer strata boundaries and thicknesses to some extent. Strata boundaries may also be gradual transitions, and project planning should expect the strata to vary in depth, elevation and thickness, away from the exploration locations.

Variations in subsurface conditions present between exploration locations may not be revealed until performing additional exploration work, or starting construction. If future activity for this project reveals any such variations, you should notify us so that we may reevaluate our recommendations. Such variations could increase construction costs, and we recommend including a contingency to accommodate them.

E.1.b. Groundwater Levels

We made groundwater measurements under the conditions reported herein and shown on the exploration logs, and interpreted in the text of this report. Note that the observation periods were relatively short, and project planning can expect groundwater levels to fluctuate in response to rainfall, flooding, irrigation, seasonal freezing and thawing, surface drainage modifications and other seasonal and annual factors.

E.2. Continuity of Professional Responsibility

E.2.a. Plan Review

We based this report on a limited amount of information, and we made a number of assumptions to help us develop our recommendations. We should be retained to review the geotechnical aspects of the designs and specifications. This review will allow us to evaluate whether we anticipated the design correctly, if any design changes affect the validity of our recommendations, and if the design and specifications correctly interpret and implement our recommendations.

E.2.b. Construction Observations and Testing

We recommend retaining us to perform the required observations and testing during construction as part of the ongoing geotechnical evaluation. This will allow us to correlate the subsurface conditions exposed during construction with those encountered by the borings and provide professional continuity from the design phase to the construction phase. If we do not perform observations and testing during construction, it becomes the responsibility of others to validate the assumption made during the preparation of this report and to accept the construction-related geotechnical engineer-of-record responsibilities.

E.3. Use of Report

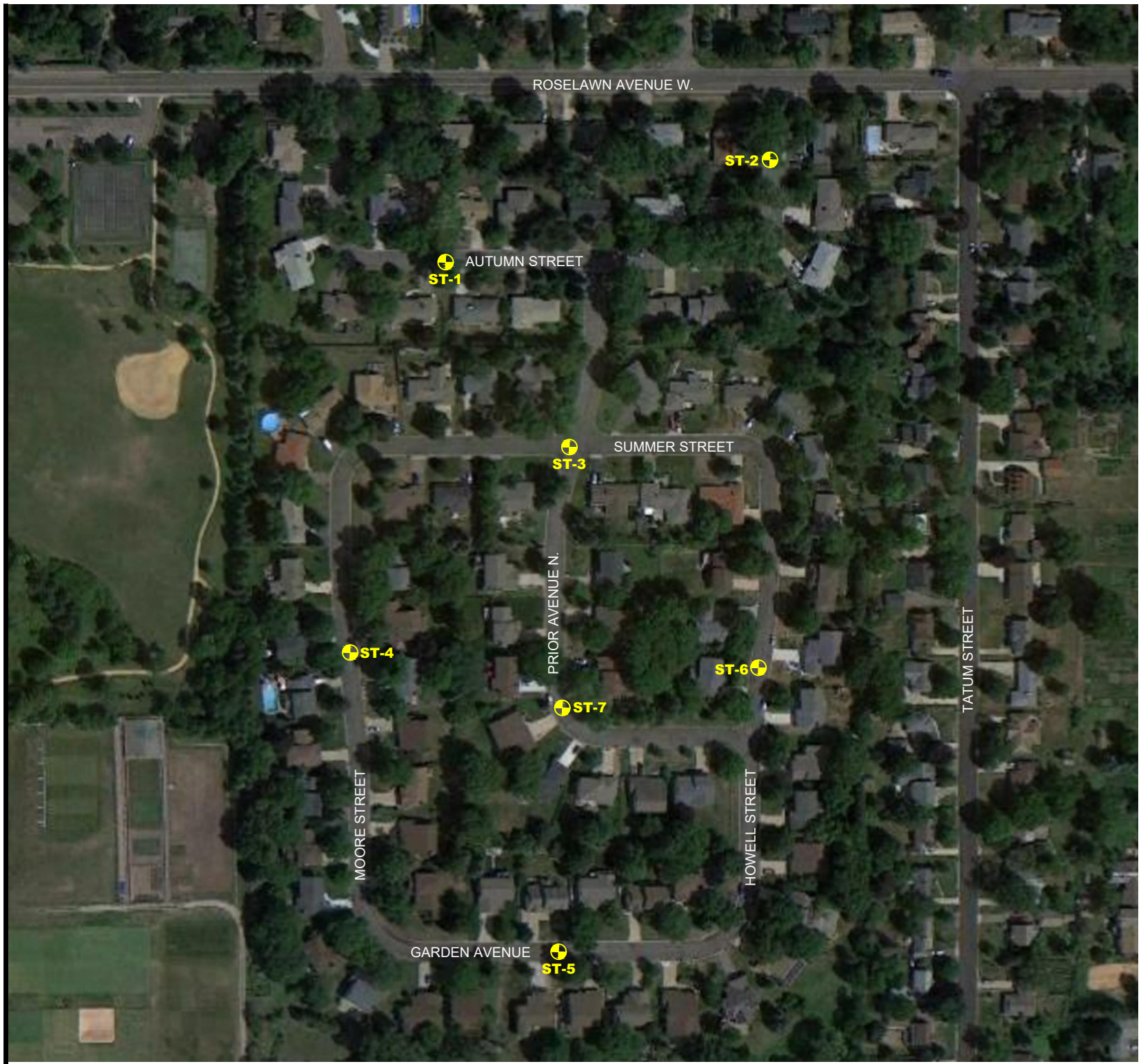
This report is for the exclusive use of the addressed parties. Without written approval, we assume no responsibility to other parties regarding this report. Our evaluation, analyses and recommendations may not be appropriate for other parties or projects.

E.4. Standard of Care

In performing its services, Braun Intertec used that degree of care and skill ordinarily exercised under similar circumstances by reputable members of its profession currently practicing in the same locality. No warranty, express or implied, is made.

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Appendix



FALCON WOODS NEIGHBORHOOD



VICINITY MAP

NOT TO SCALE

 **DENOTES APPROXIMATE LOCATION OF STANDARD PENETRATION TEST BORING**



100' 0 200'

SCALE: 1" = 200'

F:\2022\B2203417\CAD\B2203417.dwg, Geotech, 5/16/2022 4:49:11 AM



GARDEN AVENUE



Drawing Information

Project No:	B2203417
Drawing No:	B2203417
Drawn By:	JAG
Date Drawn:	4/27/22
Checked By:	RSJ
Last Modified:	5/16/22

Project Information

Falcon Heights 2023
Pavement Management

Garden Avenue and
the Falcon Woods
Neighborhood

Falcon Heights,
Minnesota

**Soil Boring
Location Sketch**

See Descriptive Terminology sheet for explanation of abbreviations

Project Number B2203417				BORING: ST-1	
Geotechnical Evaluation				LOCATION: See attached sketch	
Falcon Heights 2023 Pavement Mgmt				NORTHING: 175582 EASTING: 551775	
Garden Avenue				START DATE: 05/06/22 END DATE: 05/06/22	
Falcon Heights, Minnesota				SURFACING: Bituminous WEATHER: Sunny	
DRILLER: C. McClain		LOGGED BY: R. Jett			
SURFACE ELEVATION: 986.9 ft	RIG: 7514	METHOD: 2 1/4" HSA			

Elev./ Depth ft	Water Level	Description of Materials (Soil-ASTM D2488 or 2487; Rock-USACE EM 1110-1-2908)	Sample	Blows (N-Value) Recovery	q _p tsf	MC %	Tests or Remarks
986.1 0.8		PAVEMENT, 3 1/2 inches of bituminous over 5 inches of apparent aggregate base FILL: CLAYEY SAND (SC), trace Gravel, contains concrete debris, brown, moist		11-16-7-6 (23) 16"			
				2-4-3-5 (7) 18"		14	P200=44%
				1-4-4-5 (8) 15"			
980.6 6.3		END OF BORING Boring then backfilled with auger cuttings					Water not observed while drilling.

Project Number B2203417				BORING: ST-2	
Geotechnical Evaluation				LOCATION: See attached sketch	
Falcon Heights 2023 Pavement Mgmt				NORTHING: 175737 EASTING: 552265	
Garden Avenue				START DATE: 05/06/22 END DATE: 05/06/22	
Falcon Heights, Minnesota				SURFACING: Bituminous WEATHER: Sunny	
DRILLER: C. McClain		LOGGED BY: R. Jett			
SURFACE ELEVATION: 982.7 ft	RIG: 7514	METHOD: 2 1/4" HSA			

Elev./ Depth ft	Water Level	Description of Materials (Soil-ASTM D2488 or 2487; Rock-USACE EM 1110-1-2908)	Sample	Blows (N-Value) Recovery	q _p tsf	MC %	Tests or Remarks
981.8		PAVEMENT, 3 1/2 inches of bituminous over 7 inches of apparent aggregate base		13-6-5-2 (11) 17"			
0.9		FILL: SILTY SAND (SM), fine to medium-grained, trace Gravel, contains seams of Clay, dark brown to brown, moist		3-3-4-5 (7) 18"		13	
979.7		FILL: SILTY SAND (SM), fine to medium-grained, trace Gravel, contains seams of Clay, brown, moist		6-5-8-11 (13) 15"			
3.0		<i>Little Gravel at 5 feet</i>	5				
976.4		END OF BORING					Water not observed while drilling.
6.3		Boring then backfilled with auger cuttings					
			10				
			15				

Project Number B2203417				BORING: ST-3	
Geotechnical Evaluation				LOCATION: See attached sketch	
Falcon Heights 2023 Pavement Mgmt				NORTHING: 175303	
Garden Avenue				EASTING: 551962	
Falcon Heights, Minnesota				START DATE: 05/06/22	
DRILLER: C. McClain				LOGGED BY: R. Jett	
SURFACE ELEVATION: 989.0 ft		RIG: 7514	METHOD: 2 1/4" HSA	SURFACING: Bituminous	WEATHER: Sunny

Elev./Depth ft	Water Level	Description of Materials (Soil-ASTM D2488 or 2487; Rock-USACE EM 1110-1-2908)	Sample	Blows (N-Value) Recovery	q _p tsf	MC %	Tests or Remarks
988.2		PAVEMENT, 4 inches of bituminous over 5 inches of apparent aggregate base		6-15-11-8 (26)			
0.8		FILL: POORLY GRADED SAND with SILT (SP-SM), fine to coarse-grained, little Gravel, brown, moist		15"			
987.0		FILL: SILTY SAND (SM), fine to medium-grained, trace Gravel, contains seams of organic, contains bituminous debris, brown, moist		6-4-3-3 (7)		5	OC=1%
2.0				20"			
				3-4-4-5 (8)			
			5	14"			
982.7		END OF BORING					Water not observed while drilling.
6.3		Boring then backfilled with auger cuttings					
			10				
			15				

See Descriptive Terminology sheet for explanation of abbreviations

Project Number B2203417 Geotechnical Evaluation Falcon Heights 2023 Pavement Mgmt Garden Avenue Falcon Heights, Minnesota					BORING: ST-4	
					LOCATION: See attached sketch	
					NORTHING: 174993	EASTING: 551631
DRILLER: C. McClain	LOGGED BY: R. Jett		START DATE: 05/06/22	END DATE: 05/06/22		
SURFACE ELEVATION: 984.9 ft	RIG: 7514	METHOD: 2 1/4" HSA	SURFACING: Bituminous	WEATHER: Sunny		

Elev./ Depth ft	Water Level	Description of Materials (Soil-ASTM D2488 or 2487; Rock-USACE EM 1110-1-2908)	Sample	Blows (N-Value) Recovery	q _p tsf	MC %	Tests or Remarks
984.1	■■■	PAVEMENT, 4 1/2 inches of bituminous over 5 1/2 inches of apparent aggregate base		10-14-8-6 (22) 18"		8	P200=22%
0.8	■■■	FILL: SILTY SAND (SM), fine to coarse-grained, little Gravel, dark brown, moist					
982.9	■■■	FILL: SILTY SAND (SM), fine to medium-grained, trace Gravel, contains bituminous debris, dark brown, moist		10-12-18-18 (30) 6"			
980.9	■■■	FILL: SILTY SAND (SC-SM), fine to medium-grained, trace Gravel, contains seams of Clay, brown, moist	5	12-13-10-10 (23) 22"			
978.6	■■■	END OF BORING					Water not observed while drilling.
6.3	■■■	Boring then backfilled with auger cuttings					
	■■■		10				
	■■■		15				

Project Number B2203417				BORING: ST-5	
Geotechnical Evaluation				LOCATION: See attached sketch	
Falcon Heights 2023 Pavement Mgmt				NORTHING: 174541 EASTING: 551946	
Garden Avenue				START DATE: 05/06/22 END DATE: 05/06/22	
Falcon Heights, Minnesota				SURFACING: Bituminous WEATHER: Sunny	
DRILLER: C. McClain		LOGGED BY: R. Jett			
SURFACE ELEVATION: 984.0 ft	RIG: 7514	METHOD: 2 1/4" HSA			

Elev./ Depth ft	Water Level	Description of Materials (Soil-ASTM D2488 or 2487; Rock-USACE EM 1110-1-2908)	Sample	Blows (N-Value) Recovery	q _p tsf	MC %	Tests or Remarks
983.3		PAVEMENT, 3 inches of bituminous over 5 1/2 inches of apparent aggregate base		7-11-14-8 (25) 19"			
0.7		FILL: SILTY SAND with GRAVEL (SM), fine to medium-grained, brown, moist		14-16-17-22 (33) 16"			
980.0		FILL: SILTY SAND (SM), fine to coarse-grained, trace Gravel, brown, moist	5	7-7-7-10 (14) 20"		6	
977.7		END OF BORING					Water not observed while drilling.
6.3		Boring then backfilled with auger cuttings					
			10				
			15				

See Descriptive Terminology sheet for explanation of abbreviations

Project Number B2203417				BORING: ST-6			
Geotechnical Evaluation				LOCATION: See attached sketch			
Falcon Heights 2023 Pavement Mgmt				NORTHING: 174970 EASTING: 552247			
Garden Avenue				START DATE: 05/06/22 END DATE: 05/06/22			
Falcon Heights, Minnesota				SURFACING: Bituminous WEATHER: Sunny			
DRILLER: C. McClain		LOGGED BY: R. Jett					
SURFACE ELEVATION: 984.2 ft	RIG: 7514	METHOD: 2 1/4" HSA					
Elev./ Depth ft	Water Level	Description of Materials (Soil-ASTM D2488 or 2487; Rock-USACE EM 1110-1-2908)	Sample	Blows (N-Value) Recovery	q _p tsf	MC %	Tests or Remarks
983.5 0.7		PAVEMENT, 3 inches of bituminous over 5 1/2 inches of apparent aggregate base		6-12-21-14 (33) 20"			P200=7%
		FILL: POORLY GRADED SAND with SILT and GRAVEL (SP-SM), fine to coarse-grained, brown, moist		10-26-14-11 (40) 18"		4	
				10-10-8-12 (18) 16"			
978.0 6.2		END OF BORING					Water not observed while drilling.
		Boring then backfilled with auger cuttings					

See Descriptive Terminology sheet for explanation of abbreviations

Project Number B2203417				BORING: ST-7	
Geotechnical Evaluation				LOCATION: See attached sketch	
Falcon Heights 2023 Pavement Mgmt				NORTHING: 174909 EASTING: 551951	
Garden Avenue				START DATE: 05/06/22 END DATE: 05/06/22	
Falcon Heights, Minnesota				SURFACING: Bituminous WEATHER: Sunny	
DRILLER: C. McClain		LOGGED BY: R. Jett			
SURFACE ELEVATION: 986.9 ft	RIG: 7514	METHOD: 2 1/4" HSA			

Elev./Depth ft	Water Level	Description of Materials (Soil-ASTM D2488 or 2487; Rock-USACE EM 1110-1-2908)	Sample	Blows (N-Value) Recovery	q _p tsf	MC %	Tests or Remarks
986.2		PAVEMENT, 4 inches of bituminous over 4 inches of apparent aggregate base		2-10-15-18 (25) 18"			
0.7		FILL: SILTY SAND (SM), fine to coarse-grained, little Gravel, dark brown to brown, moist				5	
984.9		FILL: SILTY SAND with GRAVEL (SM), fine to coarse-grained, brown, moist		38-19-16-16 (35) 14"			
2.0		Clay seams at 4 feet		50-30-8-8 (38) 16"		8	
980.6		END OF BORING					Water not observed while drilling.
6.3		Boring then backfilled with auger cuttings					

Project Number B2203417				BORING: ST-8	
Geotechnical Evaluation				LOCATION: See attached sketch	
Falcon Heights 2023 Pavement Mgmt				NORTHING: 174560 EASTING: 556224	
Garden Avenue				START DATE: 05/06/22 END DATE: 05/06/22	
Falcon Heights, Minnesota				SURFACING: Bituminous WEATHER: Sunny	
DRILLER: C. McClain		LOGGED BY: R. Jett			
SURFACE ELEVATION: 968.4 ft	RIG: 7514	METHOD: 2 1/4" HSA			

Elev./ Depth ft	Water Level	Description of Materials (Soil-ASTM D2488 or 2487; Rock-USACE EM 1110-1-2908)	Sample	Blows (N-Value) Recovery	q _p tsf	MC %	Tests or Remarks
967.7		PAVEMENT, 4 inches of bituminous over 4 inches of apparent aggregate base		10-50 (50) 10"			
0.7		FILL: SILTY SAND (SM), fine to medium-grained, trace Gravel, contains concrete debris, dark brown, moist					
966.4		FILL: SILTY SAND (SM), fine to medium-grained, trace Gravel, brown, moist		10-10-8-12 (18) 20"		5	P200=16%
2.0		FILL: POORLY GRADED SAND with SILT (SP-SM), fine to medium-grained, trace Gravel, contains seams of Silt, light brown, moist		10-9-10-12 (19) 22"			
964.4			5				
4.0							
962.1		END OF BORING					Water not observed while drilling.
6.3		Boring then backfilled with auger cuttings					
			10				
			15				

Project Number B2203417			BORING:		ST-9		
Geotechnical Evaluation			LOCATION: See attached sketch				
Falcon Heights 2023 Pavement Mgmt			NORTHING:		EASTING:		
Garden Avenue			174573		557065		
Falcon Heights, Minnesota			START DATE:		END DATE:		
DRILLER: C. McClain			LOGGED BY: R. Jett		05/06/22 05/06/22		
SURFACE ELEVATION:	RIG:		METHOD:	SURFACING:		WEATHER:	
953.5 ft	7514		2 1/4" HSA	Bituminous		Sunny	
Elev./ Depth ft	Water Level	Description of Materials (Soil-ASTM D2488 or 2487; Rock-USACE EM 1110-1-2908)	Sample	Blows (N-Value) Recovery	q _p tsf	MC %	Tests or Remarks
952.5		PAVEMENT, 4 1/2 inches of bituminous over 7 inches of apparent aggregate base		23-34-14-3 (48) 18"			P200=5%
1.0		FILL: SILTY SAND (SM), fine to coarse-grained, little Gravel, brown, moist <i>Concrete debris at 2 feet</i>		10-16-23-17 (39) 20"			
949.5		FILL: POORLY GRADED SAND (SP), fine to coarse-grained, trace Gravel, brown, moist		5-6-5-5 (11) 18"		3	
4.0			5				
947.2		END OF BORING					Water not observed while drilling.
6.3		Boring then backfilled with auger cuttings					

Project Number B2203417				BORING: ST-10	
Geotechnical Evaluation				LOCATION: See attached sketch	
Falcon Heights 2023 Pavement Mgmt				NORTHING: 174585 EASTING: 557813	
Garden Avenue				START DATE: 05/06/22 END DATE: 05/06/22	
Falcon Heights, Minnesota				SURFACING: Bituminous WEATHER: Sunny	
DRILLER: C. McClain		LOGGED BY: R. Jett			
SURFACE ELEVATION: 948.7 ft	RIG: 7514	METHOD: 2 1/4" HSA			

Elev./ Depth ft	Water Level	Description of Materials (Soil-ASTM D2488 or 2487; Rock-USACE EM 1110-1-2908)	Sample	Blows (N-Value) Recovery	q _p tsf	MC %	Tests or Remarks
947.9		PAVEMENT, 4 inches of bituminous over 6 inches of apparent aggregate base		11-11-9-5 (20) 16"			
0.8		FILL: POORLY GRADED SAND with SILT (SP-SM), fine to coarse-grained, trace Gravel, contains seams of Clay, light brown, moist		8-9-7-9 (16) 18"		6	
944.7		FILL: POORLY GRADED SAND (SP), fine to coarse-grained, trace Gravel, light brown, moist	5	5-5-5-7 (10) 20"			
942.4		END OF BORING					Water not observed while drilling.
6.3		Boring then backfilled with auger cuttings					
			10				
			15				

See Descriptive Terminology sheet for explanation of abbreviations

Project Number B2203417				BORING: ST-11	
Geotechnical Evaluation				LOCATION: See attached sketch	
Falcon Heights 2023 Pavement Mgmt				NORTHING: 174599 EASTING: 558567	
Garden Avenue				START DATE: 05/06/22 END DATE: 05/06/22	
Falcon Heights, Minnesota				SURFACING: Bituminous WEATHER: Sunny	
DRILLER: C. McClain		LOGGED BY: R. Jett			
SURFACE ELEVATION: 943.8 ft		RIG: 7514		METHOD: 2 1/4" HSA	

Elev./Depth ft	Water Level	Description of Materials (Soil-ASTM D2488 or 2487; Rock-USACE EM 1110-1-2908)	Sample	Blows (N-Value) Recovery	q _p tsf	MC %	Tests or Remarks
942.8		PAVEMENT, 7 inches of bituminous over 5 inches of apparent aggregate base		2-18-10-6 (28) 16"			
1.0		FILL: SILTY SAND (SM), fine to coarse-grained, slightly organic, trace Gravel, bituminous, brown to dark brown, moist		5-5-4-10 (9) 20"		8	OC=2%
939.8		FILL: POORLY GRADED SAND with SILT (SP-SM), fine to medium-grained, trace Gravel, contains seams of Silt, light brown, moist	5	5-6-5-6 (11) 22"		7	P200=9%
937.4		END OF BORING					Water not observed while drilling.
6.4		Boring then backfilled with auger cuttings					



<p>BRAUN INTERTEC</p>	<p>Falcon Heights 2023 Pavement Management</p>	<p>Core Photo Log</p>
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ST-8



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ST-9



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Criteria for Assigning Group Symbols and Group Names Using Laboratory Tests ^A			Soil Classification		
			Group Symbol	Group Name ^B	
Coarse-grained Soils (more than 50% retained on No. 200 sieve)	Gravels (More than 50% of coarse fraction retained on No. 4 sieve)	Clean Gravels (Less than 5% fines ^C)	$C_u \geq 4$ and $1 \leq C_c \leq 3^D$	GW	Well-graded gravel ^E
		Gravels with Fines (More than 12% fines ^C)	$C_u < 4$ and/or ($C_c < 1$ or $C_c > 3^D$)	GP	Poorly graded gravel ^E
			Fines classify as ML or MH	GM	Silty gravel ^{EFG}
		Sands (50% or more coarse fraction passes No. 4 sieve)	Clean Sands (Less than 5% fines ^H)	$C_u \geq 6$ and $1 \leq C_c \leq 3^D$	SW
	Sands with Fines (More than 12% fines ^H)		$C_u < 6$ and/or ($C_c < 1$ or $C_c > 3^D$)	SP	Poorly graded sand ^I
			Fines classify as ML or MH	SM	Silty sand ^{FGI}
	Fines classify as CL or CH		SC	Clayey sand ^{FGI}	
	Fine-grained Soils (50% or more passes the No. 200 sieve)	Silts and Clays (Liquid limit less than 50)	Inorganic	PI > 7 and plots on or above "A" line ^J	CL
PI < 4 or plots below "A" line ^J				ML	Silt ^{KLM}
Organic			Liquid Limit – oven dried	OH	Organic clay ^{KLMN}
			Liquid Limit – not dried < 0.75		
Silts and Clays (Liquid limit 50 or more)		Inorganic	PI plots on or above "A" line	CH	Fat clay ^{KLM}
			PI plots below "A" line	MH	Elastic silt ^{KLM}
		Organic	Liquid Limit – oven dried	OH	Organic clay ^{KLMN}
			Liquid Limit – not dried < 0.75		
Highly Organic Soils	Primarily organic matter, dark in color, and organic odor		PT	Peat	

Particle Size Identification

- Boulders..... over 12"
- Cobbles..... 3" to 12"
- Gravel
 - Coarse..... 3/4" to 3" (19.00 mm to 75.00 mm)
 - Fine..... No. 4 to 3/4" (4.75 mm to 19.00 mm)
- Sand
 - Coarse..... No. 10 to No. 4 (2.00 mm to 4.75 mm)
 - Medium..... No. 40 to No. 10 (0.425 mm to 2.00 mm)
 - Fine..... No. 200 to No. 40 (0.075 mm to 0.425 mm)
- Silt..... No. 200 (0.075 mm) to .005 mm
- Clay..... < .005 mm

Relative Proportions^{L-M}

- trace..... 0 to 5%
- little..... 6 to 14%
- with..... ≥ 15%

Inclusion Thicknesses

- lens..... 0 to 1/8"
- seam..... 1/8" to 1"
- layer..... over 1"

Apparent Relative Density of Cohesionless Soils

- Very loose 0 to 4 BPF
- Loose 5 to 10 BPF
- Medium dense..... 11 to 30 BPF
- Dense..... 31 to 50 BPF
- Very dense..... over 50 BPF

Consistency of Cohesive Soils **Blows Per Foot** **Approximate Unconfined Compressive Strength**

- Very soft..... 0 to 1 BPF..... < 0.25 tsf
- Soft..... 2 to 4 BPF..... 0.25 to 0.5 tsf
- Medium..... 5 to 8 BPF..... 0.5 to 1 tsf
- Stiff..... 9 to 15 BPF..... 1 to 2 tsf
- Very Stiff..... 16 to 30 BPF..... 2 to 4 tsf
- Hard..... over 30 BPF..... > 4 tsf

Moisture Content:

- Dry:** Absence of moisture, dusty, dry to the touch.
- Moist:** Damp but no visible water.
- Wet:** Visible free water, usually soil is below water table.

Drilling Notes:

Blows/N-value: Blows indicate the driving resistance recorded for each 6-inch interval. The reported N-value is the blows per foot recorded by summing the second and third interval in accordance with the Standard Penetration Test, ASTM D1586.

Partial Penetration: If the sampler could not be driven through a full 6-inch interval, the number of blows for that partial penetration is shown as #/x" (i.e. 50/2"). The N-value is reported as "REF" indicating refusal.

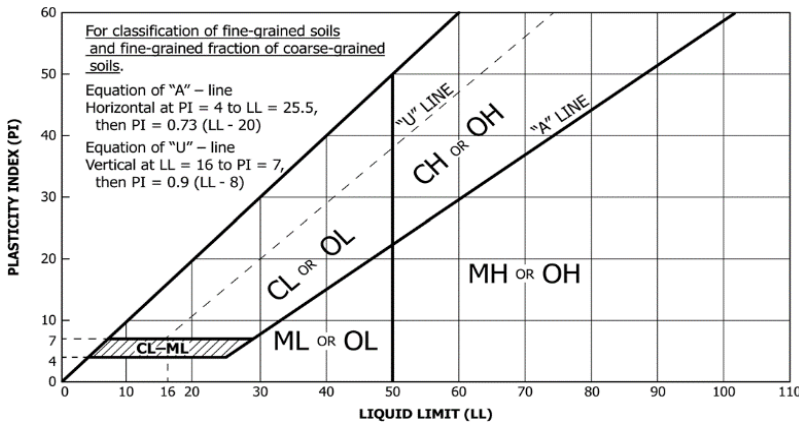
Recovery: Indicates the inches of sample recovered from the sampled interval. For a standard penetration test, full recovery is 18", and is 24" for a thinwall/shelby tube sample.

WOH: Indicates the sampler penetrated soil under weight of hammer and rods alone; driving not required.

WOR: Indicates the sampler penetrated soil under weight of rods alone; hammer weight and driving not required.

Water Level: Indicates the water level measured by the drillers either while drilling (◊), at the end of drilling (▼), or at some time after drilling (◄).

- A. Based on the material passing the 3-inch (75-mm) sieve.
- B. If field sample contained cobbles or boulders, or both, add "with cobbles or boulders, or both" to group name.
- C. Gravels with 5 to 12% fines require dual symbols:
GW-GM well-graded gravel with silt
GW-GC well-graded gravel with clay
GP-GM poorly graded gravel with silt
GP-GC poorly graded gravel with clay
- D. $C_u = D_{60} / D_{10}$ $C_c = (D_{30})^2 / (D_{10} \times D_{60})$
- E. If soil contains ≥ 15% sand, add "with sand" to group name.
- F. If fines classify as CL-ML, use dual symbol GC-GM or SC-SM.
- G. If fines are organic, add "with organic fines" to group name.
- H. Sands with 5 to 12% fines require dual symbols:
SW-SM well-graded sand with silt
SW-SC well-graded sand with clay
SP-SM poorly graded sand with silt
SP-SC poorly graded sand with clay
- I. If soil contains ≥ 15% gravel, add "with gravel" to group name.
- J. If Atterberg limits plot in hatched area, soil is CL-ML, silty clay.
- K. If soil contains 15 to < 30% plus No. 200, add "with sand" or "with gravel", whichever is predominant.
- L. If soil contains ≥ 30% plus No. 200, predominantly sand, add "sandy" to group name.
- M. If soil contains ≥ 30% plus No. 200 predominantly gravel, add "gravelly" to group name.
- N. PI ≥ 4 and plots on or above "A" line.
- O. PI < 4 or plots below "A" line.
- P. PI plots on or above "A" line.
- Q. PI plots below "A" line.



Laboratory Tests

- DD Dry density, pcf
- WD Wet density, pcf
- P200 % Passing #200 sieve
- MC Moisture content, %
- OC Organic content, %
- q_p Pocket penetrometer strength, tsf
- q_u Unconfined compression test, tsf
- LL Liquid limit
- PL Plastic limit
- PI Plasticity index

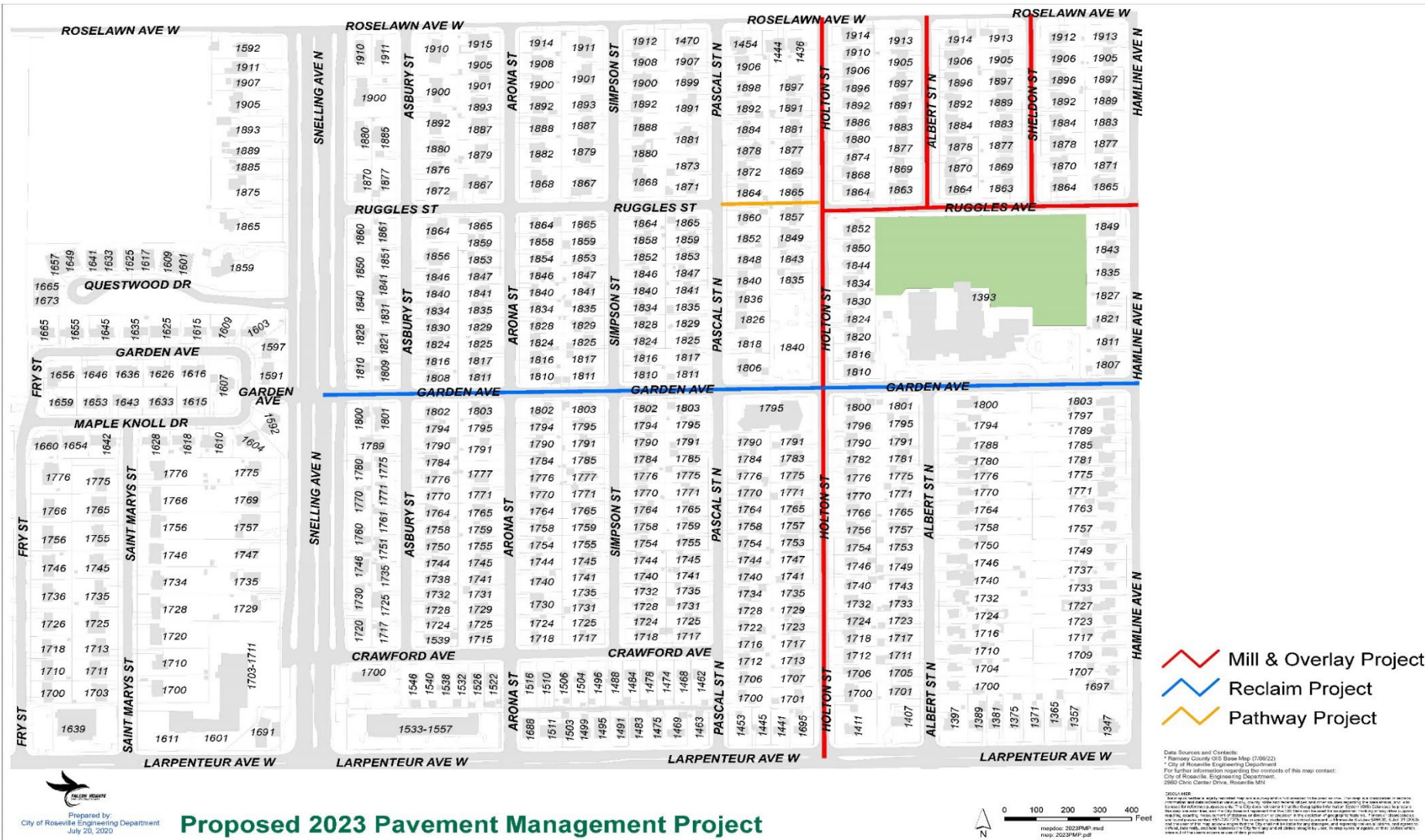
Sample Symbols

- Standard Penetration Test
- Modified California (MC)
- Auger
- Grab Sample
- Rock Core
- Thinwall (TW)/Shelby Tube (SH)
- Texas Cone Penetrometer
- Dynamic Cone Penetrometer

2023 Pavement Management Project Preliminary Assessment Public Hearing

November 9, 2022

Project Map



Streets Include:

- Garden Ave.
- Holton St.
- Albert St.
- Sheldon St.
- Ruggles Ave.

-  Mill & Overlay Project
-  Reclaim Project
-  Pathway Project

Data Sources and Contacts:
 * Ramsey County GIS Data Map (1/2022)
 * City of Roseville Engineering Department
 For further information regarding the contents of this map contact:
 City of Roseville, Engineering Department,
 2825 Civic Center Drive, Roseville, MN



2023 PMP – Proposed Improvements

Holton St. Albert St. Sheldon St. and Ruggles Ave.:

Mill Existing Pavement

Repave 2” New Asphalt

Curb and Gutter Spot Replacement

Minor Sanitary and Stormwater Improvements (not assessed)



2023 PMP – Proposed Improvements

Garden Avenue:

Full Depth Reclaim (FDR) Existing Pavement

Remove 4” and Repave 4” New Asphalt

Significant Curb Replacement

Minor Sanitary and Stormwater Improvements (not assessed)

Possible sidewalks (not assessed)

Design Concepts Discussed with Neighborhood

Comments Included in Feasibility Report



2023 PMP – Proposed Improvements

Garden Avenue:

After public hearing, Council will need to determine which street design option to go with, some of which include sidewalk and some without.

1. Segment 1 – Snelling to Holton
2. Segment 2 – Holton to Hamline

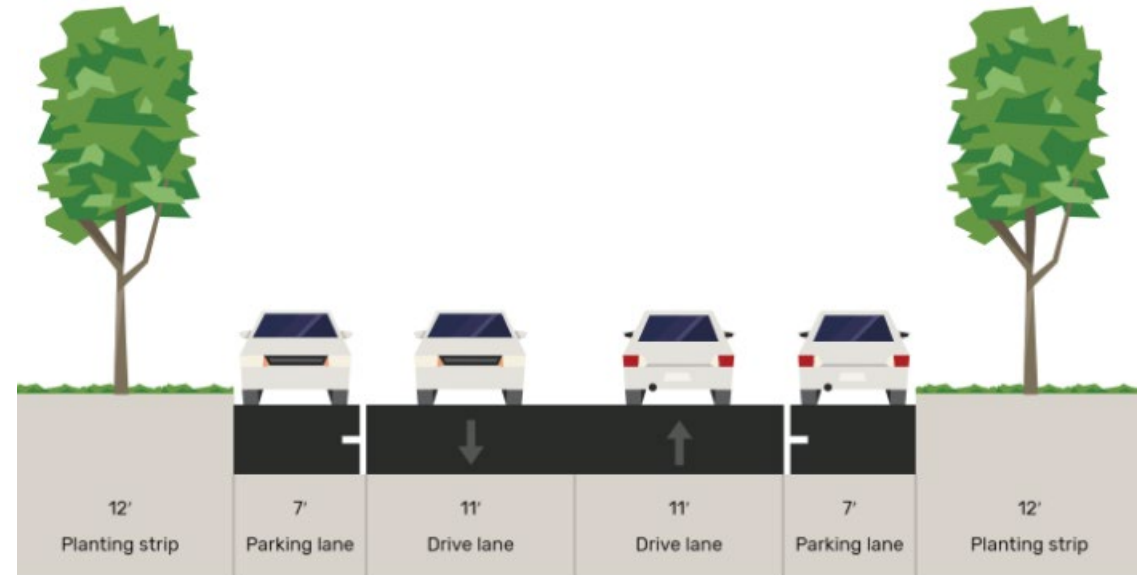


2023 PMP – Proposed Improvements

Segment 1 – Snelling to Holton

➤ Option 1 (Existing Street)

- Street Width 36 Feet
- 11-foot Drive Lanes
- 7-foot Parking Lanes on Both Sides
- No Sidewalk

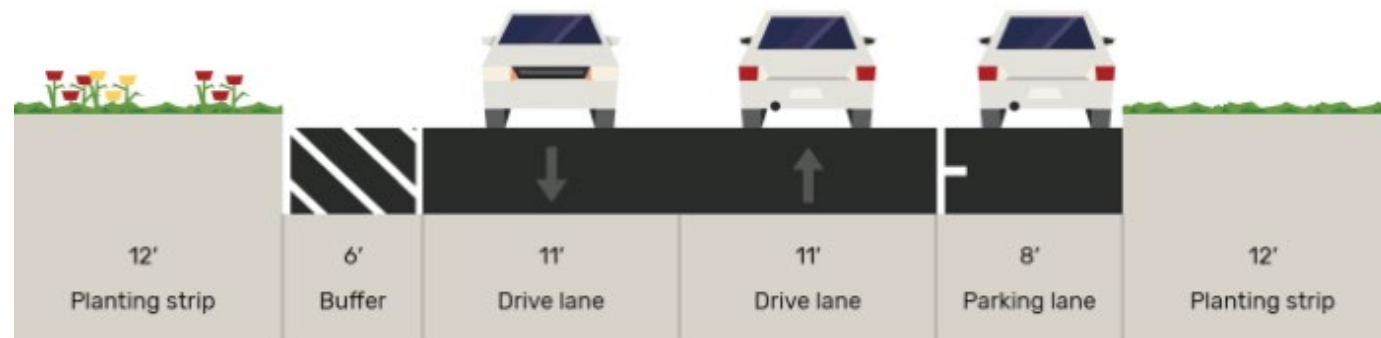


2023 PMP – Proposed Improvements

Segment 1 – Snelling to Holton

➤ Option 2 (Existing Street Design Modified)

- Street Width 36 Feet
- 11-foot Drive Lanes
- 8-foot Parking Lanes on South Side
- 6-foot shoulder on North Side, No Parking
- No Sidewalk



2023 PMP – Proposed Improvements

Segment 1 – Snelling to Holton

➤ Option 3 (Concept B modified)

- Street Width 34 Feet (Narrowed 2 Feet by Moving the North Curb)
- 11-foot Drive Lanes
- 7-foot Parking Lane on South Side
- 5-foot shoulder on North Side, No Parking
- No Sidewalk

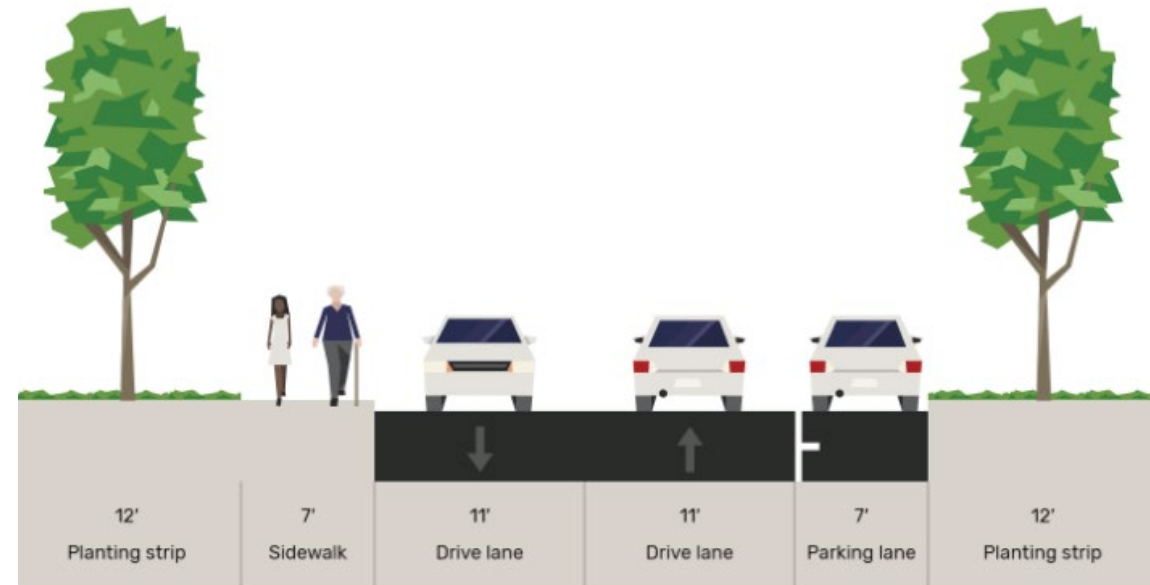


2023 PMP – Proposed Improvements

Segment 1 – Snelling to Holton

➤ Option 4 (Concept A)

- Street Width 29 Feet (Narrowed 7 Feet by Moving the North Curb)
- 11-foot Drive Lanes
- 7-foot Parking Lane on South Side
- 7-foot Sidewalk on North Side, Next to the Curb



2023 PMP – Proposed Improvements

Segment 2 – Holton to Hamline

➤ Option 5 (Existing Design)

- Street Width 42 feet
- 12-foot Drive Lanes
- 9-foot parking South Side Only
- 9-foot Shoulder North Side Currently Signed No Parking.
- No Sidewalk

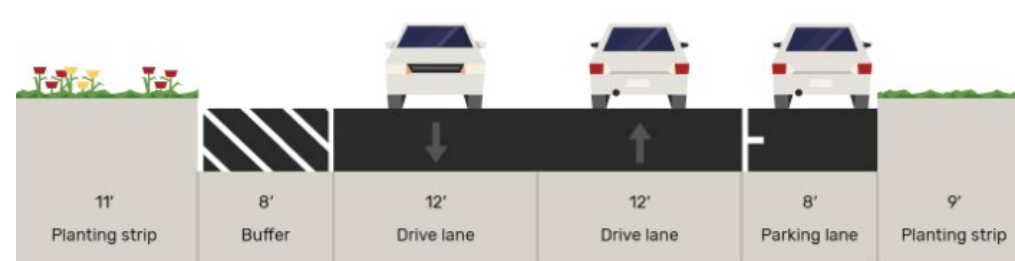


2023 PMP – Proposed Improvements

Segment 2 – Holton to Hamline

➤ Option 6 (Concept G)

- Street Width 32-foot (Narrowed 10 Feet by Moving North Curb)
- 12-foot Drive Lanes
- 8-foot Parking South Side Only
- Elimination of North Shoulder Currently Signed No Parking.
- No Sidewalk
- East of School Property: North Side Shoulder for School Pick-Up Queuing, No Sidewalk



2023 PMP – Proposed Improvements

Segment 2 – Holton to Hamline

➤ Option 7 (Concept F)

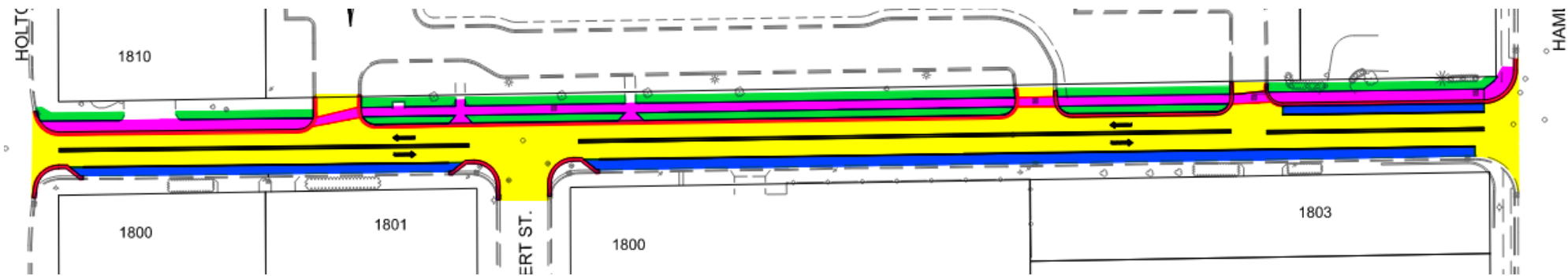
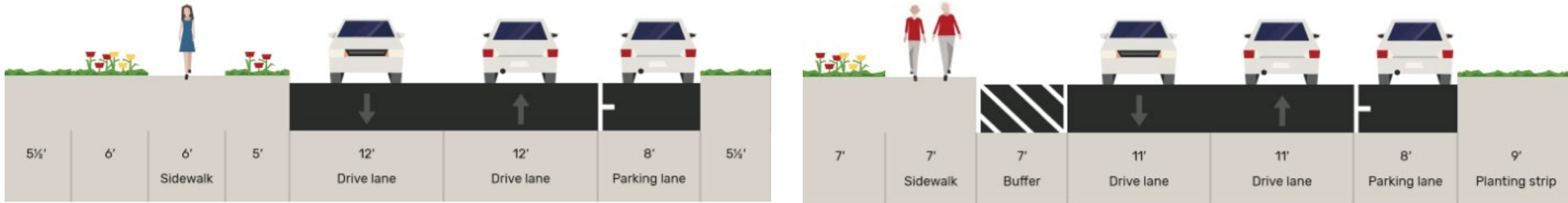
- Street Width 32-foot (Narrowed 10 Feet by Moving North Curb)
- 12-foot Drive Lanes
- 8-foot Parking South Side Only
- Elimination of North Shoulder Currently Signed No Parking.
- 6-foot Sidewalk
- 5-foot Boulevard Between Sidewalk and Curb Adjacent to the School Property
- East of School Property: North Side Shoulder for School Pick-Up Queuing, 7-foot Sidewalk, No Boulevard
- Bumpouts at Intersection to Eliminate Parking Near Intersection/Shorter Pedestrian Crossings



2023 PMP – Proposed Improvements

Segment 2 – Holton to Hamline

➤ Option 7 (Concept F)



2023 PMP – Proposed Improvements

Ruggles Ave. Pathway:

Existing right of way (ROW) – 12 feet of platted ROW

1. No improvements
 - A. If no improvements made, recommend Council begins vacation process to “turn back” the right-of-way to the adjacent properties. Would eliminate neighborhood pathway.
2. Improve pathway to ADA standards.
 1. Install 5-6’ concrete sidewalk. \$35,000
 2. Install permeable paver pathway. \$55,000



2023 PMP – Proposed Improvements

Public ROW Accessibility Guide (PROWAG) Summary

1. <https://www.access-board.gov/files/prowag/PROW-SUP-SNPRM-2013.pdf>
 1. Continuous width. Minimum 4 feet. 5 feet if over 200 feet for passing.
 2. Cross slope <2%
 3. Surface - The surfaces of pedestrian access routes shall be firm, stable, and slip resistant. Pedestrian access route surfaces must be generally planar and smooth. Surfaces should be chosen for easy rollability. Surfaces that are heavily textured, rough, or chamfered and paving systems consisting of individual units that cannot be laid in plane will greatly increase rolling resistance and subject pedestrians who use wheelchairs, scooters, and rolling walkers to the stressful and often painful effects of vibration.



2023 PMP – Proposed Improvements



Private Utilities

City will coordinate any necessary relocations or improvements in conjunction with the project. These would be identified during the design process this winter. Private Utilities operating in the City right-of-way include:

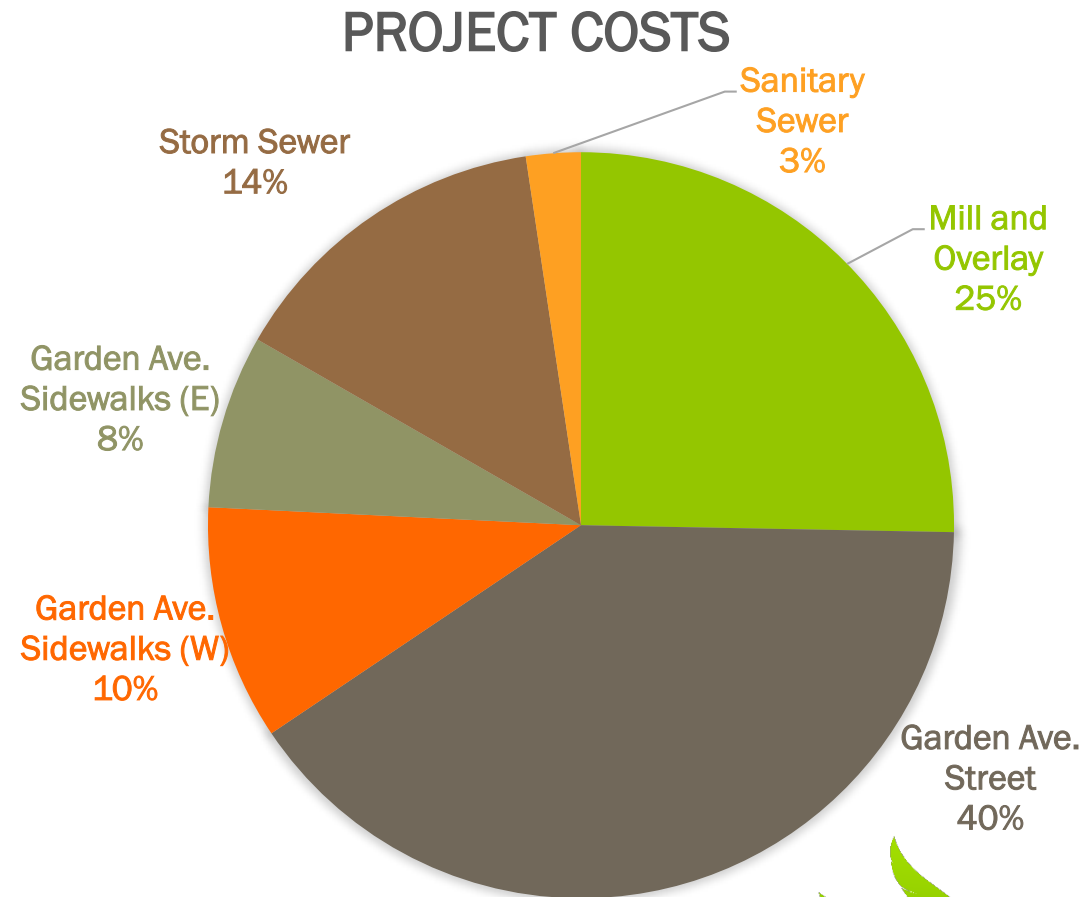
- Xcel Electric
- Xcel Gas
- Century Link
- Comcast



Project Cost Estimate

Total project cost is estimated at \$1,688,000, including contingency and engineering costs. The cost breakdown is shown below:

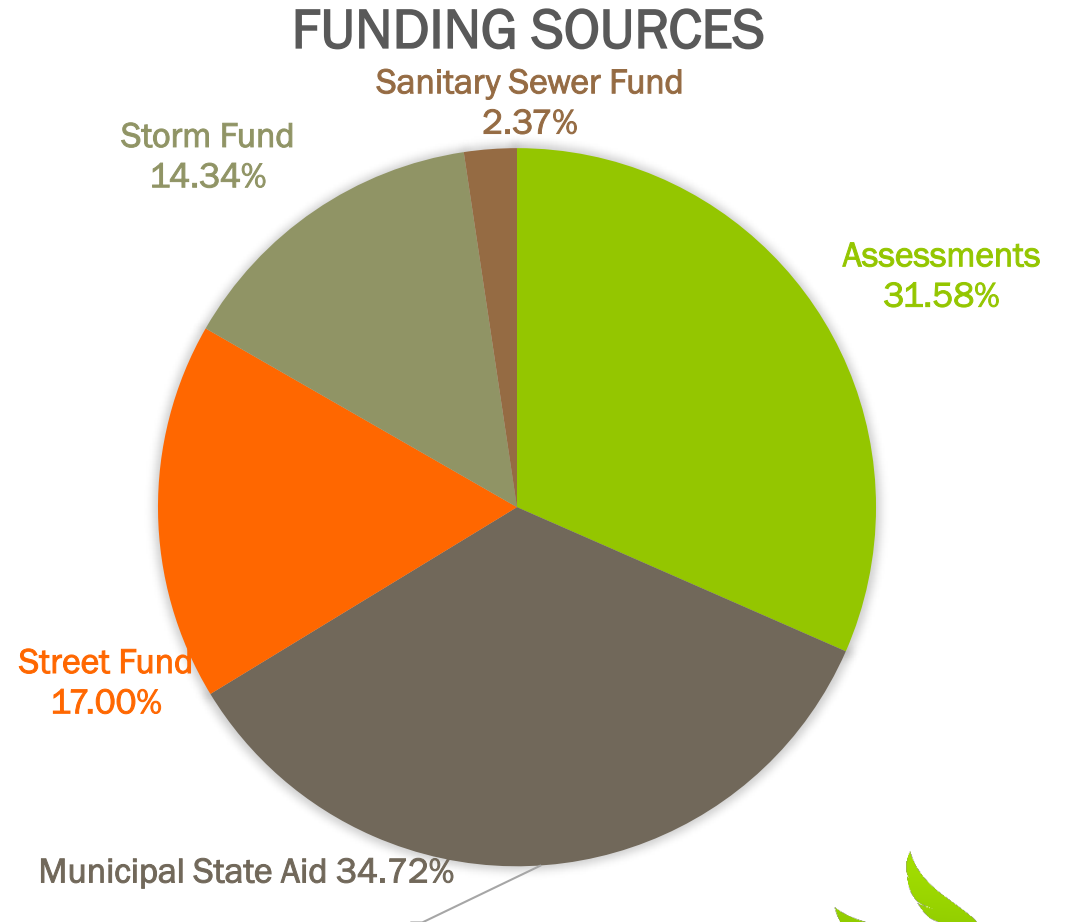
- Mill and Overlay Street Costs: \$427,000
- Garden Avenue Street Costs: \$680,000
- Garden Ave. Sidewalk (West): \$172,000
- Garden Ave. Sidewalk (East): \$127,000
- Storm Sewer Costs: \$242,000
- Sanitary Sewer Costs: \$ 40,000



Project Funding

Funding for this project comes from several sources itemized below:

- Approximated Assessments: \$533,000
- Street Fund: \$287,000
- Municipal State Aid: \$586,000
- Storm Sewer Fund: \$242,000
- Sanitary Sewer Fund: \$ 40,000



Assessments - City Policy for Streets

Streets are assessed by the front footage of each lot.

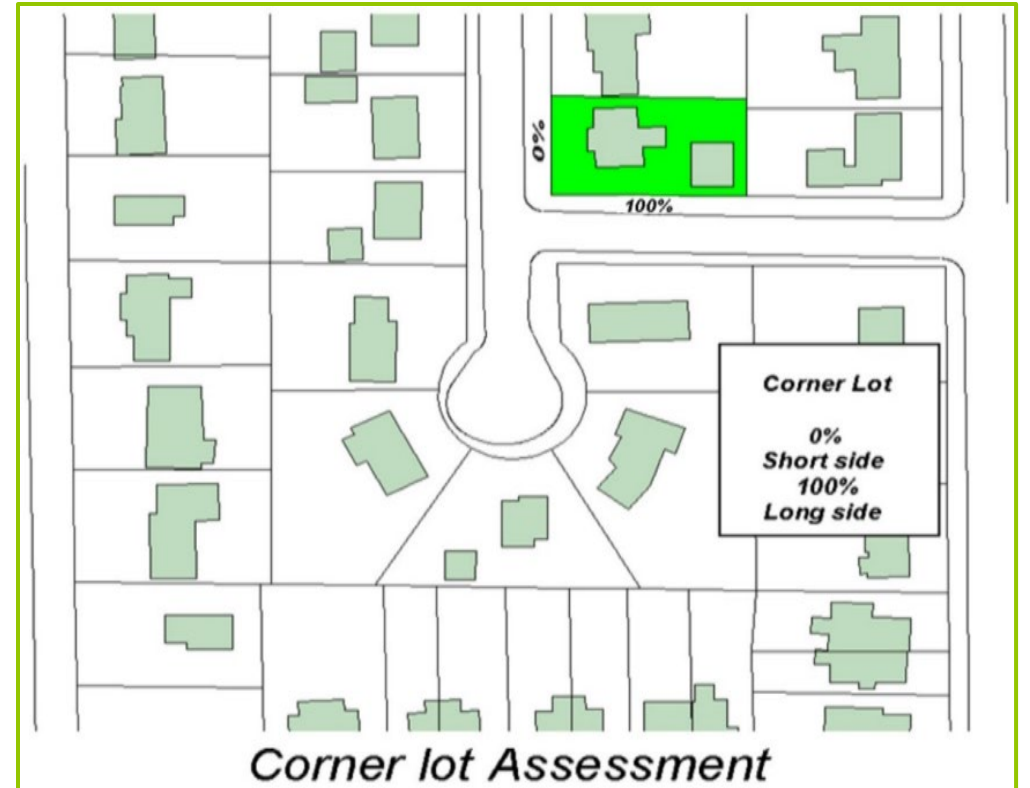
Residential corner lots are assessed 100% for the long side, 0% for the short side.

Residential lot depth to be capped at 176 feet.

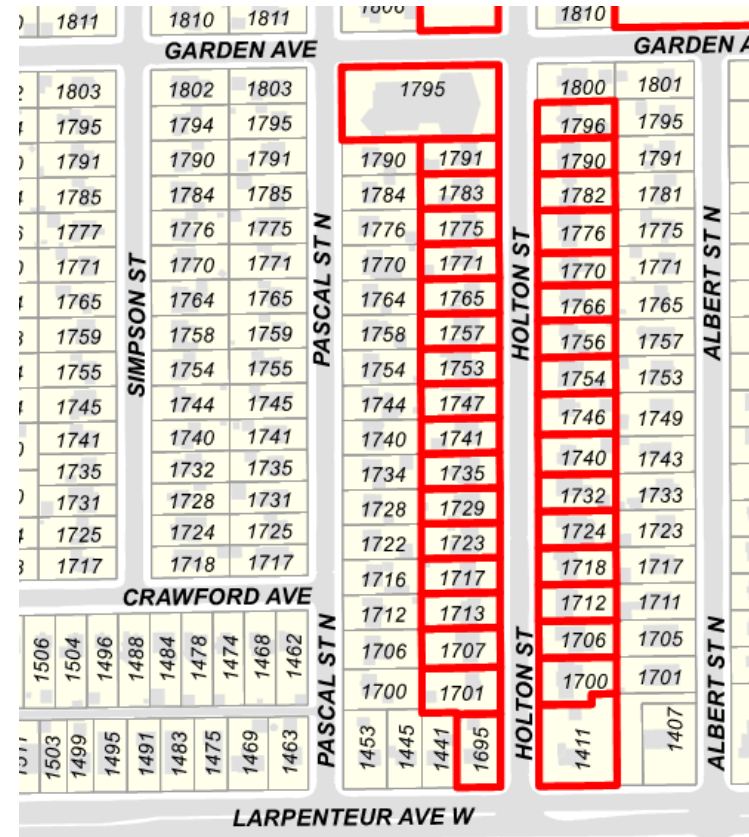
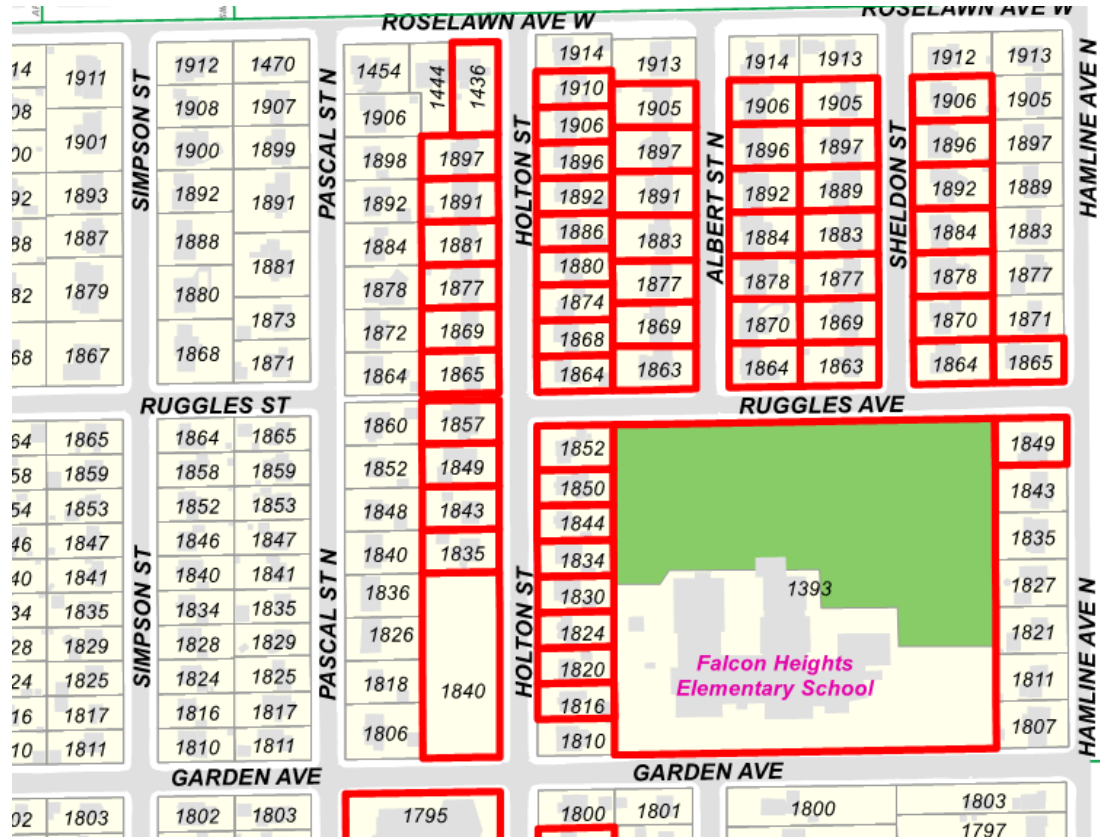
➤ Affects two lots on Garden Avenue

Assessment Rates for street improvements:

- Residential – 40% of the improvement
- Commercial/Multi-Unit Residential – 60% of the improvement
- Tax-Exempt – 100% of the improvement



Assessments – Mill and Overlay Map



Area 1: Mill & Overlay

 Proposed Assessed Parcel



Assessments — Proposed Estimate

Mill and Overlay Assessment Roll


- 96 Parcels
- Total Frontage = 8,705 feet (504 feet non-assessable)
- Estimated Assessment Rates
 - Residential = \$19.62/ft
 - Tax-Exempt = \$49.05/ft
- Average Residential Assessment= \$1,495.34
- Approximate Residential Range = \$1,100 to \$3,200

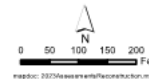


Assessments – Garden Ave. Map



Area 2: Reconstruction

 Proposed Assessed Parcel



Data Sources and Credits:
 *Hawkey County GIS Base Map (7/04/22)
 *City of Falcon Heights Engineering Department
 For further information regarding the contents of this map contact:
 City of Falcon Heights, Engineering Department
 2800 Civic Center Drive, Roseville, MN
DISCLAIMER:
 This map is a digital vector map of a portion of the City of Falcon Heights. It is not a survey and should not be used for legal purposes. The City of Falcon Heights is not responsible for any errors or omissions in this map. The City of Falcon Heights is not responsible for any damages, including consequential damages, arising from the use of this map. The City of Falcon Heights is not responsible for any damages, including consequential damages, arising from the use of this map.



oseville Engineering Department



Assessments — Proposed Estimate

Garden Ave Assessment Roll

- 22 Parcels
- Total Frontage = 4,241 feet (553 feet non-assessable)
- Estimated Assessment Rates
 - Residential = \$64.14/ft
 - Tax-Exempt = \$160.34/ft
- Average Residential Assessment = \$8,844.57
- Approximate Residential Range = \$8,100 to \$11,300



Assessments – Payment Options

After Assessment Hearing (Fall 2023):

- Pay in part or full, interest-free within 30 days
- Add to property taxes with interest:
 - Length and interest rate set by City Council
 - 7 years, Mill and Overlays
 - 10 years, Garden Avenue
 - Interest Rate at 2% above current rate of return on City's portfolio
 - First Payment Due in 2024 with property taxes



Assessments – Payment Options

➤ Hardship Deferral

- Homestead property
- Age 65+, or retired by virtue of disability
- Payment would be a hardship
- Assessment will accrue interest while deferred and be due when the above no longer applies
- Application available at City Hall



Project Timeline

Please note, this schedule is subject to change. Council actions are denoted with “CC” and will take place at a public meeting:

- November 9, 2022 – CC Improvement Hearing, Finalize Concept for Garden Ave, Order Plans
- Winter 2022/23 – Final Design
- Winter 2022/23 – CC Approve Plans and Order Advertisement for Bids
- Spring 2023 – CC Accept Bids
- Summer/Fall 2023 – Construction
- Fall 2023 – Assessment Hearing
- Spring 2024 – Final Restoration and Punchlist



Requested Council Actions

- Hold Public Hearing
- Approve option layouts for Garden Avenue
 - Segment 1 (Options 1, 2, 3, or 4)
 - Segment 2 (Options 5, 6, or 7)
- Approve/deny option to install Ruggles pathway
 - If Council elects to not install pathway, approve staff to begin right of way vacation process (this would eliminate the current connection)
- Adopt resolution ordering improvement and authorizing preparation of plans and specifications the the 2023 Pavement Management Project



November 2, 2022

Mr. Jack Linehan
City Administrator
City of Falcon Heights
2077 West Larpentour Avenue
Falcon Heights, MN 55113

Re: Ruggles "path" meeting

Dear Jack,

Thank you for meeting with us last week. I believe we learned a few things from our discussion. As the residents most impacted by the decision of the city council, we are writing to express our preference as to what we would like to see happen with the "path".

We are all in agreement that it would be in the best interest of the city (legally and financially) and the four adjoining neighbors for the city to vacate the easement and turn the property over to the adjacent neighbors.

Please present this letter to the city council on our behalf.

Thank you again,
Sincerely,



Art and Irene Kato Joe and Sheri Langevin Dean and Colleen Miller

Joon Fong is currently out of the country but has handwritten a letter which is attached.

Encl.

Oct. 30, 2022

The city of Falcon Hts,
MN, 55113

I, Joon Fong agree with the
neighbours for the easement.

I am in Favor of the city vacating
the easement.
Sincerely,

Joon Fong

Joon Fong
1864 Pascal St, N
Falcon Hts, MN 55113

Dear Stephanie:

My husband and I were in touch with you earlier about the unfortunate timing of the October 5 pavement management project neighborhood meeting, which we were unable to attend. You graciously offered to speak with us at a later time, after we had reviewed the information on the city of Roseville website.

We have now familiarized ourselves with the proposed project. Our main concern is the determination of the assessments. You may have seen the article in today's Star Tribune about inequities in assessment determinations in other communities, and new ways in which cities are raising funds for street pavement projects. Frankly, we were taken aback by the amount of the estimated assessments and by how they will be applied to individual residences. We are very willing to pay a fair share for Falcon Heights residents. However, the per foot assessment for the full length of our property on Garden Avenue seems a truly unfair and inequitable burden. Our home, while on a longer corner lot, is very modest by Falcon Heights standards. It seems to us much more equitable to tax Falcon Heights residents according to a percentage of their property tax assessments.

We expect that you've heard from others about this as well. Granted, nobody likes assessments, but we appreciate their necessity in improving our communities. We would only ask that the city reconsider how they are determined, to reach a more equitable formula.

Please share this with other appropriate policy makers as you see fit.

With appreciation,

Nina Samuels and Earl Schwartz
1801 Albert Street North
Falcon Heights, MN 55113

What street or streets have been reclaimed north of Larpenteur Ave., South of Roselawn, West of Hamline, and East of Snelling Drive, and what year was that? In addition, the repavement for Garden Ave. was discussed in 2014 and again in 2018. Both times it was delayed to a future date. The question is why and who authorized the delay?

Jim Utne
1806 Pascal ST N



**Falcon Heights Elementary
Parent Teachers Association**

c/o Falcon Heights Elementary
1393 Garden Ave
Falcon Heights, MN 55113

president@fhpta.org

Members of the City Council

Falcon Heights City Hall
2077 Larpenteur Ave W
Falcon Heights, MN 55113

Dear Mayor Gustafson and Members of the City Council,

This letter is to express the support of the Falcon Heights Elementary PTA for the Garden Avenue sidewalk project. Many of our members have raised road safety at the beginning and end of the school day as an issue in recent years and the addition of a sidewalk in front of the school building would go a long way to alleviating that concern. While many of our members will have contacted the City Council individually regarding this project, the PTA felt that due to the level of support it should express that support as a body prior to the Improvement Hearing on November 9th. At the PTA's October meeting a motion was raised to formally back the addition of a sidewalk and passed unanimously.

Many of our children and their families must walk down Garden Avenue to and from the school during periods when there is a significant amount of traffic present. This creates a hazard for both pedestrians and drivers, and it is only a matter of time before a serious incident occurs. This is an issue year round but is especially acute in the winter when snow and ice narrows the available walkway. The PTA supports a sidewalk east of Holton Street as a minimum and ideally along the north side of the full length of Garden Avenue as this would significantly reduce the risk of an incident.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'B Keenan', with a long horizontal flourish extending to the right.

Benjamin Keenan
for Falcon Heights Elementary Parent Teachers Association
November 4th, 2022

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

November 9, 2022

No. 22-55

**RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS AND
SPECIFICATIONS FOR THE 2023 PAVEMENT MANAGEMENT PROJECT**

WHEREAS, pursuant to resolution of the City Council adopted October 26, 2022, fixed a date for a council hearing on the 2023 Pavement Management Project, the proposed improvement of the following streets:

- Holton Street, Larpenteur Avenue to Roselawn Avenue
- Albert Street, Ruggles Street to Roselawn Avenue
- Sheldon Street, Ruggles Street to Roselawn Avenue
- Ruggles Street, Holton Street to Hamline Avenue
- Garden Avenue, East Snelling Service Drive to Hamline Avenue; and

WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held on November 9, 2022, at which all persons desiring to be heard were given an opportunity to be heard thereon.

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

1. Such improvement is necessary, cost-effective, and feasible as detailed in the feasibility report.
2. Such improvement is hereby ordered as proposed in the City Council resolution adopted November 9, 2022.
3. The City of Roseville Engineering Department is hereby designated as the engineer for this improvement. The engineer shall prepare plans and specifications for the making of such improvement.

Moved by:

Approved by: _____
Randy Gustafson
Mayor
November 9, 2022

GUSTAFSON
LEEHY
MEYER
WEHYEE

_____ In Favor

_____ Against

Attested by: _____
Jack Linehan
City Administrator
November 9, 2022

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REQUEST FOR COUNCIL ACTION

Meeting Date	November 9, 2022
Agenda Item	Consent G1
Attachment	General Disbursements, Payroll, and Wire Payments
Submitted By	Roland Olson, Finance Director

Item	General Disbursements, Payroll and Wire Payments
Description	General Disbursements through: 11/03/22 \$242,609.00 Payroll through: 10/31/22 \$19,886.34 Wire Payments through: 10/31/22 \$13,857.99
Budget Impact	The general disbursements, payroll and wire payments are consistent with the budget.
Attachment(s)	<ul style="list-style-type: none"> • General Disbursements, Payroll and Wire Payments
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve general disbursements, payroll and wire payments.

PACKET: 02624 OCT 25 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
=====						
01-03103	CANON FINANCIAL SERVICES					
I-29354116		COPPIER CHRGS OCT	122.39			
10/25/2022	APBNK	DUE: 10/25/2022 DISC: 10/25/2022		1099: N		
		COPPIER CHRGS OCT		101 4131-87010-000	CITY HALL MAINTENANCE	122.39
		=== VENDOR TOTALS ===	122.39			
=====						
01-03122	CITY OF ST PAUL					
I-IN51246		ST LIGHT MAINTENANCE ARE	299.82			
10/25/2022	APBNK	DUE: 10/25/2022 DISC: 10/25/2022		1099: N		
		ST LIGHT MAINTENANCE ARE		209 4209-87120-000	REPAIR & MAINTENANCE	299.82
I-IN51247		ST LIGHT MAITENANCE AREA	18.79			
10/25/2022	APBNK	DUE: 10/25/2022 DISC: 10/25/2022		1099: N		
		ST LIGHT MAITENANCE AREA SEP		209 4209-87120-000	REPAIR & MAINTENANCE	18.79
		=== VENDOR TOTALS ===	318.61			
=====						
01-05175	CONTINENTAL RESEARCH CORPORATI					
I-07925		WEED KILLER	530.00			
10/25/2022	APBNK	DUE: 10/25/2022 DISC: 10/25/2022		1099: N		
		WEED KILLER		101 4141-87120-000	FACILITIES & GROUND MAIN	530.00
I-39557		MASTER BLASTER	236.00			
10/25/2022	APBNK	DUE: 10/25/2022 DISC: 10/25/2022		1099: N		
		MASTER BLASTER		101 4141-87120-000	FACILITIES & GROUND MAIN	236.00
		=== VENDOR TOTALS ===	766.00			
=====						
01-06030	OLSON,ROLAND					
I-202210258309		FLEX PAYMENT	37.00			
10/25/2022	APBNK	DUE: 10/25/2022 DISC: 10/25/2022		1099: N		
		FLEX PAYMENT		101 21712-000	MEDICAL FLEX SAVINGS PAY	30.71
		FLEX PAYMENT		601 21712-000	MEDICAL FLEX SAVINGS PAY	5.55
		FLEX PAYMENT		602 21712-000	MEDICAL FLEX SAVINGS PAY	0.74
		=== VENDOR TOTALS ===	37.00			
=====						
01-00935	ST PAUL REGIONAL WATER SERVICE					
I-202210258310		H2O AND SS	128.55			
10/25/2022	APBNK	DUE: 10/25/2022 DISC: 10/25/2022		1099: N		
		H2O		101 4131-85040-000	WATER	67.03
		SS		601 4601-85070-000	SAC CHARGES AND SS CHARG	16.83
		H2O		101 4141-85040-000	WATER	32.61
		SS		601 4601-85070-000	SAC CHARGES AND SS CHARG	12.08
		=== VENDOR TOTALS ===	128.55			

PACKET: 02624 OCT 25 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS	P.O. #		
POST DATE	BANK CODE	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====					
01-05870	XCEL ENERGY				

I-202210258311	ELECTRIC	120.19			
10/25/2022	APBNK		1099: N		
	DUE: 10/25/2022 DISC: 10/25/2022				
	ELECTRIC		101 4141-85020-000	ELECTRIC/GAS	34.55
	ELECTRIC		209 4209-85020-000	STREET LIGHTING POWER	85.64
	=== VENDOR TOTALS ===	120.19			
	=== PACKET TOTALS ===	1,492.74			

PACKET: 02626 OCT 26 PAYABLE

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS	P.O. #		
POST DATE	BANK CODE	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-05058	JOSH JORDAN				

I-202210268312	TAE KWON DO INSTRUCTOR 10/27	564.80			
10/26/2022	APBNK DUE: 10/26/2022 DISC: 10/26/2022		1099: Y		
	TAE KWON DO INSTRUCTOR 10/27		201 4201-87700-000	INSTRUCTOR-SPECIALTY CLA	564.80
	=== VENDOR TOTALS ===	564.80			
	=== PACKET TOTALS ===	564.80			

PACKET: 02628 October 31 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 22		CITY OF ST PAUL					
I-IN51246x		CITY OF ST PAUL		158.00			
10/31/2022	APBNK	DUE: 10/31/2022 DISC: 10/31/2022			1099: N		
		Street Light Maintenance Sept			209 4209-87120-000	REPAIR & MAINTENANCE	158.00
I-IN51247x		CITY OF ST PAUL		18.79			
10/31/2022	APBNK	DUE: 10/31/2022 DISC: 10/31/2022			1099: N		
		Street Light Maintenance Sept			209 4209-87120-000	REPAIR & MAINTENANCE	18.79
		=== VENDOR TOTALS ===		176.79			
01-05171		FRA DOR INC					
I-2210039		FRA DOR INC		153.54			
10/31/2022	APBNK	DUE: 10/31/2022 DISC: 10/31/2022			1099: N		
		Black Dirt/Sidewalks			419 4419-92005-000	SIDEWALK IMPROVEMENTS	153.54
		=== VENDOR TOTALS ===		153.54			
01-05153		HOME DEPOT CRC/GECP					
I-202210318313		HOME DEPOT CRC/GECP		95.16			
10/31/2022	APBNK	DUE: 10/31/2022 DISC: 10/31/2022			1099: N		
		Shelving			101 4131-70110-000	SUPPLIES	47.94
		Roof Felt/Gorilla Tap			101 4131-70110-000	SUPPLIES	47.22
		=== VENDOR TOTALS ===		95.16			
01-05646		M-R SIGN COMPANY INC					
I-218101		M-R SIGN COMPANY INC		189.87			
10/31/2022	APBNK	DUE: 10/31/2022 DISC: 10/31/2022			1099: N		
		City Signs			101 4132-75100-000	STREET SIGNS	189.87
		=== VENDOR TOTALS ===		189.87			
01-05582		MENARDS					
I-1644772986		MENARDS		257.62			
10/31/2022	APBNK	DUE: 10/31/2022 DISC: 10/31/2022			1099: N		
		Ax			101 4131-70110-000	SUPPLIES	33.37
		Faucet			101 4131-70110-000	SUPPLIES	39.99
		Faucet Hole Cover			101 4131-70110-000	SUPPLIES	2.78
		Top Soil			101 4131-70110-000	SUPPLIES	8.67
		Motor Oil			101 4132-74000-000	MOTOR FUEL & LUBRICANTS	75.96
		Motor Oil			101 4132-74000-000	MOTOR FUEL & LUBRICANTS	68.87
		Trash Liner			101 4131-70110-000	SUPPLIES	27.98
		=== VENDOR TOTALS ===		257.62			

PACKET: 02628 October 31 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
01 130		OLSON,ROLAND				
I-202210318315		OLSON,ROLAND	25.43			
10/31/2022	APBNK	DUE: 10/31/2022 DISC: 10/31/2022		1099: N		
		Mileage Reimbursement Oct		101 4113-86010-000	MILEAGE	25.43
		=== VENDOR TOTALS ===	25.43			
01-06185		RAMSEY COUNTY				
I-RISK-002200		RAMSEY COUNTY	839.93			
10/31/2022	APBNK	DUE: 10/31/2022 DISC: 10/31/2022		1099: N		
		Insurance/HR Admin Fee Nov		101 4112-89000-000	MISCELLANEOUS	839.93
		=== VENDOR TOTALS ===	839.93			
01-05919		SORENSEN, BRENNAN				
I-202210318314		SORENSEN, BRENNAN	17.36			
10/31/2022	APBNK	DUE: 10/31/2022 DISC: 10/31/2022		1099: N		
		Mileage Reimburse APMP Conf		101 4112-86100-000	CONFERENCES/EDUCATION/AS	17.36
		=== VENDOR TOTALS ===	17.36			
		=== PACKET TOTALS ===	1,755.70			

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-05		BHE COMMUNITY SOLAR, LLC				
I-202211028316		BHE COMMUNITY SOLAR, LLC	1,341.43			
11/02/2022	APBNK	DUE: 11/02/2022 DISC: 11/02/2022 Solar Garden Elect Sept		1099: N 101 4131-85025-000	SOLAR ELECTRIC	1,341.43
=== VENDOR TOTALS ===			1,341.43			
01-05876		BIGELBACH, BRIAN				
I-202211028318		BIGELBACH, BRIAN	150.00			
11/02/2022	APBNK	DUE: 11/02/2022 DISC: 11/02/2022 Refund Excess License Fee		1099: N 101 32150-000	RENTAL HOUSING LICENSE	150.00
=== VENDOR TOTALS ===			150.00			
01-03423		ELMQUIST, ROSALIND				
I-202211028319		ELMQUIST, ROSALIND	50.00			
11/02/2022	APBNK	DUE: 11/02/2022 DISC: 11/02/2022 Refund Excess Rental Fee		1099: N 101 32150-000	RENTAL HOUSING LICENSE	50.00
=== VENDOR TOTALS ===			50.00			
01-05875		GREEN WING COMPANY, LLC				
I-202211028320		GREEN WING COMPANY, LLC	50.00			
11/02/2022	APBNK	DUE: 11/02/2022 DISC: 11/02/2022 Refund Excess License Fee		1099: N 101 32150-000	RENTAL HOUSING LICENSE	50.00
=== VENDOR TOTALS ===			50.00			
01-05878		HEIL, ADAM DREW				
I-202211028321		HEIL, ADAM DREW	100.00			
11/02/2022	APBNK	DUE: 11/02/2022 DISC: 11/02/2022 Refund Excess License Fee		1099: N 101 32150-000	RENTAL HOUSING LICENSE	100.00
=== VENDOR TOTALS ===			100.00			
01-05877		LANGE, MATTHEW				
I-202211028322		LANGE, MATTHEW	100.00			
11/02/2022	APBNK	DUE: 11/02/2022 DISC: 11/02/2022 Refund Excess License Fee		1099: N 101 32150-000	RENTAL HOUSING LICENSE	100.00
=== VENDOR TOTALS ===			100.00			

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0004		LARPEN TEUR FLATS, LLC				
I-202211028323		LARPEN TEUR FLATS, LLC	100.00			
11/02/2022	APBNK	DUE: 11/02/2022 DISC: 11/02/2022 Refund Excess License Fee		1099: N 101 32150-000	RENTAL HOUSING LICENSE	100.00
=== VENDOR TOTALS ===			100.00			
01-06002		NINENORTH				
I-2022-203		NINENORTH	737.66			
11/02/2022	APBNK	DUE: 11/02/2022 DISC: 11/02/2022 3 Municipal Meetings		1099: N 101 4116-85050-000	CABLE TV	737.66
=== VENDOR TOTALS ===			737.66			
01-05872		TULPA PROPERTIES, LLC				
I-202211028324		TULPA PROPERTIES, LLC	50.00			
11/02/2022	APBNK	DUE: 11/02/2022 DISC: 11/02/2022 Refund Excess License Fee		1099: N 101 32150-000	RENTAL HOUSING LICENSE	50.00
=== VENDOR TOTALS ===			50.00			
01-05752		UNIVERSAL TRUCK SERVICE LLC				
I-73274		UNIVERSAL TRUCK SERVICE LLC	488.98			
11/02/2022	APBNK	DUE: 11/02/2022 DISC: 11/02/2022 Truck Repair and DOT Sticker		1099: N 101 4132-87000-000	REPAIR EQUIPMENT	488.98
=== VENDOR TOTALS ===			488.98			
01-00037		VERIZON WIRELESS				
I-218987546		VERIZON WIRELESS	53.23			
11/02/2022	APBNK	DUE: 11/02/2022 DISC: 11/02/2022 Cell phone to Oct 23		1099: N 601 4601-85015-000	CELL PHONE	53.23
=== VENDOR TOTALS ===			53.23			
01-05870		XCEL ENERGY				
I-202211028325		XCEL ENERGY	49.80			
11/02/2022	APBNK	DUE: 11/02/2022 DISC: 11/02/2022 Elect Elect		1099: N 101 4121-85020-000 101 4141-85020-000	ELECTRIC ELECTRIC/GAS	27.51 22.29
=== VENDOR TOTALS ===			49.80			
=== PACKET TOTALS ===			3,271.10			

PACKET: 02632 NOV 3 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	-----ID----- DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05422	BP					

I-202211038327		FUEL	2,006.55			
11/03/2022	APBNK	DUE: 11/03/2022 DISC: 11/03/2022		1099: N		
		FUEL		101 4132-74000-000	MOTOR FUEL & LUBRICANTS	519.45
		FUEL		602 4602-74000-000	FUEL & LUBRICANTS	1,487.10
		=== VENDOR TOTALS ===	2,006.55			
=====						
01-01023	BUHL GTA LP					

I-202211038326		50% REFUND DEPOSIT 2ND HALF	233,518.11			
11/03/2022	APBNK	DUE: 11/03/2022 DISC: 11/03/2022		1099: N		
		50% REFUND DEPOSIT 2ND HALF		419 20400-000	DEPOSIT PAYABALE HELD BY	233,518.11
		=== VENDOR TOTALS ===	233,518.11			
		=== PACKET TOTALS ===	235,524.66			

EMP #	NAME	AMOUNT
0 022	RANDALL C GUSTAFSON	293.07
01 0023	MELANIE M LEEHY	262.05
01-0025	YAKASAH WEHYEE	262.05
01-0026	KAY ANDREWS	258.04
01-0027	ERIC G MEYER	262.05
01-1006	JACK LINEHAN	3,111.07
01-1026	BRENNAN J SORENSEN	1,466.23
01-1027	KELLY A NELSON	2,038.20
01-1136	ROLAND O OLSON	2,942.13
01-2268	MATTHEW CHERNUGAL	1,123.65
01-1030	TIMOTHY J PITTMAN	2,368.47
01-1033	DAVE TRETSEVEN	1,861.53
01-1143	COLIN B CALLAHAN	2,061.30

TOTAL PRINTED: 13 18,309.84

10-23-2022 9:37 AM PAYROLL CHECK REGISTER
 PAYROLL NO: 01 City of Falcon Heights

PAGE: 1
 PAYROLL DATE: 10/23/2022

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
01	CHERNE, CHRISTOPHER D	R	10/23/2022	749.43	091765
162	LANDBERG, ALYSSA	R	10/23/2022	768.30	091766
184	NEIS, ADRIAN J	R	10/23/2022	58.77	091767

10-23-2022 9:37 AM PAYROLL CHECK REGISTER
 PAYROLL NO: 01 City of Falcon Heights

PAGE: 2
 PAYROLL DATE: 10/23/2022

*** REGISTER TOTALS ***

REGULAR CHECKS:	3	1,576.50
DIRECT DEPOSIT REGULAR CHECKS:	13	18,309.84
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	16	19,886.34

*** NO ERRORS FOUND ***

END OF REPORT **

WIRE PAYMENTS

Oct 30 Payroll

Fed With	7,103.71
St With	1,300.53
Pera	4,093.92
ICMA	1,333.33
Child supp	<u>26.50</u>
	13,857.99

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REQUEST FOR COUNCIL ACTION

Meeting Date	November 9, 2022
Agenda Item	Consent G2
Attachment	N/A
Submitted By	Kelly Nelson Assistant to the City Administrator

Item	Approval of City License(s)
Description	<p>The following individuals/entities have applied for a <u>Municipal Business License</u> for 2023. Staff have received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. DM Massage <p>The following individuals/entities have applied for a <u>Massage Therapy License</u> for 2023. Staff have received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Diane Marshman, DM Massage <p>The following individuals/entities have applied for a <u>Tree Contractors License</u> for 2023. Staff have received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. A-1 Walsh, Inc. 2. Birch Tree Care <p>The following individuals/entities have applied for a <u>Refuse & Recycling Hauler License</u> for 2023. Staff have received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Tennis Sanitation, LLC <p>The following individuals/entities have applied for a <u>Restaurant License</u> for 2023. Staff have received the necessary documents for licensure</p> <ol style="list-style-type: none"> 1. Ayvaz Pizza LLC dba Pizza Hut 2. Jimmy John's <p>The following individuals/entities have applied for a <u>Liquor License</u> for 2023. Staff have received the necessary documents for licensure</p> <ol style="list-style-type: none"> 1. Stout's Pub
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	Staff recommends approval of the City license applications contingent on background checks and fire inspections as required.

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REQUEST FOR COUNCIL ACTION

Meeting Date	November 9, 2022
Agenda Item	Consent G3
Attachment	Job Description
Submitted By	Jack Linehan, City Administrator

Item	Approval of Job Description and Position Change of Part-Time Laborer to Full-Time Public Works Maintenance Worker
Description	<p>The Public Works Department has three full-time employees and one part-time employee. The positions include a Public Works Director, two Senior Maintenance Workers, and one part-time seasonal laborer.</p> <p>Public Works has continued to take on more work in-house, saving costs by not hiring private contractors and improving resident services. An example of this is pouring sidewalk panels, a job that most Public Works departments outsource. Our department does this in-house at a fraction of the cost of other departments. However, it requires four workers to ensure it gets done safely. Additionally, the City has recently approved the plowing of Larpenteur Avenue residential sidewalks and the potential plowing of Garden Avenue’s sidewalk. We also secured the contract to provide plowing services for the City of Lauderdale as a mutually beneficial agreement between our communities.</p> <p>As part of the 2023 budget process and the potential retirement of an employee in the division in 2023, it was identified as a goal to promote the part-time laborer position to a full-time position. The cost differential between the part-time and full-time status is almost entirely covered by the additional revenue from the Lauderdale plowing contract.</p>
Budget Impact	The 2023 budget includes the funds for this position. The contract with Lauderdale and the revenue received will be used to offset the cost differential of the position going from part-time to full-time.
Attachment(s)	<ul style="list-style-type: none"> • Job Description
Action(s) Requested	Staff recommends a motion for the change in job description and title change from part-time Public Works Laborer to full-time Public Works Maintenance Worker, and change the organization chart to reflect the title change.



City of Falcon Heights
Public Works Maintenance Worker
Updated October 2022

Supervisor: Parks and Public Works Director

Type: Salary, non-exempt, full time

Salary: \$48,000

Primary Objective:

This position carries out a wide variety maintenance activities including mowing parks and boulevards, fertilizing city grounds, street and sidewalk repairs, snow and ice control activities including snow plowing and shoveling.

Essential Duties:

- Parks and Grounds- Trash collection and removal, mowing and trimming grass, planting and weeding flower beds, general building maintenance, cleaning, painting, and minor repairs.
- Street and Sewer- Assist in patching, mowing, cleaning, and sign maintenance.
- Snow and Ice Control- Snow plowing and salting as assigned, shoveling, snow blowing.
- Keep supervisor informed of any concerns or issues.
- Perform other related duties as requested by supervisor.

Knowledge, Skills and Abilities:

- Strong customer service and interpersonal skills with an outgoing attitude and willingness to take on new challenges.
- Ability to work independently and organize, manage and prioritize a variety of tasks.
- Ability to maintain an organized work environment and record keeping.
- Attention to safety.
- Ability to maintain and enhance effective working relationships.
- Willingness to initiate and follow-through on communication with the public.
- Ability to handle and prioritize a multitude of tasks and complete work in a timely manner..
- Ability to move about the office and to drive around and to get around the city outside a vehicle in all types of weather.
- While performing the duties of this job, the employee is regularly required to stand and talk or hear.
- The employee is frequently required to use hands to handle or feel objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to climb or balance and run, walk, sit, stoop, kneel, crouch and crawl.
- The employee must be able to lift/and or move up to 50 pounds.
- Specific vision abilities required by this job include close, distant, color and peripheral vision.



- Perform in an outdoor work environment subject to seasonal heat and adverse weather conditions

Minimum Qualifications

- Minimum age 18 years old.
- High School Diploma or G.E.D.
- Valid driver's license.
- Class C CDL obtained within six months of hire.

Preferred Qualifications

- Class C CDL or greater.
- Experience in public works maintenance and knowledge of/experience with relevant power and hand tools.
- Ability to work with little or no direct supervision.
- Utilize sound reasoning and common sense in a variety of situations.
- Experience working with both small and heavy machinery.
- Construction and/or mechanic experience.

Work Schedule

This is a full-time, non-exempt position with daytime hours between 6:00 a.m. and 2:00 p.m. Monday through Friday. The employee is expected to be on call as defined in the Personnel Manual, with the expectation that the employee will be available during the winter months for snow removal.

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REQUEST FOR COUNCIL ACTION

Meeting Date	November 9, 2022
Agenda Item	Consent G4
Attachment	Resolution 22-56
Submitted By	Jack Linehan, City Administrator

Item	Promotion of Matthew Chernugal to the position of Public Works Maintenance Worker
Description	<p>Following the creation of the full-time Public Works Maintenance Worker position, it is recommended that the City promotes Matthew Chernugal from part-time Laborer to full-time Public Works Maintenance Worker.</p> <p>Matthew currently holds the position of part-time Laborer, and was hired by the City for seasonal help in the summer of 2021. Because of his excellent judgment, strong work ethic, and a willingness to take on new duties and responsibilities as needed, he has continued to take on a larger role within public works. His primary duties include mowing, weed control, and general maintenance. He will be assisting with sidewalk snow removal this winter. His knowledge of the city and its facilities has been invaluable to the city's residents, employees, and business owners.</p>
Budget Impact	The 2023 budget includes the funds for this position. The contract with Lauderdale and the revenue received will be used to offset the cost differential of the position going from part-time to full-time.
Attachment(s)	<ul style="list-style-type: none"> • Resolution 22-56 Appointment of Matthew Chernugal to Public Works Maintenance Worker.
Action(s) Requested	Staff recommend approval of attached resolution accepting the promotion of Matthew Chernugal to the position of Public Works Maintenance Worker with an effective salary of \$48,000.00.

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

November 9, 2022

No. 22-56

**RESOLUTION PROMOTING MATTHEW CHERNUGAL FROM PART-TIME LABORER TO
FULL-TIME PUBLIC WORKS MAINTENANCE WORKER FOR THE CITY OF FALCON
HEIGHTS**

WHEREAS, the City has a need for additional services in public works, including an increase in plowing responsibilities with the Lauderdale contract; and

WHEREAS, the City has reclassified the position of Part-Time Laborer to Full-Time Maintenance Worker; and

WHEREAS, Matthew Chernugal has served in the role of Part-Time Laborer since June 2021; and

WHEREAS, Matthew Chernugal has performed above expectations and is a valuable asset to the City; and

WHEREAS, the position was offered to and accepted by Matthew Chernugal; and

WHEREAS, Matthew Chernugal has a start date of November 10, 2022.

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

1. Appoint Matthew Chernugal to the position of Public Works Maintenance Worker.
2. Authorize compensation of \$48,000.00 annually.

Moved by:

Approved by: _____
Randall C. Gustafson
Mayor

GUSTAFSON ___ In Favor
MEYER
LEEHY ___ Against
WEHYEE

Attested by: _____
Jack Linehan
City Administrator

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REQUEST FOR COUNCIL ACTION

Meeting Date	November 9, 2022
Agenda Item	Consent G5
Attachment	N/A
Submitted By	Jack Linehan, City Administrator

Item	Administrative & Communications Coordinator Brennan Sorensen - Six Month Employee Step Adjustment
Description	Brennan Sorensen was appointed by the City Council as Administrative and Communications Coordinator and began employment with the City on April 28, 2022. It is the practice of the City after six months of service to reward the employee with an increase in their base salary if they meet the standards of being released from probationary employment. Brennan has exceeded those standards, and it is my opinion that Brennan should be given a step adjustment to reflect his performance.
Budget Impact	There are available funds for this increase.
Attachment(s)	N/A
Action(s) Requested	I recommend that the Falcon Heights City Council approve a 5% step adjustment for Brennan Sorensen effective October 28, 2022.

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REQUEST FOR COUNCIL ACTION

Meeting Date	November 9, 2022
Agenda Item	Consent G6
Attachment	Contract
Submitted By	Jack Linehan, City Administrator

Item	Law Enforcement Services
Description	<p>In 2017, the City entered into a four-year agreement with the Ramsey County Sheriff’s Office after the police contract was terminated by the City of St. Anthony. In 2022, a one-year agreement was approved by both parties extending services to December 31, 2022.</p> <p>The contract for police services requires either party to give notice of their intent to discontinue services nine months in advance of the contract end date. As that did not occur by March 31, 2022, services will contractually continue in to 2023. However, it is in the best interest of both parties to approve a formal agreement covering this period to clarify indemnity and service obligations.</p> <p>The proposed one-year contract from the Ramsey County Sheriff’s Office is identical to the 2022 contract, with the difference being the end date is extended to December 31, 2023. Similar to previous contracts, either party would need to notice the other by March 31, 2023 of their intention to seek alternative services for 2024.</p>
Budget Impact	The 2023 Levy and Budget account for the increased costs proposed in the Contract Cities Budget.
Attachment(s)	<ul style="list-style-type: none"> • Proposed 2023 Law Enforcement Contract
Action(s) Requested	Staff recommends the City Council approve the contract so that the Ramsey County Board may approve the contract at an upcoming meeting.

**AGREEMENT FOR
LAW ENFORCEMENT SERVICES**

This is an Agreement between the County of Ramsey (hereinafter referred to as the "COUNTY"), and the City of Falcon Heights (hereinafter referred to as the "MUNICIPALITY"), to provide law enforcement services to the MUNICIPALITY for the period commencing January 1, 2023.

WHEREAS, the COUNTY has a statutory obligation to provide police protection within Ramsey County; and

WHEREAS, the COUNTY has previously contracted to provide law enforcement services to the cities of Arden Hills, Falcon Heights, Little Canada, North Oaks, Shoreview, Vadnais Heights, and to White Bear Township (hereinafter collectively referred to as the "MUNICIPALITIES"), and

WHEREAS, the MUNICIPALITY has determined that it is in the best interests of the MUNICIPALITY to continue to contract with the COUNTY for law enforcement services, thereby allowing for the allocation of overhead and other administrative costs over a larger population; and

WHEREAS, the parties to this Agreement intend to contract for law enforcement functions within the political boundaries of the MUNICIPALITY through the Ramsey County Sheriff; and

WHEREAS, the COUNTY is agreeable to rendering such services on the terms and conditions hereinafter set forth; and

WHEREAS, such contracts are authorized and provided for by the provisions of Minnesota Statutes Sections 471.59 and 436.05, and Laws 1959, Chapter 372.

NOW, THEREFORE, IN CONSIDERATION OF the mutual undertakings set forth herein, the COUNTY and the MUNICIPALITY agree as follows:

A. SCOPE OF SERVICES

1. The COUNTY agrees, through the Ramsey County Sheriff's Office, to provide law enforcement services to the MUNICIPALITY which will include, but not be limited to, the following:
 - a. Patrol services with random patrolling of residential areas, businesses, parks, and other public property areas;
 - b. Enforcement of Minnesota State Statutes and the ordinances of the MUNICIPALITY;
 - c. Traffic enforcement including the regular use of radar or laser as a speed deterrent;
 - d. Crime prevention programs such as Neighborhood Watch, as well as other business and residential crime prevention programs;
 - e. Criminal investigative and crime scene processing services;
 - f. Follow up on reported crimes with persons who reported the crime including routine notification by telephone or mail as to the status of the investigation;
 - g. Responses to medical, fire, and other emergencies;
 - h. Coordination of volunteer programs such as the Community Affairs Officer and Reserve Programs;

- i. Driver's license inspections, background checks and license enforcement services as called for under applicable state law and ordinances of the MUNICIPALITY;
 - j. Special event traffic patrol and patrol services for community festivals or other special events; and
 - k. Attendance at Public Safety or City Council meetings as requested by the MUNICIPALITY; and
 - l. Animal control services.
2. The manner and standards of performance, the discipline of officers, and other matters incident to the provision of services under this Agreement, and the control of personnel so employed, shall be subject solely to the control of the COUNTY. In the event of a dispute between the parties as to the extent of the duties and functions to be rendered hereunder, or the level or manner of performance of such service, the determination thereof made by the Sheriff of the COUNTY shall be final and conclusive as between the parties hereto, subject however, to the provisions of Section A.3. herein.
3. In the event the MUNICIPALITY, through its elected body or authorized agent, notifies the COUNTY that the MUNICIPALITY is dissatisfied with the assignment of personnel for the performance of services under this Agreement and requests a change in personnel, the COUNTY shall make every effort to effect a change in the assignment of personnel, provided that such a change does not jeopardize the ability of the COUNTY to provide services to other areas of Ramsey County in a timely and efficient manner.
4. Services shall be provided 24 hours per day and shall be performed by the number of deputies and other personnel budgeted for in the COUNTY'S Approved Budget for these services to the MUNICIPALITIES.
5. To facilitate the COUNTY'S performance pursuant to this Agreement, the MUNICIPALITY agrees that the COUNTY shall have full cooperation and assistance from the MUNICIPALITY, its officers, agents and employees. The MUNICIPALITY shall designate a liaison to the Ramsey County Sheriff's Office. The liaison shall attend meetings of the Sheriffs Contract Communities Committee and shall represent its respective MUNICIPALITY at the meetings. The purpose of these meetings is to develop short-term and long-range plans and to coordinate and analyze police service, to develop budget parameters for distributing costs among the MUNICIPALITIES, and other related public service issues. The Sheriff's Contract Communities Committee shall also review any disputes which arise between the MUNICIPALITIES and/or Sheriff's Office and recommend a resolution.
6. The COUNTY shall furnish and supply all necessary labor, supervision, equipment, communication facilities and dispatching, and supplies necessary to provide services pursuant to this Agreement.
7. All deputy sheriffs, clerks, and all other COUNTY personnel performing duties pursuant to this Agreement shall at all times be considered employees of the COUNTY for all purposes.
8. The name of each of the MUNICIPALITIES that contract with the Sheriff's Office for law enforcement services shall be affixed to all squad cars and other major pieces of equipment used primarily within these MUNICIPALITIES.

B. ASSUMPTION OF LIABILITIES/INSURANCE

1. Except as otherwise provided, the MUNICIPALITY shall not be called upon to assume any liability for the direct payment of any salaries, wages, or other compensation to any COUNTY personnel performing services pursuant to this Agreement for said MUNICIPALITY, and the COUNTY hereby assumes said liabilities.
2. Except as herein otherwise specified, the MUNICIPALITY shall not be liable for compensation or indemnity to any COUNTY employee for injury or sickness arising out of the performance of services pursuant to this Agreement, and the COUNTY hereby agrees to hold harmless the MUNICIPALITY against any such claim.
3. The MUNICIPALITY, its officers, and employees, shall not be deemed to assume any liability for the intentional or negligent acts of the COUNTY or the COUNTY'S employees performing services pursuant to this Agreement, and the COUNTY shall hold the MUNICIPALITY, its officers, and employees harmless from and shall defend and indemnify the MUNICIPALITY, its officers, and employees against any claim for damages arising out of the COUNTY'S performance of services pursuant to this Agreement.
4. The COUNTY, its officers, and employees shall not be deemed to assume any liability for intentional or negligent acts of the MUNICIPALITY or of any other officers, agent or employee thereof, and the MUNICIPALITY shall hold the COUNTY and its officers and employees harmless from, and shall defend and indemnify the COUNTY and its officers and employees against any claim for damages arising out of the MUNICIPALITY'S performance of its obligations pursuant to this Agreement.
5. The COUNTY agrees to maintain, during the term of this Agreement, automobile, general liability, workers' compensation, and professional liability insurance in amounts deemed appropriate by the COUNTY. The COUNTY shall name the MUNICIPALITY as an additional insured on these policies except for the workers' compensation policy. The MUNICIPALITY agrees to pay, as a part of the actual cost as provided in Section 6 below, a pro rata share of the COUNTY'S insurance costs. These costs shall include the costs for any assessments and credits for any dividends by participating in any insurance pools or trusts. The COUNTY may elect to self-insure all or any portion of these risks. If the COUNTY cannot obtain insurance and/or elects to self-insure, the MUNICIPALITY shall pay a pro rata share of the costs of self-insurance, based on each MUNICIPALITY'S share of the approved annual budget. Insurance costs as they relate to insurance coverage shall include premiums and deductibles. Costs of self-insurance shall include reserves, claims and damage payments, and administration costs required to maintain self-insurance.
6. The MUNICIPALITY acknowledges that the COUNTY may, in an effort to provide the best insurance coverage at the most economical cost, become a member of the Minnesota Counties Insurance Trust or some similar organization; and the MUNICIPALITY further acknowledges that membership in such an organization may be for a fixed minimum term and may expose the COUNTY to some type of contingent cost liability, such as debts, obligations and liabilities, in the event that the COUNTY withdraws its membership. The MUNICIPALITY agrees to reimburse the COUNTY for the MUNICIPALITY'S pro rata share of any such contingent cost liability arising during the term of this Agreement for Law Enforcement Services and assessed against the COUNTY. Upon notification to the COUNTY of any such contingent cost liability, the

COUNTY will notify the MUNICIPALITY in a timely manner.

C. TERM OF AGREEMENT/TERMINATION

1. The term of this Agreement shall commence on January 1, 2023, and shall continue through December 31, 2023 ("Term").
2. If either party intends not to renew this Agreement at the end of its Term, the party must notify the other party and other MUNICIPALITIES in writing at least nine (9) calendar months prior to the end of the contract Term. If either party has not approved a successor agreement at the end of the Term, the COUNTY will continue to provide law enforcement services in accordance with this Agreement.
3. Either party may terminate this Agreement at the end of a calendar year and prior to the end of the Term of the Agreement by notifying the other party to this Agreement and the other MUNICIPALITIES in writing of their intent to terminate the Agreement at least nine (9) calendar months prior to the end of the calendar year.
4. Notice to the COUNTY shall be given to the County Manager and Ramsey County Sheriff, and Notice to the MUNICIPALITY shall be given to the MUNICIPALITY'S City Manager. Notice to the other MUNICIPALITIES will be given in accordance with the notice provisions of the contracts between the COUNTY and the other MUNICIPALITIES.

D. COST AND PAYMENT

1. The MUNICIPALITY agrees to pay the COUNTY the actual cost of providing all services covered by this Agreement. Actual cost shall mean the MUNICIPALITY'S pro rata share of the COUNTY'S total cost of providing patrol and police protection services as described in this Agreement to the MUNICIPALITIES with which the COUNTY has agreements for the current contract year, including, but not limited to the following: salaries of employees engaged in performing said services, including vacation and sick leave; mileage; uniforms; public employees retirement contributions; workers' compensation, automobile, general liability and police professional liability insurance costs or the cost of self-insurance; general overhead, including indirect expenses and supplies, radio unit expense, and health and welfare expense. The term "costs" as used herein shall not include items of expense attributable to services or facilities normally provided or available to all cities within the COUNTY as part of the COUNTY'S obligation to enforce state law. Computation of actual costs hereunder shall be made by the Ramsey County Finance Department based on information provided by the Sheriff.
2. During the term of this Agreement, the COUNTY shall annually submit a Budget Estimate for the following year of services to the MUNICIPALITY no later than August 1 of the current year. Said Budget Estimate will be for the limited purpose of better enabling the MUNICIPALITY to estimate its annual budget and tax levy. It is understood by the parties to this Agreement that said Budget Estimate shall in no way prevent the COUNTY from charging its actual costs.
3. If the MUNICIPALITY does not allocate the necessary funding for its proportionate share of the COUNTY'S Approved Budget to the MUNICIPALITIES for a given year, the MUNICIPALITY and the COUNTY must meet by January 31 of the budget year in question to review and reach agreement on modifications to service levels provided by the COUNTY that are consistent with the MUNICIPALITY'S budget and

that recognize the impact of these service level changes to other MUNICIPALITIES that contract with the COUNTY for these services.

4. Unless the COUNTY and MUNICIPALITY have reached agreement pursuant to the prior paragraph for a change in the MUNICIPALITY'S contribution, the COUNTY shall bill the MUNICIPALITY on a monthly basis in advance in an amount equal to one-twelfth (1/12) of the Budget Estimate for services to the MUNICIPALITY. The MUNICIPALITY shall pay the COUNTY within 45 days of receipt of the monthly statement. At the close of the contract year, the COUNTY will reconcile the current year Budget Estimate and current year actual costs, shall provide a copy of the current year actual cost to the MUNICIPALITY, and shall either give a credit to the MUNICIPALITY or bill the MUNICIPALITY for additional costs in excess of the Budget Estimate.

E. GENERAL PROVISIONS

1. Notice to the COUNTY shall be given to the County Manager and Ramsey County Sheriff, and Notice to the MUNICIPALITY shall be given to the MUNICIPALITY'S City Manager. Notice to the other MUNICIPALITIES will be given in accordance with the notice provisions of the contracts between the COUNTY and the other MUNICIPALITIES.
2. It is understood that prosecutions for violations of ordinances or state statutes, together with disposition of all fines collected pursuant thereto, shall be in accordance with state statutes, state rules, and judicial orders.
3. The Ramsey County Sheriff's Office shall submit to the MUNICIPALITY quarterly activity reports detailing the activities of the Sheriff's Office under this agreement within the MUNICIPALITY. Said reports shall contain, at a minimum, the number of calls answered and the number of citations issued. However, no information will be provided which would violate the State Data Practices Act.
4. The MUNICIPALITY may contract with the COUNTY for additional law enforcement services above and beyond those provided in this Agreement.
5. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing, signed by authorized representatives of the COUNTY and the MUNICIPALITY and attached to the original of this Agreement.

IN WITNESS WHEREOF, the MUNICIPALITY, by resolution duly adopted by its Council has caused this Agreement to be signed by Mayor Randy Gustafson and City Administrator Jack Linehan, and the seal of the MUNICIPALITY to be affixed hereto on the _____ of _____, 2022 and the COUNTY, by resolution of its Board of County Commissioners, has caused this Agreement to be signed by the Chair and Chief Clerk of said Board on the _____ day of _____.

COUNTY OF RAMSEY

CITY OF FALCON HEIGHTS

By: _____
Trista MatasCastillo, Chair
Ramsey County Board of Commissioners

By: _____
Randy Gustafson
Mayor

By: _____
Mee Cheng, Chief Clerk
Ramsey County Board of Commissioners

By: _____
Jack Linehan
City Administrator

APPROVAL RECOMMENDED:

By: _____
Bob Fletcher
Ramsey County Sheriff

APPROVED AS TO FORM:

By: _____
Kimberly Parker
Assistant Ramsey County Attorney

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REQUEST FOR COUNCIL ACTION

Meeting Date	November 9, 2022
Agenda Item	Consent G7
Attachment	RFP Prosecuting Attorney Services
Submitted By	Jack Linehan, City Administrator

Item	Prosecuting Attorney Services Request for Proposals
Description	<p>For the past twenty years or more, the City has utilized the legal services of City Prosecutor Katrina Joseph, now of HJ Law. To staff’s knowledge, there has not been a RFP for this service in quite some time. The City would like to accept bids for Prosecuting Attorney Services, to compare fees, requesting bids for both hourly billing as well as retainer fees as part of the proposal requirements.</p> <p>The City would begin accepting proposals for prosecuting legal services from qualified individuals or firms from November 10 through December 10, 2022, evaluating proposals on criteria including, but not limited to, the thoroughness of approach to representing the City in criminal legal matters, and, the provided compensation schedule.</p> <p>Proposals should include, but are not limited to, the legal approach and methodology to be utilized, the deliverables to be provided by the responder, a staff roster with relevant academic training stated, the depth and breadth of their / the firm’s experience in criminal law (prosecution) and working on behalf of public entities or municipal law. Proposals shall also include a minimum of three references, with preference given to municipal references that have been provided with prosecution services by the individual / the firm.</p> <p>The responsibility of the selected Prosecutor(s) will be to provide municipal representation of criminal (prosecution) matters on behalf of the City, including, but not limited to, the following: Prosecution of all petty misdemeanor, misdemeanor, and statutorily delegated gross misdemeanor offenses committed within the corporate limits of the City. This includes all such cases initiated by any law enforcement agency and citizen complaints including, but not limited to, traffic violations, DWI cases, theft and City code violations. In addition, Prosecutor(s) will provide consultation and advice to City staff in the interpretation and enforcement of statutes, ordinances and investigations of violations in connection with the prosecution of criminal cases. Prosecutor(s) will evaluate all cases where a plea of not guilty is entered and prosecute where warranted; Prosecutor(s) will seek such additional investigation as required; The Prosecutor(s) will negotiate and enter plea bargains where deemed advisable. Prosecutor(s) will provide consultation, and prosecution where necessary, on zoning code, building code or other nuisance issues; Prosecutor(s) will communicate with City Administrator monthly to review status of prosecution matters and activity completed on behalf of the City in the past month; Prosecutor(s) will prepare and/or coordinate</p>

	the completion of required documentation in coordination with the City Administrator; prepare criminal complaints where facts warrant; prepare appropriate pre-trial notices as required; perform all legal research and prepare briefs when required. Prosecutor(s) will represent the City at court appearances; Prosecutor(s) will try all jury and court cases; Prosecutor(s) will examine, evaluate and provide representation for all appeals to Appellate Courts.
Budget Impact	The 2023 draft budget includes costs for prosecuting attorney fees staying flat. If there is an increase in bids received, a budget adjustment may be necessary.
Attachment(s)	<ul style="list-style-type: none"> Request for Proposals Prosecuting Attorney Services
Action(s) Requested	Staff recommends the City Council allow the City to advertise the RFP and solicit responses for Prosecuting Attorney Services so that the City Council may review them at an upcoming meeting.



November 10, 2022

REQUEST FOR BIDS

The City of Falcon Heights

Prosecuting Attorney Services

Bid Submittal Deadline: December 10, 2022 at Noon.

Prepared By:
Jack Linehan, City Administrator
City of Falcon Heights
2077 Larpentuer Ave West
Falcon Heights, MN 55113
jack.linehan@falconheights.org
651-792-7611

Request for Proposal

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SECTION 1

INTRODUCTION

The City of Falcon Heights, located within Ramsey County in Minnesota, has a reported population of 5,369, according to the 2020 U.S. Census. The City of Falcon Heights follows the "Plan A" weak-mayor statutory city form of government, which is the most common type of city government in Minnesota. Four council members and a mayor are elected at large and serve four-year terms. A mayor-elected City Administrator oversees the daily activities of the City. The City Council is responsible for adopting the City's budget and tax levy, adopting resolutions and ordinances, hires and terminations of employment, policy-making, development and growth planning, and the overall direction of the City. In addition to providing general government services, the City offers other services such as building permits, rental licenses, street cleaning and snow removal. For fire services, the City contracts with St. Paul Fire Department; for police services, the City contracts with Ramsey County Sheriff.

SECTION 2

PROCESS

Notice is hereby given that proposals will be received by the City of Falcon Heights, Ramsey County, Minnesota for contracted legal services from firms or individuals experienced in criminal law. The City of Falcon Heights (the City) invites qualified individuals or firms to submit proposals to provide Prosecuting Attorney Services, based upon the scope of work contained herein. In order to ensure a fair *review and selection process*, *firms submitting proposals are specifically requested not to make other contacts to the City staff or council members regarding these proposals. Failure to comply with this request may result in disqualification of the proposal.* Information regarding the RFP process, if not found within this document, should be directed to Jack Linehan, City Administrator, by email at jack.linehan@falconheights.org or by phone at 651-792-7611. Find additional information about the City of Falcon Heights at www.falconheights.org

2-1 **Requests for Proposal**

The City of Falcon Heights invites qualified individuals or firms to submit proposals for contracted legal 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: November 10, 2022
Closing Date: December 10, 2022
Anticipated Award Notice: January 6, 2023
Anticipated Contract Approval: January 11, 2023
Service to Begin: January 12, 2023

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
651-792-7611

2-4 **Proposal Due Date:**

One (1) copy of the proposal must be delivered to Jack Linehan, 2077 Larpenteur Avenue West, Falcon Heights, MN 55113, no later than 12:00 p.m. on December 10, 2022. A proposal may alternatively be emailed by December 9th at 12:00 p.m. to jack.linehan@falconheights.org, and must receive acknowledgement of receipt by December 10th at 12:00 p.m. to be considered. Proposals should be marked "RFP for Prosecuting Attorney 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 accepted and is presented to the City Council for approval, it will be determined a public document and non-private information will be shared and published online, including the response to this proposal.

SECTION 3

SCOPE OF SERVICES

The City of Falcon Heights welcomes proposals from individuals or firms in response to specific work products identified below.

3-2 Scope of Work and Deliverables

The principal responsibility of the selected Prosecutor(s) will be to provide municipal representation of criminal (prosecution) matters on behalf of the City.

The role of the selected Prosecutor(s) will be to complete all tasks necessary to provide prosecution representation to the City of Falcon Heights.

3.2 Criminal Prosecution Services

The services the Prosecutor(s) may perform include, but are not limited to, the following:

a) Prosecution of Misdemeanors

The services relating to prosecution representation include, but are not limited to, the following: Prosecution of all petty misdemeanor, misdemeanor, and statutorily delegated gross misdemeanor offenses committed within the corporate limits of the City. This includes all such cases initiated by any law enforcement agency and citizen complaints including, but not limited to, traffic violations, DWI cases, theft and City code violations.

b) Consultation

Provide advice, consultation and training where required to the City's enforcement staff in the interpretation and enforcement of statutes, ordinances and investigations of violations in connection with the prosecution of criminal cases. Provide consultation, and prosecution where necessary, on zoning code, building code or other nuisance issues. Periodically meet with appropriate personnel to review status of prosecution matters.

C) Evaluation

Prosecutor(s) will evaluate all cases where a plea of not guilty is entered and prosecute where warranted. Prosecutor(s) will seek such additional investigation as required; The Prosecutor(s) will negotiate and enter plea bargains where deemed advisable.

D) Communication

Prosecutor(s) will communicate with the City Administrator on a monthly basis regarding the status of cases and activity completed on behalf of the City in the past month.

3.2.5 Legal Documentation and Representation

Prosecutor(s) will prepare and/or coordinate the completion of required documentation in coordination with the City Administrator; prepare criminal complaints where facts warrant; prepare appropriate pre-trial notices as required; perform all legal research and prepare briefs when required. Prosecutor(s) will represent the City at court appearances; Prosecutor(s) will try all jury and court cases; Prosecutor(s) will examine, evaluate and provide representation for all appeals to Appellate Courts.

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.

The following will be considered minimum contents of the proposal and must be submitted in the order listed:

1. **Approach to Legal Services**

A description of the proposed legal approach and methodology to be utilized; the deliverables to be provided by the responder; and a description

of the proposed prosecution techniques. The Prosecutor(s) is/are encouraged to propose additional tasks or activities if they believe such tasks or activities will substantially improve the results of the project. These proposed additional tasks should be separated from the required material.

2. Proposed Consultant's Qualifications

Summarize your or the firm's background and history, including the number of attorneys and paralegals employed, their relevant academic training and degrees, and indicate how many attorneys and paralegals that may be assigned to service this account. Include the depth and breadth of your firm's experience in criminal law (prosecution) and working on behalf of public entities or in municipal law.

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 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. Municipal references to which prosecution services were provided are preferred.

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. Fees

The Prosecutor(s) must submit a compensation schedule for the services outlined in the preliminary scope of work for providing legal fees. The compensation schedule submitted shall be guaranteed by the Prosecutor(s) for the term of the contract. The Prosecutor(s) shall include a compensation schedule for any non-commission fees due to the Prosecutor(s) and identify under what circumstances these fees might apply. The Prosecutor(s) compensation schedule shall include all costs/fees that will be assessed. The Prosecutor(s) shall warrant that quoted fees are the only compensation that he or she will receive from the transactions completed under this RFP.

Retainer: Please quote a retainer fee to be charged for prosecution services and the items noted herein that are to be covered by the retainer.

Also state separately the rate for any cost items proposed to be itemized and billed (i.e. mileage, photocopying, Westlaw or Lexis fees, overhead factor, etc.). Clearly note any “retainer” items listed above that your firm will not provide as part of the retainer duties and prefer to bill on an hourly basis. Please be specific.

Hourly Billing: Please quote the dollar amount of fixed and/or hourly fees and costs your firm will charge for providing the legal services to the City of Falcon Heights covered by your proposal that fall outside the duties covered by the Retainer. For the hourly fees portion of your proposal, please identify an hourly rate of each attorney and support personnel. Identify the minimum increment of time billed for each service, e.g. phone calls, correspondence and personal conference.

The City requires detailed monthly billing statements that shall include but are not limited to the following items:

1. Itemize the date of services
2. Identify the attorney and/or support personnel providing the services.
3. List the time spent for each service or activity by tenths of an hour.
4. Provide a detailed description of the services performed.
5. State the fees for those services.
6. Itemize all associated costs and expenses related to the services performed.

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 City adheres to the instruction in this Request for Proposals on preparing and submitting the proposal;
2. Thoroughness of approach to representing the City in criminal legal matters and demonstration of the understanding of the objectives and scope of the Services.
3. Compensation schedule.

SECTION 6

CONTRACT ETHICS

1. No elected official or employee of the City who exercises any responsibilities in the review, approval, or implementation of the proposal or contract shall participate in any decisions, which affects his or her direct or indirect personal or financial interest.
2. It is a breach of ethical standards for any person to offer, give or agree to give any City employee or council member, or for any City employee or council member to solicit, demand, accept, or agree to accept from another person or firm, a gratuity or an offer of employment whenever a reasonably prudent person would conclude that such consideration was motivated by an individual, group or corporate desire to obtain special, preferential, or more favorable treatment than is normally accorded to the general public.
3. The firm shall not assign any interest in this contract and shall not transfer any interest in the same without the prior written consent of the City.
4. The firm shall not accept any client or project that places it in a conflict of interest with its representation of the City of Falcon Heights. If such a conflict of interest is subsequently discovered, the City shall be promptly notified.

SECTION 7

CONFLICT OF INTEREST

- Indicate whether you or your firm currently represents, or has represented any client where representation may conflict with your ability to serve as Prosecution Attorney for the City of Falcon Heights.
- Indicate if you or your firm currently represents any real estate developers doing business with, or anticipating doing business with, the City of Falcon Heights.
- Indicate whether you currently represent any other local units of government having jurisdiction within, or contiguous to the City of Falcon Heights.
- Indicate what procedures your firm would utilize to identify and resolve conflicts of interest.

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REQUEST FOR COUNCIL ACTION

Meeting Date	November 9, 2022
Agenda Item	Consent G8
Attachment	N/A
Submitted By	Roland Olson, Finance Director

Item	<p>Establish capital projects fund # 429 for the 2023 street project. Establish budget line items for expenditures occurring in 2022. Transfer these expenses accruing in the infrastructure fund to this new fund and complete a transfer of funds to fund these 2022 expenses for the 2023 street project.</p>
Description	<p>The 2023 street project needs a separate capital fund along with budget line items to be established to account for the expenditures and income of the street project. This fund would be used to receipt bond proceeds obtained for this project. Costs have occurred in 2022 for the planning and engineering work on this project Preliminary budget line items for any income and expenditures in 2022 would be estimated as follows:</p> <p><u>Fund 429:</u> Revenue: 429-33430 State Aid: 20,000 429-33431 State Aid CRRSAA Funds: 15,000 429-39200 Transfer : 60,000 (from infrastructure fund)</p> <p>Expenditures: 429-4429-80100 Engineering: 40,000 429-4429-80310 Audit 800 429-4429-81290 Professional Svcs: 12,000 429-4429-92000 Other Improvements: 40,000</p> <p>A transfer of funds needs to be also authorized to transfer funds from the Infrastructure Fund #419 to this new 2023 Street Project Fund #429 to insure that the fund has a positive balance at end of year. Currently these 2022 expenditures are in the infrastructure fund and need to be moved to this new fund to accurately reflect the true cost of the street project for future reference.</p> <p><u>Fund #419:</u> Expenditures: 419-4419-97000 Transfer \$60,000 (to fund 429 street project fund for 2023)</p> <p>Staff recommends establishing the new capital projects fund #429 (2023 Street Project), establishing the budget line items, transferring the expenditures to</p>

	date, and transferring enough funds from the Infrastructure fund # 419 to the new capital projects fund #429 to maintain a positive fund balance in this new fund at year end.
Budget Impact	Budget line items as listed above.
Attachment(s)	N/A
Action(s) Requested	Staff recommends establishing the new capital projects fund #429 (2023 Street Project), establishing the budget line items, transferring the income and expenditures in 2022, and transferring enough funds from the Infrastructure fund # 419 to this new capital projects fund #429 to maintain a positive fund balance in this new fund at year end.

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REQUEST FOR COUNCIL ACTION

Meeting Date	November 9, 2022
Agenda Item	Consent G9
Attachment	N/A
Submitted By	Roland Olson, Finance Director

Item	Revenue Bond Refund of \$233,518.11 for Buhl GTA Investors - Amber Union Project
Description	<p>The City needs to refund the second half refundable portion of the application fee for the \$23,351,811 Multifamily Housing Revenue Bonds (Amber Union Apartments Project) which Buhl GTA Investors made. This second half refundable amount is \$233,518.11. In August 2021, the City refunded the first half of this refundable amount of \$233,518.11 to Buhl GTA Investors after receiving it from MMB State of Minnesota.</p> <p>Buhl GTA Investors provided a large refundable application fee of \$471,716.22, to MMB State of Minnesota through the City of Falcon Heights when they applied for the \$23,351,811 Multifamily Housing Revenue Bonds (Amber Union Apartments Project) in 2020. Minnesota Management and Budget said that they would hold the entire amount of the application fee until the bond issue had closed. Once they received that notice of the bond issue closing, they would process a refund of 50% of the refundable portion of the deposit and send to Falcon Heights to forward it to Buhl GTA Investors. The remaining 50% would be returned once the project has been completed. The project is now completed, the necessary certification completed, and Falcon Heights has received the second half refund of \$233,518.11 by MMB State of Minnesota. Falcon Heights now needs to refund this amount to Buhl GTA Investors. A payable has been completed and included in this council packet.</p>
Budget Impact	No impact on budget since the City does not recognize the revenue or expense since it is pass through funds.
Attachment(s)	N/A
Action(s) Requested	Staff recommends authorizing the payable for this second half refund to Buhl GTA Investors so the City can refund as soon as possible.

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REQUEST FOR COUNCIL ACTION

Meeting Date	November 9, 2022
Agenda Item	Policy H1
Attachment	Resolution 22-54
Submitted By	Jack Linehan, City Administrator

Item	Resignation of James Wassenberg from the Planning Commission
Description	James Wassenberg joined the Planning Commission on July 14, 2021. Prior to his pending appointment as City Council Member, he is required to resign his position on the Planning Commission. Mr. Wassenberg submitted his resignation from his position.
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • Resolution 22-54 Resignation of James Wassenberg from the Planning Commission • Resignation Letter
Action(s) Requested	Staff recommends approval of attached resolution accepting the resignation of James Wassenberg from the Planning Commission and thanks him for his service on the Commission and dedication to the City of Falcon Heights.

Dear Mayor Gustafson, City Council, and City Administrator Linehan,

I wish to respectfully inform you that I hereby resign my position as a member of the City of Falcon Heights Planning Commission, effective today, the Eighth of November 2022.

Please accept this resignation and know that I have enjoyed my time on the Planning Commission and wish the members of that body the best of success in their continuing service to the residents of Falcon Heights.

Best Regards,

James Wassenberg

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

November 9, 2022

No. 22-54

**RESOLUTION ACCEPTING THE RESIGNATION OF JAMES WASSENBERG FROM THE
FALCON HEIGHTS PLANNING COMMISSION**

WHEREAS, the City appointed James Wassenberg on July 14, 2021 as a member of the City of Falcon Heights Planning Commission; and

WHEREAS, on November 9, 2022, the City Council plans to appoint James Wassenberg to the vacant City Council Seat; and

WHEREAS, James Wassenberg will be required to vacate his seat on the Planning Commission prior to his appointment and oath of office on the City Council.

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
LEEHY ___ Against
WEHYEE

Attested by: _____
Jack Linehan
City
Administration