

**CITY OF FALCON HEIGHTS**  
Regular Meeting of the City Council  
City Hall  
2077 West Larpenteur Avenue  
**AGENDA - AMENDED**  
February 8, 2023 at 7:00 P.M.

- A. CALL TO ORDER: 7:00 P.M.
- B. ROLL CALL: GUSTAFSON  LEEHY  MEYER   
WASSENBERG  WEHYEE
- STAFF PRESENT: LINEHAN  5-0
- C. APPROVAL OF AGENDA Wehyee/Leehy 5-0
- D. PRESENTATION  
1. League of Women Voters - ADA Study Results
- E. APPROVAL OF MINUTES:  
1. January 25, 2023 City Council Regular Meeting Minutes Meyer 5-0
- F. PUBLIC HEARINGS:
- G. CONSENT AGENDA:  
1. General Disbursements through: 2/2/23 \$1,080,102.44 \$103,499.00 \$119,402.44  
Payroll through: 1/31/23 \$23,915.01  
Wire Payments through: 1/31/23  
Bond Principal & Interest Payments \$267,350.00  
Payroll Taxes/Payments \$16,141.97  
2. City License(s)  
~~3. Met Council TBRA Grant~~  
4. Establishment of Falcon Heights State Fair Policies and Procedures Review Task Force  
5. Accept the Resignation of Administrative & Communications Coordinator Brennan Sorensen
- H: POLICY ITEMS:  
1. Falcon Heights Book Club - Appeal to Waive Rental Fee for Use of Conference Room at City Hall in 2023
- I. INFORMATION/ANNOUNCEMENTS:
- J. COMMUNITY FORUM:  
*Please limit comments to 3 minutes per person. Items brought before the Council will be referred for consideration. Council may ask questions for clarification, but no council action or discussion will be held on these items.*
- K. ADJOURNMENT:

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**CITY OF FALCON HEIGHTS**  
Regular Meeting of the City Council  
City Hall  
2077 West Larpenteur Avenue  
**MINUTES**  
January 25, 2023 at 7:00 P.M.

- A. CALL TO ORDER: 7:03 p.m.
- B. ROLL CALL: GUSTAFSON\_\_X\_\_ LEEHY\_X\_\_ MEYER \_\_X\_\_

WASSENBERG \_\_X\_\_ WEHYEE\_X\_\_

STAFF PRESENT: LINEHAN\_X\_\_

- C. APPROVAL OF AGENDA

The City Council approves the agenda; approved 4-0

- D. PRESENTATION

- E. APPROVAL OF MINUTES:

- 1. January 4, 2023 City Council Workshop Meeting Minutes
- 2. January 11, 2023 City Council Regular Meeting Minutes

Council Member Leehy motions to approve the minutes; approved 4-0

- F. PUBLIC HEARINGS:

- 1. 2023 Fee Schedule Ordinance

Jack Linehan, the City Administrator, states that there is an amended version that is a new addition with an addendum. Staff ran it by the City Attorney for additional fee change. Staff didn't note it at the beginning of the process but do note it now. The City originally adopted the fee schedule ordinance in 2007. Since then, it has been amended with minor changes via resolution. During that time, the City kept some of the fees, particularly the building permit fees, which were last changed in 2005. The City shares the same Building Inspector with the City of Little Canada and the same building fees. The City of Little Canada, in December of 2022, adopted a building permit increase that mimics the State's fee schedule. Linehan recommends that the City adopts these amended building permit fees. In addition, changing the right-of-way permit fees to match the City of Roseville's row right-of-way permit fees so that the City is covering its cost for contracting out to Roseville's Engineering Department to review the Cities right of way permits. Linehan mentions lowering the cost of the new resident handbook from \$10 to \$1 and raising the fee for room rentals at City Hall because the fees are lower than others in the area. The addendum to snow and ice removal is currently set to \$100 per hour or for a minimum of \$100. Recently there was an instance where Staff had to do snow removal at a commercial property on Larpenteur. They were noted, cited, and given plenty of time to remove the snow. Staff are proposing an amendment to the fee schedule to say instead of the \$100 per hour is the cost of abatement and that this cost shall include supervision, overhead equipment, hourly wages, and fringe benefits of the employees involved.

Mayor Gustafson opens the City Council meeting for the 2023 Fee Schedule public hearing.

No public comment is submitted.

Mayor Gustafson closes the 2023 Fee Schedule public hearing.

Council Member Leehy appreciates Linehan and Staff updating the fees and their help answering her questions at the City Council Workshop.

Council Member Wassenberg states that it makes sense to update the fee schedule every once -in-a-while and that the City was due for an update.

Council Member Meyer asks if it is worth tweaking the City Budget to address the additional revenue.

Linehan states overall, it should not make a major impact.

Mayor Gustafson states that the fee schedule is designed to cover the City's costs fairly and not to make a profit. Over the years, the City has reduced fees to incentivize certain initiatives, such as the residential solar permit. This fee schedule is catching up to some costs so that the City is not losing more money.

Linehan states that the major items on the fee schedule that would impact the budget are sanitary sewer, storm drainage, and recycling fees, which are already approved with the budget.

Council Member Meyer motions to approve Ordinance 23-01 Ordinance Amending the Fee Rate Schedule for the City of Falcon Heights relative to 2023 Water & Sewer Rates, 2023 Recycling Rates, Community Development Permit Fees, and City Hall Fee Facility Rental Rates; approved 4-0

Council Member Wassenberg motions to accept the proposed City Fee Schedule as amended on the snow removal process and other items; approved 4-0

Council Member Leehy motions to pass the Summary Ordinance to appear in the Pioneer Press; approved 4-0

G. CONSENT AGENDA:

1. General Disbursements through: 1/18/23 \$122,269.09  
Payroll through: 1/15/23 \$21,359.98  
Wire Payments through: 1/15/23 \$14,950.39

2. City License(s)
3. Charitable Gambling License – Falcon Heights Elementary PTA
4. 2023 Data Practices Officials
5. 2023 Pay Equity Report
6. Resignation of Shaun Curtin from Parks and Recreation Commission
7. Appointment of Paula Mielke to the Parks and Recreation Commission
8. Appointment of Eric Brenton to the Parks and Recreation Commission
9. DEED Subgrant Payment
10. Contract with Landform for ALTA Survey of Community Park
11. Delegated Contract Process (DCP) Agreement with MNDOT for Federal Funds

Council Member Wassenberg motions to discuss the items on the consent agenda prior to passing the consent agenda in one motion and address the items that have grammatical errors; approved 4-0

Council Member Wassenberg states some grammatical errors in the Data Practices Officials item.

Council Member Wehyee joins the City Council meeting.

The Council motions to close correcting grammatical errors on the Data Practices Officials item; approved 4-0

Council Member Meyer motions to approve the consent agenda; approved 5-0

H: POLICY ITEMS:

I. INFORMATION/ANNOUNCEMENTS:

Council Member Wehyee states that the Planning Commission met on Wednesday, January 24th, and could not attend.

Mayor Gustafson states that the Community Engagement Commission met on Wednesday, January 18th. The Commission did have a quorum but only had four of the seven members. So, the Commission decided to postpone office elections until the February Commission meeting. In addition, the Community Engagement Commission is working on the Spring Together event. The tentative date is Saturday, May 20th. The Mayor also thanks Public Works for keeping the streets navigable.

Linehan states the Planning Commission met last night to discuss various annual topics and other business items, including a proposed ordinance that would create licensing requirements for establishments selling THC. The ordinance was suggested by our City Attorney and is modeled after the City of Elk River. It would create steps similar to tobacco licenses. Discussion of the model ordinance is on the February 1st City Council Workshop agenda, with a public hearing on the ordinance for a future City Council meeting. An informal sketch review of the lot subdivision of the Community Park property. Before the sale, the City has to formally subdivide the lot from one 40-acre parcel into two parcels – the park and the farm fields. I presented the

informal sketch review on behalf of the potential petitioner, the U of M. With the Alta survey approved tonight, the plan is to hold a public hearing on the subdivision of the parcel at the February Planning Commission meeting, with formal approval by the City Council in early March.

Linehan states there are currently two vacancies on the Planning Commission and one on the Environment Commission.

Linehan states winter park programming has begun. Tae Kwon Do Basic and Advanced Classes - Jan 9 through February 7th on Tuesdays, Cardio Kickboxing January 5th - February 9th on Thursdays, Yoga Sessions - January 9th through March 6th on Mondays, and new - Breathwork Classes - February 16th through March 23rd on Thursdays at 7:00 p.m.

Linehan states the ice rink at Curtiss Field is open on weekdays from 4 p.m. to 8 p.m. and 10 a.m. to 5 p.m. Saturday, January 28th, and 10 a.m. to 6 p.m. on Sunday, January 29th. Also, for daily updates/availability, call the Weather Line at 651-792-7607

Linehan states AARP Foundation Tax-Aide Volunteers will be available at City Hall every Thursday from February 16th through April 13th, from 9 a.m. to 2 p.m., for free-of-charge tax assistance for taxpayers who are over 50 and have low to moderate income. Appointments are by appointment only. Call or email Assistant to the City Administrator Kelly Nelson at [kelly.nelson@falconheights.org](mailto:kelly.nelson@falconheights.org) or at 651-792-7617 to reserve your appointment.

Linehan states Ramsey County hosted a virtual open house last night for the 2023 Cleveland Avenue reconstruction project, which will be a reconstruction of Cleveland between Buford and Larpenteur Avenue in Spring 2023. I attended the event, as did Interim City Engineer Stephanie Smith. A second, in-person open house is scheduled for Tuesday, February 7th, from 5 p.m. to 7 p.m. at the U of M St. Paul Student Center.

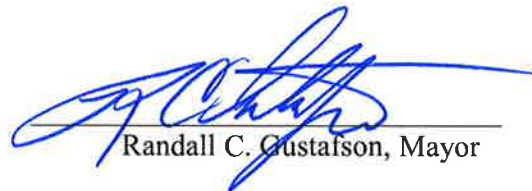
Council Member Wassenberg states that the League of Minnesota Cities has training for City Officials on THC.

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.*

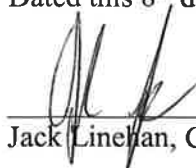
J. ADJOURNMENT: 7:50 p.m.

Council Members Leehy and Wehyee  
motion to adjourn; approved 5-0



Randall C. Gustafson, Mayor

Dated this 8<sup>th</sup> day of February, 2023



Jack Linehan, City Administrator

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## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	February 8, 2023
<b>Agenda Item</b>	Presentation D1
<b>Attachment</b>	League of Women Voters of Roseville Area -ADA Study of Five Cities
<b>Submitted By</b>	Jack Linehan, City Administrator

<b>Item</b>	League of Women Voters of Roseville Area Report – ADA Study Findings
<b>Description</b>	<p>The League of Women Voters of the Roseville Area completed a study of five cities to determine their compliance level of the section of the Americans with Disabilities Act (ADA) that guarantees access to public buildings and sites in the five cities included in the League of Women Voters of Roseville Area (Falcon Heights, Lauderdale, Little Canada, Maplewood and Roseville).</p> <p>The study examined compliance policy, administration and accessibility by residents who are mobility challenged to government buildings, polling locations, and city recreational venues such as parks and playgrounds.</p> <p>Representatives presented findings from their study, which include the following ADA considerations for Falcon Heights:</p> <ul style="list-style-type: none"> <li>• Continue to enforce ADA requirements as pedestrian walkways are upgraded.</li> <li>• Include residents with disabilities in the development of pedestrian safe network transit connections.</li> <li>• Include residents with disabilities in developing a trail plan that connects residents to parks and open spaces.</li> <li>• Regularly restripe parking lots, adding ADA compliant signage and striping for access aisles for handicapped parking.</li> <li>• Update restrooms in City Hall, improving their accessibility and usage.</li> <li>• Proceed on Capital Improvement Plan for remodeling/rebuilding Community Park building following ADA compliance.</li> <li>• Include playground updates in the Community Park rebuild.</li> <li>• Review the 2014 safety and compliant audit of playgrounds and include updates in the Capital Improvement Plan.</li> </ul>
<b>Budget Impact</b>	



<b>Attachment(s)</b>	<ul style="list-style-type: none"><li>• League of Women Voters of Roseville Area -ADA Study of Five Cities</li></ul>
<b>Action(s) Requested</b>	Staff recommends that the Council hear the findings from the League of Women Voters – Roseville Area.



**League of Women Voters of Roseville Area Study of Our Five  
Cities' Compliance with the Americans with Disabilities Act (ADA)  
Accessibility Requirements**

**2020-2022**

**Team Members:**

Mary Peterson, Little Canada

Ann Cleland, Maplewood

Rachel Geiser, Maplewood

Bonnie Koch, Roseville

Stephanie DeBenedet, Roseville

Jim DeBenedet, Roseville

President, Barb Barany, Falcon Heights

## INTRODUCTION

Twenty-six percent of adults in the United States have some type of disability. Just under fourteen percent have mobility issues.

*Centers for Disease Control and Prevention*

The state of Minnesota has the highest disability gap in voter turnout in the country with a gap of -19.5% between voters with and without disabilities.

*Fact Sheet: Disability and Voter Turnout 2018 Elections/Rutgers School of Management and Labor Relations.*

The Representative Government position of the League of Women Voters of the United States (LWVUS) supports the right of citizens to participate in government decision-making. LWVUS has joined with other organizations in advocating to ensure participation includes Americans with disabilities in all aspects of society through the Americans with Disabilities Act (ADA). The ADA is a federal civil rights law that prohibits discrimination against people with disabilities in several areas, including employment, transportation, public accommodations, communications and access to state and local government programs and services. An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities.

The League works particularly hard to monitor voting rights. League members serve as volunteer poll watchers checking on physical accessibility required by the ADA and work to fight restrictive voter ID measures that disproportionately affect people with disabilities.

<https://www.lwv.org/blog/how-league-helps-ensure-voting-access-americans-disabilities>

## STUDY GOAL

The purpose of this study is to assess the compliance level of the section of the ADA that guarantees access to public buildings and sites in the five cities included in the League of Women Voters of Roseville Area (Falcon Heights, Lauderdale, Little Canada, Maplewood, and Roseville) with the ADA.

The study examines compliance policy, administration, and accessibility by residents who are mobility challenged to government buildings, polling locations, and city recreational venues such as parks and playgrounds. Focus is on the significant areas of compliance, identification of instances of non-compliance, and considerations for the cities to bring ADA deficiencies into compliance as soon as reasonably practicable.

While the ADA protects the rights of all people with impairments, the study group chose to limit its examination to whether people with mobility disabilities can participate in local government, vote, and access city-established parks and recreational facilities. Disabilities such as people who have blind or deaf challenges may be studied at some other time.

## BACKGROUND INFORMATION

The ADA was enacted into law in 1990. It was passed, in part, to enable people with impairments to utilize all public facilities including those owned and operated by local government and those privately owned but open to the public.

The Department of Justice published revised regulations for Titles II and III of the Americans with Disabilities Act of 1990 in the Federal Register on September 15, 2010. The revision clarified issues that arose over the previous 20 years and included new accessible design standards. It went into effect in March 2011.

<https://www.ada.gov/regs2010/2010ADAStandards/2010ADAstandards.htm>

Although as a federal civil rights law the ADA guarantees access, some buildings, sites, and programs are not in compliance with the law. Sometimes, this is a matter of oversight. At other times, it is a lack of understanding of what the encompassing law requires. (The ADA and City Governments: Common Problems; U.S. Department of Justice Civil Rights Division, Disability Rights Section, updated 24 February 2020. - <https://www.ada.gov/comprob.htm>)

Regulations in the Act are extensive and specific (e.g., 60 inches must be allowed for turning space for a wheelchair; van parking spaces must be 132 inches wide unless there is an access aisle). However, reasonable modifications may occur (e.g., if someone with a mobility impairment cannot access a polling site independently, the door may be propped open, or a person could monitor the door to let voters in).

The photo below shows an improper curb ramp which hampers access and may be dangerous for persons in wheelchairs or scooters. This is at a pathway leading to a park in Roseville. The device in the photo can measure rise over a 12-inch length. This is a problem that we found in many situations, including polling places and parks.



## PROCESS

The study plan, relevant data spreadsheets and draft reports were entered into a shared folder, so study members could easily access information from all five cities. Study members each concentrated on a particular LWV of Roseville Area city and were responsible for gathering data and summarizing information from that municipality. Appendices containing data are in a separate document. While data has been updated regularly, some counts may have changed since printing.

### PART ONE OF STUDY: COMPLIANCE REQUIREMENTS

Title II of the ADA requires State and local governments to make their programs and services accessible to persons with disabilities. Study committee members questioned each city for general compliance with the law by means of a letter emailed to each of the five cities requesting ADA compliance information. The questions are listed below.

1. Does your city have an official ADA compliance policy? If so, when was it adopted? Will you provide us with a copy?
2. Does your city have an ADA compliance officer? Who is that person?
3. How many employees does your city have?
4. Does your city have an ADA compliance plan? When was it adopted? Will you provide us with a copy?
5. Does your city have an ADA complaint process that is easily understood and accessible to all residents?
6. What obstacles exist to full ADA compliance in your city?

It is important to understand ADA compliance requirements. A self-evaluation must occur when city department, board and commission practices are reviewed. Additionally, this includes infrastructure such as city owned buildings, sidewalks, streets, and transit stops. When barriers are identified, cities are required to develop a Transition Plan to fix them, which includes cost, schedule, etc.

Under Title II, public entities with less than 50 employees are not required to comply with limited sections of the ADA: maintaining self-evaluations on file for three years, designing a grievance procedure for ADA complaints, designating an ADA coordinator, and writing a transition plan. However, these cities must meet all other law requirements. For cities with more than 50 employees, the law requires cities to designate a responsible employee also known as an ADA coordinator, 28 CFR Part 35.

**§ 35.107 Designation of responsible employee and adoption of grievance procedures.**

*(a) Designation of responsible employee.*

A public entity that employs 50 or more persons shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under this part, including any investigation of any complaint communicated to it alleging its noncompliance with this part or alleging any actions that would be prohibited by this part. The public entity shall make available to all interested individuals the name, office address, and telephone number of the employee or employees designated pursuant to this paragraph.

The table below shows city responses in brief to the initial questions. Cities with asterisks are not required to have compliance plans or identified coordinators.

	Falcon Heights*	Lauderdale*	Little Canada*	Maplewood	Roseville
1. Official compliance policy?	No	No	No	No	Yes
2. Compliance Officer?	Yes	No	No	No	Yes
3. No. of Employees	8	5	21	167	217
4. Have compliance plan?	Yes	No	No	Yes	Yes
5. Easily accessible grievance process	No	No	No	Yes	No
6. Possible obstacles to compliance	Financing	Compliance occurs when city does upgrades.	Financing	Compliance occurs when city does upgrades.	Financing

Compliance plans addressed in question four were answered in various ways:

- Larger municipalities and Falcon Heights had a formal *Transition Plan for Facilities Within the Public Right-of-Way* which included streets, sidewalks, transportation, trails but not things like access to city buildings voting or civic participation options.
- Transition Plan for Parks and Recreation (Roseville).
- Statements in Maplewood and Roseville employee handbooks state adherence to ADA requirements.
- References to Capital Improvement Plans (CIP) which incorporated ADA compliance.
- Transition intentions were also included in the 2040 Comprehensive Plans for Falcon Heights, Lauderdale, Little Canada, and Roseville.

The table in Appendix A lists the cities' full responses to our direct questionnaire that are also summarized in the Individual City Analyses section.

## PART TWO OF STUDY: ACCESS TO CIVIC BUILDINGS

Equal access for city residents to the essential functions of government includes access to public meetings such as city council, planning commission, park commission, etc. While much of these are now available on local cable TV or through the internet, many people want or need to attend meetings in person to hear or be heard. Residents must have access to the offices of the city, including places where key employees work and where government records are maintained.

Although most of the requirements are met by each city, there are deficiencies. Most of these can be easily corrected through modifications (e.g., the ADA requires accessible parking and at least one stall must be wide enough for “van” parking, labeled on a sign). Many parking lots do not have identified van parking.



This photo shows an area with accessible signs but missing striping and a van access aisle.

The table in Appendix B is a summary of building accessibility determined by actual visits to the facilities. The Individual City Analyses section also summarizes this information.

### **PART THREE OF STUDY: ACCESS TO VOTING**

Being able to vote is a basic right in our democracy. The Minnesota Secretary of State website states cities choose polling places and are responsible for accessibility. “A local official can only choose polling places that meet these standards [ADA], unless no available place within a precinct is accessible or can be made accessible.”

<https://www.sos.state.mn.us/elections-voting/election-day-voting/polling-place-accessibility/>

The Ramsey County Elections Administrator and staff coordinate with the cities using a 75-point ADA-compliance survey to address accessibility issues and work with the polling location to remedy a solution for voters who need entrance, parking, specific accommodations for voting accessibility. Cities were asked to identify the designated city staff member who coordinated with Ramsey County to make sure polling place inspections occurred and accessibility issues addressed.

The Study Committee visited designated polling sites in each city. Committee members surveyed the number of accessible parking spaces, access to the polling site and if there was an accessible restroom available for voters and election officials. Data gathered from these surveys can be found in Appendix C and is summarized in the Individual City Analyses section.



The photo to the left is an example of inadequate access to a polling place. There is no hard surface access aisle adjacent to the parking stall.



This photo illustrates a ramp from a parking lot to the voting location where the slopes of the ramp are too steep up and over the sidewalk. The slope is too steep on the other side of the street as well.

#### **PART FOUR OF STUDY: ACCESS TO PARKS AND RECREATION**

Accessibility to city owned parks, playgrounds, parking lots and park buildings was determined by applying Title II ADA guidelines. Cities have a growing awareness and are taking action to provide quality playground equipment and surfacing that make play areas accessible for all residents. Skyview Park in Lauderdale, Spooner Park in Little Canada, Maplewood's Wakefield Park, and Roseville's Central Park Victoria are prime examples. Some other parks need significant updating; some even have dangerous conditions such as uneven paths and entry to playgrounds that make it impossible to access the playgrounds without significant assistance.





These wood chips are too low; they are supposed to be up to the white tag.



In the above photo, the wood chips are too low and the concrete curb bars access to persons with disabilities. These were common issues in all our cities.

Committee members visited each city park, took photos, and documented data on spreadsheets. Surveys were done in the spring, summer and fall of 2021. Some of the non-compliant issues may have been addressed since that time.

Data is available in Appendix D and summarized in the Individual City Analyses section.

## INDIVIDUAL CITY ANALYSES

LWV of Roseville Area members looked at city administration sites, buildings used for civic engagement and park and recreation facilities and spaces when studying ADA compliance by our five cities.

### **Falcon Heights**

#### *Compliance Requirements*

Falcon Heights' geographic boundaries include portions of the University of Minnesota's Twin Cities campus and the Minnesota State Fairgrounds, making 66% of the city's land area tax-exempt and statutorily out of the city's land use control.

Because it is a city with only eight full time employees, Falcon Heights is not required to have an ADA Coordinator, grievance procedure or transition plan. However, in 2017 it adopted a Transition Plan for Facilities within the Public-Right-of-Way which includes a grievance form that identifies the City of Administrator as the ADA Coordinator. While the grievance form has been adopted, it would need to be accessed by contacting the city on its webpage through "Contact Us" in the Government drop down menu or doing a search, and residents may not be aware of its availability.

Falcon Heights does not have a specific compliance policy, but its 2040 Comprehensive Plan contains goals with ADA considerations including the statement "All new pedestrian and bicycle facilities must meet the ADA accessibility guidelines...the city will seek to develop a safe, efficient, and accessible non-motorized transportation that meets the needs of people of all ages and abilities."

See Appendix A for full details.

#### *Civic Buildings*

Falcon Heights City Hall, built in 1982, is used for City Council meetings, community events and as Precinct 1 for election voting. It is fully accessible by residents with mobility challenges including a speakers' dais with a slight ramp that enables individuals in wheelchairs to participate on the council and on civic committees that may meet there (one present Council member is in a wheelchair). The podium for addressing the City Council is designed for a standing person. Accommodation can be made with a lower podium with a microphone that allows a seated person to not only speak but have a place for reference papers.

With the age of the building, the restrooms are set to minimal Title II 2010 standards and need to be reconfigured for wheelchairs. It would be desirable to enter automatically rather than push/pull a heavy door. While the number of accessible parking stalls is compliant with ADA standards, the lot itself needs restriping as much of the paint has faded.

See Appendix B for full details.

## *Voting*

Voting Precinct 2 is at Falcon Heights United Church of Christ, 1795 Holton. The building is accessible. The parking lot, located across the street, has the required number of accessible parking spaces, but there are no marked accessibility lanes or van accessible stalls. The ramp up and over the sidewalk is not ADA compliant because it is almost three times the allowable steepness, and the ramp from the street to the church sidewalk is too steep as well. Parking spaces with accessible lanes could be added on the street or accommodation accomplished by posting visible signage that voters may request curbside voting.

See Appendix C for full details.

## *Parks and Recreation*

Falcon Heights' parks maintenance is complicated because only one of the four parks in the city is owned by the city - Curtiss Field. The large Community Park on Roselawn and Cleveland, is owned by the University of Minnesota with a 20-year lease by the city of Falcon Heights. If the land becomes available, Falcon Heights would pursue dedication of the park acreage to the city (2040 Comprehensive Plan). Presently, the University is not considering land changes. Grove Park is also owned by the University of Minnesota with a yearly lease renewal.

A significant study was done in 2014 by Julee Quarve-Peterson, Inc. auditing safety and accessibility of play equipment in the parks. It is undetermined whether any follow-up was done.

### Grove Park

The playground is not accessibly compliant and needs significant updating. The one on-street accessible parking space does not have a hard surface access aisle. One of the ramps to playground equipment is dangerous because of a heave in the ramp.

### Curtiss Field

Built in 2004, it is accessible and has an accessible portable toilet on the flat parking lot surface. It has designated accessible parking. Wood chips were replaced in the summer of 2021.

### Community Park

The playground has accessible usable equipment, but it is not ADA compliant because the wood chip base has deteriorated making equipment steps and surround curbing too high for accessibility. There is no accessible restroom. It cannot be determined if there is compliant accessible parking because parking lot striping has worn off. The Park building, which contains restrooms, is unusable and locked. An attempt last year to get state bonding money for a new building failed. The city is currently in negotiation with the University of Minnesota for replacement consideration. As of this writing, rebuilding is not included in a Capital Improvement Plan, but Falcon Heights is looking at financing options.

See Appendix D for full details.

### *ADA Considerations*

- Continue to enforce ADA requirements as pedestrian walkways are upgraded.
- Include residents with disabilities in the development of pedestrian safe network transit connections.
- Include residents with disabilities in developing a trail plan that connects residents to parks and open spaces.
- Regularly restripe parking lots, adding ADA compliant signage and striping for access aisles for handicapped parking.
- Update restrooms in City Hall improving their accessibility and usage.
- Proceed on Capital Improvement Plan for remodeling/rebuilding Community Park building following ADA compliance.
- Include playground updates in the Community Park rebuild.
- Review the 2014 safety and compliant audit of playgrounds and include updates in Capital Improvement Plan.

## **Lauderdale**

### *Compliance Requirements*

Lauderdale is the smallest city in the LWV of Roseville Area. Because it is a city with only five full time employees, Lauderdale is not required to have an ADA Coordinator, grievance procedure or a transition plan, but Lauderdale is required to ensure that all their city structures, services, programs, and activities are accessible under Title II of the ADA act.

While not having a compliance plan, Lauderdale's 2040 Comprehensive plan sets goals and strategies for renewal and redevelopment of various areas.

Lauderdale acknowledges the value of citizen participation in local government in their Comprehensive plan. Community Character Goal 2 states, "Work to maintain effective, responsible and adaptive leadership in the City." Goal 3 states, "Support citizen participation, public education and outreach to ensure policies and plans reflect the aspiration of the community."

Lauderdale's 2040 Comprehensive plan also sets identifiable goals in outdoor usage that affect equal citizen accessibility. The city has set a Transportation, Transit, Bikeways and Walkability goal to "Provide a safe network of roadways, bikeways and pedestrian ways that connect residents in the city and to the larger area." (TTBW Goal 1). A strategy to work toward the goal is to, "Support new roadway designs in redevelopment areas that plan for bikeways and pedestrian ways that provide mode choice to existing and new residents."

All strategies should include ADA accessibility.

### *Civic Buildings*

City Hall is used for citizen participation in civic meetings and is the only voting precinct location in the city. A standing speaker’s podium can be accommodated by a microphone system that allows a microphone to be brought to an addressee or to an accessible table in the front of the room.

The site is non-compliant in two areas. The restroom is not accessible. This could be adapted by restructuring the interior restroom space. While there is an accessible parking sign in the front of the building, it is non-compliant because there is no hard surface accessible aisle next to it to get in and out of a vehicle. Compliance could be gained by adding a paved surface that connects to the wide front sidewalk. Automatic button accessibility into the building could be considered as well. Presently, someone in a wheelchair or on a scooter would need assistance to enter to participate in civic meetings or to vote.

### *Parks and Recreation*

Parks, Trails, Open Space and Natural Resources Goal 2 states, “Continue to adapt parks and open space programming and uses to reflect demands and needs of residents. Goal 3 states, “Identify opportunities to connect residents with parks and open spaces in the community.”

The city’s Capital Improvement Plan (CIP) for Parks includes two specific projects that will enhance access for residents with disabilities.

#### Community Park

The Park has an accessible playground. To improve access, additional solid surfaces could be added. Presently, there is one leading to the elevated composite play structure. Other equipment is accessed on a wood chip base that has broken down making movement by a wheelchair or scooter difficult. Plans for the city’s largest park, include a new park building with a gathering room and accessible restrooms.

#### Skyview Park

The second project was accomplished in the fall of 2021. Skyview now has play equipment easily accessed on artificial turf throughout. See photo to the right.



### *ADA Considerations*

- Include residents with disabilities in the development of pedestrian safe network transit connections.
- Include residents with disabilities in developing a trail plan that connects residents to parks and open spaces.
- Include residents with disabilities when soliciting information about resident current and expected park needs and wants.
- Ensure there are access aisles for parking when striping parking lots and for street parking. Community Park playground is non-compliant with a marked accessible parking area that does not have a hard surface access aisle on Pleasant Avenue. It needs to have a paved access that connects to the hard surface walkway.
- Evaluate the Community Park playground on a regular basis and replace the wood chips as needed or consider the addition of a rubberized solid surface or artificial turf in park development plans. While a wood chip surface is ADA compliant for playgrounds, it breaks down. Equipment loses its accessibility, and the cement edging becomes a barrier.
- Provide an ADA compliant parking stall in front of City Hall or in some location convenient for citizens.
- Update restrooms in City Hall improving their handicap accessibility and usage.

## **Little Canada**

### *Compliance Requirements*

Little Canada is in Ramsey County and has an area of approximately 4.5 square miles and a population of 10,451 (2019). Because it is a city with only 21 full-time employees, Little Canada is not required to have an ADA Coordinator, grievance procedure or a transition plan, but Little Canada is required to ensure that all their city structures, services, programs, and activities are accessible under Title II of the ADA. While not having a compliance plan, Little Canada's 2040 Comprehensive Plan provides guidance to City officials on improving existing parks and extending multi-use paths within the parks and trails system with accessibility for all individuals.

### *Civic Buildings*

The City of Little Canada originally completed the construction of its City Hall in 1974. In 1990, an addition was constructed for the council chambers. The City Hall is used for City Council meetings, city commission meetings, community events, and is Precinct 3 for election voting. It is fully accessible by residents with mobility challenges. The podium for addressing the City Council is designed for a standing person. Accommodation can be made with a lower podium with a microphone that allows a seated person to not only speak but have a place for reference papers. It would be desirable to enter the restrooms with an automatic door rather than pull/push a heavy door.

## *Voting*

Little Canada has three precincts – City Hall, Roseville Area Middle School and Little Canada Elementary School. All locations are accessible and have the required number of accessible parking spaces and access aisles but signage for “van” parking needs to be added at City Hall and Roseville Area Middle School.

## *Parks and Recreation*

Little Canada’s 2040 Comprehensive Plan has goals to “...continue to provide parks that are universally accessible, including buildings, walkways, play features, picnic facilities, and curb ramps.”

### Spooner Park

The city replaced the playground at Spooner Park in 2019 with an ADA accessible playground. See the photo below.



### Pioneer Park

Repairs are needed on the accessible paved route to the playground and around the playground where some concrete pathways have sunk creating problems for wheelchairs and other mobility devices. The sand base within the playground also makes mobility difficult. The city is now in Phase 1 of a Master Plan to enhance/replace this playground.

### Rondeau Park, Thunder Bay & Westwinds Linear Park, and Nadeau Wildlife Area

There are accessible routes to the playgrounds and accessible equipment, but the playgrounds are not ADA compliant because the wood chip base has broken down making the surround curbing too high for accessibility.

### *ADA Considerations*

- Continue to implement ADA requirements as pedestrian walkways are upgraded.
- Regularly restripe parking lots, adding ADA compliant signage, and striping for access aisles.
- Evaluate the parks on a regular basis and replace the wood chips as needed. While a wood chip surface is ADA compliant for playgrounds, it breaks down. Equipment loses its accessibility, and the concrete edging becomes a barrier.
- Proceed on plan to enhance/replace Pioneer Park playground following ADA compliance.
- Include paved surfaces for residents with mobility challenges when upgrading playgrounds.

## **Maplewood**

### *Compliance Requirements*

At 42,088 people, Maplewood remains Ramsey County's second largest city behind St. Paul and one of the most diverse. The city has a total area of 17.99 square miles and stretches along the northern and eastern borders of Saint Paul.

The city does not have an official overall ADA Compliance Policy. Instead, each department is responsible for their area of work.

Maplewood has an ADA Transition Plan for Facilities within the Public Right-of-Way. It was adopted November 26, 2012. Details, including contact information and a grievance form are on the city website. <https://maplewoodmn.gov/documentcenter/view/8882>

For each City CIP project, scheduled street/utility project, and pedestrian facility maintenance project, the city performs a detailed review of the existing facilities for ADA compliance and required facility upgrades.

### *Civic Buildings*

Maplewood City Hall, built in 1985, is used for City Council, board, and commission meetings, as well as community events. It is fully accessible by residents with mobility challenges. The restrooms are ADA compliant.

### *Voting*

Maplewood has thirteen precincts, each in a different polling location. Some locations are in flux as schools are rebuilt and fire stations close.

Maplewood staff conducts even-year and special city elections with the support of Ramsey County. Ramsey County conducts odd year elections or special elections of the school districts



using the same polling locations in Maplewood. The Maplewood official responsible for elections is the city clerk. Polling locations are inspected biennially or when a new site is chosen.

### *Parks and Recreation*

Fifty parks and preserves serve as neighborhood anchors and provide places for community gathering, athletics, and respite, while the Nature Center and YMCA Community Center are hubs for programming.

The mission of Maplewood Parks and Recreation states it is, “to provide diverse recreational opportunities for people of all ages and abilities, and to enhance and preserve parks, facilities and open spaces while providing environmental stewardship through education.” Parks and Recreation has developed a rating system for all park structures, trails, and turf. Playground inspections have been completed, and structures/buildings have begun.

Surveying the parks identified many with missing ADA requirements including unpainted and unlabeled parking lots, inaccessible playground entrances, and inaccessible playground equipment.

### *ADA Considerations*

- Review and enforce an ADA compliance audit of all public buildings, playgrounds, and parks.
- Adopt a written position description for a designated ADA Coordinator and post completed and ongoing compliance requirements with progress dates.
- Update online park information with correct addresses, photos, and parking information.
- Maintain depth on playgrounds loose fill (wood chip) surfaces.
- Identify accessible parking spaces by painting the lines with correct size and access aisles and providing signage.

## **Roseville**

### *Compliance Requirements*

Roseville is the second largest City in the LWV of Roseville Area with a 2020 population of 36,254. Twenty one percent of the population are over the age of 65. Of those under the age of 65, 6.8% have a disability. Its geographic boundaries are relatively compact and abut St Paul and Minneapolis.

Because it is a city with 217 full and part-time employees, Roseville is required to have an ADA Coordinator, grievance procedure, and transition plan. In 1992, Roseville adopted an ADA compliance policy and a grievance policy. The transition plan, adopted September 12, 2016, addresses street planning and construction projects. A complaint form is on the City’s website at <http://www.cityofroseville.com/3042/Americans-with-Disabilities-Act-ADA>, but only addresses issues within the Public Right-of-Way, not the park system or at voting places.

Goals for inclusive transportation are included in the city’s 2040 Comprehensive Plan. The non-motorized design vision states, “*Accessibility is a very important consideration for non-motorized design. All new pedestrian and bicycle facilities must meet the ADA guidelines established in the Public Right-of-Way Accessibility Guide (PROWAG). The guidelines in PROWAG address the design needs of people with physical and/or visual impairments. Accessibility will become increasingly important over the next 20 years due to demographic changes. Baby Boomers are aging and the population over age 65 is increasing. People over 65 are more likely to have physical and/or visual impairments that affect their ability to get around.*”

The Pathway Master Plan recognizes that pathways must “Provide transportation facilities for all ages and abilities (children, senior citizens, people with disabilities, pedestrians, and bicyclists).”

### *Civic Buildings*

Roseville City Hall is used for City Council meetings, meetings for city commissions and the Variance Board. No voting takes place at this City Hall. It is fully accessible by residents with mobility challenges including a speakers’ table on the main floor of the council chambers that enables wheelchair individuals to participate in the council and commissions and committees. Access to the Council table is accessible with a ramp. Restrooms comply with ADA standards with some exceptions such as ease of reaching soap dispensers and hand towel dispensers. We did not confirm the force required to open restroom doors in City Hall or the Skating Center. It would be desirable to enter automatically rather than push/pull a heavy door.

The Skating Center is also used for governmental and community large gatherings. Access is addressed in the Parks appendix.

### *Voting*

Roseville votes at nine different locations for its ten precincts. One is the library and eight are local churches. One church is the location for two precincts. All locations have accessible parking spaces and meet the requirements for numbers of stalls and dimensions (width and slopes). Not all spaces have the required access aisles and may result in difficulties for voters, particularly if there is another event being held at that church on election day.

### *Parks and Recreation*

Roseville maintains 32 parks, 679 acres of parkland and open space, and 67 miles of trails and walkways.

According to the Roseville 2040 Comprehensive Plan “*Beginning in 2010, Roseville has made major investments in the parks and recreation system, called the Roseville Park and Recreation Renewal Program (PRRP). This \$19 million program added improved and/or replaced amenities, including selective land acquisitions, new park buildings, playgrounds, natural resource restoration, trails and pathways, and other facilities. It touched every park in the*

*system and post-project surveys clearly reflect how these improvements have been positively received by the public.”*

The Comprehensive Plan continues to say the city will “*Make the park system accessible to people of all abilities.*” “*The new park buildings around the city are handicapped accessible and could be a model for how to serve citizens with disabilities.*”

Our surveys of Roseville’s parks lead us to conclude the policies have not always been followed up with actions through the Park and Recreation Renewal Program. For example, the playground in Central Park on the east side of Bennett Lake was rebuilt in 2014 but was not as ADA compliant as it could have been. It was rebuilt again in 2021 thanks to a private donation to be fully ADA compliant.

Many of the other parks and playgrounds do not fully comply with the ADA requirements and therefore are not fully accessible.

The Parks Pathway Master Plan, adopted in 2018, is available on the city website but can only be accessed with a search.

#### *ADA Considerations*

- Include residents with disabilities on planning groups for transit, trail plans and development of parks and open spaces.
- Update the ADA grievance form to include issues with building access, voting and parks and make it easily located on the city website.
- Continue to implement ADA requirements as pedestrian walkways are upgraded.
- Regularly restripe parking lots, adding ADA compliant signage, and striping for access aisles including signing van accessible parking stalls.
- Proceed on a plan for remodeling/rebuilding City Parks and buildings following ADA compliance including making playgrounds accessible with level access to and into the play areas.
- Evaluate the parks on a regular basis and replace the wood chips as needed. While a wood chip surface is ADA compliant for playgrounds, it breaks down. Equipment loses its accessibility, and the concrete edging becomes a barrier.

## CONSENSUS

The Study Committee proposes the following consensus statements be considered for adoption by the League of Women Voters of Roseville Area.

Should LWV of Roseville Area modify the current policy “Support opportunities for citizen participation in city government, including early public participation in the decision-making process, and open appointment for advisory committees. (1988) to read “Support ADA compliant opportunities for resident participation in city government, including early public participation in the decision-making process, and open appointment for advisory committees.”?

Should LWV of Roseville Area modify the current policy “Support safe non-motorized pathways with costs assessed areawide. (1983)” to read “Support ADA compliant safe non-motorized pathways with costs assessed areawide.”?

Should LWV of Roseville Area adopt a new position stating, “Support city government compliance with the Americans with Disabilities Act (ADA) requirements in administrative policy, and access to and use of city owned and leased buildings, voting precincts, and recreational locations and facilities.”?

Should LWV of Roseville Area adopt a new position stating, “Support compliance by city governments in the Americans with Disabilities Act by making identification of an ADA Coordinator and grievance process easily found on city websites.”?

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**REQUEST FOR COUNCIL ACTION**

<b>Meeting Date</b>	February 8, 2023
<b>Agenda Item</b>	Consent G1
<b>Attachment</b>	General Disbursements, Payroll, and Wire Payments
<b>Submitted By</b>	Roland Olson, Finance Director

<b>Item</b>	General Disbursements, Payroll and Wire Payments
<b>Description</b>	General Disbursements through: 2/2/23 \$1,080,102.40 Payroll through: 1/31/23 \$23,915.01 Wire Payments through: 1/31/23 Bond Principal & Interest Payments \$267,350.00 Payroll Taxes/Payments \$16,141.97
<b>Budget Impact</b>	The general disbursements, payroll and wire payments are consistent with the budget.
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• General Disbursements, Payroll and Wire Payments</li> </ul>
<b>Action(s) Requested</b>	Staff recommends that the Falcon Heights City Council approve general disbursements, payroll and wire payments.

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PACKET: 02686 JAN 20 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

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		FLEX DEPENDENT CARE REIMB		601 21714-000	CHILD CARE STATE PAYABLE	352.50	
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PACKET: 02690 JAN 26 PAYQBLE

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

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I-20328		3RD & 4TH QTR INSPECTOR MILEA	964.52			
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01-05153		HOME DEPOT CRC/GECF				
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01-06185		RAMSBY COUNTY				
1-PUHW 020066		GOTTFIED STORM PIT ELECT 2022	1,459.50			
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PACKET: 02692 JANUARY 27 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

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I-113490		IRS FLEX PLAN UPDATE	830.00			
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		IRS MAXIMUM PLAN UPDATE		101 4112-89000-000	MISCELLANEOUS	400.00
		FLEX PLAN RENEWAL FEE YRLY		101 4112-89000-000	MISCELLANEOUS	250.00
		SIX MONTH PRICIPATION FEE		101 4112-89000-000	MISCELLANEOUS	180.00
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01-03103	CANON FINANCIAL SERVICES					
I-29833646		COPIER CONTRACT JAN	122.39			
1/27/2023	APBNK	DUE: 1/27/2023 DISC: 1/27/2023		1099: N		
		COPIER CONTRACT JAN		101 4131-87010-000	CITY HALL MAINTENANCE	122.39
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01-03110	CENTURY LINK					
I-202301278404		LANDLINE SVC	63.87			
1/27/2023	APBNK	DUE: 1/27/2023 DISC: 1/27/2023		1099: N		
		LANDLINE SVC		101 4141-85011-000	TELEPHONE - LANDLINE	63.87
		=== VENDOR TOTALS ===	63.87			
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01-05175	CONTINENTAL RESEARCH CORPORATI					
I-41767		MELT AWAY FOR ICE REMOVAL	675.00			
1/27/2023	APBNK	DUE: 1/27/2023 DISC: 1/27/2023		1099: N		
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01-05115	GOPHER STATE ONE CALL					
I-3000389		ANNUAL FACILITY OPERATOR FEE	50.00			
1/27/2023	APBNK	DUE: 1/27/2023 DISC: 1/27/2023		1099: N		
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01-05670	METRO PRODUCTS INC					
I-171671		BATTERIES/ TY WRAPS/ WASHERS	46.44			
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PACKET: 02692 JANUARY 27 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

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I-458800022023			2023 LIFE INS FEB	80.00			
1/27/2023	APBNK		DUE: 1/27/2023 DISC: 1/27/2023		1099: N		
			2023 LIFE INS FEB		101 21709-000	OTHER PAYABLE	44.32
			2023 LIFE INS FEB		204 21709-000	OTHER PAYABLE	1.60
			2023 LIFE INS FEB		601 21709-000	OTHER PAYABLE	23.36
			2023 LIFE INS FEB		602 21709-000	OTHER PAYABLE	10.72
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01-07250 TRETSEVEN, DAVE

I-202301278403			OSHA TNG MULTI CITY EXPS	30.88			
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PACKET: 02695 JAN 30 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

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01-05422		BP							
I-202301308408			FUEL		3,833.72				
1/30/2023	APBKN		DUE: 1/30/2023 DISC: 1/30/2023			1099: N			
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01-05582		MENARDS							
I-202301308407			MOTOR OIL FOR TRUCKS		140.94				
1/30/2023	APBKN		DUE: 1/30/2023 DISC: 1/30/2023			1099: N			
			MOTOR OIL FOR TRUCKS				101 4132-74000-000	MOTOR FUEL & LUBRICANTS	140.94
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01-06030		OLSON,ROLAND							
I-202301308406			MILEAGE REIMB JAN		40.35				
1/30/2023	APBKN		DUE: 1/30/2023 DISC: 1/30/2023			1099: N			
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01-06024		ON SITE SANITATION							
I-1476964			PORTABLE TOILETS/SANITIZERS		260.00				
1/30/2023	APBKN		DUE: 1/30/2023 DISC: 1/30/2023			1099: N			
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I-1476965			TOILETS PARK/SANITIZER		5.00				
1/30/2023	APBKN		DUE: 1/30/2023 DISC: 1/30/2023			1099: N			
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PACKET: 02695 JAN 30 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

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I-202301308405		H2O AND SANITARY SEWER		136.39				
1/30/2023	APBNK	DUE: 1/30/2023 DISC: 1/30/2023			1099: N			
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		H2O AND SANITARY SEWER			101 4141-85070-000	SEWER		12.33
		H2O AND SANITARY SEWER			101 4131-85040-000	WATER		68.82
		H2O AND SANITARY SEWER			101 4131-85070-000	SEWER		19.62
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2/02/2023 7:53 AM

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PACKET: 02702 FEBRUARY 2 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

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2/02/2023	APBANK	DUE: 2/02/2023 DISC: 2/02/2023		1099: N			
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		=== VENDOR TOTALS ===	280.50				
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01-01023		BUHL GTA LP					
-----							
I-202302028412		MET COUNCIL AMBER UN ASBESTOS	960,200.00				
2/02/2023	APBANK	DUE: 2/02/2023 DISC: 2/02/2023		1099: N			
		MET COUNCIL AMBER UN ASBESTOS		428 20200-000	ACCOUNTS PAYABLE		960,200.00
-----							
I-202302028413		DEED PAYMENT GRANT	102,096.34				
2/02/2023	APBANK	DUE: 2/02/2023 DISC: 2/02/2023		1099: N			
		DEED PAYMENT GRANT		428 20200-000	ACCOUNTS PAYABLE		102,096.34
		=== VENDOR TOTALS ===	1,062,296.34				
=====							
01-05731		MN DEPARTMENT OF LABOR INDUSTR					
-----							
AMBER1230152022		4TH QTR SURCHARGES	1,122.17				
2/2023	APBANK	DUE: 2/02/2023 DISC: 2/02/2023		1099: N			
		4TH QTR SURCHARGES		101 20200-000	ACCOUNTS PAYABLE		1,122.17
		=== VENDOR TOTALS ===	1,122.17				
		=== PACKET TOTALS ===	1,063,699.01				

\*\*\*\* DIRECT DEPOSIT LIST \*\*\*\*

PAY PERIOD ENDING 1/31/2023  
DIRECT DEPOSIT EFFECTIVE DATE 1/23/2023

MP #	NAME	AMOUNT
1 022	RANDALL C GUSTAFSON	293.07
1-0023	MELANIE M LEEHY	262.05
1-0025	YAKASAH WEHYEE	262.05
1-0027	ERIC G MEYER	262.05
1-1006	JACK LINEHAN	3,367.90
1-1026	BRENNAN J SORENSEN	1,574.22
1-1027	KELLY A NELSON	2,003.41
1-1136	ROLAND O OLSON	3,028.49
1-1028	HANNAH B LYNCH	2,564.20
1-2268	MATTHEW CHERNUGAL	1,476.07
1-1030	TIMOTHY J PITTMAN	2,552.57
1-1033	DAVE TRETSEVEN	1,933.07
1-1143	COLIN B CALLAHAN	2,215.52

TOTAL PRINTED: 13 21,794.67

1-23-2023 12:45 PM PAYROLL CHECK REGISTER  
PAYROLL NO: 01 City of Falcon Heights

PAGE: 1  
PAYROLL DATE: 1/23/2023

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
0026	WASSENBERG, JAMES J	R	1/23/2023	262.05	091968
1162	LANDBERG, ALYSSA	R	1/23/2023	652.99	091969
1184	NEIS, ADRIAN J	R	1/23/2023	386.02	091970

1-23-2023 12:45 PM PAYROLL CHECK REGISTER  
PAYROLL NO: 01 City of Falcon Heights

PAGE: 2  
PAYROLL DATE: 1/23/2023

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

REGULAR CHECKS:	3	1,301.06
DIRECT DEPOSIT REGULAR CHECKS:	13	21,794.67
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	16	23,095.73

+ 819.28 (2nd payroll next page) etc

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

23,915.01

\*\* END OF REPORT \*\*

BMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
2265	WILLIAMS, TOM L	R	1/24/2023	561.24	091971
2274	WASSENBERG, ANJA E	R	1/24/2023	258.04	091972

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

REGULAR CHECKS:	2	819.28
DIRECT DEPOSIT REGULAR CHECKS:		
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	2	819.28

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

\*\* END OF REPORT \*\*

**Bond and Interest Payments for City's bonds due February 1st**

2017 GO Improvement Bonds	130,700.00
2021 GO Improvement Bonds	136,650.00

**Jan 31 payroll**

Federal W/h	8,541.22	*
State W/h	1,532.72	
PERA	4,758.19	
ICMA	1,283.34	
Child Support	26.50	



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## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	February 8, 2023
<b>Agenda Item</b>	Consent G2
<b>Attachment</b>	N/A
<b>Submitted By</b>	Kelly Nelson Assistant to the City Administrator

<b>Item</b>	Approval of City License(s)
<b>Description</b>	<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"> <li>1. Out on a Limb Dance Company</li> </ol> <p>The following individuals/entities have applied for a <u>Refuse &amp; Recycling Hauler License</u> for 2023. Staff have received the necessary documents for licensure.</p> <ol style="list-style-type: none"> <li>1. Republic Services of the Twin Cities, IGH, MN</li> <li>2. Waste Management</li> </ol> <p>The following individuals/entities have applied for a <u>Multifamily Rental Dwelling License</u> for 2023. Staff have received the necessary documents for licensure.</p> <ol style="list-style-type: none"> <li>1. PC Hendrickson LLC; 1750 Larpenteur Ave. W.</li> <li>2. Larpenteur Manor, LLC, 1740 Larpenteur Ave. W.</li> </ol>
	N/A
<b>Attachment(s)</b>	N/A
<b>Action(s) Requested</b>	Staff recommends approval of the City license applications contingent on background checks and fire inspections as required.

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*The City That Soars!*

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	February 8, 2023
<b>Agenda Item</b>	Consent G3
<b>Attachment(s)</b>	Resolution 23-10
<b>Submitted By</b>	Jack Linehan, City Administrator

<b>Item</b>	Establishment of State Fair Policies and Procedures Task Force
<b>Description</b>	<p>Following the 2022 Minnesota State Fair, the City held a town hall meeting on September 21, 2022 and allowed residents to come and share their perspectives on what works – and what doesn’t – with the current approach to the State Fair.</p> <p>The last major revision to City policies and procedures occurred in 2007. Since that time, additional streets have been designated as permit parking only and minor revisions have been made to the map.</p> <p>At the October 5, 2022 City Council Workshop meeting, the Council suggested appointing a task force after January 2023.</p> <p>The City Council discussed the creation of the task force at the February 1, 2023 City Council Workshop. It was determined that:</p> <ul style="list-style-type: none"> <li>• The City would begin gathering interest immediately for the task force</li> <li>• The task force would be created via resolution, with a sunset date of December 31, 2023 unless extended by the City Council</li> <li>• The task force would include no more than 7 voting members, who would be required to be residents. Included in this 7 is a Chair, Vice-Chair and Secretary</li> <li>• The task force would also include non-voting participation from stakeholders such as representatives from the State Fair, U of M, Como/St. Anthony Park neighbors, and others</li> <li>• The task force would meet weekly for six weeks, or extended if needed</li> <li>• The goal of the task force would be to provide recommendations to the city council that:             <ul style="list-style-type: none"> <li>○ Address the quality of life that residents experience as impacted by Minnesota Fairgrounds events;</li> <li>○ Maintain positive relationships with our neighbors and community partners</li> <li>○ Consider the impacts of decisions on all residents – including renters, seniors, minority populations and others – so that they are not negatively impacted by policies or procedures</li> </ul> </li> </ul>

	If the task force is approved, interested participants will be forwarded to the City Council for appointment.
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Resolution 23-10</li> </ul>
<b>Action(s) Requested</b>	Staff recommends a motion approving the creation of a State Fair Policies and Procedures Review Task Force.

**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

February 8, 2023

No. 23-10

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**A RESOLUTION FOR THE ESTABLISHMENT OF A CITY OF FALCON HEIGHTS STATE  
FAIR POLICIES AND PROCEDURES REVIEW TASK FORCE**

- WHEREAS, The Minnesota State Fairgrounds are located within the municipal limits of Falcon Heights; and
- WHEREAS, Falcon Heights has been home to the Minnesota State Fair since 1885, when Ramsey County donated its 210-acre poor farm to the state for the exclusive use by the Agricultural Society; and
- WHEREAS, The State Fair attracts over a million visitors to our community each year, with 1.8 million visitors in 2021 and a record 2.1 million visitors in 2019; and
- WHEREAS, The City of Falcon Heights and its citizens have a long-standing history of creating ordinances, policies and other mechanisms to minimize the impact of the State Fair on our quality of life; and
- WHEREAS, The City of Falcon Heights has not significantly updated our policies surrounding the State Fair since 2007, with most major policies in place since the 1990s; and
- WHEREAS, Daily attendance at the State Fair has grown by nearly 25% during this time; and
- WHEREAS, The City of Falcon Heights values and honors the positive neighbor relations we share with the Minnesota State Fair; and
- WHEREAS, Following feedback from residents at a town hall, it was determined that a revision of city policies surrounding the Minnesota State Fair should be examined in 2023.


NOW, THEREFORE BE IT RESOLVED, that to examine policies and consider the adoption of new ordinances, the City of Falcon Heights shall establish a State Fair Policies and Procedures Review Task Force made up of a diverse cadre of Falcon Heights residents and community stakeholders to conduct a systematic review of the procedures surrounding the State Fair. The Task Force shall:

- Consist of no more than seven voting members;
- Consist of a Chair, Vice-Chair, and Secretary;
- Include only Falcon Heights residents as voting members.

BE IT FURTHER RESOLVED, that the City of Falcon Heights State Fair Policies and Procedures Review Task Force is tasked with providing recommendations to the City Council that:

- Address the quality of life that residents experience as impacted by Minnesota Fairgrounds events;
- Maintain positive relationships with our neighbors and community partners;
- Consider the impacts of decisions on all residents—including renters, seniors, minority populations and others—so that they are not negatively impacted by policies or procedures.

Moved by: Leehy

Approved by:   
 Randall C. Gustafson  
 Mayor

GUSTAFSON      5      In Favor  
 LEEHY  
 MEYER            0      Against  
 WEHYEE  
 WASSENBERG

Attested by:   
 Jack Linehan  
 City Administrator

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## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	February 8, 2022
<b>Agenda Item</b>	Consent G4
<b>Attachment</b>	Resignation Letter, Resolution
<b>Submitted By</b>	Jack Linehan, City Administrator

<b>Item</b>	Resignation of Administrative & Communications Coordinator Brennan Sorensen
<b>Description</b>	<p>Administrative &amp; Communications Coordinator Brennan Sorensen submitted his letter of resignation on February 7<sup>th</sup>. Brennan’s last day with the city will be Tuesday, February 21<sup>st</sup>.</p> <p>Brennan has been an important part of our team, and will be greatly missed in Falcon Heights.</p> <p>We wish Brennan the best of luck as he continues his career as an Administrative Assistant I for the City of Maple Grove, MN.</p>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Resignation Letter</li> <li>• Resolution 23- 11 Accepting the Resignation of Administrative &amp; Communications Coordinator Brennan Sorensen.</li> </ul>
<b>Action(s) Requested</b>	Staff would recommend approval of the attached resolution to accept the resignation of Administrative & Communications Coordinator Brennan Sorensen.

02-07-2023  
City of Falcon Heights

Dear Jack Linehan,

This letter is to inform you that I am resigning from my position as Administrative & Communications Coordinator at the City of Falcon Heights, effective two weeks from today 02-07-2023.

It has been an absolute pleasure working for the City of Falcon Heights and I am truly grateful for the opportunities you have afforded me. My last working day will be 02-21-2023.

I intend to continue working at the highest quality level until my final day of employment. If there is anything you would like me to do to facilitate a smooth transition during this time, please let me know.

Sincerely,

**Brennan Sorensen**

A handwritten signature in cursive script, appearing to read "Brennan Sorensen", written in black ink.

**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

February 8, 2023

No. 23-11

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**RESOLUTION ACCEPTING THE RESIGNATION OF ADMINISTRATIVE &  
COMMUNICATIONS COORDINATOR BRENNAN SORENSEN FROM THE CITY OF  
FALCON HEIGHTS**

**WHEREAS**, the City Council appointed Brennan Sorensen on April 27, 2022 with Resolution 22-14 as the Administrative & Communications Coordinator; and

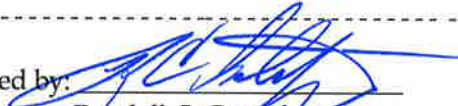
**WHEREAS**, Brennan Sorensen submitted his letter of resignation with a last day in the office of February 21, 2023;

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

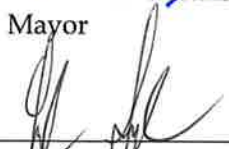
1. That the "Letter of Resignation" is accepted by the City Council of the City of Falcon Heights.

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Moved by: Leehy

Approved by:   
Randall C. Gustafson  
Mayor

GUSTAFSON      S      In Favor  
MEYER  
LEEHY            O      Against  
WASSENBERG  
WEHYEE

Attested by:   
Jack Linehan  
City Administrator

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## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	February 8, 2023
<b>Agenda Item</b>	Policy H1
<b>Attachment</b>	Appeal Letter from Irene Gengler
<b>Submitted By</b>	Jack Linehan, City Administrator

<b>Item</b>	Falcon Heights Book Club - Appeal to Waive Rental Fee for Use of Conference Room at City Hall in 2023
<b>Description</b>	<p>The Falcon Heights Book Club was an idea proposed by the City Council and formed in 1996. Laura Kuettel was a councilmember at the time and became an active participant and leader of the monthly book club.</p> <p>The Falcon Heights Book Club has previously asked for the rental fee waived so that they could meet each month for one hour in the Conference Room at City Hall without charge.</p> <p>City policy states that any consideration for waiving of rental fees must be heard by the City Council.</p> <p>The Falcon Heights Book Club is asking the Council to waive the \$100 annual rental fee so that they may use the Conference Room in 2023 without charge.</p>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Appeal letter from Irene Gengler</li> </ul>
<b>Action(s) Requested</b>	City Council is requested to consider a motion to waive the \$100 annual rental fee for the Falcon Heights Book Club to use the Conference Room.

Subject: 'Falcon Heights' Book Club

The Falcon Heights Book Club was proposed by the Falcon Heights City Council in 1996. It was set up with the guidance and participation of City Council member Laura Kuettel. The group meets once a month for 1 hour. Since the Pandemic we have met outside City Hall or by ZOOM. After 25 years in existence, we've been asked to pay \$100 per year to meet at City Hall. We are listed on the city's website along with the Falconeers, but there are many differences between us.

Falcon Heights City Hall		
	Falconeers Card Club	Falcon Heights Book Club
Date Started	?	1996
Origin	?	Initiated by Falcon Heights City council, led by Council Member Laura Kuettel
Meeting Times	Twice a month	Once a month
Location	Main Room	Conference Room
Length of Meeting	2 hours	1 hour
Hours	Daytime	Evening
Members attending	<b>25 - 30</b>	<b>8 - 12</b>
Set-up	<b>Yes</b>	<b>None</b>
Requirements	Multiple tables and chairs, use of Kitchen Area	Conference Table
Clean-up	Yes	No
Holiday Parties	Twice a year	None (no meeting in December)
Dues	Yes	No

As you can see, the Book Club meets much less often, has far fewer participants, and meets during the evening so there is no daytime disruption. We require no set-up or kitchen use.

We feel Falcon Heights City Hall benefits from having a Book Club listed on their website, and it requires very little effort by anyone other than those attending. Please take this into consideration going forward, we'd appreciate very much waiving of the fee.

Irene Gengler  
 1611 Hollywood Court  
 Falcon Heights, MN

Tae Kwon Do Classes Instructor- Josh Jordan	Resident Total	Amount	Non Resident Total	Amount	Prorated	Total Revenue	Calculated Pay 80% of Total
<b>TKD</b>							
1/3/23 - 2/7/23 early basic	13	\$59.00				\$767.00	\$613.60
1/3/23 - 2/7/23 int	2	\$59.00				\$118.00	\$94.40
<b>Advanced</b>							
1/5/23 - 2/19/23 kickboxing	4	\$51.00				\$204.00	\$163.20
<b>TOTAL REVENUE</b>						\$1,089.00	
<b>Total to Instructor:</b>							\$871.20

Date sent to Finance:

Basic class on Tues early  
Int. class Tues. later  
Kickboxing on Thurs.

Eric Everman	basic	Tues. early	651-269-4735	everman@gmail.com	Paid \$118 AP37475925
Naomi Everman	basic	Tues. early	651-269-4735	everman@gmail.com	Paid \$118 AP37475925
Zachary Lundstrum	basic	Tues. early	952-303-9801	KBLUNDSTRUM@GMAIL.COM	
Charlie Reichelt	basic	Tues. early	612-396-1515	ERIN.REICHELTT@GMAIL.COM	
Kathryn Ernst	basic	Tues. early	614-940-1376	KATHRYNERNST@HOTMAIL.COM	
Tomas Ernst	basic	Tues. early	614-940-1376	KATHRYNERNST@HOTMAIL.COM	
Nicole Ernst	basic	Tues. early	614-940-1376	KATHRYNERNST@HOTMAIL.COM	
Christian Ernst	basic	Tues. early	614-940-1376	KATHRYNERNST@HOTMAIL.COM	
Madeline Morgan	basic	Tues. early	651-808-2323	marymorgan@gmail.com	
Simon Morgan	basic	Tues. early	651-808-2323	marymorgan@gmail.com	
Hannah Morgan	basic	Tues. early	651-808-2323	marymorgan@gmail.com	
Leo Laska	basic	Tues. early	612-770-6982	marymorgan@gmail.com	
Ruby Laska	basic	Tues. early	612-770-6982	marymorgan@gmail.com	
Alecia Jendro	intermediate	Tues. late	612-567-9898		
Alexis Jendro	intermediate	Tues. late	612-567-9898		
Kathryn Ernst	kickboxing	Thurs.	614-940-1376	KATHRYNERNST@HOTMAIL.COM	
Tomas Ernst	kickboxing	Thurs.	614-940-1376	KATHRYNERNST@HOTMAIL.COM	
Nicole Ernst	kickboxing	Thurs.	614-940-1376	KATHRYNERNST@HOTMAIL.COM	
Christian Ernst	kickboxing	Thurs.	614-940-1376	KATHRYNERNST@HOTMAIL.COM	