

**CITY OF FALCON HEIGHTS**  
Regular Meeting of the City Council  
City Hall  
2077 West Larpenteur Avenue  
**AGENDA**  
November 29, 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  Lynch  city Attorney
- C. APPROVAL OF AGENDA
- D. PRESENTATION
- E. APPROVAL OF MINUTES: Wassenberg 5-0  
1. November 1, 2023 City Council Workshop Meeting Minutes
- F. PUBLIC HEARINGS:
- G. CONSENT AGENDA: Loehy 5-0  
1. General Disbursements through: 11/22/23 \$212,187.69  
Payroll through: 11/15/23 \$19,923.43  
Wire Payments through: 11/15/23 \$13,119.02  
2. Approval of City License(s)  
3. Falcon Heights Book Club - Appeal to Waive Rental Fee  
4. Approval of 2024 City Meeting Calendar  
5. Senior Maintenance Worker Dave Simons - Six Month Employee Step Adjustment
- H. POLICY ITEMS: Meyer - note to reimburse at Dec 13th  
1. Amber Flats PUD Denial & Approval of Findings of Facts  
2 - FH Book Club  
note to custom
- I. INFORMATION/ ANNOUNCEMENTS:
- J. COMMUNITY FORUM: 5-0  
*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: Wehyee/Leehy 5-0

BLANK PAGE

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

**MINUTES**  
November 1, 2023  
6:30 P.M.

A. CALL TO ORDER: 6:34 PM

B. ROLL CALL: GUSTAFSON \_\_X\_\_ LEEHY 7:30 PM\_\_  
MEYER \_\_X\_\_ WASSENBERG \_\_X\_\_ WEHYEE \_\_X\_\_

STAFF PRESENT: LINEHAN \_\_X\_\_ VAN DER WERFF \_\_X\_\_

C. POLICY ITEMS:

1. 2024 Budget Workshop #4 - 10-Year Capital Plan Update

Administrator Linehan explains the following highlights for the 2024 Capital Plan, the total 2024 Capital Outlay is \$3.339 million.

2024 Highlights:

- Roselawn Avenue Mill and Overlay
  - o Mill and Overlay Street Costs - \$120,000
- Community Park / Park Improvements - \$2,750,000 – This is the upper limit.
  - o Staff believes \$1 million to \$1.5 million is within the City’s budget. This will fluctuate once plans and prices are more defined.
    - Total cost with purchase of the park comes down to about 4m
    - This year 1.5 was spent on purchase and contract with WSB and architect.
    - 500 thousand – administrative oversight/ design/ plans/environmental
    - Demolition – 50-100 thousand
    - New building est. 1.2 – 1.5 million
    - New parking lot 300 thousand
    - New playground – 200/300 thousand
    - Other amenities – 200/500 thousand
  - o Staff will recommend a tax abatement bond of \$1 to \$2 million for the building. It will be a longer bond than used for street improvements, but the goal will be to have it callable early.
  - o Administrator Linehan informs Council, demo of the current park building is planned for winter, early 2024. The hope is to break ground in spring and have the building done by fall/winter of 2024.
  - o The City is hoping to get public feedback during the engagement session on November 6.
  - o The City will also apply for available grants now that plans are more solid to lower the amount of the bond as much as possible. Other bonds will be paid off significantly by the time Falcon Heights will apply for a new bond.
- Machinery & Equipment - \$146,100
  - o F-450 with Dump Box - \$89,00. Order is placed, hope to be delivered summer 2024.

- Scheduled replacement of the 2012 Ford F-350 1-ton truck (45,284 miles). Was scheduled for 2022 on our equipment replacement schedule, but moved to 2023 due to vehicle inventory shortages. In 2023, it was agreed that we would upgrade to an F-450 for additional towing and hauling capacity.
        - Trade-in valued at \$20,000 - 2012 Ford F-350 1-ton truck
    - John Deere 1585 TerrainCut Front Mowers - \$48,174
      - Scheduled replacement of the 2013 JD 1585 TerrainCut Mowers (used for mowing and snow blowing sidewalks). Administrator Linehan explains this was also scheduled to be replaced for a couple of years. It's very user friendly, high-use vehicle and will be purchased and delivered in 2024.
        - Trade-in valued at \$20,000 -2013 JD 1585 TerrainCut Mowers
- Larpenteur Avenue Streetlights - \$300,000
  - Administrator Linehan explains the Larpenteur Avenue streetlights includes 34 city-owned decorative lights that were installed in the 1990s between Arona and Fry Street. Due to underground wire faults, many of the streetlights no longer function and need full replacement. This includes the conduit underground, involving sidewalk removal and replacement. They will include decorative banners. The proposal is to replace all of the lights along Larpenteur, and utilizing TIF funds in the Falcon Town Square to replace some of the lights in the district. This project was included in the 2023 budget, but following the 2023 PMP and the time required of our engineers, there was not enough time to complete the project by end-of-year.
- Monument Signs / Gazebo Sandblasting and Repainting - \$40,000
  - Complete repainting of all city signs, rust removal, refinishing glass. Current colors will stay the same. Replacing would be a more expensive project.
  - The Gazebo at Curtiss Field will be included as well.
- City Hall Camera Upgrades - \$15,000
  - Capital investment to upgrade the cameras at City Hall.

Administrator Linehan states it is a sizable Capital for the year compared to other years.

Councilmember Wassenberg asks about Solar Panels damage at City Hall.

Administrator Linehan answers that the City has an open claim with insurance to get them repaired. They are not working as effectively anymore, because of hail damage from hailstorms back in 2022. It will most likely not be a capital investment, but depending on what the outcome of the claim is, the solar panels might need to be fully replaced in 2025.

Council discusses other various costs listed on the capital budget sheet from general funds. Such as software contracts, prepare to replace for computers/printers, Snow plow trucks, etc. The City keeps two running snow plow trucks as this is an essential service. Council then discussed the fund balance for the year within the capital fund.

Administrator Linehan adds that this budget will be adopted at the Truth in Taxation hearing in December along with the other budgets.

2. Employee Personnel Policy Update

Administrator Linehan explains The Minnesota State Legislature introduced a number of employment law changes that were signed by the Governor. A few of the recent law changes have already been added to the city's personnel policy. The remainder of the changes will take place on January 1, 2024 and need to be incorporated in to our policy. The recommended changes were advised by our City Attorney and the League of Minnesota's Model Personnel Policy and reviewed by Council. There has been changes in the labor law and the Attorneys updated the policy. This new policy are recommendations of the Attorney for drug testing and the safe and sick leave. There are other changes staff wants to work on, but these laws should be updated before the end of 2023.

Councilmember Wassenberg questions the drug testing policy. He feels drug testing should be done for employees who are operating equipment.

Administrator Linehan adds that he doesn't feel the need to do pre-employment drug testing apart from hiring for Public Works as they need to keep up with their CDL's It elongates the hiring process. He adds we would conduct testing under reasonable suspicion. This is a drug free and alcohol-free workplace.

Other major addition is the language for sick and safe leave.

Administrator Linehan indicated he would like to keep current policy and modify, rather than adopting the LMC model staff policy.

Councilmember Meyer asks if paid sick time is currently provided.

Administrator Linehan answers yes, the sick and safe leave is for employees to use for example when there is a snowstorm and an employee feels they are not able to come into work. It will also be included for part-time employees when they work 80 hours or more in a calendar year.

Administrator Linehan wanted to provide time for Council to review. This will be added to a future council agenda before the end of the year.

Councilmember Wassenberg asks would the City consider combining sick leave and paid time off. Administrator Linehan states there are pros and cons to combining the two.

Mayor Gustafson asks if the budget for legal fees will be increased for the next year. Administrator Linehan answers between the park purchase, law enforcement services and other components the legal service fees were higher for 2023.

Council will review the budget report and updated personnel policy and provide the City Administrator with updates if needed.

3. Pathway Sidewalk Maintenance Map and Plowing Update

Recommendation for Ruggles from Administrator Linehan is not plowing the pathway and putting up signs on each side stating the pathway is closed. He adds it

will be a challenge with pavers as they cannot be treated the same for snow removal as normal blacktop or concrete paths. This will be an item to vote on at a future City Council meeting.

Councilmember Leehy recommends calling the map a snow maintenance map.

Council discusses that the City plows all of Larpenteur except for business zoned district and if we should take on the responsibility to clear the sidewalk for businesses on Larpenteur. It would be business friendly, not very time-consuming and takes care of property owners not taking care of snow removal according to City Code. Some businesses have also asked the City to plow some of their areas as it's challenging for some businesses. It will be to no charge, but the City will not be responsible for when the snow is moved into their parking lots. Certain businesses do not have the ability to remove the snow completely from their property as they have no place to move the snow too.

Councilmember Wehyee asks about staffing and budget for snow removal.

Administrator Linehan adds that the City is currently hiring for 2 Public Works positions. There is 1 full time position and 1 part time. If both positions are filled Public Works will be staffed properly to take care of snow removal. Public Works has also stated they want to clear Larpenteur Ave. from snow.

Council discussed if the City would approve of neighbors taking care of snow removal of Ruggles Pathway.

Administrator Linehan answers he is afraid of the damage it causes to the pathway and recommends not clearing the pathway by the City.

Council discusses snow removal of the path as they feel residents will not appreciate not being able to use it during the winter. It would be challenging to snow remove the path, but not impossible. Public Works has a plan for snow removal of the path. It would not be a priority for clearing. It will be more time consuming.

Councilmember Meyer would like Public Works to give maintaining the path a try for the first year. Public Works will have to be more cautious and use different equipment.

Council agrees it is a service for the City and adds value for residents. For the snow removal guidelines, they want to keep Ruggles Pathway, add Garden Ave. sidewalk and add Larpenteur Ave. including businesses.

#### 4. Law Enforcement Services Update

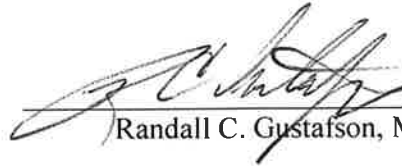
Administrator Linehan provides Council with an update regarding law enforcement services. The City of St. Paul and Falcon Heights are negotiating contract details. It has been a time-consuming process.

Mayor Gustafson sent Mayor Carter a letter regarding law enforcement services. Staff has been making progress towards a contract and are making concessions to work towards expediting contract approval.

D. ADJOURNMENT: 9:03 PM

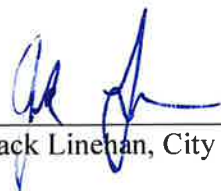
Councilmember  
Meyer motions to adjourn  
the meeting; approved 5-0.

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



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

Dated this 29<sup>th</sup> day of November, 2023



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

BLANK PAGE



11/22/2023 8:21 AM

A/P Regular Open Item Register

PAGE: 1

PACKET: 02941 NOV 21 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
JUST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05843	MN	NCPERS LIFE INSURANCE				
-----						
I-458800122023		LIFE INS NOV	64.00			
11/22/2023	APBNK	DUE: 11/22/2023 DISC: 11/22/2023		1099: N		
		LIFE INS NOV		101 21709-000	OTHER PAYABLE	39.52
		LIFE INS NOV		204 21709-000	OTHER PAYABLE	1.60
		LIFE INS NOV		601 21709-000	OTHER PAYABLE	16.16
		LIFE INS NOV		602 21709-000	OTHER PAYABLE	6.72
		=== VENDOR TOTALS ===	64.00			
=====						
01-05752	UNIVERSAL TRUCK SERVICE LLC					
-----						
I-88053		SWEEPER REPAIRS	1,111.26			
11/22/2023	APBNK	DUE: 11/22/2023 DISC: 11/22/2023		1099: N		
		SWEEPER REPAIRS		602 4602-87000-000	REPAIR EQUIP/CATCH BASIN	1,111.26
		=== VENDOR TOTALS ===	1,111.26			
		=== PACKET TOTALS ===	1,175.26			

A/P Regular Open Item Register

11/17/2023 11:39 AM  
 PACKET: 02939 NOV 17 PAYABLES  
 VENDOR SET: 01 City of Falcon Heights  
 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
-----						
01-03110	CENTURY LINK					
I-202311178678		LAND LINE PARKS	64.64	1099: N		
11/17/2023	APBNK	DUE: 11/17/2023 DISC: 11/17/2023		101 4141-85011-000	TELEPHONE - LANDLINE	64.64
		LAND LINE PARKS				
		=== VENDOR TOTALS ===	64.64			
-----						
01-03122	CITY OF ST PAUL					
I-IN56236		ST LIGHT MAINT AREA	153.00	1099: N		
11/17/2023	APBNK	DUE: 11/17/2023 DISC: 11/17/2023		209 4209-87120-000	REPAIR & MAINTENANCE	153.00
		ST LIGHT MAINT AREA				
I-IN56237		MATERIAL SUPPLIES MAINT AREA	23.80	1099: N		
11/17/2023	APBNK	DUE: 11/17/2023 DISC: 11/17/2023		209 4209-87120-000	REPAIR & MAINTENANCE	23.80
		MATERIAL SUPPLIES MAINT AREA				
		=== VENDOR TOTALS ===	176.80			
-----						
01-05740	MN Dept of Employment & Econom					
I-202311178679		RETURN INTEREST-DEED GRANT	350.35	1099: N		
11/17/2023	APBNK	DUE: 11/17/2023 DISC: 11/17/2023		428 4428-80400-000	DEED GRANT	350.35
		RETURN INTEREST-DEED GRANT				
		=== VENDOR TOTALS ===	350.35			
-----						
01-06030	OLSON,ROLAND					
I-202311178676		FLEX REIMB	110.00	1099: N		
11/17/2023	APBNK	DUE: 11/17/2023 DISC: 11/17/2023		101 21712-000	MEDICAL FLEX SAVINGS PAY	91.30
		FLEX REIMB		601 21712-000	MEDICAL FLEX SAVINGS PAY	16.50
		FLEX REIMB		602 21712-000	MEDICAL FLEX SAVINGS PAY	2.20
		FLEX REIMB				
		=== VENDOR TOTALS ===	110.00			
-----						
01-06301	SAMS CLUB MC/SYNCB					
I-202311178680		AIR MONITORS/ELECTION EXP/ZOO	2,150.16	1099: N		
11/17/2023	APBNK	DUE: 11/17/2023 DISC: 11/17/2023		101 4112-70100-000	SUPPLIES	16.69
		SAMSUN CASE		101 4115-70100-000	SUPPLIES	471.33
		ELECTION EXPS - JUDGES		101 4131-70110-000	SUPPLIES	81.44
		PIONEER PRESS PAPER		101 4131-70110-000	SUPPLIES	25.30
		CITY HALL SUPPLIES - KITCHEN		101 4116-85040-000	VIRTUAL COMMUNICATIONS	219.91
		ZOOM		101 4137-70110-000	SUPPLIES	897.00
		PURPLE AIR QUALITY MONITORS		101 4116-70100-000	SUPPLIES	20.00
		CHATGPT		101 4112-70100-000	SUPPLIES	39.99
		HARDRIVE		101 4112-86100-000	CONFERENCES/EDUCATION/AS	368.85
		COPY PAPER/ TABS/ OTHER SUPPLI		101 4112-70500-000	POSTAGE	9.65
		POSTAGE				

A/P Regular Open Item Register

11/17/2023 11:39 AM  
PACKET: 02939 NOV 17 PAYABLES  
VENDOR SET: 01 City of Falcon Heights  
SEQUENCE : ALPHABETIC  
DUE TO/PROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
01-06301	SAMS CLUB MC/SYNCR	( ** CONTINUED ** )				
=== VENDOR TOTALS ===			2,150.16			
01-05870	XCEL ENERGY					
I-202311178677		ELECTRIC	33.87	1099: N		
11/17/2023	APBANK	DUE: 11/17/2023 DISC: 11/17/2023		209 4209-85020-000	STREET LIGHTING POWER	33.87
		ELECTRIC				
=== VENDOR TOTALS ===			33.87			
=== PACKET TOTALS ===			2,885.82			

PACKET: 02937 November 15 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
<hr/>						
01-079		NORTH SUBURBAN TOBACCO COMPLIA				
<hr/>						
I-076-092023 B		Tobacco Compliance	177.00			
11/15/2023	APBNK	DUE: 11/15/2023 DISC: 11/15/2023		1099: N		
		Tobacco Compliance		101 4122-81000-000	POLICE SERVICES	177.00
== VENDOR TOTALS ==			177.00			
<hr/>						
01-06112		PIONEER PRESS				
<hr/>						
I-1023572540		Legals	141.12			
11/15/2023	APBNK	DUE: 11/15/2023 DISC: 11/15/2023		1099: N		
		Legals		101 4111-70410-000	LEGAL NOTICES	141.12
== VENDOR TOTALS ==			141.12			
<hr/>						
01-05870		XCEL ENERGY				
<hr/>						
I-202311158675		Elect	2,620.35			
11/15/2023	APBNK	DUE: 11/15/2023 DISC: 11/15/2023		1099: N		
		Gas		101 4131-85030-000	NATURAL GAS	143.35
		Elect		209 4209-85020-000	STREET LIGHTING POWER	16.73
		Elect		209 4209-85020-000	STREET LIGHTING POWER	2,345.28
		Elect		209 4209-85020-000	STREET LIGHTING POWER	67.24
		Elect		209 4209-85020-000	STREET LIGHTING POWER	19.95
		Elect		209 4209-85020-000	STREET LIGHTING POWER	11.07
		Elect		209 4209-85020-000	STREET LIGHTING POWER	16.73
== VENDOR TOTALS ==			2,620.35			
== PACKET TOTALS ==			2,938.47			

PACKET: 02935 November 14 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
01-0001 CAMPBELL KNOTSON						
I-312		Sept Legal Matters	3,891.08			
11/14/2023	APBNK	DUE: 11/14/2023 DISC: 11/14/2023		1099: Y		
		Sept General Legal Matters		101 4114-80200-000	LEGAL FEES	2,916.38
		Molnau Legal Matters		426 4426-81900-000	PROFESSIONAL/ATTORNEY SV	718.20
		Sept Legal Matters		429 4429-81900-000	OTHER PROFESSIONAL SERVI	256.50
=== VENDOR TOTALS ===			3,891.08			
01-03122 CITY OF ST PAUL						
I-IN56216		Fire Protection Services 2023	172,508.53			
11/14/2023	APBNK	DUE: 11/14/2023 DISC: 11/14/2023		1099: N		
		Fire Protection Services 2023		101 4124-80332-000	FIRE SERVICE CONTRACT	172,508.53
=== VENDOR TOTALS ===			172,508.53			
01-05352 SHAILA CUNNINGHAM						
I-202311148673		Yoga Instructor - Ending 11/2	1,020.80			
11/14/2023	APBNK	DUE: 11/14/2023 DISC: 11/14/2023		1099: Y		
		Yoga Instructor - Ending 11/20		201 4201-87700-000	INSTRUCTOR-SPECIALTY CLA	1,020.80
=== VENDOR TOTALS ===			1,020.80			
01-05166 GRAINGER, W. W., INC.						
I-9886894691		Air Filters	211.08			
11/14/2023	APBNK	DUE: 11/14/2023 DISC: 11/14/2023		1099: N		
		Air Filters		101 4131-70110-000	SUPPLIES	211.08
I-9886894717		Shroud for Angle Grinder	212.13			
11/14/2023	APBNK	DUE: 11/14/2023 DISC: 11/14/2023		1099: N		
		Shroud for Angle Grinder		101 4131-70110-000	SUPPLIES	212.13
I-9891335185		Screws	27.79			
11/14/2023	APBNK	DUE: 11/14/2023 DISC: 11/14/2023		1099: N		
		Screws		101 4131-70110-000	SUPPLIES	27.79
I-9891335193		Screws	55.58			
11/14/2023	APBNK	DUE: 11/14/2023 DISC: 11/14/2023		1099: N		
		Screws		101 4131-70110-000	SUPPLIES	55.58
=== VENDOR TOTALS ===			506.58			

A/P Regular Open Item Register

11/14/2023 12:50 PM  
 PACKET: 02935 November 14 Payables  
 VENDOR SET: 01 City of Falcon Heights  
 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

POST DATE	ID- BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
<b>01-190 HYDRAULIC SPECIALTY CO</b>						
I-90007912518 11/14/2023	APBANK	Repair Cylinder for Snow Flow DUE: 11/14/2023 DISC: 11/14/2023 Repair Cylinder for Snow Flow	809.68	1099: N 101 4132-87000-000	REPAIR EQUIPMENT	809.68
== VENDOR TOTALS ==			809.68			
<b>01-05509 LEAGUE OF MN CITIES</b>						
I-392641 11/14/2023	APBANK	AFMP Conference DUE: 11/14/2023 DISC: 11/14/2023 AFMP Conference	30.00	1099: N 101 4112-86100-000	CONFERENCES/EDUCATION/AS	30.00
== VENDOR TOTALS ==			30.00			
<b>01-05273 MN PUBLIC EMPLOYEES INSURANCE</b>						
I-1326093 11/14/2023	APBANK	Dec Health Insurance DUE: 11/14/2023 DISC: 11/14/2023 Dec Health Insurance	10,903.87	1099: N 101 4112-89000-000	MISCELLANEOUS	10,903.87
== VENDOR TOTALS ==			10,903.87			
<b>01-06002 NINENORTH</b>						
I-2023-174 11/14/2023	APBANK	3 Municipal Mtgs - Sept DUE: 11/14/2023 DISC: 11/14/2023 3 Municipal Mtgs - Sept	737.66	1099: N 101 4116-85050-000	CABLE TV	737.66
== VENDOR TOTALS ==			737.66			
<b>01-05973 NORTH SUBURBAN COMMUNICATIONS</b>						
I-2023-628 11/14/2023	APBANK	Q4 2023 Cooperative Svc DUE: 11/14/2023 DISC: 11/14/2023 Q4 2023 Cooperative Svc	2,968.16	1099: N 101 4116-85050-000	CABLE TV	2,968.16
== VENDOR TOTALS ==			2,968.16			
<b>01-05922 THIRD SPHERE, LLC</b>						
I-CFH-100-23 11/14/2023	APBANK	IDI Workshops and Reports DUE: 11/14/2023 DISC: 11/14/2023 IDI Workshops and Reports	8,250.00	1099: N 210 4210-86105-000	INCLUSION TNG EXERCISES	8,250.00
== VENDOR TOTALS ==			8,250.00			

A/P Regular Open Item Register

11/14/2023 12:50 PM  
 PACKET: 02935 November 14 Payables  
 VENDOR SET: 01 City of Falcon Heights  
 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #	-----ACCOUNT NAME-----	DISTRIBUTION
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT		
0.	898	WSB				
I-R-023655-000-1		Consultant Services -Comm Par	3,150.29	1099: N		
11/14/2023	APBNK	DUE: 11/14/2023 DISC: 11/14/2023		403 4403-91500-000	COMMUNITY PARK LAND/BUIL	3,150.29
		Consultant Services -Comm Park				
=== VENDOR TOTALS ===			3,150.29			
01-05870		XCEL ENERGY				
I-202311148674		Elect	411.49	1099: N		33.45
11/14/2023	APBNK	DUE: 11/14/2023 DISC: 11/14/2023		101 4121-85020-000	ELECTRIC	254.49
		Elect		101 4131-85020-000	ELECTRIC	34.70
		Elect		101 4141-85020-000	ELECTRIC/GAS	16.73
		Elect		209 4209-85020-000	STREET LIGHTING POWER	72.12
		Elect		209 4209-85020-000	STREET LIGHTING POWER	
=== VENDOR TOTALS ===			411.49			
=== PACKET TOTALS ===			205,188.14			

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

PAY PERIOD ENDING 11/15/2023  
DIRECT DEPOSIT EFFECTIVE DATE 11/13/2023

EMP #	NAME	AMOUNT
		2,684.51
C 006	JACK LINEHAN	2,101.40
01-1027	KELLY A NELSON	1,782.29
01-1029	ELKE VAN DER WERFF	3,007.11
01-1136	ROLAND O OLSON	1,450.64
01-1162	ALYSSA LANDBERG	2,692.17
01-1028	HANNAH B LYNCH	1,547.35
01-1167	DAVID S SIMONS	1,946.63
01-1033	DAVE TRETSVEN	2,711.33
01-1143	COLIN B CALLAHAN	
		19,923.43

TOTAL PRINTED: 9

11-13-2023 6:26 AM  
PAYROLL NO: 01 City of Falcon Heights  
PAYROLL CHECK REGISTER  
\*\*\* REGISTER TOTALS \*\*\*

PAGE: 1  
PAYROLL DATE: 11/13/2023

REGULAR CHECKS:		
DIRECT DEPOSIT REGULAR CHECKS:	9	19,923.43
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	9	19,923.43

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

\*\* END OF REPORT \*\*



WIRE PAYMENTS

NOV 15 payroll

Fed With	7,469.44
St With	1,268.80
Pera	4,180.78
ICMA	200.00
Child supp	-

13,119.02

BLANK PAGE

<b>Meeting Date</b>	November 29, 2023
<b>Agenda Item</b>	Consent G2
<b>Attachment</b>	N/A
<b>Submitted By</b>	Kelly Nelson Assistant to the City Administrator

Item	Approval of City License(s)
<b>Description</b>	<p>The following individuals/entities have applied for a <u>Municipal Business License</u> for 2024. Staff have received the necessary documents for licensure.</p> <ol style="list-style-type: none"> <li>1. Warners' Stellian Co, Inc.</li> <li>2. The F.I.T. Lab, Co.</li> <li>3. Golden Tailor</li> <li>4. John A. Knutson &amp; Co., PLLP</li> <li>5. H1 HH MN Inc. DBA Honest 1 Auto Care</li> <li>6. Curves</li> </ol> <p>The following individuals/entities have applied for a <u>Home Occupation License</u> for 2024. Staff have received the necessary documents for licensure.</p> <ol style="list-style-type: none"> <li>1. Cynthia Cyd Wicker</li> <li>2. Bouquets in Bloom</li> </ol> <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"> <li>1. Holistic Tree and Forestry</li> </ol> <p>The following individuals/entities have applied for a <u>Tree Contractors License</u> for 2024. Staff have received the necessary documents for licensure.</p> <ol style="list-style-type: none"> <li>1. Tree Trust</li> <li>2. Birch Tree Care</li> <li>3. Northern Arborists LLC</li> <li>4. A-1 Walsh Inc.</li> </ol> <p>The following individuals/entities have applied for a <u>Refuse &amp; Recycling Hauler License</u> for 2024. 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> </ol> <p>The following individuals/entities have applied for a <u>Multifamily Rental Dwelling License</u> for 2024. Staff have received the necessary documents for licensure.</p>

	<ol style="list-style-type: none"> <li>1. Birch Terrace, 1688 Arona Street</li> <li>2. Birch Terrace, 1511 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.

BLANK PAGE

<b>Meeting Date</b>	November 29, 2023
<b>Agenda Item</b>	Consent G3
<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
<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 previously asked for and was granted the rental fee waived in 2023 to meet monthly 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 2024 without charge as they did in 2023.</p> <p>City Staff would like the Council to consider waiving the fee now for 2024.</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 for 2024, 2025, 2026 <i>2025, 2026</i>

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.

<b>Falcon Heights City Hall</b>		
	<b>Falconeers Card Club</b>	<b>Falcon Heights Book Club</b>
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

BLANK PAGE





<b>Meeting Date</b>	November 29, 2023
<b>Agenda Item</b>	Consent G4
<b>Attachment</b>	N/A
<b>Submitted By</b>	Jack Linehan, City Administrator

<b>Item</b>	2024 City Meeting Calendar
<b>Description</b>	<p>Each year, City Staff sets the 2024 meeting calendar based on our past practices for meeting dates and based around our city holiday schedule per our personnel policy.</p> <p>Moving forward, we are recommending that we formally approve the annual calendar so that we can advertise meeting dates to the public and the media.</p> <p>The attached calendar highlights the suggested 2024 meeting dates for City Council, commissions and our city holiday schedule. The council and the commissions still reserve the right to add special meetings or cancel meetings based on the requirements outlined in the Minnesota Open Meetings Act.</p> <p>Upon approval, staff will add all of the dates in to the city website calendar and post the dates as our official meetings.</p>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	2024 Calendar
<b>Action(s) Requested</b>	Staff recommends adoption of the following motion: Motion to approve the 2024 calendar and authorize staff to publish the dates accordingly.

# 2024 CALENDAR

JANUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5*	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

City Council Meetings - 7:00PM			City Holidays		CE Commission - 6:30PM	
Environment Commission - 6:30PM		Council Workshops - 6:30PM			Planning Commission - 7:00 PM	
		Parks Commission - 6:30PM				

Presidential election\*

BLANK PAGE

<b>Meeting Date</b>	November 29, 2023
<b>Agenda Item</b>	Consent G5
<b>Attachment</b>	N/A
<b>Submitted By</b>	Jack Linehan, City Administrator

<b>Item</b>	Senior Maintenance Worker - Six Month Employee Step Adjustment
<b>Description</b>	<p>David Simons was appointed by the City Council as Senior Maintenance Worker on May 24, 2023 and began employment on June 1, 2023. It is the practice of the City after six months of service to reward the employee with an increase in their base salary.</p> <p>From Colin Callahan, Public Works Director and David's supervisor:  "David Simons helped immensely with our ongoing sidewalk panel replacement project. He quickly learned all the individual steps in the process and executed them perfectly. He has learned how to operate all of the public works equipment and consistently preforms routine maintenance on them. If Dave notices something that needs to be done, or can be improved, he does it without a prompting. He was able to operate the cities street sweeper with ease and has done the entire Fall sweep. He is eager, and doesn't seem to be intimidated, to get behind the wheel of the dump truck and become proficient at plowing the city's streets. Lastly, I want it to be known that Dave shows up to work enthusiastic about the day ahead, and remains enthusiastic until the end of the work day. He is a much appreciated addition to our Public Works crew."</p>
<b>Budget Impact</b>	There are available funds for this increase.
<b>Attachment(s)</b>	N/A
<b>Action(s) Requested</b>	I recommend that the Falcon Heights City Council approve a 5% step adjustment for David Simons effective December 1, 2023.

BLANK PAGE

<b>Meeting Date</b>	November 29, 2023
<b>Agenda Item</b>	Policy H1
<b>Attachment</b>	Drafted Findings of Facts
<b>Submitted By</b>	Hannah Lynch, Community Developer Coordinator

<b>Item</b>	Amber Flats PUD Denial & Approval of Findings of Facts
<b>Description</b>	<p>Amber Flats is a proposed 100-unit affordable housing apartment building to be located directly to the west of the existing Amber Union Apartments. The purpose of this application for a Planned Unit Development (PUD) is to allow for the construction of this apartment building along with flexibility in City Code guidelines.</p> <p>The Planning Commission met on October 24, 2023 and held a public hearing. After hearing comments and discussion, the Planning Commission voted 6-1 to recommend approval of the PUD.</p> <p>The Falcon Heights City Council met on November 15, 2023 to discuss the proposal and recommendation of approval from the Planning Commission. After hearing from the developer, public, and holding a discussion, the City Council voted 2-2 to approve the PUD. As approval required a majority vote, it did not have the necessary support for approval. Those who voted against approval directed staff to draft a denial for the project due to parking requirements being less than what is needed for the City.</p> <p>When a decision about land use is made, the City Council must develop and adopt written "findings of fact" that explain the decision. Based on the discussion at the November 15, 2023 City Council meeting, staff has drafted findings of facts for review and adoption.</p>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Drafted Findings of Facts</li> </ul>
<b>Action(s) Requested</b>	Staff recommends adoption of the following motion: Adopt the Findings of Fact and Decision.

CITY OF FALCON HEIGHTS  
RAMSEY COUNTY, MINNESOTA

---

IN RE:

Application of Buhl Larpenteur West LLC,  
5100 Eden Avenue, Suite 317, Edina, MN 55436,  
for Amber Flats Planned Unit Development  
at Ramsey County Property IDs 212923110029  
and 212923110028, Falcon Heights, MN 55113.

**FINDINGS OF FACT**

---

On October 24, 2023, the Falcon Heights Planning Commission met at its regularly scheduled meeting to consider the application of Buhl Larpenteur West, LLC, 5100 Eden Avenue, Suite 317, Edina, MN 55436 for Amber Flats PUD, to be located on the vacant lots otherwise known as Ramsey County Property IDs 212923110029 and 212923110028. The Planning Commission conducted a public hearing on the proposed Planned Unit Development (PUD) preceded by published and mailed notice. The applicant was present, and the Planning Commission heard testimony from all interested persons wishing to speak. The Falcon Heights City Council now makes the following:

**FINDINGS OF FACT:**

1. The subject property consists of two parcels, Ramsey County Tax Parcel IDs 212923110029 and 212923110028, located at the southwest corner of Larpenteur Avenue and Snelling Avenue in Falcon Heights, MN and legally described as follows:

PID 212923110029: The East 250 feet of the North 500 feet except the West 150 feet of the East 160 feet of the North 283 feet of the Northwest quarter of the Northeast quarter of the Northeast quarter of Section 21, Township 29, Range 23, West of the Fourth Principal Meridian.



PID 212923110038: The West 150 feet of the East 160 feet of the North 283 feet of the Northwest quarter of the Northeast quarter of the Northeast quarter of Section 21, Township 29, Range 23, West of the Fourth Principal Meridian;  
("Subject Property")

2. The Subject Property is currently zoned R-5M, High Density Residential Mixed Use.
3. In October 2023, an application was received for a Planned Unit Development (PUD) for a multifamily apartment complex consisting of 100-units to be located in the two vacant lots directly to the west of the existing Amber Union Apartments. According to a review of the plans, the need for a PUD is due to the flexibility from City Code guidelines that would be required. There are three areas where deviations from City Code would be needed.
4. The Falcon Heights Planning Commission finds this project meets all guidelines in City Code, except for guidelines around height, impervious surface, and parking.
  - (a) According to section 113-243, the maximum height of a building is four stories or 40 feet, whichever is less. This project comes in at approximately 43' in height.
  - (b) According to section 113-241, the maximum impervious surface coverage amount for this site is 75 percent of the lot area. This project will have approximately 76 percent impervious surface.
  - (c) According to Section 113-310, multiple-family dwellings must have at least two parking spaces per dwelling unit, with at least 80 percent of the required parking to be located below grade and integrated into the apartment building. At these amounts, Amber Flats would be required to have 200 parking spaces, with 160 of



those located below grade. This project is proposing 114 parking spaces total, with 63 of those located below grade.

5. The City of Falcon Heights Planning Commission met at its regularly scheduled meeting on October 24, 2023 to conduct a public hearing and issue a recommendation on the requested PUD. The Planning Commission voted 6-1 to recommend approval of the PUD request.
6. A PUD may be permitted in the legislative discretion of the city council. The Planning Commission and City Council must consider the following general requirements and standards identified in Section 113-201 in rezoning property to PUD:
  - a. A PUD must be consistent with the city comprehensive plan and the intent and purpose of the City Code provisions relative to land use, subdivision and development.

*Finding: The City Council finds the application and submitted plans to be consistent with the city comprehensive plan. The proposal provides a public benefit to the city in the means of new residents, a larger tax-base, and more affordable housing (City of Falcon Heights – 2040 Comprehensive Plan, Chapter II, Chapter VIII).*

- b. Whenever joint common open space or service facilities for individual owners or users are provided within the PUD, the PUD plan shall provide reasonable assurance of adequate operation and maintenance of such open space and service facilities.

*Finding: The project will provide shared open space and facilities to occupants of the apartment building. Based on testimony from Buhl Larpenteur West, LLC, these facilities will be adequately maintained and operated by a property management company, the City Council finds that reasonable assurance has been provided of*

*adequate operation and maintenance of such open space and service facilities is provided.*

- c. When a PUD provides for common or public open space, the total area of common or public open space or security in any stage of development, shall, at a minimum, bear the same relationship to the total open space to be provided in the entire PUD as the stages or units completed or under development bear to the entire PUD.

*Finding: The City Council finds this requirement to not be applicable. The full PUD will be completed during one stage.*

- d. Whenever any PUD is to be completed in stages, no such stage shall, when averaged with all previously completed stages, have a residential density that exceeds 125 percent of the proposed residential density of the entire PUD.

*Finding: The City Council finds this requirement to not be applicable. The full PUD will be completed during one stage.*

- e. All development shall be carefully phased so as to ensure that it will not cause an unreasonable burden upon the city in providing services and utilities or cause a deleterious impact upon the natural environment.

*Finding: The City Council finds the proposed PUD will cause an unreasonable burden upon the city during and after its development. The PUD plan requests a deviation in parking requirements in City Code which decreases the required amount of stalls from 200 to 114 parking stalls. This decision to not included the necessary parking requirements to accommodate the additional units of housing in the location proposed will push parking outside the confines of the PUD. Neighboring roads will*

*be forced to manage overflow parking which will cause an unreasonable burden on the residents currently living there.*

**DECISION:**

The Falcon Heights City Council hereby denies the Applicant's request for a Planned Unit Development.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2023, by the City Council of Falcon Heights, Minnesota.

CITY OF FALCON HEIGHTS

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

ATTEST:

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