

CITY OF FALCON HEIGHTS
Regular Meeting of the City Council
City Hall
2077 West Larpenteur Avenue
AGENDA
December 27, 2023 at 7:00 P.M.

- A. CALL TO ORDER: *7:00/5*
- B. ROLL CALL: GUSTAFSON LEEHY MEYER
WASSENBERG WEHYEE
STAFF PRESENT: LINEHAN
- C. APPROVAL OF AGENDA *4-0*
- D. PRESENTATION *Wassenberg 4-0*
1. Receiving the Feasibility Report and Ordering Public Hearing for the 2024 Roselawn Avenue Resurfacing Project
- E. APPROVAL OF MINUTES: *Leehy 4-0*
1. November 29, 2023 City Council Regular Meeting Minutes
2. December 6, 2023 City Council Workshop Meeting Minutes
- F. PUBLIC HEARINGS: *Meyer 4-0*
- G. CONSENT AGENDA:
1. General Disbursements through: 12/20/23 \$337,021.35
Payroll through: 12/15/23 \$20,574.09
Wire Payments through: 12/15/23 \$13,535.08
2. Approval of City License(s)
3. 2024 Animal Impound Services Contract
4. Acceptance of Donation from Falcon Heights / Lauderdale Lions Club
5. Job Reclassification from Assistant to the City Administrator to Administrative Services Director / Deputy City Clerk
6. Promotion of Kelly Nelson to Administrative Services Director/Deputy Clerk
7. Appointment of John Larkin to the Saint Paul Board of Water Commissioners
8. 2023 Year-End Budget Adjustments
9. General Fund Transfer(s)
- H. POLICY ITEMS: *Leehy 4-0*
1. 2024 Fee Schedule
2. Law Enforcement Contract Update
- I. INFORMATION/ANNOUNCEMENTS:
- J. COMMUNITY FORUM: *Adjournment 7:55 Leehy*

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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|---------------------|--------------------------------|
| Meeting Date | December 27, 2023 |
| Agenda Item | D1 |
| Attachment | Feasibility Report, Resolution |
| Submitted By | Stephanie Smith, City Engineer |
| | |

| | |
|----------------------|---|
| Item | Receive Feasibility Report and Order Public Hearing for the 2024 Pavement Management Program, RV 24-04 |
| Description | <p>On November 15, 2023, the City Council ordered the preparation of a feasibility report for the 2024 Pavement Management Program, RV 24-04, to include the Falcon Heights portion of Roselawn Avenue, from Snelling Avenue to Hamline Avenue for improvements.</p> <p>In accordance with City Council direction, a feasibility report has been prepared that details the proposed design, neighborhood impact, and estimated cost of the proposed 2024 Pavement Management Program. The feasibility report is attached. The next step in the process is for the Council to accept the feasibility report and to schedule a public hearing.</p> <p>A resolution receiving the feasibility report and ordering the public hearing for January 10, 2024, is attached. A portion of the 2024 PMP is proposed to be assessed. The approval of the attached resolution is required for the Minnesota Chapter 429 Assessment Process.</p> <p>At the public hearing on the January 10, 2024, the Council will need to take the following actions:</p> <ul style="list-style-type: none"> • Hold Public Improvement Hearing. • Adopt Resolution Ordering Improvement and Preparation of Plans and Specifications for the 2024 Pavement Management Project. |
| Budget Impact | <p>This project has the following funding sources from the State, City and property owners along the streets being considered for improvements:</p> <ul style="list-style-type: none"> • Assessments levied in accordance with the City's assessment policy; • Municipal State Aid (MSA) funding through the State of Minnesota's gas tax; • Street infrastructure funds; and • Storm utility funds for repairs needed to the existing utility system |

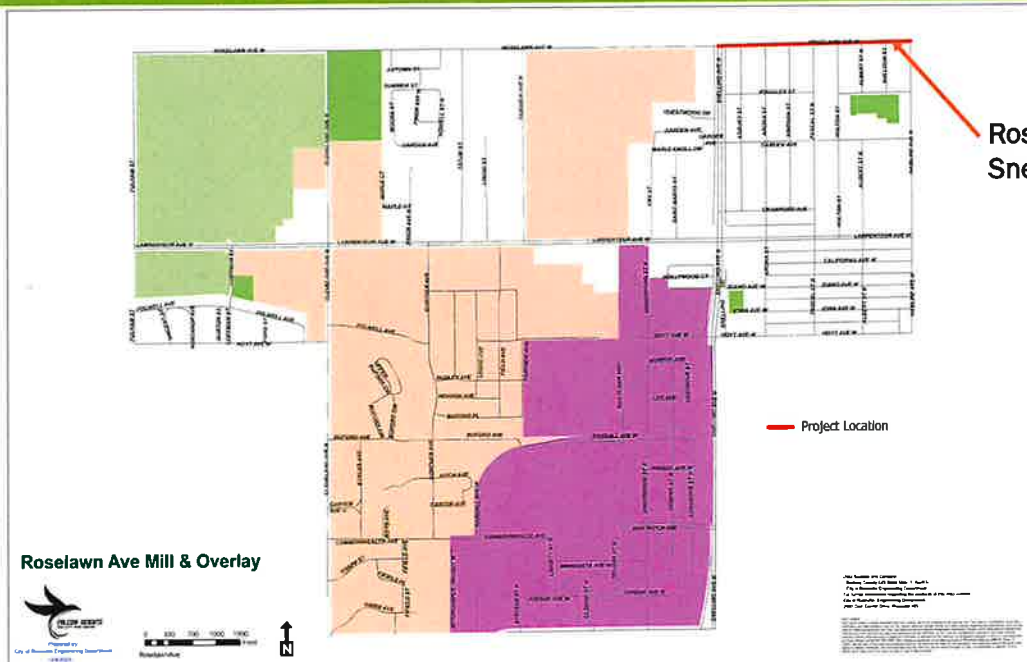
| | | | | | | | | | | | |
|----------------------------|---|--------------|-----------|--------------------|-----------|----------------|-----------|--------------------------|-----------------|-------------------------|-----------|
| | <p>The Feasibility Report describes the costs and funding in more detail, and it is summarized in the table below:</p> <table data-bbox="511 289 1015 493"> <tr> <td>Assessments:</td> <td>\$ 30,000</td> </tr> <tr> <td>Local Street Fund:</td> <td>\$ 32,000</td> </tr> <tr> <td>MSA (gas tax):</td> <td>\$ 32,000</td> </tr> <tr> <td><u>Storm Sewer Fund:</u></td> <td><u>\$ 4,000</u></td> </tr> <tr> <td>Total Funding Estimate:</td> <td>\$ 98,000</td> </tr> </table> <p>If added to the project, sidewalk repairs would be funded by the Local Street Fund, estimated at \$32,000.</p> | Assessments: | \$ 30,000 | Local Street Fund: | \$ 32,000 | MSA (gas tax): | \$ 32,000 | <u>Storm Sewer Fund:</u> | <u>\$ 4,000</u> | Total Funding Estimate: | \$ 98,000 |
| Assessments: | \$ 30,000 | | | | | | | | | | |
| Local Street Fund: | \$ 32,000 | | | | | | | | | | |
| MSA (gas tax): | \$ 32,000 | | | | | | | | | | |
| <u>Storm Sewer Fund:</u> | <u>\$ 4,000</u> | | | | | | | | | | |
| Total Funding Estimate: | \$ 98,000 | | | | | | | | | | |
| Attachment(s) | Feasibility Report Resolution 23-81 | | | | | | | | | | |
| Action(s) Requested | <p>Staff recommends adoption of the following motion:</p> <p>Adopt resolution to receive the 2024 Pavement Management Program Feasibility Report and Order Public Improvement Hearing set for January 10, 2024.</p> | | | | | | | | | | |

2024 Pavement Management Project Roselawn Avenue

December 27, 2023



Project Map



Roselawn Avenue,
Snelling to Hamline

Project Location

Roselawn Ave Mill & Overlay



0 250 500 1000 FEET
Scale

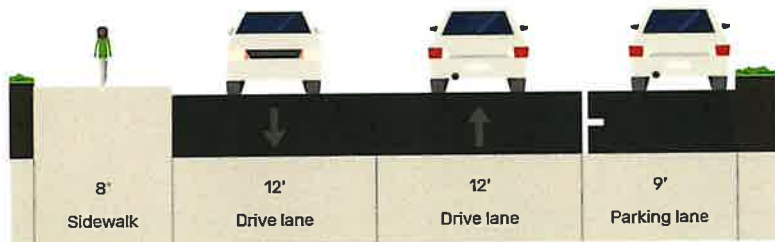


Map based on GIS data
Project: Roselawn Ave Mill & Overlay
City of Falcon Heights Engineering Department
Map Date: 10/15/2014
Map Scale: 1" = 1000'

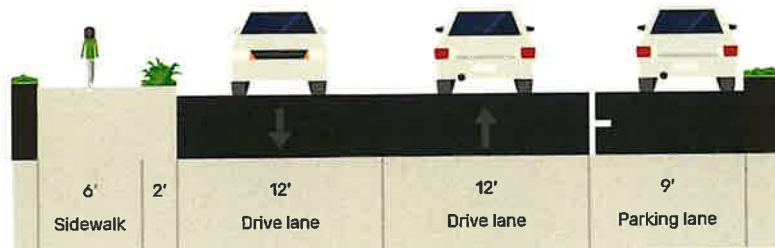


Roselawn Avenue

Roselawn Avenue Typical Section (No Change Proposed):



Roselawn Avenue Section at Stormwater Plantings (No Change Proposed):



Graphics created with Streetmix



2024 PMP – Proposed Improvements

Roselawn Avenue:

Mill Existing Pavement

Repave 2” New Asphalt

Curb and Gutter Spot Replacement

Minor Stormwater Improvements (not assessed)



Public Agencies

- MnDOT
 - MSA funding and project review
- City of Roseville
 - North half of Roselawn
 - Cooperative Construction Agreement Approved November 15, 2023
- St. Paul Regional Water Services
 - Coordinating on gate valve work
- Capitol Region & Rice Creek Watershed Districts
 - Project does not trigger additional storm improvements



Private Utilities

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

- Xcel Energy
- Century Link (Lumen)
- Comcast
- MCI
- Zayo

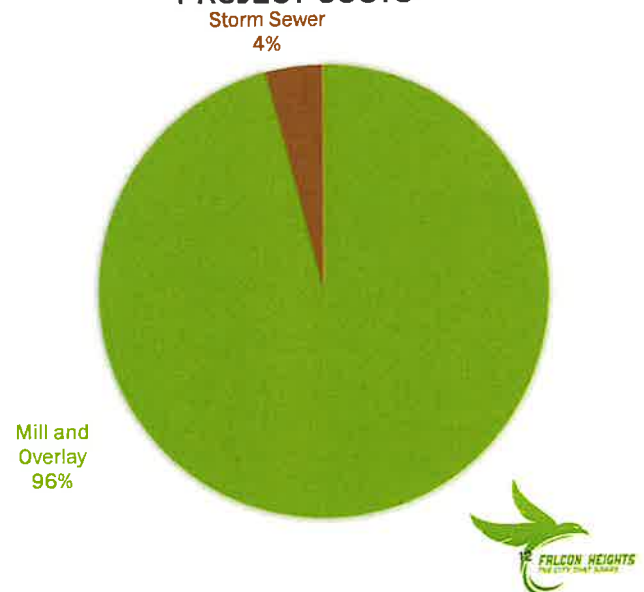


Project Cost Estimate

Total project cost is estimated at \$98,000, including contingency and engineering costs. The cost breakdown is shown below:

- Mill and Overlay Street Costs: \$94,000
- Storm Sewer Costs: \$4,000

PROJECT COSTS

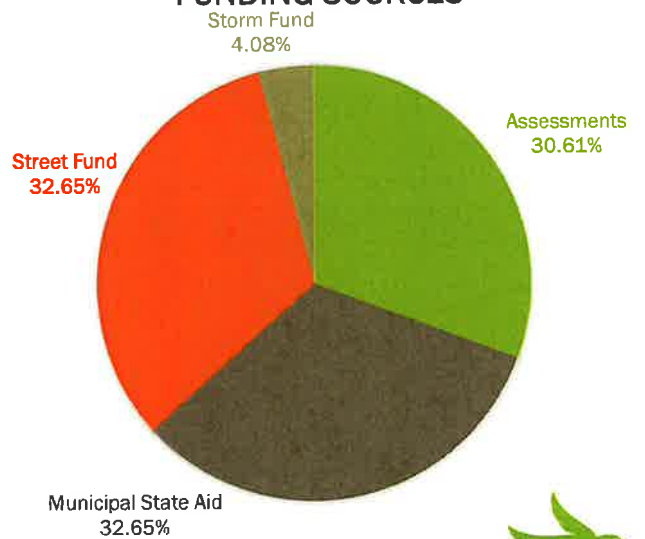


Project Funding

Funding for this project comes from several sources itemized below:

- Approximated Assessments: \$30,000
- Street Fund: \$32,000
- Municipal State Aid: \$32,000
- Storm Sewer Fund: \$ 4,000

FUNDING SOURCES



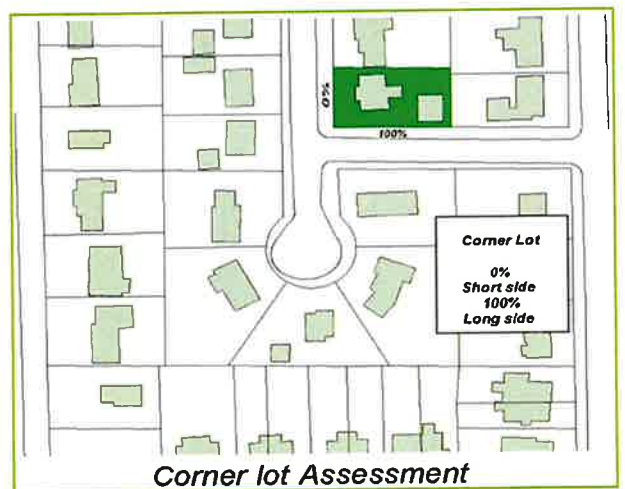
Assessments - City Policy for Streets

All parcels are residential lots, assessed 40% of the improvement cost for streets.

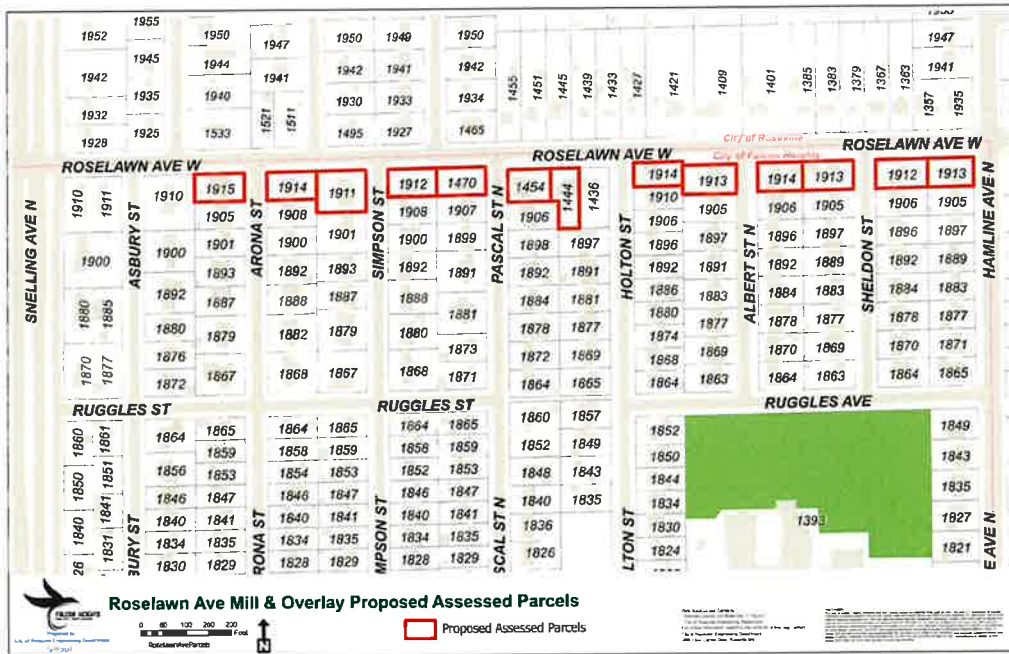
Streets are assessed by the front footage of each lot.

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

Four adjacent parcels are not assessed, as their adjacent side is the short side.



Assessments — Mill and Overlay Map



Assessments — Proposed Estimate

Assessment Roll

- 13 Parcels
- Total Frontage = 1,886 feet (368 feet non-assessable)
- Estimated Assessment Rate = \$19.94/ft
- Average Residential Assessment = \$2,532.38
- Approximate Residential Range = \$1,500 to \$2,800



Assessments – Payment Options

After Assessment Hearing (Fall 2024):

- Pay in part or full, interest-free within 30 days
- Add to property taxes with interest:
 - Length and interest rate set by City Council
 - 7 years, Mill and Overlays
 - Interest Rate at 2% above current rate of return on City's portfolio
 - Option to Pay Up-Front in Fall
 - First Payment Due in 2025 with property taxes



Assessments – Payment Options

➤ Hardship Deferral

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



Project Timeline

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

- January 10, 2024 – CC Improvement Hearing, Finalize Concept for Garden Ave, Order Plans
- February 14, 2024 – CC Approve Plans and Order Advertisement for Bids
- March 2024 – CC Accept Bids
- Spring/Summer 2024 – Construction
- Fall 2024 – CC Assessment Hearing
- Spring 2025 – Final Restoration and Punchlist



Requested Council Actions

Staff recommends City Council:

- Adopt resolution accepting the Feasibility Report and calling the public hearing for the project on January 10, 2024.





Feasibility Report

2024 Pavement Management Project RV 24-04

Roselawn Avenue, from Hamline Avenue to Snelling Avenue

Prepared by: Stephanie Smith
City Engineer
City of Falcon Heights

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

_____, P.E.
Licensed No. 51837

EXECUTIVE SUMMARY

This feasibility report has been prepared for the Roselawn Avenue portion of the 2024 Pavement Management Project, RV 24-04. The project was initiated by the City Council as part of the City's Pavement Management Program. This report examines the proposed project including necessity, funding, estimated cost, cost effectiveness and overall feasibility of the project. A map showing the project location can be found on Page 4.

Scope of Work

The proposed project involves milling the pavement, spot curb replacement, spot utility improvements, select sidewalk panel replacement and asphalt pavement overlay on Roselawn Avenue, from Snelling Avenue to Hamline Avenue. Utility improvements for the project include the repair of selected storm sewer manholes and catch basins. As has been discussed during development of the CIP, the City Council has expressed the desire to complete maintenance on City streets that, if neglected for too long, would need to be reconstructed. The proposed mill and overlay of Roselawn Avenue achieves this, while also reducing costs by combining efforts with the City of Roseville's large-scale, 2024 Pavement Management Program.

Estimated Cost

The total project cost for Falcon Heights is estimated to be \$130,000. The street and utility improvements in the base project amount to \$98,000 and an alternate for sidewalk repairs is estimated at \$32,000. This also includes contingencies and overhead costs. Funding for the project will be provided through assessments from the benefitting properties, utility funds, street infrastructure funds, and Municipal State Aid (MSA) funds. A summary of the estimated project costs and funding sources are as follows, rounded to the nearest thousand:

Estimated Costs:

| | |
|---------------------------|-----------------|
| Street Costs: | \$ 94,000 |
| <u>Storm Sewer Costs:</u> | <u>\$ 4,000</u> |
| Total Cost Estimate: | \$ 98,000 |

Estimated Funding:

| | |
|--------------------------|-----------------|
| Assessments: | \$ 30,000 |
| Street Fund: | \$ 32,000 |
| Municipal State Aid: | \$ 32,000 |
| <u>Storm Sewer Fund:</u> | <u>\$ 4,000</u> |
| Total Funding Estimate: | \$ 98,000 |

Sidewalk Repair Option: \$ 32,000 funded by Street Fund

Note the amounts listed above include 10% Contingency and \$8,500 in Engineering fees.

Schedule

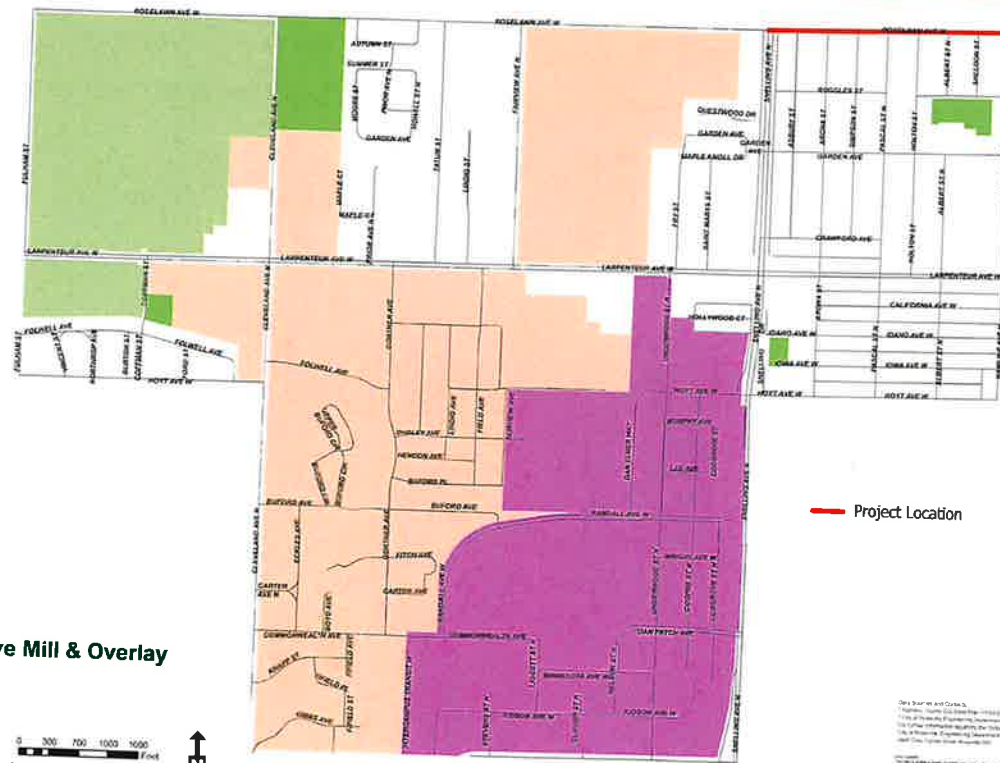
If this project is approved, the proposed project schedule is shown below and Council Action items are noted with a CC:

| | |
|--|--------------------|
| CC Receive Feasibility Report and Set Improvement Hearing | December 27, 2023 |
| CC Improvement Hearing, Order Improvement, and Authorize Preparation of Plans & Specifications | January 10, 2024 |
| CC Approve Plans & Specifications, and Order Advertisement for Bid | February 14, 2024 |
| Bid Opening | March 2024 |
| CC Award Contract | March 2024 |
| Construction Start | Spring/Summer 2024 |
| Substantial Completion | Fall 2024 |
| CC Set Assessment Hearing | September 2024 |
| CC Assessment Hearing | October 2024 |

Recommendation

Based on the data within this report, the proposed Roselawn Avenue portion of the 2024 Pavement Management Project, RV 24-04, is feasible, necessary, cost-effective and will benefit the City of Falcon Heights.

PROJECT LOCATION



STREET

Existing Conditions

The approximately half mile of Roselawn Avenue in the project area was originally a gravel, county section line road, as evidenced in aerial photos. Between 1940 and 1953, it was paved and had ditch sections for stormwater. In 2004, Ramsey County turned the jurisdiction of Roselawn Avenue to the cities of Falcon Heights (south half) and Roseville (north half). The 2006 Roselawn Reconstruction project included road widening, pathway installation and converting from a rural ditch-section, to urban curb and gutter for stormwater conveyance. This road segment was last seal-coated in 2011.

Roselawn Avenue is a major collector, that provides connections to minor arterials, other collectors and local streets. It is a 34-foot wide road section, with two drive lanes and a parking lane on the north side. The pavement was constructed to a 9-ton design.

The speed limit on Roselawn Avenue is 30 miles per hour. It is a Municipal State Aid Street. The Annual Average Daily Traffic (AADT) is 2,584 vehicles based on traffic volume counts from 2022. Roselawn is forecast in the 2024 Comprehensive Plan to have 2,700 AADT by 2040.

The Roselawn Avenue/Hamline Avenue intersection has been identified as exceeding the state-wide average for the 2011-2015 crash rate. Staff have contacted Ramsey County Public Works to inquire about potential for a traffic operations study of this segment to evaluate strategies to lower the crash rate. It is unlikely such improvements would be within the scope of this mill and overlay project.



Pavement condition scores were considered to determine the streets for the City's Pavement Management and Capital Improvements Plan. Falcon Heights' pavement management system utilizes a Pavement Condition Index (PCI) rating of 0 to 100. This rating is based on surficial pavement observations. Street condition ratings are divided into three categories: "adequate" (66 to 100), "marginal" (36 to 65) and "problem" (0 to 35). Roselawn Avenue, west of Arona Street, was scored at 80. Roselawn Avenue was 65 between Arona Street and Simpson Street, and 60 east of Simpson Street. This roadway has sealcoat raveling, where the upper layer of the sealcoat peels away from the road surface, creating divots in the road surface that negatively affect drivability. In recent years, more patching has been needed to maintain the condition of Roselawn Avenue, and maintenance costs are expected to continue to increase without a pavement rehabilitation.

Roselawn Avenue has a double-yellow centerline striping and a white parking lane stripe. At the intersection with Simpson Street, Roselawn Avenue has crosswalk markings that lead from a pedestrian

ramp on the south side, to Simpson Street on the north; however, Simpson Street does not have a pathway, street light pole or advanced signage.

Proposed Improvements

Mill and overlay of the asphalt pavement is proposed on Roselawn Avenue to rehabilitate the pavement. The process involves grinding off the top 2 inches of pavement and replacing it with 2 inches of new bituminous. This method is a cost-effective way to get a new pavement surface that is smoother and free of defects. Although cracking is likely to mirror in the year following construction, sealing cracks the following year is anticipated to address that issue and maintain the pavement's longevity. Cost for the street mill and overlay is estimated at \$94,000.

At the intersection with Simpson Street, Roselawn Avenue has crosswalk markings that lead from a pedestrian ramp on the south side, to Simpson Street on the north; however, Simpson Street does not have a pathway. Staff will evaluate the crosswalk markings for elimination.

Pathway

Existing Conditions

A concrete pathway with buffer stormwater plantings is located on the south side of the road. The pathway has a significant number of cracked and heaved panels. The pathway is 8 feet wide, except at the planting locations where it narrows to 6 feet wide. Per the 2006 Feasibility Study, a 5-foot grass buffer was not constructed between the pathway and the curb, based on feedback from the adjacent property owners who were concerned about the proximity of a pathway to their homes.



Pedestrian ramps were updated with recent pavement projects on the side streets in 2015, 2021 and 2023. Additionally, MnDOT upgraded the pedestrian ramps at the intersection with Snelling Avenue (TH 51) in 2021.

This section of Roselawn Avenue is identified in the 2040 Comprehensive Plan for Bicycle/Pedestrian Improvement corridor.

Proposed Improvements

No pathway improvements were originally proposed with this project as it is outside the scope of a mill and overlay. However, cost savings may be realized from including replacements of damaged concrete panels in this larger project. Therefore, sidewalk panel replacement is proposed as a bid alternate. Once bids are received, staff will evaluate and present to Council a recommendation on whether to include sidewalk work in this project.

Sanitary Sewer

Existing Conditions

Falcon Heights has a 160-foot length of sanitary sewer pipe with two manholes between Pascal Street and Holton Street. The pipe was lined in 2019 with Cure-In-Place-Pipe (CIPP) through the City's Sanitary Sewer Rehabilitation Program. This process creates a new pipe within the existing pipe.

Proposed Improvements

No work is proposed on the sanitary sewer pipe or manhole structures.

Stormwater and Drainage

Existing Conditions

Roselawn Avenue has an urban design with concrete curb and gutter to convey drainage. The streets in the project area are served by catch basins which collect water on the street. Storm sewer within the project area was constructed with conventional concrete pipe and structures in 2006.

Stormwater west of Simpson Street is conveyed north at Asbury Street and Arona Street. This stormwater eventually flows to Zimmerman Lake in Roseville.

Stormwater east of Simpson Street is conveyed south at Holton Street and Hamline Avenue. This stormwater eventually flows east across the city line to a known flooding area, Gottfried Pit, located in Roseville at Larpenteur Avenue and Fernwood Avenue. Gottfried Pit is a regional pond that is owned by Ramsey County and maintained by the City of Roseville. In extreme events, the pond has flooded up to approximately the 912 elevations (approximately 16' above the normal water level).

Daylily plantings were installed along the pathway in 2006. The plantings are Best Management Practice (BMP) to reduce the amount of impervious surface and provide water quality enhancement acting as a buffer to slow the rate of runoff entering the curb and gutter. The plantings are maintained monthly to remove debris and weeds, and they are also touched up with mulch.

Infiltration trench BMPs were installed in 2006 to provide water quality treatment. The underground infiltration trench near the Roselawn Avenue/Hamline Avenue intersection is owned and maintained by Falcon Heights. It captures water in a perforated pipe and allows it to infiltrate, helping to reduce the volume of runoff while also capturing and treating stormwater on site. The infiltration trench is scheduled for inspection twice per year and maintained as needed with a vac truck.

Proposed Improvements

The project proposes no additional impervious surface and, therefore, would not trigger watershed quality or quantity requirements. No improvements for stormwater treatment are proposed with this project. Minor work is anticipated to repair damaged or sunken catch basins. The cost estimate for these improvements is \$4,000.

Care will be taken during construction to prevent damage to the existing BMPs. Contractors will be required to meet erosion and sediment control requirements for all operations.

RIGHT-OF-WAY AND EASEMENTS

The majority of the existing right-of-way is 66-feet wide, except two areas which are 76-feet wide:

1. Between Pascal Street and Holton Street
2. Southwest corner of Albert Street to the southwest corner of Hamline Avenue

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

OUTSIDE AGENCY COORDINATION

City of Roseville

This project will be designed and constructed in partnership with the City of Roseville. Falcon Heights entered into a cooperative agreement for street construction dated November 15, 2023, which details the responsibilities of each community. The project will be designed and constructed by Roseville with input and financial contributions from Falcon Heights.

St. Paul Regional Water Services

The watermain system that services the project area is owned and operated by St. Paul Regional Water Services (SPRWS). SPRWS has indicated they intend to replace the hydrant at Roselawn Avenue and Hamline Avenue, and may do other minor work such as gate box repairs or anode bag installation. Any improvements they would like to perform in conjunction with this project would be at the cost of SPRWS.

Watershed Districts

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

The western portion of the project area is within the Rice Creek Watershed District. Proposed improvements are not anticipated to warrant any stormwater requirements from this District.

Private Utilities

The City will coordinate with private utilities to finalize any relocations and other coordination items during design. The following private utilities are listed with Gopher State One in the project area as of December 8, 2023: CenturyLink (Lumen), Comcast, MCI, Xcel Energy and Zayo Bandwidth.

ESTIMATED COSTS AND PROPOSED FUNDING

Proposed project costs for the 2024 Pavement Management Project are summarized below. The cost estimate is based on recent construction projects of similar character and assumes that the proposed improvements would begin in 2024. All costs include pro-rated \$8,500 of engineering costs as per the cooperative construction agreement with Roseville and 10% contingency, which includes unforeseen costs including inflation, unforeseen site conditions, etc. Actual costs will be determined through competitive bids following final design for the project. The actual costs will be dependent upon the market conditions that exist at the time of the bidding.

The proposed street improvements are eligible for special benefit assessment according to the City of Falcon Heights Assessment Policy. Per City Policy, a portion of the street improvements will be assessed to the benefitting properties. Along with assessments, street costs will be financed through the Street Infrastructure Fund and Municipal State Aid. Typically, only roads that have been added to the City's Municipal State Aid system (MSA) are eligible for funding through the City's portion of state gas tax revenues. However, the City of Falcon Heights has a Certified Municipal State Aid Street system. As a result, the City can use MSA funds to pay for the City's portion of the costs on Roselawn Avenue. Storm sewer and sanitary sewer improvements will be funded from the appropriate infrastructure fund, and are not eligible for assessments.

| | Estimated Cost* | MSA | Street Infrastructure Funds | Assessments | Storm Sewer Fund |
|--------------------------|-----------------|----------|-----------------------------|-------------|------------------|
| Street Improvements | \$94,000 | \$32,000 | \$32,000 | \$30,000 | |
| Storm Sewer Improvements | \$4,000 | | | | \$4,000 |
| Total | \$ 98,000 | \$32,000 | \$32,000 | \$30,000 | \$4,000 |

*Includes 10% Contingency and \$8,500 Engineering

PROPOSED ASSESSMENTS

Assessments will be levied to the benefitting properties as outlined in Minnesota State Statute Chapter 429 and the City's Assessment Policy, which is summarized below. The assessed amount is levied on a front footage basis. Residential corner lots are assessed 100% of the property footage for the long side, 0% for the short side.

Assuming this project is completed by Fall 2024, the final assessment amount would be determined at an assessment hearing in Fall 2024 with a thorough review of the proposed assessments by the City Council. The City Council would also set the time period of assessments and the interest rate at the hearing. In past projects, the assessments have been amortized over 7 years for mill and overlay projects at an interest rate 2% above the current rate of return on the City's portfolio.

The following factor regarding the City of Falcon Heights' Assessment Policy should be considered:

- Residential corner lots are only assessed for the long side; therefore, four properties adjacent to the project are not proposed for assessment. These properties are ineligible for assessment because the short side is adjacent to Roselawn Avenue, not the long side.

The estimated assessment rate is 40% of the improvement cost, which is \$19.94/ft. The project area includes 1,886 feet of frontage, 368 feet of which is not assessable. There are 13 parcels eligible for assessment. The average residential assessment is estimated at \$2,532.38.

PROPOSED SCHEDULE

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

CC Receive Feasibility Report and Set Improvement Hearing December 27, 2023

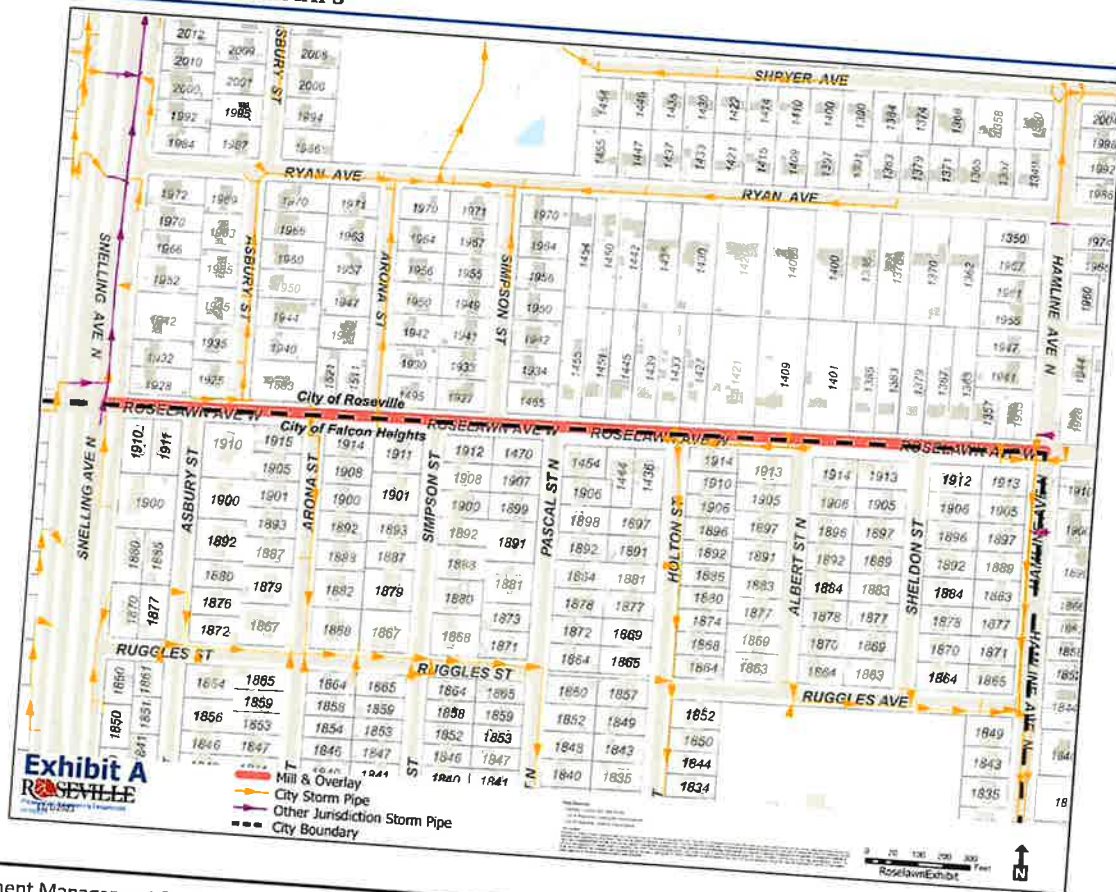
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| CC Improvement Hearing, Order Improvement, and Authorize Preparation of Plans & Specifications | January 10, 2024 |
| CC Approve Plans & Specifications, and Order Advertisement for Bid | February 14, 2024 |
| Bid Opening | March 2024 |
| CC Award Contract | March 2024 |
| Construction Start | Spring/Summer 2024 |
| Substantial Completion | Fall 2024 |
| CC Set Assessment Hearing | September 2024 |

SUMMARY & RECOMMENDATIONS

Based on the information and analysis included in this report, the 2024 Pavement Management Project, RV 24-04, is feasible, necessary, and cost effective. The following is recommended:

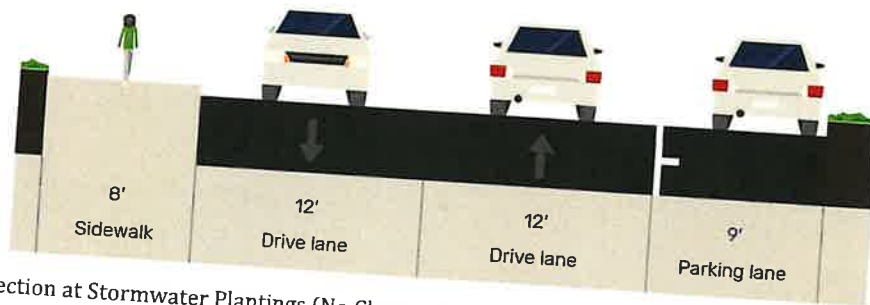
1. The Falcon Heights City Council accept this feasibility study and report and order public hearing for January 10, 2024;
2. After receiving the appropriate staff reports, information and input from the public hearing, the City Council shall determine whether to proceed with or reject the proposed public improvements; and
3. If proceeding with the proposed improvement, the City Council shall order the proposed improvements and authorize the preparation of plans and specifications.

APPENDIX 1: IMPROVEMENT MAPS

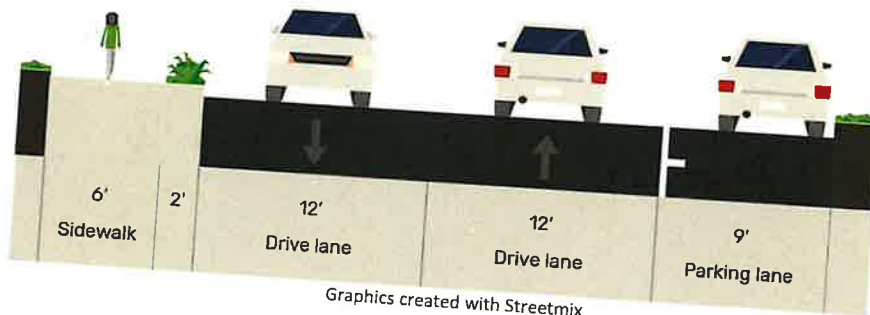


APPENDIX 2: TYPICAL SECTIONS

Roselawn Avenue Typical Section (No Change Proposed):



Roselawn Avenue Section at Stormwater Plantings (No Change Proposed):



Graphics created with Streetmix

APPENDIX 3: OPINION OF PROBABLE COST

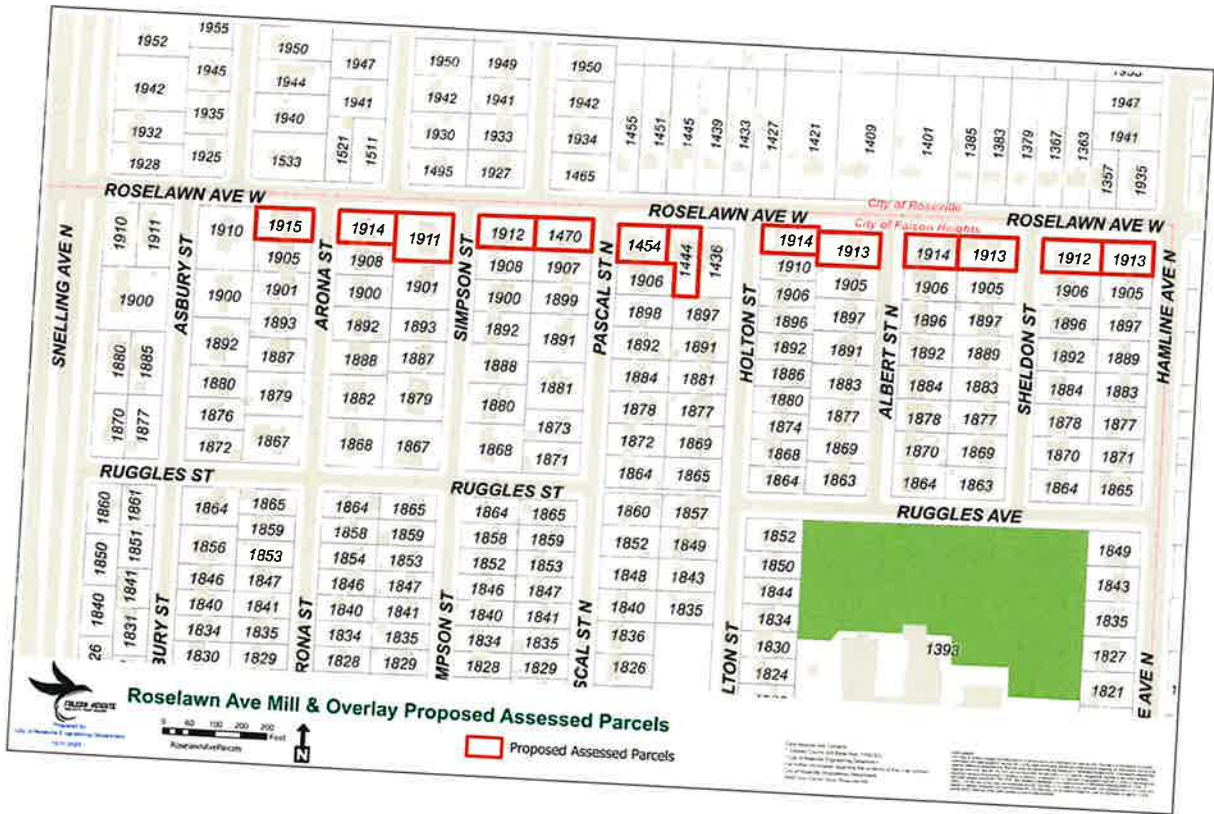
Contract AV 24-04 Roselaw - FH Portion - Funding Category Estimate Values by Item by Project/Category
Report Date: 12/12/2023

| Line | Number | Description | Unit | Contract Quantity | Estimated Price | Total | Street | | Local Storm Sewer | | Add-Alternate Sidewalk Repairs | |
|------|----------|--------------------------------------|------|-------------------|-----------------|--------------|----------|--------------|-------------------|-----------|--------------------------------|--------------|
| | | | | | | | Quantity | Amount | Quantity | Amount | Quantity | Amount |
| 1 | 2071.501 | MOBILIZATION | LS | 1 | \$ 5,000.00 | \$ 5,000.00 | | | | | | |
| 2 | 2104.503 | REMOVE CONCRETE CURB | LF | 100 | \$ 7.00 | \$ 700.00 | 0.95 | \$ 4,750.00 | 0.05 | \$ 250.00 | | |
| 3 | 2104.504 | REMOVE CONCRETE PAVEMENT | SY | 40 | \$ 15.00 | \$ 600.00 | 100 | \$ 700.00 | | | | |
| 4 | 2231.509 | BITUMINOUS PATCHING MIXTURE | TON | 5 | \$ 200.00 | \$ 1,000.00 | 40 | \$ 600.00 | | | | |
| 5 | 2232.504 | EDGE MILL BITUMINOUS SURFACE | SY | 50 | \$ 5.00 | \$ 250.00 | 5 | \$ 1,000.00 | | | | |
| 6 | 2332.504 | MILL BITUMINOUS SURFACE (2") | SY | 4355 | \$ 2.00 | \$ 8,710.00 | 50 | \$ 250.00 | | | 190 | \$ 2,850.00 |
| 7 | 2357.506 | BITUMINOUS MATERIAL FOR TACK COAT | GAL | 380 | \$ 2.00 | \$ 760.00 | 4355 | \$ 8,710.00 | | | | |
| 8 | 2360.509 | TYPE SP 9.5 WEARING COURSE MIX (3.8) | TON | 550 | \$ 85.00 | \$ 46,750.00 | 380 | \$ 760.00 | | | | |
| 9 | 2506.602 | ADJUST FRAME AND RING CASTING | EACH | 4 | \$ 560.00 | \$ 2,220.00 | 550 | \$ 46,750.00 | | | | |
| 10 | 2521.518 | 4" CONCRETE WALK | SF | 4 | \$ 17.00 | \$ 68.00 | | | | | | |
| 11 | 2521.518 | 6" CONCRETE WALK | SF | 4 | \$ 17.00 | \$ 68.00 | | | | | | |
| 12 | 2531.503 | CONCRETE CURB AND GUTTER DESIGN B61B | SF | 4 | \$ 17.00 | \$ 68.00 | | | | | 4 | \$ 7,320.00 |
| 13 | 2531.504 | 6" CONCRETE DRIVEWAY PAVEMENT | LF | 100 | \$ 35.00 | \$ 3,500.00 | | | | | | |
| 14 | 2531.618 | TRUNCATED RADIUS DOMES | SY | 40 | \$ 90.00 | \$ 3,600.00 | 100 | \$ 3,500.00 | | | | |
| 15 | 2563.601 | TRAFFIC CONTROL | SF | 40 | \$ 60.00 | \$ 2,400.00 | 40 | \$ 1,600.00 | | | | |
| 16 | 2573.502 | INLET PROTECTION TYPE B | LS | 1 | \$ 3,000.00 | \$ 3,000.00 | | | | | | |
| 17 | 2574.604 | TURF ESTABLISHMENT WITH HYDROSEED | EACH | 4 | \$ 150.00 | \$ 600.00 | 0.95 | \$ 2,850.00 | 0.05 | \$ 150.00 | | |
| 18 | 2582.503 | 4" SOLID LINE MULTI COMPONENT | SY | 170 | \$ 8.00 | \$ 1,360.00 | | | | | | |
| 19 | 2582.518 | CROSSWALK MULTI COMPONENT | LF | 80 | \$ 1.00 | \$ 80.00 | 170 | \$ 1,360.00 | | | 4 | \$ 600.00 |
| 20 | 2582.503 | 4" DBLE SOLID LINE MULTI COMP | SF | 72 | \$ 7.00 | \$ 504.00 | 40 | \$ 80.00 | | | | |
| 21 | 2582.518 | PAVEMENT MESSAGE MULTI COMPONENT | LF | 1600 | \$ 1.50 | \$ 2,400.00 | 72 | \$ 504.00 | | | | |
| | | | SF | 20 | \$ 12.00 | \$ 240.00 | 1600 | \$ 2,400.00 | | | | |
| | | | | | | | 20 | \$ 240.00 | | | | |
| | | | | | | | | \$ 78,054.00 | | | | |
| | | | | | | | | \$ 81,374.00 | | | | |
| | | | | | | | | \$ 8,137.40 | | | | |
| | | | | | | | | \$ 8,500.00 | | | | |
| | | | | | | | | \$ 8,075.00 | | | | |
| | | | | | | | | \$ 93,934.40 | | | | |
| | | | | | | | | \$ 94,000.00 | | | | |
| | | | | | | | | \$ 4,077.00 | | | | |
| | | | | | | | | \$ 4,000.00 | | | | |
| | | | | | | | | | | | | \$ 32,010.00 |
| | | | | | | | | | | | | \$ 32,000.00 |

APPENDIX 4: DRAFT ASSESSMENT ROLLS

| Parcel ID | Building Number | Street Name | Street Suffix | Roselawn Frontage (FT) | Assessment Rate (\$/FT) | Assessment Amount (\$) |
|--|-----------------|-------------|---------------|------------------------|-------------------------|------------------------|
| 152923310026 | 1913 | ALBERT | ST | 133 | \$ 19.94 | \$ 2,652.02 |
| 152923310025 | 1914 | ALBERT | ST | 133 | \$ 19.94 | \$ 2,652.02 |
| 152923320027 | 1914 | ARONA | ST | 133 | \$ 19.94 | \$ 2,652.02 |
| 152923320028 | 1915 | ARONA | ST | 133 | \$ 19.94 | \$ 2,652.02 |
| 152923310097 | 1913 | HAMLIN | AVE | 123 | \$ 19.94 | \$ 2,452.62 |
| 152923310043 | 1914 | HOLTON | ST | 132 | \$ 19.94 | \$ 2,632.08 |
| 152923310045 | 1444 | ROSELAWN | AVE | 75 | \$ 19.94 | \$ 1,495.50 |
| 152923310046 | 1454 | ROSELAWN | AVE | 114 | \$ 19.94 | \$ 2,273.16 |
| 152923320001 | 1470 | ROSELAWN | AVE | 133 | \$ 19.94 | \$ 2,652.02 |
| 152923310002 | 1912 | SHELDON | ST | 139 | \$ 19.94 | \$ 2,771.66 |
| 152923310010 | 1913 | SHELDON | ST | 137 | \$ 19.94 | \$ 2,731.78 |
| 152923320015 | 1911 | SIMPSON | ST | 133 | \$ 19.94 | \$ 2,652.02 |
| 152923320014 | 1912 | SIMPSON | ST | 133 | \$ 19.94 | \$ 2,652.02 |
| NOT ASSESSED (CORNER LOT - SHORT SIDE) | | | | | | |
| | 1910 | SNELLING | AVE | 78 | \$ - | \$ - |
| | 1911 | ASBURY | ST | 78 | \$ - | \$ - |
| | 1910 | ASBURY | ST | 133 | \$ - | \$ - |
| | 1436 | ROSELAWN | AVE | 79 | \$ - | \$ - |

APPENDIX 5: DRAFT PARCEL MAP FOR PROPOSED ASSESSMENT



CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION

December 27, 2023

No. 23-81

**RESOLUTION RECEIVING
THE 2024 PAVEMENT MANAGEMENT PROJECT RV 24-04 FEASIBILITY REPORT
AND ORDERING PUBLIC HEARING FOR IMPROVEMENT**

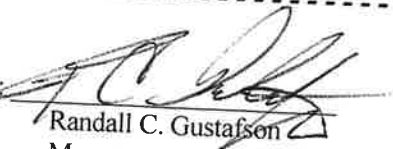
WHEREAS, pursuant to resolutions of the Council adopted November 15, 2023, a report has been prepared by the City Engineer with reference to the improvement of Roselawn Avenue, from Snelling Avenue to Hamline Avenue, and this report was received by the Council on December 27, 2023; and

WHEREAS, the report provides information regarding whether the proposed project is necessary, cost effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

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


1. The Council will consider the improvement of such streets in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429, at an estimated total cost of the improvement of \$98,000.
2. A public hearing shall be held on such proposed improvement on January 10, 2024, in the Council Chambers of City Hall at 7:00 p.m. and the City Administrator shall give mailed and published notice of such hearing and improvement, as required by law.

Moved by: Wassenberg

Approved by: 
Randall C. Gustafson
Mayor
December 27, 2023

GUSTAFSON
MEYER
LEEHY
WEHYEE
WASSENBERG

4 In Favor
0 Against

Attested by: 

Jack Linehan
City Administrator
December 27, 2023

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CITY OF FALCON HEIGHTS
Regular Meeting of the City Council
City Hall
2077 West Larpenteur Avenue

MINUTES
November 29, 2023 at 7:00 P.M.

A. CALL TO ORDER: 7:07 PM

B. ROLL CALL: GUSTAFSON_X_ LEEHY_X_ MEYER_X_
WASSENBERG_X_ WEHYEE_X_

STAFF PRESENT: LINEHAN_X_ LYNCH_X_ MCDOWELL_POEHLER_X_

C. APPROVAL OF AGENDA

Councilmember Wehyee requests Consent Agenda Item 3. Falcon Heights Book Club - Appeal to Waive Rental Fee, to be moved to Policy Items.

Councilmember Meyer motions to approve the agenda; approved 5-0

D. PRESENTATION

E. APPROVAL OF MINUTES:

1. November 1, 2023 City Council Workshop Meeting Minutes

Councilmember Wassenberg motions to approve the minutes; approved 5-0

F. PUBLIC HEARINGS:

G. CONSENT AGENDA:

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

Councilmember Wehyee requests that the Falcon Heights Book Club be moved to Policy discussion; no objections

Councilmember Leehy motions to approve the Consent Agenda; approved 5-0

H. POLICY ITEMS:

1. Amber Flats PUD Denial & Approval of Findings of Facts

Administrator Linehan provides a brief overview. 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. 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. 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. 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 that would deny the PUD for review and adoption. Linehan reminds council that they have 60 days to act on a decision, there is the option to extend for an additional 60 days if needed. If Council approves this finding of fact it would mean the project is denied, either way the Council votes, it requires a majority vote. Council can also decide to reconsider at a future meeting.

Council discusses their stand in regards to the proposal and if they should motion to reconsider the proposal at a future meeting. Both Mayor Gustafson and Councilmember Leehy have not changed their stance and are in favor of denying the project due to parking concerns. Councilmember Wassenberg and Wehyee are in favor of the project. Councilmember Meyer explains he was unsure about the project at first due to parking concerns, but after conducting his own research and conversing with the Planning commissioners, he believes some of the parking requirements are outdated. He continues, there is a need for housing and with a good public transit system that is existing in Falcon Heights, the benefits of the project outweigh the drawbacks.

City Attorney McDowell Poehler clarifies that the developer can request an amendment to their original application within the 60-day review period. The amended application will most likely need to be reviewed by the Planning Commission again before it is brought back to Council.

Council discusses procedures regarding next steps.

Councilmember Meyer motions to reconsider and to continue discussion of Policy Item 1. Amber Flats PUD & Findings of Facts at the City Council Meeting on December 13, 2023; approved 5-0

2. Falcon Heights Book Club - Appeal to Waive Rental Fee

The Falcon Heights Book Club submitted an appeal letter to waive the rental fee for use of the conference room at City Hall.

Councilmember Wehyee wonders if we should grant a fee waiver for other organizations that utilize City Hall. Would it be possible to grant a waiver for the Falcon Heights Book Club in perpetuity?

Councilmember Leehy adds that the key reason to waive the rental fee is because it was an idea initiated by a Council member back in 1996. She would be in favor of perpetuity so Council does not have to decide to waive it each year.

Councilmember Meyer wonders about costs associated.

Administrator Linehan explains that a comparable organization is the Falconeers Card Club. Both are not sponsored by the City, but they do require significant set up done by staff and are therefore responsible for paying the \$100 rental fee for the year. The Falcon Heights Book Club requires no set up by staff. Civic groups get a significant discount if they rent a space at City Hall multiple times a year. He adds that it would be beneficial to waive it for multiple years.

Council discusses waiving the fee for three years for the Falcon Heights Book Club and continues to discuss if they should waive the fee for more organizations than just the book club. If Council is waving it for three years it can be reconsidered after the three years.

Administrator Linehan adds that the conference room is also rarely used compared to the Council Chambers.

Mayor Gustafson motions to waive the Annual Rental Fee for the Falcon Heights Book Club through 2026; approved 5-0

I. INFORMATION/ANNOUNCEMENTS:

Councilmember Wassenberg has no announcements.

Councilmember Leehy has no announcements.

Councilmember Wehyee has no announcements.

Councilmember Meyer has no announcements.

Mayor Gustafson announces that the Ramsey County League of Local Government annual meeting is on Thursday, December 7 at Cedar Home Golf Club in Roseville.

Administrator Linehan reminds everyone about the Truth in Taxation Hearing on Wednesday, December 13th at 7PM at City Hall. Residents received their proposed 2024 property taxes which serves as the official notice of the meeting. Staff is working diligently on the budget to make final adjustments. The Community Park survey has received over 70 responses and it will remain open for a period of time, no end date has been decided. Next Monday, December 4th the Parks Commission will review preliminary results. There will potentially be a second public engagement session on December 20. Following the review, the Parks Commission will provide recommendations to the Council hopefully by the end of the year per direction of the project manager, in order for the project to stay on track. A number of preliminary testing is already being done at the park to get the site ready.

Council decided to add the item to the Council workshop, which takes place two days after the Parks Commission meets to discuss survey findings and next steps.

Linehan continues with stating that the City is in its final stages of interviewing candidates for the Senior Maintenance Worker position. There are three very well qualified individuals who are being brought in for final interviews next week. Lastly, the Community Engagement Commission has partnered with the International Institute of Minnesota for a

winter coat drive. Items can be dropped off at City Hall during office hours. They will also have a weekend drop-off on Saturday, December 9 from 8AM until 11AM.

Councilmember Leehy wonders about Human Rights Day.

Administrator Linehan does not have a definitive answer, but explains that the Community Engagement Commission is working on organizing a community session with Third Sphere in January.


J. COMMUNITY FORUM:

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

K. ADJOURNMENT: 7:58 PM

Councilmembers Leehy and Wehyee motion for adjournment; approved 5-0

Dated this 29th day of November, 2023



Randall C. Gustafson, Mayor



Jack Linehan, City Administrator

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

MINUTES
December 6, 2023
6:30 P.M.

A. CALL TO ORDER: 6:43 PM

B. ROLL CALL: GUSTAFSON_X_ LEEHY_7:00PM_
 MEYER___ WASSENBERG_X_ WEHYEE_X_

STAFF PRESENT: LINEHAN_X_ VAN DER WERFF_X_ LYNCH_X_

C. POLICY ITEMS:

1. Amber Flats PUD

Administrator Linehan states Council will continue the discussion as requested at the last City Council meeting on November, 29. Buhl Investors is present as well to participate in the discussion. They want to amend the proposal to include a higher parking ratio and reduce units and want to talk about this amendment with the City Council because amendment of the proposal would potentially require another hearing with the Planning Commission as well as with the City Council.

Harrison Mohagen from Buhl Investors (developer) explains they found a solution to add parking without affecting the impervious surface. They would reduce the number of units by 4 and modify stalls to be compact vehicle stalls. Restriping would add 8 vehicle stalls by having 50% compact vehicle stalls instead. The parking ration would increase to 1.27 with this scenario. This small amendment would allow the plan to be brought forth to the Council, instead of having to go through to the process again.

Administrator Linehan adds he wants to check with the City Attorney and will provide an answer later.

David Miller from Urban Works (architect) believes is it within the 5% administrative variance.

Mohagen, states he also wants to address concerns of Hollywood Court residents. They want to make changes to the Amber Union property by adding a stop sign on the Snelling Drive, pull back fencing between Hollywood Court alley and the Amber Union Parking lot and install speed bumps.

Council agrees those would be great improvements.

Councilmember Wehyee wonders if these proposed changes will be enough to get approval from all of Council to move forward with the proposal.

Mayor Gustafson adds he believes the community would be pleased to see these changes as they are improvements. These changes, would show a move in the right direction.

Councilmember Wassenberg adds these changes show flexibility from the developer. He asks where they would remove the units.

The developers explain they would remove units from the top floor as this would make the least amount of impact on the building design. They then discuss parking stall size differences. 2 stalls would be added below grade and 6 on the surface lot. 50% of the total surface lot is allowed to be compact vehicle stalls according to City Code. Two 2-bedroom units and two 1-bedroom units will be removed. They reiterate that parking utilization is at 90% with full occupancy at Amber Union, and that building has about 30% 3- and 4-bedroom units.

Councilmember Leehy comments that there could be households with more than 1 driver and more than 1 car, there is no guarantee that a 1- or 2-bedroom unit will only have 1 or 2 people living there. She believes families, especially with children, don't tend to utilize public transportation as it is not feasible. They need their vehicles to commute and drive children to school, daycare an after-school activities.

Council discusses that there are not many other ways to change parking, as adding parking would add to the impervious surface and takeaway vegetation.

Councilmember Leehy asks, would Caribou be interested in being added to the building or any other coffee shop as it is zoned for mixed-use and it is a community need.

Mohagen adds Caribou is not interested, neither is Dunn Brothers. They are mostly interested in having drive-through and smaller footprint locations.

Councilmember Wassenberg states he has driven by Amber Union several times at different times during the day and evening and concluded it looks empty, it does not look like it is 90% occupied not even during evening times when you expect everyone to be home.

Mayor Gustafson and Councilmember Leehy are not 100% in favor of the proposal yet. They feel they would still ignore community concerns, even though the PUD concern is regarding parking at the moment.

Councilmember Wehyee asks about procedures on moving forward.

Administrator Linehan answers Council will need to consider the finding of fact and approval or denial of the proposed plan at the next Council Meeting, but would need a majority vote either way.

Councilmember Wassenberg is in favor of the proposed changes.

Councilmember Wehyee would like to keep the number of units to stay as is and not reduce. He does not have a strong opinion on the restriping to allow for more parking stalls.

Councilmember Leehy would like to see the changes being made to Amber Union, specifically adding the stop sign. She questions if there would be a playground added.

Mohagen answers yes, adding a playground is a requirement of all affordable housing projects. There will be another playground added for Amber Flats, mostly geared towards younger children.

Administrator Linehan adds that City Code does not require the measures proposed for Amber Union, but it is favorable to see coming from the developer. Staff will have all documents and materials ready for the next meeting, regardless of how Council will vote. He will also touch base with the City Attorney and discuss with the developers. Once the proposal is approved, we cannot require expansion or reduction of parking at a later point.

2. Community Park Project

Administrator Linehan explains the Parks Commission had a meeting on Monday, December 4 to look at plans, survey results and came up with initial recommendations and feedback for City Council. He adds a lot of time was spend discussing the budget for the renovation and the affordability. He continues with feedback from the survey. A number of people love the park as is, but they want a building with working restrooms. A new playground and a new parking lot are critical components. Administrator Linehan adds that Public Works found the collapse of the sewer line to be under Roselawn and replacement of this is not included in the budget.

The Parks Commission discussed considering a phase approach to the renovation by improving critical areas that need improvements now and renovate other areas later. Based on survey feedback, residents are in favor of a smaller building, with smaller rentable room. People are looking for a smaller community room that fits around 45 people. The majority was in favor of having a flex room that can serve as a warming house.

Councilmember Wassenberg adds that other ways to save on the budget would be to resurface the basketball court rather than moving the court from its current location.

Councilmember Leehy asks if there is like a shelter or safety room for inclement weather.

Administrator Linehan and Councilmember Wassenberg add, it most likely will be the lobby or the bathrooms. The mech/electrical room would not have glass. But this would be included. At the moment the Parks Commission is looking for direction from the Council in regards to the budget. The current proposal with building, play area, parking lot and site electrical is budgeted to cost around \$3 million. The City can provide \$1.5 to \$2 million from reserves and the fund balance would still have over 70% of fund balance left. The City would have to borrow for the remainder. Administrator Linehan explains the Council would have to determine how much they are comfortable with borrowing. Borrowing for the entire project would mean the City would have to increase property taxes. If Falcon Heights would pay more from reserves, it would mean there would be a lower balance left in reserves.

The Park commission and consultants recommend going for the base bid for the critical components and then do alternate bids for some of the items that are not critical

Councilmember Wassenberg adds there is also flexibility in how high-end we complete the project. There is the possibility to size down on items. He continues, completing the project in phases like suggested will also be helpful. By doing it in phases, the City would not have to borrow and levy. But if the whole project is done at the same time, there is a potential for having to increase property taxes overtime.

Mayor Gustafson comments it would be beneficial to lay out the infrastructure for some of the outdoor amenities and complete it at a later date.

Councilmember Wassenberg agrees, it would be easier to add an outdoor amenity than it is to add an entire room to a building.

Council agrees that for the play area it would be nice to make it for upper elementary children and not solely focused on the youngest children. They discussed including space for lawn game and the possibility for a flex splash pad that can be converted to a skating rink in the winter.

Administrator Linehan stated the playground specs would need to be determined still, so it is unclear how much to budget for that.

Council discusses environmental aspects of the building.

Administrator Linehan states the question remains how much does the City wants to invest. It is a long-term investment into the community that should last for decades.

Councilmember Wassenberg does not feel entirely comfortable with a 2-million-dollar bond. He believes \$3.5 million would be sufficient, specifically if the building is the base bid and the amenities are added as alternate bids.

Mayor Gustafson agrees, in the long run renovations and maintenance is also needed. The City could use Sanitary sewer funds to replace the collapsed sanitary sewer line under Roselawn.

Councilmember Weyhee asks about grants availability.

Administrator Linehan answers that staff will apply for grants available. He adds that there is a pretty tight timeline. Everything needs to be in order by February, to be able to break ground and to have the building be done by the end of 2024. It's beneficial to do it in phases to allow for applying for grants. The City would not need to apply for bonds right away as it can use its cash reserves to start off. Ehlers recommends the City applying for an abatement bond to fund the project. The consultant will help guide this process as it is more complex than a general obligation bond. There are different bonds that can be used. Administrator Linehan states that Ehlers will provide a presentation at a future meeting to explain the abatement bond process.

Council agrees \$3.5 million is a good budget. \$2 million will be paid for by the City, any grants and funding that the City can get would not have to be borrowed. But Council is willing to apply for bonds as well.

Council then discusses the timeline of the renovation. They have the budget to provide to the Parks commission. Council looks at the concept plans of the park layout and they are in agreeance with the Parks Commission. It would keep a lot of the amenities at the same position as it currently is.

Administrator Linehan adds that the consultant is looking for final budget direction by early January.

Council discusses the future timeline for meetings.

3. Law Enforcement Services Update

Administrator Linehan explains he and Councilmember Wassenberg will meet with the Sherriff's office to work towards a contract agreement at the end of this week. He adds that the city is continuing efforts to find a new partner to provide law enforcement services for Falcon Heights in the future.

4. Sister Cities

Council would like to discuss where to target and what the scope of it should be. They believe it would be a good project for the Community Engagement Commission to work on and lead. The Council will look at the CEC to provide direction and reconvene at a later date to further discuss.

5. Employee Personnel Policy Update

Administrator Linehan describes that the sick and safe time needs to be added to the policy and adopted by the end of 2023. Random drug testing will be scratched from the personnel policy. He continues that more benefits for part-timers will be added to the as well. Now the City is looking at new health benefits as Ramsey County no longer will be providing those benefits at minimal cost. The new policy will be on the next City Council agenda for Council to approve.

Council agrees with the changes that are being proposed.

6. 2024 Budget & Levy Update

Administrator Linehan states that the biggest update in the budget is that police contract will was anticipated in the preliminary levy / budget. The City will be receiving funds from the State's Public Safety Aid grant that should be allocated towards public safety in 2024. Staff hopes to use these funds for the increased cost of the 2024 police contract.


D. ADJOURNMENT: 9:40 PM

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

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

Dated this 6th day of December, 2023


Randall C. Gustafson, Mayor


Jack Linehan, City Administrator

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PACKET: 02956 DEC 12 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 |
| ===== | | | | | | |
| 01-05371 | | BOND TRUST SERVICES CORPORATIO | | | | |
| I-84957 | | BOND FEES | 475.00 | | | |
| 12/12/2023 | APBNK | DUE: 12/12/2023 DISC: 12/12/2023 | | 1099: N | | |
| | | BOND FEES | | 316 4316-94900-000 | BOND FEES | 475.00 |
| ===== | | | | | | |
| I-84958 | | BOND FEES | 475.00 | | | |
| 12/12/2023 | APBNK | DUE: 12/12/2023 DISC: 12/12/2023 | | 1099: N | | |
| | | BOND FEES | | 313 4313-94900-000 | BOND FEES | 475.00 |
| === VENDOR TOTALS === | | | 950.00 | | | |
| ===== | | | | | | |
| 01-03001 | | CAMPBELL KNUTSON | | | | |
| I-313 | | LEGALS | 3,764.40 | | | |
| 12/12/2023 | APBNK | DUE: 12/12/2023 DISC: 12/12/2023 | | 1099: Y | | |
| | | NOV GENERAL LEGALS | | 101 4114-80200-000 | LEGAL FEES | 2,804.40 |
| | | AMBER FLATS LEGALS NOV | | 101 4114-80200-000 | LEGAL FEES | 960.00 |
| === VENDOR TOTALS === | | | 3,764.40 | | | |
| ===== | | | | | | |
| 01-03123 | | CINTAS CORPORATION | | | | |
| I-1735571643 | | FLOOR MAT SVC 11/10 | 82.28 | | | |
| 12/12/2023 | APBNK | DUE: 12/12/2023 DISC: 12/12/2023 | | 1099: N | | |
| | | FLOOR MAT SVC 11/10 | | 101 4131-87010-000 | CITY HALL MAINTENANCE | 82.28 |
| ===== | | | | | | |
| I-4174044503 | | FLOOR MAT SVC 11/24 | 82.28 | | | |
| 12/12/2023 | APBNK | DUE: 12/12/2023 DISC: 12/12/2023 | | 1099: N | | |
| | | FLOOR MAT SVC 11/24 | | 101 4131-87010-000 | CITY HALL MAINTENANCE | 82.28 |
| === VENDOR TOTALS === | | | 164.56 | | | |
| ===== | | | | | | |
| 01-05509 | | LEAGUE OF MN CITIES | | | | |
| I-1670 | | LINEHAN LMC 2024 MEMBERSHIP | 45.00 | | | |
| 12/12/2023 | APBNK | DUE: 12/12/2023 DISC: 12/12/2023 | | 1099: N | | |
| | | LINEHAN LMC 2024 MEMBERSHIP | | 101 4112-86100-000 | CONFERENCES/EDUCATION/AS | 45.00 |
| === VENDOR TOTALS === | | | 45.00 | | | |
| ===== | | | | | | |
| 01-05884 | | LYNCH, HANNAH | | | | |
| I-202312128700 | | MILEAGE REIMB | 28.82 | | | |
| 12/12/2023 | APBNK | DUE: 12/12/2023 DISC: 12/12/2023 | | 1099: N | | |
| | | MILEAGE REIMB | | 101 4117-86010-000 | MILEAGE | 28.82 |
| === VENDOR TOTALS === | | | 28.82 | | | |

PACKET: 02956 DEC 12 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

| POST DATE | BANK CODE | -----ID----- | -----DESCRIPTION----- | GROSS DISCOUNT | P.O. # G/L ACCOUNT | -----ACCOUNT NAME----- | DISTRIBUTION |
|-----------------------|--------------------------------|--------------|----------------------------------|----------------|--------------------|------------------------|--------------|
| ===== | | | | | | | |
| 01-05908 | METRO-INET | | | | | | |
| I-1609 | | | DEC IT SVCS | 3,528.00 | | | |
| 12/12/2023 | APBNK | | DUE: 12/12/2023 DISC: 12/12/2023 | | 1099: N | | |
| | | | DEC IT SVCS | | 101 4116-85070-000 | TECHNICAL SUPPORT | 3,528.00 |
| === VENDOR TOTALS === | | | | 3,528.00 | | | |
| ===== | | | | | | | |
| 01-06112 | PIONEER PRESS | | | | | | |
| I-1123572540 | | | LEGALS | 237.16 | | | |
| 12/12/2023 | APBNK | | DUE: 12/12/2023 DISC: 12/12/2023 | | 1099: N | | |
| | | | LEGALS | | 101 4111-70410-000 | LEGAL NOTICES | 237.16 |
| === VENDOR TOTALS === | | | | 237.16 | | | |
| ===== | | | | | | | |
| 01-06184 | RAMSEY COUNTY - POLICE AND 911 | | | | | | |
| I-ECOM 011346 | | | 91 DISPATCH SVCS NOV | 2,268.88 | | | |
| 12/12/2023 | APBNK | | DUE: 12/12/2023 DISC: 12/12/2023 | | 1099: N | | |
| | | | 91 DISPATCH SVCS NOV | | 101 4122-81200-000 | 911 DISPATCH FEES | 2,268.88 |
| I-MCOM 011330 | | | CAD SVC NOV | 368.76 | | | |
| 12/2023 | APBNK | | DUE: 12/12/2023 DISC: 12/12/2023 | | 1099: N | | |
| | | | CAD SVC NOV | | 101 4122-81200-000 | 911 DISPATCH FEES | 368.76 |
| === VENDOR TOTALS === | | | | 2,637.64 | | | |
| ===== | | | | | | | |
| 01-05870 | XCEL ENERGY | | | | | | |
| I-202312128701 | | | ELECT AND GAS | 3,442.72 | | | |
| 12/12/2023 | APBNK | | DUE: 12/12/2023 DISC: 12/12/2023 | | 1099: N | | |
| | | | ELECT | | 209 4209-85020-000 | STREET LIGHTING POWER | 16.73 |
| | | | ELECT | | 209 4209-85020-000 | STREET LIGHTING POWER | 16.73 |
| | | | ELECT | | 209 4209-85020-000 | STREET LIGHTING POWER | 21.70 |
| | | | ELECT | | 209 4209-85020-000 | STREET LIGHTING POWER | 35.01 |
| | | | ELECT | | 209 4209-85020-000 | STREET LIGHTING POWER | 23.73 |
| | | | ELECT | | 209 4209-85020-000 | STREET LIGHTING POWER | 2,339.43 |
| | | | ELECT | | 209 4209-85020-000 | STREET LIGHTING POWER | 18.82 |
| | | | ELECT | | 209 4209-85020-000 | STREET LIGHTING POWER | 16.73 |
| | | | ELECT | | 101 4141-85020-000 | ELECTRIC/GAS | 35.11 |
| | | | ELECT | | 101 4131-85020-000 | ELECTRIC | 502.37 |
| | | | GAS | | 101 4131-85030-000 | NATURAL GAS | 416.36 |
| === VENDOR TOTALS === | | | | 3,442.72 | | | |
| === PACKET TOTALS === | | | | 14,798.30 | | | |

12/15/2023 9:45 AM

A/P Regular Open Item Register

PAGE: 1

PACKET: 02958 December 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 |
| 01 | .10 | CENTURY LINK | | | | |
| I-202312158703 | | Landline Svc Dec | 64.64 | | | |
| 12/15/2023 | APBNK | DUE: 12/15/2023 DISC: 12/15/2023 | | 1099: N | | |
| | | Landline Svc Dec | | 101 4141-85011-000 | TELEPHONE - LANDLINE | 64.64 |
| I-202312158704 | | Dec Landline Svc | 75.36 | | | |
| 12/15/2023 | APBNK | DUE: 12/15/2023 DISC: 12/15/2023 | | 1099: N | | |
| | | Dec Landline Svc | | 601 4601-95011-000 | TELEPHONE - LANDLINE | 75.36 |
| | | === VENDOR TOTALS === | 140.00 | | | |
| 01-05166 | | GRAINGER, W. W., INC. | | | | |
| I-9921593233 | | Light Bulbs | 128.10 | | | |
| 12/15/2023 | APBNK | DUE: 12/15/2023 DISC: 12/15/2023 | | 1099: N | | |
| | | Light Bulbs | | 101 4131-70110-000 | SUPPLIES | 128.10 |
| | | === VENDOR TOTALS === | 128.10 | | | |
| 01-05264 | | JOEL SMITH HEATING & AIR CONDI | | | | |
| I-36376 | | Heat Exchanger for Furnace | 4,380.00 | | | |
| 12/15/2023 | APBNK | DUE: 12/15/2023 DISC: 12/15/2023 | | 1099: N | | |
| | | Heat Exchanger for Furnace | | 403 4403-91000-000 | MACHINERY & EQUIPMENT | 4,380.00 |
| | | === VENDOR TOTALS === | 4,380.00 | | | |
| 01-06184 | | RAMSEY COUNTY - POLICE AND 911 | | | | |
| I-SHRFL-002196 | | Law Enforcement Services Dec | 109,405.81 | | | |
| 12/15/2023 | APBNK | DUE: 12/15/2023 DISC: 12/15/2023 | | 1099: N | | |
| | | Law Enforcement Services Dec | | 101 4122-81000-000 | POLICE SERVICES | 109,405.81 |
| | | === VENDOR TOTALS === | 109,405.81 | | | |
| 01-06930 | | U.S. POSTMASTER | | | | |
| I-202312158705 | | 10 Rolls of Stamps | 660.00 | | | |
| 12/15/2023 | APBNK | DUE: 12/15/2023 DISC: 12/15/2023 | | 1099: N | | |
| | | 10 Rolls of Stamps | | 101 4112-70500-000 | POSTAGE | 660.00 |
| | | === VENDOR TOTALS === | 660.00 | | | |

12/15/2023 9:45 AM

A/P Regular Open Item Register

PACKET: 02958 December 15 Payables
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

| -----ID----- | POST DATE | BANK CODE | -----DESCRIPTION----- | GROSS DISCOUNT | P.O. # G/L ACCOUNT | -----ACCOUNT NAME----- | DISTRIBUTION |
|----------------|-----------|-----------|----------------------------------|----------------|--------------------|------------------------|--------------|
| 01 | 70 | | XCEL ENERGY | | | | |
| I-202312158706 | | | Elect | 236.81 | | | |
| 12/15/2023 | AFBNK | | DUE: 12/15/2023 DISC: 12/15/2023 | | 1099: N | | |
| | | | Elect | | 101 4121-85020-000 | ELECTRIC | 35.34 |
| | | | Elect | | 209 4209-85020-000 | STREET LIGHTING POWER | 67.75 |
| | | | Elect | | 209 4209-85020-000 | STREET LIGHTING POWER | 74.98 |
| | | | Elect | | 209 4209-85020-000 | STREET LIGHTING POWER | 23.73 |
| | | | Elect | | 209 4209-85020-000 | STREET LIGHTING POWER | 35.01 |
| | | | == VENDOR TOTALS == | 236.81 | | | |
| | | | == PACKET TOTALS == | 114,950.72 | | | |

PACKET: 02961 DEC 20 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 |
| ===== | | | | | | |
| 01-03025 | COLIN CALLAHAN | | | | | |
| I-03025 | | FLEX REIMB DEPEDENT CARE | 112.50 | | | |
| 12/20/2023 | APBNK | DUE: 12/20/2023 DISC: 12/20/2023 | | 1099: N | | |
| | | FLEX REIMB DEPEDENT CARE | | 101 21711-000 | DEPENDENT CARE FLEX PAYA | 46.13 |
| | | FLEX REIMB DEPEDENT CARE | | 601 21711-000 | DEPENDENT CARE FLEX PAYA | 52.88 |
| | | FLEX REIMB DEPEDENT CARE | | 602 21711-000 | DEPENDENT CARE FLEX PAYA | 13.49 |
| | | === VENDOR TOTALS === | 112.50 | | | |
| ===== | | | | | | |
| 01-03103 | CANON FINANCIAL SERVICES | | | | | |
| I-31751925 | | COPIER CHRGS DEC | 163.59 | | | |
| 12/20/2023 | APBNK | DUE: 12/20/2023 DISC: 12/20/2023 | | 1099: N | | |
| | | COPIER CHRGS DEC | | 101 4131-87010-000 | CITY HALL MAINTENANCE | 163.59 |
| | | === VENDOR TOTALS === | 163.59 | | | |
| ===== | | | | | | |
| 01-03125 | CAPITAL REGION WATERSHED | | | | | |
| I-12152023-03 | | SEMINARY POND ANNUAL MAINT | 2,673.56 | | | |
| 12/20/2023 | APBNK | DUE: 12/20/2023 DISC: 12/20/2023 | | 1099: N | | |
| | | SEMINARY POND ANNUAL MAINT | | 602 4602-87160-000 | SEMINARY POND ANNUAL MAI | 2,673.56 |
| | | === VENDOR TOTALS === | 2,673.56 | | | |
| ===== | | | | | | |
| 01-01012 | COREMARK METALS | | | | | |
| I-5446964 | | MISC METAL DISCS | 6.90 | | | |
| 12/20/2023 | APBNK | DUE: 12/20/2023 DISC: 12/20/2023 | | 1099: N | | |
| | | MISC METAL DISCS | | 101 4141-70100-000 | SUPPLIES | 6.90 |
| | | === VENDOR TOTALS === | 6.90 | | | |
| ===== | | | | | | |
| 01-05856 | LINEHAN, JACK | | | | | |
| I-202312208708 | | FLEX REIMG DEP CARE | 46.74 | | | |
| 12/20/2023 | APBNK | DUE: 12/20/2023 DISC: 12/20/2023 | | 1099: N | | |
| | | FLEX REIMG DEP CARE | | 101 21711-000 | DEPENDENT CARE FLEX PAYA | 41.13 |
| | | FLEX REIMG DEP CARE | | 206 21711-000 | DEPENDENT CARE FLEX PAYA | 2.34 |
| | | FLEX REIMG DEP CARE | | 601 21711-000 | DEPENDENT CARE FLEX PAYA | 1.87 |
| | | FLEX REIMG DEP CARE | | 602 21711-000 | DEPENDENT CARE FLEX PAYA | 1.40 |
| | | === VENDOR TOTALS === | 46.74 | | | |

PACKET: 02961 DEC 20 PAYABLES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----
POST DATE BANK CODE -----DESCRIPTION----- GROSS P.O. #
DISCOUNT G/L ACCOUNT -----ACCOUNT NAME----- DISTRIBUTION
01-05997 NORTHERN SANITARY SUPPLY CO

I-208140 FLOOR ROTARY BRUSH 246.95
12/20/2023 APBNK DUE: 12/20/2023 DISC: 12/20/2023 1099: N
FLOOR ROTARY BRUSH 101 4131-70110-000 SUPPLIES 246.95
=== VENDOR TOTALS === 246.95

01-0624 OCCUPATIONAL HEALTH CENTERS OF

I-103894933 DRUG TESTING - POPE 139.00
12/20/2023 APBNK DUE: 12/20/2023 DISC: 12/20/2023 1099: N
DRUG TESTING - POPE 101 4132-89000-000 MISCELLANEOUS 139.00
=== VENDOR TOTALS === 139.00

01-06030 OLSON,ROLAND

I-202312208707 FLEX REIMB 41.98
12/20/2023 APBNK DUE: 12/20/2023 DISC: 12/20/2023 1099: N
FLEX REIMB 101 21712-000 MEDICAL FLEX SAVINGS PAY 34.84
FLEX REIMB 601 21712-000 MEDICAL FLEX SAVINGS PAY 6.30
FLEX REIMB 602 21712-000 MEDICAL FLEX SAVINGS PAY 0.84
=== VENDOR TOTALS === 41.98

01-06301 SAMS CLUB MC/SYNCE

I-202312208712 ZOOM/OFFICE SUPPLIES/CHATGPT/ 846.13
12/20/2023 APBNK DUE: 12/20/2023 DISC: 12/20/2023 1099: N
PRIONEER PRESS NEWSPAPER 101 4131-70110-000 SUPPLIES 81.44
CITY HALL KITCHEN SUPPLIES 101 4131-70110-000 SUPPLIES 248.35
ZOOM MEETINGS 101 4116-85040-000 VIRTUAL COMMUNICATIONS 219.91
CHATGPT 101 4116-70100-000 SUPPLIES 20.00
PAPER/COMPUTER MOUSE/ SUPPLIES 101 4112-70100-000 SUPPLIES 276.43
=== VENDOR TOTALS === 846.13

01-05170 TOM LYNCH ELECTRIC LLC

I-202312208710 CONNECT WARMING HOUSE ELECT 795.00
12/20/2023 APBNK DUE: 12/20/2023 DISC: 12/20/2023 1099: N
CONNECT WARMING HOUSE ELECT 101 4141-86105-000 TEMPORARY WARMING HOUSE 600.00
REMOVE/REPLACE BLAST 101 4131-87010-000 CITY HALL MAINTENANCE 195.00
=== VENDOR TOTALS === 795.00

PACKET: 02961 DEC 20 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 |
| ----- | | | | | | |
| 01-07250 | | TRETSVEN, DAVE | | | | |
| ----- | | | | | | |
| I-202312208711 | | REIMB: ELECTRICAL PART | 24.88 | | | |
| 12/20/2023 | APBNK | DUE: 12/20/2023 DISC: 12/20/2023 | | 1099: N | | |
| | | REIMB: ELECTRICAL PART | | 101 4141-70100-000 | SUPPLIES | 24.88 |
| | | === VENDOR TOTALS === | 24.88 | | | |
| ----- | | | | | | |
| 01-05752 | | UNIVERSAL TRUCK SERVICE LLC | | | | |
| ----- | | | | | | |
| I-89223 | | SWEEPER EGR REPAIRS | 2,471.09 | | | |
| 12/20/2023 | APBNK | DUE: 12/20/2023 DISC: 12/20/2023 | | 1099: N | | |
| | | SWEEPER EGR REPAIRS | | 602 4602-87000-000 | REPAIR EQUIP/CATCH BASIN | 2,471.09 |
| | | === VENDOR TOTALS === | 2,471.09 | | | |
| ----- | | | | | | |
| 01-07898 | | WSB | | | | |
| ----- | | | | | | |
| I-R-023472-000-3 | | LARP CORRIDOR STUDY THRU 10-3 | 4,116.25 | | | |
| 12/20/2023 | APBNK | DUE: 12/20/2023 DISC: 12/20/2023 | | 1099: N | | |
| | | LARP CORRIDOR STUDY THRU 10-31 | | 101 4117-80450-000 | SNELLING/LARP CORRIDOR S | 4,116.25 |
| | | === VENDOR TOTALS === | 4,116.25 | | | |
| ----- | | | | | | |
| 01-05870 | | XCEL ENERGY | | | | |
| ----- | | | | | | |
| I-202312208709 | | ELECTRIC | 21.22 | | | |
| 12/20/2023 | APBNK | DUE: 12/20/2023 DISC: 12/20/2023 | | 1099: N | | |
| | | ELECTRIC | | 209 4209-85020-000 | STREET LIGHTING POWER | 21.22 |
| | | === VENDOR TOTALS === | 21.22 | | | |
| | | === PACKET TOTALS === | 11,705.79 | | | |

PACKET: 02963 DEC 22 PAYABLE

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

| POST DATE | BANK CODE | -----ID----- DESCRIPTION----- | GROSS DISCOUNT | P.O. # G/L ACCOUNT | -----ACCOUNT NAME----- | DISTRIBUTION |
|----------------|-----------|----------------------------------|-------------------|-----------------------|------------------------|--------------|
| 01-03599 | | DVS RENEWAL | | | | |
| I-202312228713 | | LICENSE/REGISTRATON CITY VEHI | 148.75 | | | |
| 12/22/2023 | APBNK | DUE: 12/22/2023 DISC: 12/22/2023 | | 1099: N | | |
| | | LICENSE/REGISTRATON CITY VEHIC | | 101 4132-70120-000 | SUPPLIES | 148.75 |
| | | === VENDOR TOTALS === | 148.75 | | | |
| | | === PACKET TOTALS === | 148.75 | | | |

12/22/2023 12:25 PM

A/P Regular Open Item Register

PACKET: 02965 DEC 22 PAYABLES SECOND

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

| -----ID----- | POST DATE | BANK CODE | -----DESCRIPTION----- | GROSS DISCOUNT | P.O. # G/L ACCOUNT | -----ACCOUNT NAME----- | DISTRIBUTION |
|-----------------------|------------|-----------|--|----------------|-------------------------------|-------------------------|--------------|
| 01-01023 | | BUHL | GTA LP | | | | |
| I-202312228715 | 12/22/2023 | APBANK | 2ND HALF PAY AS YOU GO PYMT DUE: 12/22/2023 DISC: 12/22/2023 2ND HALF PAY AS YOU GO PYMT | 7,134.79 | 1099: N 415 4415-93000-000 | DEBT PAY AS YOU GO PYMT | 7,134.79 |
| === VENDOR TOTALS === | | | | 7,134.79 | | | |
| 01-06561 | | TILDEN | FP FALCON HEIGHTS APART | | | | |
| I-202312228715 | 12/22/2023 | APBANK | 2ND HALF PAY AS YOU GO PYMT DUE: 12/22/2023 DISC: 12/22/2023 2ND HALF PAY AS YOU GO PYMT | 118,595.00 | 1099: N 414 4414-93000-000 | DEBT PAY AS YOU GO PYMT | 118,595.00 |
| === VENDOR TOTALS === | | | | 118,595.00 | | | |
| 01-06560 | | TILDEN | FP FALCON HEIGHTS SENIO | | | | |
| I-202312228714 | 12/22/2023 | APBANK | 2ND HALF PAY AS GO PYMT DUE: 12/22/2023 DISC: 12/22/2023 2ND HALF PAY AS GO PYMT | 69,688.00 | 1099: N 414 4414-93000-000 | DEBT PAY AS YOU GO PYMT | 69,688.00 |
| === VENDOR TOTALS === | | | | 69,688.00 | | | |
| === PACKET TOTALS === | | | | 195,417.79 | | | |

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

PAY PERIOD ENDING 12/15/2023
DIRECT DEPOSIT EFFECTIVE DATE 12/12/2023

| EMP # | NAME | AMOUNT |
|---------|--------------------|----------|
| .006 | JACK LINEHAN | |
| 01-1027 | KELLY A NELSON | 2,908.35 |
| 01-1029 | ELKE VAN DER WERFF | 2,085.53 |
| 01-1136 | ROLAND O OLSON | 1,701.70 |
| 01-1162 | ALYSSA LANDBERG | 3,142.63 |
| 01-1028 | HANNAH B LYNCH | 1,373.98 |
| 01-1167 | DAVID S SIMONS | 2,685.83 |
| 01-2277 | MARK C HOVE | 1,826.46 |
| 01-1033 | DAVE TRETSVEN | 143.15 |
| 01-1143 | COLIN B CALLAHAN | 1,946.63 |
| | | 2,759.83 |

TOTAL PRINTED: 10 20,574.09

12-12-2023 6:46 AM

PAYROLL CHECK REGISTER

PAYROLL NO: 01 City of Falcon Heights

PAGE: 1

PAYROLL DATE: 12/12/2023

*** REGISTER TOTALS ***

| | | |
|--------------------------------|----|-----------|
| REGULAR CHECKS: | | |
| DIRECT DEPOSIT REGULAR CHECKS: | 10 | 20,574.09 |
| MANUAL CHECKS: | | |
| PRINTED MANUAL CHECKS: | | |
| DIRECT DEPOSIT MANUAL CHECKS: | | |
| VOIDED CHECKS: | | |
| NON CHECKS: | | |
| TOTAL CHECKS: | 10 | 20,574.09 |

*** NO ERRORS FOUND ***

** END OF REPORT **

WIRE PAYMENTS

Dec 15 payroll

| | |
|---------------|-----------|
| Fed With | 7,731.64 |
| St With | 1,317.74 |
| Pera | 4,285.70 |
| ICMA | 200.00 |
| Child support | - |
| | <hr/> |
| | 13,535.08 |

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| | |
|---------------------|---|
| Meeting Date | December 27, 2023 |
| Agenda Item | Consent G2 |
| Attachment | N/A |
| Submitted By | Kelly Nelson Assistant to the City Administrator |

| | |
|----------------------------|--|
| Item | Approval of City License(s) |
| Description | <p>The following individuals/entities have applied for a <u>Municipal Business License</u> for 2024. Staff have received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. American Family Mutual Insurance Co. S.I. <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"> 1. Vineland Tree Care 2. SavATree, LLC |
| | N/A |
| Attachment(s) | N/A |
| Action(s) Requested | Staff recommends approval of the City license applications contingent on background checks and fire inspections as required. |

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|---------------------|--|
| Meeting Date | December 27, 2023 |
| Agenda Item | Consent G3 |
| Attachment | Animal Impound Housing Services Contract |
| Submitted By | Jack Linehan, City Administrator |

| | |
|----------------------------|--|
| Item | Approve Animal Impound Housing Services Contract |
| Description | <p>The City of Falcon Heights will renew its contract from last year with the Animal Humane Society. The following fees will apply:</p> <ul style="list-style-type: none"> • Animals returned to their owners through Animal Humane Society facilities will incur a \$26.00 admin fee charged to the municipality. • Hold Fee - animal is not returned and is held at AHS for 5 days - \$225 for dog/cat; \$51 for other. • Stray/ Abandoned Quarantine Fee - animal is held at AHS for 10 days for rabies quarantine - \$630 in addition to normal contract fees. • Dangerous/Unsafe dog housing - \$75/day surcharge in addition to normal contract fees. • DOA Fee - animal is brought in deceased, held and cremated by AHS - \$75. <p>These fees will cover the costs of housing, feeding, vaccination, and other veterinary care.</p> |
| Budget Impact | |
| Attachment(s) | <ul style="list-style-type: none"> • Impound Housing Services Contract |
| Action(s) Requested | Staff recommends approval of the impound services contract for 2024. |

**Animal Humane Society and
City of Falcon Heights**

**Letter of Understanding for Impound Housing Services
2024**

1. Animal Humane Society (AHS) agrees to provide the following services:
 - a. Housing for stray or abandoned animals that are lawfully retrieved by your municipality's community service officer (CSO) or animal control officer (ACO), or for stray animals that are brought into the shelter by a citizen and verbal permission is given by your agency via phone for intake. Housing includes kennel space, daily cleaning, food and water.
 - b. AHS is unable to house wildlife or farm animals.
 - i. Exceptions can be made for chickens with prior approval of the site manager at AHS.
 - c. Herd management vaccination following our standard vaccination protocols, as well as medically necessary and/or emergency care for sick or injured animals impounded during regular business hours.
 - d. Euthanasia services as deemed necessary by an AHS veterinarian. These services may be provided at the end of the legally required holding period or in the case of a medical situation that requires immediate euthanasia.
 - e. Adoption services as deemed appropriate by AHS veterinary staff. The animals will be evaluated for these services at the end of the legally required holding period.
 - f. Euthanasia services and body disposal as deemed appropriate by AHS veterinary staff. The animals will be evaluated for these services at the end of the legally required holding period.
 - g. Provide animal rabies quarantine or diagnostic service for stray felines or canines that have bitten a person.
 - h. Hold animal for the legally required stray holding period: 5 days in MN, 4 Days in WI if a live release, 7 days in WI if euthanized or until reclaimed by owner within this holding period.
 - i. AHS will follow internal policy and best practice for unclaimed animals. **City of Falcon Heights** may request and view AHS policies at any time.

2. AHS expectations:
 - a. AHS is not responsible for sick or injured animals that are left after hours. Outside treatment must be sought for these animals by the animal control officer or community

service officer prior to leaving the animals at the AHS facility when veterinary staff members are not on duty.

- b. Animal Control Officer or Community Service Officer must reach out to their designated AHS contact for guidance prior to any seized animal being brought to AHS that is not stray or abandoned. Ability to house animals that are not stray or abandoned is not guaranteed through this contract.
- c. AHS has the sole authority for the disposition of all animals that have not been reclaimed upon the expiration of the legally designated holding period.
- d. AHS will not accept feral cats seized under municipal authority by your municipality's CSO or ACO.
- e. AHS is not responsible for collecting any fees from an owner for a municipality.

3. **City of Falcon Heights** agrees to:

- a. Adhere to the drop off procedure set forth by AHS including animal housing at the shelter and paperwork. Drop off procedures and paperwork training for community service or animal control officers will be provided.
- b. Adhere to state laws and local ordinances that apply to the handling of stray or abandoned animals and the seizure and return of animals to their owners.
- c. Direct citizens where to take stray animals when not receiving permission for impoundment at AHS.
- d. Seek care for injured or sick animals prior to drop off in the event that it is after hours and/or AHS veterinary staff is not on duty.
- e. Pay the designated fees for each animal cared for from your municipality.
 - i. AHS will charge a standard hold fee for stray and abandoned animals of \$225 per canine or feline and a \$51 fee per "other" domestic animals (rabbits, guinea pigs, birds etc.) not reclaimed by its owner.
 - ii. AHS will charge an additional fee of \$630 for stray and abandoned animals with a legally mandated hold or quarantine that is not a 5-day stray hold.
 - 1. This fee covers up to 10 days of care and will usually be associated with a rabies quarantine after a bite.
 - 2. Holds lasting longer than 10 days will be charged a fee of \$63 per day.
 - 3. This fee will be charged to the municipality independent of who claims the animal.
 - iii. Animals that are deemed dangerous or potentially dangerous or animals that require multiple runs to house safely will have an added surcharge of \$75 per day.
 - iv. AHS will charge a \$26 administrative/processing fee to the municipality for each animal reclaimed by its owner in place of the standard fee. In these instances, AHS will charge the owner the additional reclaim fees.

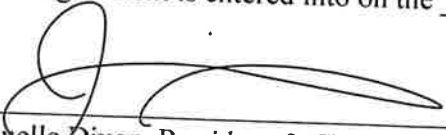
- v. AHS will charge a \$75 DOA (administrative/processing/cremation) fee for disposal of any cadavers brought to an AHS facility by a representative of the municipality.
 - f. Adhere to AHS policy and best practice for unclaimed animals. **City of Falcon Heights** may request and view AHS policies at any time.
 - g. Adhere to building access rules and ensure that the service access door is closed and locked after use in an after-hours drop off.
 - h. Ensure that the municipality's CSO/ACO uses his/her discretion in the field as to whether or not to impound an animal. AHS is not responsible for those decisions.
 - i. Be available to members of your community to resolve their concerns related to the actions of your ACO/CSO officers and your municipality's procedures, policies and requirements.
4. Administration
- a. AHS will bill the municipality at the end of each quarter on a fiscal calendar year. Billing will be mailed in the first month following the end of the quarter. Payment is expected within 30 days of receipt of billing.
 - b. AHS will assign a contact person who should be contacted in the event of any problems, concerns or to receive feedback regarding the program.
 - c. Any billing disputes must be raised within 10 days of receipt of billing.
 - d. The AHS agrees to maintain all data received from **City of Falcon Heights** in the same manner as **City of Falcon Heights** as required under the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.
 - e. Insurance Requirements.
 - i. Liability. AHS agrees to maintain commercial general liability insurance in a minimum amount of \$1,000,000 per occurrence; \$2,000,000 annual aggregate. The policy shall cover liability arising from premises, operations, products/completed operations, personal injury, advertising injury, and contractually assumed liability. Upon request **City of Falcon Heights** shall be named as an additional insured.
 - ii. Automobile Liability. If AHS operates a motor vehicle in performing the services under this agreement, AHS shall maintain commercial automobile liability insurance, including owned, hired, and non-owned automobiles, with a minimum liability limit of \$1,000,000, combined single limit.
 - iii. Workers' Compensation. AHS agrees to comply with all applicable workers' compensation laws in Minnesota.
 - iv. Certificate of Insurance. The AHS shall deliver to **City of Falcon Heights** a Certificate of Insurance as evidence that the above coverages are in full force and effect.
 - f. Indemnification:
 - i. AHS. To the fullest extent permitted by law, AHS agrees to defend and indemnify **City of Falcon Heights**, and its officers, employees, and volunteers,

from and against all claims, damages, losses, and expenses, including attorney fees, arising out of or resulting from the performance of work under this agreement; but only to the extent caused in whole or in part by the negligent acts, errors or omissions of AHS, AHS's subcontractor(s), or anyone directly or indirectly employed or hired by AHS, or anyone for whose acts AHS may be liable. AHS agrees this indemnity obligation shall survive the completion or termination of this agreement.

- ii. **City of Falcon Heights.** To the fullest extent permitted by law, **City of Falcon Heights** agrees to defend and indemnify AHS, and its officers, employees, and volunteers, from and against all claims, damages, losses, and expenses, including attorney fees, arising out of or resulting from the performance of work under this agreement; but only to the extent caused in whole or in part by the negligent acts, errors or omissions of **City of Falcon Heights**, or anyone directly or indirectly employed or hired by **City of Falcon Heights**, or anyone for whose acts **City of Falcon Heights** may be liable. **City of Falcon Heights** agrees this indemnity obligation shall survive the completion or termination of this agreement.

This agreement is based on a one year commitment, which is renewed annually from the date your administrator signs the agreement below. If the municipality brings animals to AHS without a signed contract, it will be assumed that the agreement is extended for term of the next contract. The agreement can be ended at any time by either party with a 30 day written notice.

This agreement is entered into on the 27th day of December, 2023 by

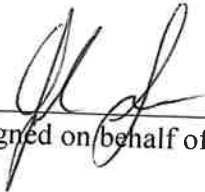


Janelle Dixon, President & CEO
Animal Humane Society



Signed on behalf of Municipal Authority

Randal Gustafson, Mayor Falcon Heights
Printed Name and Title



Signed on behalf of Municipal Authority

Jack Wheeler, City Administrator
Printed Name and Title

mail@falconheights.org
Email Address to send invoices



Helpful Tips for Impound Animals

- **Building Access**
 - AHS provides 24/7 access to the incoming lobby for the drop-off of animals.
 - If issues arise accessing the building after-hours, the Shelter Operations Manager – Astrid Roed, can be contacted at 952-454-7710 (cell).
 - Keys have been provided as requested, for use on the exterior Incoming door.
 - During the following hours, staff are typically available to assist with the intake of an animal. Officers can check in with the staff in the lobby instead of using the cages.
 - Wednesday, Thursday, Friday, Saturday & Sunday: 8:00am to 4:00pm
 - Tuesday: 12:00pm to 8:00pm
- **AHS Shelter Operations Manager Information**
 - General inquiries, Case follow-up, and any questions regarding disposition or status of an animal can be directed to the Woodbury Shelter Operations Manager:

Astrid Roed
Email: aroed@animalhumanesociety.org
Office: 651-788-4675
Cell: 952-454-7710
- **Kennel Tips**
 - Ensure kennels latch completely when shutting.
 - For some dogs, a secondary clip is needed to best secure the dog. This clip is hanging on the kennel door for use.
- **Intake forms**
 - Please complete the Intake form with all the information available. Some key areas often missed, or left incomplete, are:
 - **Owner**
 - If owner is known, please include name and all contact information known. We need that for our records. We do reach out to all known owners.
 - Specifically needed are:
 - Full name of owner(s)
 - Phone number for owner
 - Key details we need to know before making calls like Owner arrested, admitted to hospital or deceased.
 - If for any reason you would like us NOT to reach out to an owner, please include that in the notes with as much detail as possible for the case, but still do provide the owner info.

Coon Rapids • Golden Valley • St. Paul • Woodbury



- OWNER SURRENDERS:
 - See note under “Other Services Offered” section, for Owner Surrenders. Generally, these people should be referred to our Pet Helpline to make a surrender appointment, unless emergency dictates that officers accept the owner surrender.
- Animal:
 - Cats should arrive in a kennel, not a live trap, unless known to be friendly when checked.
 - Exact location of animal pick-up
 - This includes DOA animals.
 - If animal has bitten, is it known if vaccinations are up-to-date? Vaccine Records?
- Detailed, concise information for intake reason
 - Officer (last) Name and Badge #
 - In order to minimize calls to the submitting officer, please ensure as much detail as possible is recorded on the Impound form.
 - Humane Investigation (H.I.) cases:
 - What are officer expectations?
 - Who is our best contact?
 - If you want anything beyond impounding for a standard timeline **you must contact our Humane Investigations department. New inquiries at:**
 - <https://ahs.i-sight.com/external/case/new>
 - tel: 612-772-9999
- Length of Hold
 - We assume a 5-day stray hold for animals and 10-day holds for rabies quarantines. Please be clear with any other timelines.
- Owner Fees:
 - AHS will charge applicable fees to any owner reclaiming an animal brought in through impound, including room and board and vaccinations administered.



Additional AHS Services available to the community

As a shelter, AHS offers services available to community. Community members can contact the AHS Pet Helpline (952-435-7738) to inquire about scheduling and availability of services.

- Owner Surrender, End-of-Life and cremation services are available to owned animals by appointment. Appointments are scheduled in advance. Wait time for appointments will vary, and emergency availability cannot be guaranteed. We will accept strays from the public from any community.
- AHS offers Trap-Neuter-Release services to the public for feral cats at no cost. Community members working with unowned cats are eligible.
 - If caretakers claim ownership for the cats, they should be referred to our Vet Center
- Pet Food Assistance – AHS often has donated food available to help community members experiencing hardship who would benefit from short-term support with food or litter.
- Low-Cost Veterinary care - we offer low-cost, full-service, outpatient veterinary care for a means tested clientele
- We offer many other services like training and humane education. These can all be found at our website: <https://animalhumanesociety.org>

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952-435-7738
animalhumanesociety.org

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| Meeting Date | December 27, 2023 |
| Agenda Item | Consent G4 |
| Attachment | Resolution |
| Submitted By | Jack Linehan, City Administrator |

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|----------------------------|---|
| Item | Accepting Donation from Falcon Heights/Lauderdale Lions Club |
| Description | The Falcon Heights/Lauderdale Lions Club has utilized City facilities for annual holiday tree sales for many years. On December 13 th , the City received a donation in the amount of \$500 for the Falcon Heights Friends of the Park Fund. |
| Budget Impact | The donation will be applied to the Friends of the Park Capital Improvements fund to support future parks initiatives. |
| Attachment(s) | Resolution 23-82 |
| Action(s) Requested | Accept the generous donation from the Falcon Heights/Lauderdale Lions Club in the amount of \$500. |

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

December 27, 2023

No. 23-82

**RESOLUTION TO ACCEPT A DONATION FROM THE FALCON HEIGHTS / LAUDERDALE
LIONS CLUB**

WHEREAS, the Falcon Heights / Lauderdale Lions Club has donated \$500 for the Falcon Heights Friends of the Park Fund; and

WHEREAS, the Minnesota Statutes Section 465.03 requires that all gifts and donations of real or personal property be accepted only with the adoption of a resolution of the governing body.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Falcon Heights, Minnesota, that the donation of the \$500 is hereby accepted for the Falcon Heights Friends of the Park Fund; and

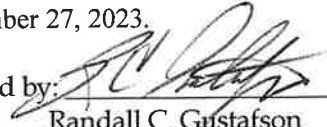
BE IT FURTHER RESOLVED that the City of Falcon Heights sincerely thanks the Falcon Heights/ Lauderdale Lions Club for the donation.

ADOPTED by the Falcon Heights City Council on December 27, 2023.

Moved by:

Meyer

Approved by:


Randall C. Gustafson
Mayor

GUSTAFSON
MEYER
WASSENBERG
LEEHY
WEHYEE

4 In Favor
0 Against

Attested by:


Jack Linehan
City Administrator

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| Meeting Date | December 27, 2023 |
| Agenda Item | Consent G5 |
| Attachment | Job Description |
| Submitted By | Jack Linehan, City Administrator |

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| Item | Job Reclassification from Assistant to the City Administrator to Administrative Services Director / Deputy City Clerk |
| Description | <p>We continue to evaluate the needs of the City as our organization grows. As part of this evaluation, we identified the structural need for shifting some of the business process management and oversight from the City Administrator to the Assistant to the City Administrator position. This will move some of the employees and functions supervised by the City Administrator over to the Assistant to the City Administrator position. In recognition of the new supervisory role and authority, a title change to Administrative Services Director. During the budget workshop on personnel, the City Council supported the reclassification of the Assistant to the City Administrator to Administrative Services Director.</p> <p>As we continue to look at needs, there is also the need for this position to serve as Deputy Clerk. The City of Falcon Heights last had a Deputy Clerk in 2018, when the City reclassified the Deputy Clerk position to Assistant to the City Administrator. The City of Falcon Heights is a Statutory Plan A city, which is traditionally the Council-Administrator form of government. Under this model, the City Administrator is the City Clerk / Treasurer for the City unless otherwise delegated. MN Stat. 412.151 allows a City Council to appoint a Deputy Clerk position. The Deputy Clerk is empowered to do all functions of the City Clerk under Plan A, which include:</p> <ul style="list-style-type: none"> • Keep a minute book containing all of the city council proceedings. • Keep an ordinance book recording all of the ordinances passed by the council. • Act as the bookkeeper of the city and keep an account book to enter all money transactions of the city, including the dates and amounts of all receipts, and the person from whom the money was received, as well as all orders drawn upon the treasurer with their payee and object. • Give the required notice of each regular and special election, record the proceedings thereof, notify officials of their election appointments to office, and certify to the county auditor all appointments and the results of all city elections. • Serve as the custodian of the city's seal and records. |

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| | <ul style="list-style-type: none"> • Sign all official papers. • Post and publish notices, ordinances, and resolutions as required. • Perform other appropriate duties as imposed by the city council. <p>Many of these functions are already part of the Assistant to the City Administrator's unofficial job duties, but a promotion to Deputy Clerk will allow additional signing ability in the absence of the City Clerk. As a small operation, having flexibility is critical to stay nimble.</p> <p>Minnesota Pay Equity was considered as part of the need to ensure internal equity. Currently, the Assistant to the City Administrator is scored 238 points on our state match job evaluation. Under the proposed reclassification, this position will move to 275 points to be equal to the Planner/Community Development Coordinator position.</p> |
| Budget Impact | This is budgeted for in 2024. |
| Attachment(s) | <ul style="list-style-type: none"> • Job Description |
| Action(s) Requested | Staff recommends a motion for the change job description and title change from Assistant to the City Administrator to Administrative Services Director. |

City of Falcon Heights

Administrative Services Director / Deputy Clerk Job Description

Updated December 2023

Reports to: City Administrator

Type: Hourly, non-exempt; full time

Salary: Starting at \$80,990 (January 1, 2024)

Primary Objective:

As the Administrative Services Director, your role is to oversee all administrative operations of the city, providing effective support to the City Administrator, Mayor, and Council members. You are responsible for supervising the Parks and Recreation departments, as well as the Administrative & Communications Coordinator and Intern positions. Your contribution is pivotal in ensuring the efficient and smooth execution of all city functions and services.

Administrative Duties:

- Direct the execution of a variety of research and special assignments, collaborating with various staff members or departments.
- Oversee the management of incoming phone calls to the main City line and provide excellent customer service at the front counter.
- Collaborate with other staff members to prepare Council agendas and minutes, lead issuing City licenses and permits, and organize and update files and records.
- Supervise City communication efforts including, but not limited to: social media, website, bi-annual newsletter, weekly e-newsletter, listservs, etc.
- Supervise and direct the implementation of the contract with Ramsey County for municipal and state elections.
- Maintain notary status.
- Act as Staff Liaison for Commissions as assigned by the City Administrator.
- Execute other duties as assigned by the City Administrator.

Finance Duties:

- Assist in developing and maintaining the annual budget.
- Oversee certain capital improvement projects.
- Supervision of all front counter activities.

Parks and Recreation Duties:

- Act as the main supervisor for the Parks and Recreation department.
- Manage recreation programs, budgets, facility rentals, community garden, and staffing.
- Analyze and evaluate programming by recognizing trends and community needs. Develop and implement new recreation opportunities based on these evaluations. Also recommend withdrawing recreational programs based on these evaluations.
- Develop job descriptions and positions, recruit, interview, select, train and supervise recreation

- seasonal and contracted staff.
- Work with the Finance Director, City Administrator and Public Works Director in developing the operating budget for recreation programs and the park's capital improvement plan, and ensure budgetary expectations are met.
 - Coordinate city-wide events.
 - Act as Staff liaison to the Parks Commission including working with the Commission Chairperson on preparation of agendas and meeting minutes.
 - Oversee communication strategies for the park and recreation programs and events.
 - Perform all other duties as assigned.

Communication Duties:

- Supervise the preparation of brochures, press releases, publications, newsletters, and special event flyers.
- Ensure city website is regularly updated.
- Oversee submissions for the weekly news and conduct weekly city social media announcements.
- Ensure the website is updated with relevant city news.

Minimum Qualifications:

- A bachelor's degree in public administration, political science, communication, or related field.
- Proven ability to communicate effectively in-person and via email, phone, and written correspondence.
- Experience working in a small, informal community and action oriented environment with frequent interaction with other staff members, citizens, business owners, and representatives from other agencies.
- Demonstrated ability to organize, manage, and prioritize a variety of tasks.
- Proficiency in operating a personal computer, computer programs, phone, copier, etc.

Desirable Qualifications:

- Previous experience in a managerial role within customer service and/or local government.
- Comprehensive understanding of applicable municipal laws, city policies, and ordinances.
- Experience in managing recreation programs and departments.
- Knowledge of finance and municipal budgeting.
- General knowledge of elections.
- A graduate degree or pursuit of a graduate degree in a related field.

Necessary Physical Skills:

- Ability to communicate verbally in person and over the telephone.
- Ability to navigate around and through the city office building.
- Ability to use a personal computer and office equipment.
- Ability to lift 30 pounds.

Work Schedule:

This is a full-time, exempt position with flexible daytime hours between 8:00 a.m. and 4:30 p.m., Monday through Friday. There will be times when the employee may be required to work evenings and/or weekends.

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| Meeting Date | December 27, 2023 |
| Agenda Item | Consent G6 |
| Attachment | Resolution 23-83 |
| Submitted By | Jack Linehan, City Administrator |

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| Item | Promotion of Kelly Nelson to Administrative Services Director / Deputy Clerk |
| Description | <p>Kelly Nelson was hired as the Assistant to the City Administrator on October 3, 2022. She made an immediate positive impact on our organization, and is an important part of our plans for the modification of job duties in the Administration division.</p> <p>This proposed promotion, as discussed in our budget workshop on personnel, will serve the following benefits:</p> <ul style="list-style-type: none"> • It rewards exceptional performance • It right-sizes the supervisory oversight of the City Administrator • It helps encourage employee retention • It increases our ability to sign documents and meet deadlines • It improves pay equity among similarly responsible positions. <p>This promotion would go in effect January 1, 2024 in conjunction with the 2024 Budget.</p> |
| Budget Impact | The position and pay increase were budgeted for 2024. |
| Attachment(s) | <ul style="list-style-type: none"> • Resolution 23-83 Promotion of Kelly Nelson to the position of Administrative Services Director / Deputy Clerk |
| Action(s) Requested | Staff recommend approval of attached resolution accepting the promotion of Kelly Nelson to Administrative Services Directory / Deputy Clerk. |

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

December 27, 2023

No. 23-83

RESOLUTION PROMOTING KELLY NELSON TO THE POSITION OF ADMINISTRATIVE SERVICES DIRECTOR FOR THE CITY OF FALCON HEIGHTS

WHEREAS, Kelly Nelson was hired as Assistant to the City Administrator on September 28th, 2022 and


WHEREAS, the City has reclassified the position of Assistant to the City Administrator to Administrative Services Director / Deputy Clerk; and

WHEREAS, Kelly Nelson has been instrumental in the reorganization of the Administration division.


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

1. Promote Kelly Nelson to the position of Administrative Services Director, and
2. Authorize increased compensation pursuant to our job evaluation system for 275 points; and
3. Schedule a review of the promotion's probationary period on June 1st, 2024 pursuant to our personnel policy's section for Promotions.

Moved by: Meyer

Approved by: 
Randall C. Gustafson
Mayor

GUSTAFSON 4 In Favor
MEYER
WASSENBERG 0 Against
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WEHYEE

Attested by: 
Jack Linehan
City Administrator

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| Meeting Date | December 27, 2023 |
| Agenda Item | Consent G7 |
| Attachment | Resolution 23-84 |
| Submitted By | Jack Linehan, City Administrator |

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| Item | Appointment of John Larkin to the Board of Water Commissioners for Saint Paul Regional Water Services |
| Description | <p>On July 9th, 1997 the City of Falcon entered into an Agreement between the Board of Water Commissioners to provide water services to properties within the City of Falcon Heights at water rates that will become equal to the rates charged with in the City of St. Paul.</p> <p>The agreement also stated that suburban communities will have representation on the Board of Water Commissioners, that Falcon Heights will convey title to its water facilities to the Board, and Falcon Heights will permit the Board to maintain it mains with the City. The agreement became effective January 1, 1998.</p> <p>The City has a rotational seat on the Board of Water Commissioners. The City's rotation was scheduled for January 1, 2020 through December 31, 2023. In Resolution 19-45, the City appointed Jim Bykowski to serve as our representative. In August 2022, Mr. Bykowski indicated that he was resigning from his seat.</p> <p>The City initially sought applications in October 2022 to serve on this seat, but did not receive any applications. After reaching out to current and recent past commissioners, we did receive multiple interested applicants. Mayor Gustafson recommended John Larkin for the appointment, based on his past service on the Planning Commission.</p> <p>The St. Paul Board of Water Commissioners proposed and updated membership agreement that was approved by the Falcon Heights City Council on October 11th and approved by all members December 2023. In the new agreement, Falcon Heights will have the first representative to the Board for a period of January 1, 2024 - December 31, 2027. This was to provide continuity of representation, particularly when the majority of the Board is expected to turn over with a new St. Paul City Council incoming.</p> <p>The City now seeks to appoint John Larkin to the Board of Water Commissioners for Saint Paul Regional Water Services effective January 1, 2024 through December 31, 2027.</p> |

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| Budget Impact | N/A |
| Attachment(s) | <ul style="list-style-type: none"> • St. Paul Regional Water Agreement • Larkin Application • Resolution 23-84 Appointing John Larkin to the Board of Water Commissioners for Saint Paul Regional Water Services |
| Action(s) Requested | Staff would recommend approval of resolution and appointment of John Larkin to the Board of Water Commissioners for Saint Paul Regional Water Services. |

**AGREEMENT REGARDING SUBURBAN REPRESENTATION ON
BOARD OF WATER COMMISSIONERS**

This agreement (the “Agreement”) is made and entered into as of this ____ day of _____ 2023, by and among the Cities of Falcon Heights, Lauderdale, Maplewood, Mendota Heights, and West St. Paul, each a municipal corporation under the laws of Minnesota (collectively, the “Suburban Cities” or the “Parties”).

WITNESSETH:

WHEREAS, the Board of Water Commissioners (the “Board”), is a municipal corporation organized under the 1885 Laws of the State of Minnesota, Chapter 110, which laws originally provided for a five-member governing commission; and

WHEREAS, the Saint Paul Charter Commission and Saint Paul City Council by Resolution No. 96-1365 authorized that the composition and governance of the Board be enlarged and changed so as to allow for representation by suburban municipalities that have contracted with the Board for the provision of water services; and

WHEREAS, prior to January 1, 1998 the Board consisted of five total members: three Saint Paul City Council members appointed to two-year terms by the Mayor of Saint Paul, and two at-large Saint Paul citizen members appointed to four-year terms by the Mayor of Saint Paul; and

WHEREAS, in a contract between the Board and the City of Maplewood for the provision of water services entered into as of October 30, 1996 (the “Maplewood Agreement”), Maplewood and the Board agreed to enlarge Board membership to six total members with the additional member representing Maplewood; and

WHEREAS, in the Maplewood Agreement, the Board also agreed to enlarge the Board membership to seven total members in the event that other suburban cities enter into similar agreements with the Board; and

WHEREAS, the Cities of Falcon Heights, Lauderdale, Mendota Heights, and West St. Paul have executed agreements with the Board similar to the Maplewood Agreement, and therefore

Board membership has been expanded to a total of seven members- to increase the suburban representation on the Board; and

WHEREAS, the Suburban Cities are currently Parties to an agreement for representation on the Board which expires on December 31, 2023; and

WHEREAS, the Suburban Cities now wish to enter into a new 8-year agreement with new terms for shared representation on the Board.

NOW, THEREFORE, the Suburban Cities agree as follows:

SECTION I.

GENERAL PURPOSE

It is the general purpose of this Agreement to jointly and cooperatively develop a plan for representation by the Suburban Cities on the Board beginning January 1, 2024.

SECTION II.

SELECTION OF SUBURBAN REPRESENTATIVE TO THE BOARD OF WATER COMMISSIONERS

The Parties agree that the two suburban representatives shall be selected on the following basis and according to the following terms:

1. The two suburban seats shall be designated as Seat A and Seat B.
2. Maplewood shall appoint a representative to the Board for Seat A. During the term of this Agreement, Maplewood's appointee shall serve for such period or may be replaced with another representative as desired by the Maplewood City Council.

3. The second suburban representative shall be designated as Seat B, and shall consist of two-year terms commencing January 1, 2024 and shall be rotated among the suburban representatives in the following order:
 - a. January 1, 2024- December 31, 2025 – Falcon Heights
 - b. January 1, 2026- December 31, 2027 – Mendota Heights
 - c. January 1, 2028- December 31, 2029 – West St. Paul
 - d. January 1, 2030- December 31, 2031 - Lauderdale

4. The Parties agree that in the event an additional suburban community enters into a Water Service Agreement similar to those agreements executed by and between the Board and the Suburban Cities, this Agreement may be amended to include any such additional communities, which communities shall be subject to the same terms and conditions as the original communities. Maplewood hereby acknowledges that should additional cities join, Seat A may not remain an exclusive seat for Maplewood.

5. Vacancies – The Parties agree that a vacancy on the Board of Seat B shall be filled by the City currently holding the appointment and shall be for the period remaining in the term.

6. Amendment – The Parties agree that this Agreement may be amended only as may be mutually agreed to in writing by all of the Suburban Cities currently represented on the Board at the time of amendment.

7. Duration – The Parties agree that the term of this agreement shall continue until December 31, 2031, unless otherwise amended as provided herein.

[the remainder of this page left intentionally blank]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in their behalf respectively as of the day and year first above written.

Approved as to form:

CITY OF FALCON HEIGHTS

By: _____
City Attorney

By: _____
Randy Gustafson
Mayor, City of Falcon Heights

Date: _____

Date: _____

By: _____
Jack Linehan
City Administrator, City of Falcon Heights

Date: _____

Approved as to form:

CITY OF LAUDERDALE

By: _____
City Attorney

By: _____
Mary Gaasch
Mayor, City of Lauderdale

Date: _____

Date: _____

By: _____
Heather Butkowski
City Administrator, City of Lauderdale

Date: _____

Approved as to form:

CITY OF MAPLEWOOD

By: _____
City Attorney

By: _____
Marylee Abrams
Mayor, City of Maplewood

Date: _____

Date: _____

By: _____
Melinda Coleman
City Manager, City of Maplewood

Date: _____

Approved as to form:

CITY OF WEST ST. PAUL

By: _____
City Attorney

By: _____
Dave Napier
Mayor, City of West St. Paul

Date: _____

Date: _____

By: _____
Nate Burkett
City Manager, City of West St. Paul

Date: _____

Approved as to form:

CITY OF MENDOTA HEIGHTS

By: _____
City Attorney

By: _____
Stephanie Levine
Mayor, City of Mendota Heights

Date: _____

Date: _____

By: _____
Cheryl Jacobson
City Administrator, City of Mendota Heights

Date: _____

**CITY OF FALCON HEIGHTS
ST. PAUL BOARD OF WATER COMMISSIONERS
VACANCY APPLICATION**

Name: John Larkin
Address: 1725 Saint Marys St
Phone: (H) [REDACTED] (W) _____
Email address: [REDACTED]

How long have you been a resident of Falcon Heights? 8 years

Educational background: PhD in Food Engineering

Occupation: Retired Food Safety Consultant

Why do you wish to serve? Interested in giving back to the community through helping local government committees/commissioners.

List any community service (inside and outside of Falcon Heights): Coops on Falcon Heights Planning Commission, currently on Ramsey County Community Health Service Advisory Comm. Thee.

Memberships, accomplishments, distinctions: Ohio State Distinction in Food Science Department, Food Safety Magazine Distinguished Service award. Member of Institute for Thermal Processing Specialists

Any other relevant experience: No

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

Requirements for City Council Members:

1. Be at least 18 years of age at the time the term of office begins
2. Have resided in Falcon Heights for 30 days prior to the appointment
3. Be an eligible voter, including the requirement that the individual be a United States citizen

Signature: [Signature] Date: 11-25-2022

Please note: this application and any accompanying materials are public information.
Return completed application by Friday, October 14, 2022 12:00 pm to: City of Falcon Heights, 2077 W Larpenteur Ave, Falcon Heights, MN 55113

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

December 27, 2023

No. 23-84

**RESOLUTION APPOINTING JOHN LARKIN TO THE BOARD OF WATER
COMMISSIONERS FOR SAINT PAUL REGIONAL WATER SERVICES**

WHEREAS, the City of Falcon Heights has received water services from the Board continuously since 1963 pursuant to the terms of retail Water Service agreements between the Board and Falcon Heights; and

WHEREAS, on October 23, 1996, the City of Falcon Heights and the Board executed a Memorandum of Understanding, by which the Board will provide water services and take over ownership of water infrastructure to properties within Falcon Heights ; and

WHEREAS, the Memorandum of Understanding went into effective January 1, 1998; and

WHEREAS, Falcon Heights' and all members of the Board of Water Commissioners approved an updated contract in 2023; and


WHEREAS, the City of Falcon Heights is required to provide a representative for the Board during the City of Falcon Heights rotation.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Falcon Heights, Minnesota appoints John Larkin as the City of Falcon Heights representative to the Board of Water Commissioners for Saint Paul Regional Water Services for a term that is effective January 1, 2024 through December 31, 2025.

Moved by: Meyer

Approved by: 
Randall Gustafson
Mayor

GUSTAFSON 4 In Favor
MEYER
LEEHY 0 Against
WASSENBERG
WEHYEE

Attested by: 
Jack Linehan
City Administrator

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| Meeting Date | December 27, 2023 |
| Agenda Item | Consent G9 |
| Attachment | N/A |
| Submitted By | Jack Linehan, City Administrator |

| | |
|----------------------------|---|
| Item | 2023 General Fund Transfer. |
| Description | <p>The City of Falcon Heights had a favorable outcome for the 2022 year-end audit. Moving forward, an increase in unassigned fund balance that exceeds 100% of coverage for revenues versus expenditures will be considered for transfers to needed funds or capital projects.</p> <p>The requested General Fund transfer of \$400,000 be designated towards the Community Park building construction capital improvements.</p> |
| Budget Impact | The General Fund will be debited (101-4141-97000-000) and the Parks/Recreation/Public Works Capital Fund will be credited (403-39200-000). |
| Attachment(s) | N/A |
| Action(s) Requested | Request Council approval for a transfer of funds from the General Fund to the Parks/Recreation/Public Works Capital fund to provide future funding for park capital improvements. |

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| Meeting Date | December 27, 2023 |
| Agenda Item | Policy H1 |
| Attachment | Schedule, Ordinance, Summary Ordinance |
| Submitted By | Jack Linehan, City Administrator |

| | |
|----------------------|---|
| Item | 2024 City Fee Schedule Ordinance |
| Description | <p>The City Council reviews the fee schedule annually for any adjustments. In 2022, the City moved from a fee schedule resolution to a fee schedule ordinance at the advice of the City Attorney.</p> <p>Included in the proposed fee schedule is an increase in fees for Sanitary Sewer, increasing the residential and apartment unit rate from \$37.00 to \$37.75 per quarter, plus, increasing the cubic foot of water fee from \$0.0242687 to \$0.0247784.</p> <p>The proposed fee for Storm Drainage includes an increase from \$27.50 to \$28.25 per quarter (\$0.25 per month), per residential units, and, increases the commercial / apartment unit rate from \$254.21 to \$261.58.</p> <p>The proposed fee schedule also includes an increase in fees for Recycling from \$12.75 to \$14.25 per quarter for residential units. This rate increase equals the rate increase from Tennis Sanitation in our 2023-2025 recycling services contract.</p> <p>Some fee increases require a public hearing under state statute. Our annual utility rates do not. Additionally, the fee increases were included in the 2024 Budget.</p> |
| Budget Impact | N/A |
| Attachment(s) | <ul style="list-style-type: none"> • Proposed 2024 City Fee Schedule • Ordinance 23-09 • Summary Ordinance |

CITY OF FALCON HEIGHTS
Proposed 2024 Fee Schedule

A. LICENSES

1. Business Licenses

| <u>Item</u> | <u>Fee</u> |
|-----------------------------------|--------------------|
| Bus Benches (Courtesy) | \$ 50.00 per bench |
| Gasoline Station Operator License | |
| Fewer than 15 hours | \$ 100.00 |
| 15-20 hours | \$ 400.00 |
| 20 hours or more | \$ 500.00 |
| Municipal Business | |
| 10,000 sq. ft. or less | \$ 100.00 |
| 10,001 sq. ft. or more | \$ 200.00 |
| Pool Hall | \$ 800.00 |
| Precious Metal Dealer | |
| Investigation fee/general | \$ 1,500.00 |
| Investigation fee/MN only | \$ 500.00 |
| License fee | \$ 2,000.00 |
| Restaurant | |
| Lunchroom | \$ 50.00 |
| Fewer than 15 hours | \$ 100.00 |
| 15-20 hours | \$ 400.00 |
| 20 hours or more | \$ 500.00 |
| Therapeutic Massage License | |
| Investigation fee | \$ 350.00 |
| License fee | \$ 100.00 |
| Home Occupation License | \$ 50.00 |
| Retail Grocery License | \$ 50.00 |
| Holiday Tree Sales License | \$ 50.00 |
| Car Wash License | \$ 50.00 |

2. Liquor Licenses

| <u>Item</u> | <u>Fee</u> |
|---|-------------|
| Bottle Club | \$ 300.00 |
| Liquor, Off-Sale | \$ 310.00 |
| Liquor, On-Sale | \$ 4,000.00 |
| Liquor, Special Event | \$ 25.00 |
| Liquor, Sunday | \$ 200.00 |
| Malt Beverage, Off-Sale | \$ 150.00 |
| Malt Beverage, On-Sale | \$ 500.00 |
| Malt Beverage, On-Sale (with wine license) | \$ 1.00 |
| Wine License | \$ 2,000.00 |
| Temporary Liquor License | \$ 50.00 |
| Background Checks (per license) | \$ 500.00 |

3. Other Licenses

| <u>Item</u> | <u>Fee</u> |
|---|----------------------------------|
| Amusement machines (per machine) | \$ 30.00 |
| Cigarette sales | \$ 250.00 |
| Contractor licenses | \$ 35.00 |
| | |
| Peddlers and solicitors | |
| (For profit) | \$ 25.00 per individual |
| (Charitable) | Free, but license still required |
| Pool tables (per table) | \$ 30.00 |
| Refuse Haulers | \$ 100.00 |
| Low-Density Rental License | \$ 50.00/per unit |
| High-Density Multifamily Rental License | |
| 5-19 units per building | \$ 150.00 |
| 20-49 units per building | \$ 200.00 |
| 50-99 units per building | \$ 250.00 |
| 100+ units per building | \$ 300.00 |
| Re-inspection (due to initial failure) | \$ 50.00 |

B. PERMITS

1. Building permit fees:

| Total Valuation | Fee |
|-------------------------------|--|
| \$1.00 - \$500.00 | \$29.50 |
| \$501.00 - \$2,000.00 | \$28.00 for first \$500, \$3.70/each additional \$100, to and including \$2000 |
| \$2,001.00 - \$25,000 | \$83.50 for first \$2000, \$16.55/each additional \$1000, to and including \$25,000 |
| \$25,001.00 - \$50,000 | \$464.15 for first \$25,000, \$12.00/each additional \$1000, to and including \$50,000 |
| \$50,001.00 - \$100,000.00 | \$764.15 for first \$50,000, \$8.45/each additional \$1000, to and including \$100,000.00 |
| \$100,001.00 - \$500,000.00 | \$1,186.65 for first \$100,000, \$6.45/each additional \$1000, to and including \$500,000 |
| \$500,001.00 - \$1,000,000.00 | \$3,886.65 for first \$500,000, \$5.50/each additional \$1,000, to and including \$1,000,000 |
| \$1,000,001 and up | \$6,636.65 for first \$1,000,000, \$4.50/each additional \$1,000 |

Other Inspections and Fees:

1. Inspections outside of normal business hours \$47.00 per hour¹ (minimum charge - two hours)
2. Re-inspection fees assessed under provisions of Section 305.8 \$47.00 per hour¹
3. Inspections for which no fee is specifically indicated \$47.00 per hour¹ (minimum

charge - one-half hour)

4. Additional plan review required by changes, additions or revisions to plans
\$47.00 per hour¹ (minimum charge - one-half hour)
5. For use of outside consultants for plan checking and inspections, or both actual costs²

¹Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.

²Actual costs include administrative and overhead costs.

**Building Permits are subject to the State Surcharge*

2. Relocation of structure or building: \$ 150.00
3. Demolition or removal of structure: \$ 1.25/1,000 cubic ft.; minimum \$ 50.00

4. Residential Solar Installation
Flat fee: \$200
State Surcharge: \$1.00

5. Mechanical permit fees
 - a. Residential Work
Base Fee \$50.00

State Surcharge \$1.00

Furnace/Boiler (warm air or hot water heating system)
\$70.00 New
\$40.00 Replacement
\$30.00 Unit heaters

Air conditioning and refrigeration
\$50.00 New
\$30.00 Replacement

Other Items
\$35.00 Gas line/piping
\$40.00 Duct work
\$45.00 Wood burning furnace per unit
\$40.00 Swimming pool heater per unit
\$35.00 Air exchanger with duct work per unit
\$35.00 Gas or oil space heater per unit
\$35.00 Gas direct vent heater per unit
\$35.00 Gas fireplace log or heater per unit
\$35.00 Gas hot water heater for domestic hot water (only if replacing gas

line)

b. Commercial Work

Gas piping, refrigeration, chilled water, pneumatic control, ventilation, exhaust, hot water, steam, and warm air heating systems.

This fee shall be \$50 plus 1-1/4 percent (1.25%) of the total valuation of the work. Value of the work must include the cost of installation, alteration, addition, and repairs, including fans, hoods, HVAC units and heat transfer units, and all labor and materials necessary for installation. In addition, it shall include all material and equipment supplied by other sources when those materials are normally supplied by the contractor.

6. Plumbing Permit Fees
\$35.00 base fee plus \$10.00 per fixture installed, \$ 1.00 state surcharge

7. Right of Way Permit Fees

| <u>Item</u> | <u>Fee</u> |
|------------------|---|
| Registration fee | \$ 25.00 |
| Hole | \$400.00 |
| Trench | \$400.00 + \$40.00 per 100 lineal feet or portion thereof |
| Boring | \$400.00 + \$ 40.00 per 100 lineal feet or portion thereof |
| Obstruction | \$50.00 + \$ 0.20 per lineal foot |

Small Cell Wireless

| | |
|--------------------------------|---------------------|
| Permit fee | \$ 100.00 |
| Rent on City structure | \$ 150.00 per year |
| Maintenance for colocation | \$ 25.00 per year |
| Monthly electrical services | |
| Radio node less than 100 watts | \$ 73.00 per month |
| Radio node over 100 watts | \$ 182.00 per month |

8. Sewer Connection or Repair \$ 50.00

9. Water Connection

| <u>Meter Size</u> | <u>Fee</u> |
|-------------------|-------------|
| 3/4" | \$ 62.00 |
| 1" | \$ 115.00 |
| 1-1/2" | \$ 265.00 |
| 2" | \$ 470.00 |
| 3" | \$ 1,080.00 |

10. Street Opening Fee \$ 25.00 (plus cost of permit)

11. Zoning Permit

| <u>Item</u> | <u>Fee</u> |
|-----------------------|---------------------------------|
| Fence | \$50.00 |
| Temporary Sign | \$50.00 |
| Permanent Sign (each) | \$ 50.00 |
| Residential driveway | \$ 40.00 |
| Commercial driveway | Subject to Building Permit Fees |

12. Mobile Storage Structure/Dumpster Permit
- | <u>Location</u> | <u>Fee</u> |
|---------------------|------------|
| On private property | |
| 14 days | \$ 10.00 |
| 30 days | \$ 20.00 |
| On public street | |
| 72 hours | \$ 10.00 |
- (Permits may be renewed once in a 90 calendar-day period)
13. Chicken Permit (first time and subsequent applications) \$ 50.00
14. Beekeeping Permit (first time and subsequent applications) \$50.00

C. PLANNING FEES*

| <u>Item</u> | <u>Fee</u> |
|------------------------------|-----------------------------------|
| Comprehensive Plan Amendment | \$ 500.00 |
| Conditional Use Permit | \$ 500.00 |
| Design Review | |
| (when required by code) | \$ 50.00 |
| Lot Split (one lot into two) | \$ 500.00 |
| Planned Unit Development | \$ 500.00 |
| Rezoning/ Zoning Amendment | \$ 500.00 |
| Subdivision (>1 new lot) | \$ 500.00 + \$ 100.00/lot created |
| Variance | \$ 500.00 |
| Tax Increment Finance (TIF) | |
| Application Fee | \$5,000.00 Non-Refundable |
| Escrow | \$10,000.00 |

*Fee plus actual cost billed by contractors or city consultant fees.

D. FACILITY RENTAL FEES

Private use of public facilities is permitted on a space available basis. Reservations and damage deposits are required for private use of the following community facilities. Discounted rates are available for weekly bookings:

Park Facility Rental Amenities & Fees

| Facility | Amenities available | Rental Fees | |
|---|---|--------------------------------|----------------------|
| | | Half Day 9am-3pm / 4pm-10pm | Full Day 9am-10pm |
| Community Park Building & Upper Picnic Area (2050 Roselawn Ave; corner of Roselawn and Cleveland) | Park building Full kitchen (stove, oven, refrigerator/freezer, sink, microwave) Tables & chairs Inside bathrooms 2 BBQ grills 9 Outdoor picnic tables Parking lot (50 vehicle capacity) plus off-street parking | Not Available | \$150 + tax |
| East Picnic Area (near playground) | 2 Picnic tables Trash receptacles Portable toilet Parking lot (50 vehicle capacity) plus off-street parking | \$20 + tax | \$35 + tax |
| Lower Picnic Area (Southwest corner of park) | 2 Picnic tables 1 BBQ grill Trash receptacles Portable toilet Parking lot (50 vehicle capacity) plus off-street parking | \$20 + tax | \$35 + tax |
| Play Kit Rental | Includes variety of balls, Frisbees, and other play equipment | \$15 + tax | |
| Set up/Tear Down | \$25 | | |

Disclaimers:

- A damage deposit (\$200-400, or as determined by the City Administrator) is required for park facility rentals. The deposit must be made in a separate form from the payment and will be refunded upon return of facility key and inspection of the facilities.
- Nonprofit organizations must provide a copy of a Tax Exempt form (MN Dept. of Rev, IRS, W9 or MN Dept. of Taxation)
- Key pick up must be arranged two (2) days prior to scheduled event. Keys may be picked up at City Hall.
 - Regular business hours: Monday –Friday 8:00am-4:30pm
 - Summer hours (Memorial Day-Labor Day): 7:30am- 5:00pm Monday-Thursday, Friday 7:30am-noon
- Keys can be returned during business hours to City Hall. After hours drop-off is available via the drop box outside the main entrance.
- Rental permits will be issued once payment is received. Staff cannot reserve the facility without

payment.

- If you plan on bringing any outside equipment (i.e. inflatable devices, dunk tanks etc.) into the park, you must disclose this to a city employee during the reservation process. The City may require documentation such as a hold harmless agreement or certificate of insurance naming the City as an additional insured.

City Hall Facility Rental Fees

| | Capacity | Rental Fees | | |
|--|------------------|----------------|------------------------------|----------------------|
| | | 3 hours | Half Day 9am-3pm/4pm-10pm | Full Day 8am-10pm |
| Council Chambers Full room (includes kitchen facility) | 150 75 Seated | \$125.00 + tax | \$200.00 + tax | \$275.00 + tax |
| Partial Council Chambers (Front or Back Half) | 75 30 Seated | \$60.00 + tax | \$115.00 + tax | \$175.00 + tax |
| Kitchen Facility | 10 6 Seated | \$30.00 + tax | \$60.00 + tax | \$75.00 + tax |
| Conference Room | 8 maximum | \$35.00 + tax | \$70.00 + tax | \$125.00 + tax |
| Set Up Fee (government entities exempt) | \$30.00 | | | |

Disclaimers:

- A \$200 refundable damage deposit is required for City Hall rentals. The deposit must be made in a separate form from the payment and will be refunded upon return of facility key and inspection of the facilities.
- Nonprofit organizations must provide a copy of a Tax Exempt form (MN Dept. of Rev, IRS, W9 or MN Dept. of Taxation)
- Key pick up must be arranged two (2) days prior to scheduled event. Keys may be picked up at City Hall.
 - Regular business hours: Monday –Friday 8:00am-4:30pm
 - Summer hours (Memorial Day-Labor Day): 7:30am- 5:00pm Monday-Thursday, Friday 7:30am-noon.
- Keys can be returned during business hours to City Hall. After hours drop-off is available via the drop box outside the main entrance.
- Rental permits will be issued once payment is received. Staff cannot reserve the facility without payment.
- City Hall cannot be rented for private social gatherings.

Field/Court/Rink Rental Fees

Discounted rates are available for Multi-day bookings (see below)

| Individual/Group type | Single Day Use | | Multi-day Use (weekly fee) |
|---|----------------|------------------|---|
| | 3 hour block | Additional hours | |
| Resident | \$20 + tax | \$10/hour + tax | - |
| Non-resident | \$30 + tax | \$10/hour + tax | - |
| Youth organizations (must be open to youth aged 2-18 in Falcon Heights) | \$20 + tax | \$10/hour + tax | 2 days/week: \$35 3 days/week: \$50 4 days/week: \$65 5 days/week: \$80 6+ days/week: \$100 |
| Adult organizations | \$30 + tax | \$10/hour + tax | 2 days/week: \$40 3 days/week: \$55 4 days/week: \$70 5 days/week: \$85 6+ days/week: \$105 |

Disclaimers:

- Fees apply only for games and practices. Tournaments or special events/services are subject to additional fees.
- Field/Court/Rink use permits will be issued when payment and application are received.
- All short term rentals (1-5 times) entitle the customer to use of the field as is; anything additional will be the customer's responsibility (i.e. striping the field or providing bases.)
- Special request of services will be dealt with on a case by case basis and may include extra fees. All requests should be discussed with the Parks and Recreation Department at 651-792-7617.

E. FACILITY USE BY PUBLIC SERVICE ORGANIZATIONS

1. Public facilities are available for use on a reservation basis.
2. The following shall be allowed use of public facilities but set up/tear down fees apply:
 - a. Specifically listed local organizations:
 - League of Women Voters
 - Senior Citizen Groups (Falconeers, Roseville Area Seniors)
 - Ramsey County League of Local Governments
 - League of Minnesota Cities/ Association of Metropolitan Municipalities
 - Watershed management organizations
 - Scouts, Brownie Troops, 4-H, Campfire
 - Neighborhood Groups (e.g. Grove Association, Maple Knoll Courtyard Homeowner's Association)
 - 55 Alive Mature Driving Class
 - Cable Commission
 - Developers when presenting to neighbors
 - Legislators for informational (non-campaign) meetings, except after the filing date and before the November election of a legislative election year unless requested by a majority of the city council
 - Northeast Youth and Family Service
 - Lauderdale and Falcon Heights Lions Club
 - Roseville Rotary Club
 - Party Precinct caucuses, legislated district conventions and county conventions under the requirements of MN State Statute 202A.192
 - AARP Tax Services
 - Hobby groups or clubs that meet the following criteria:
 - Falcon Heights based (A minimum of 25% of on-going members or participants are Falcon Heights residents).
 - Non-profit
 - Open membership
 - Founded on a hobby
 - Actively reaches out to include people of different ages, especially youth, to encourage intergenerational exchanges of information
 - Encourages a community service and/or benefit component
 - Falcon Heights neighborhood or community groups whose activities are open to all and for the sole purpose of developing, fostering and strengthening neighborhood and community well-being.
 - b. Any organization that meets the above guidelines yet uses a facility more than twice a year shall be charged \$100 per year.
 - c. The organization or group cannot be a private, business, political, or religious organization.
 - d. Any organization denied free use under this policy as defined in this section may appeal to the city council.

F. MISCELLANEOUS FEES

| <u>Item</u> | <u>Fee</u> |
|---|--|
| Agendas (City Council or Commissions) ¹ | \$ 15.00/year |
| City Council Minutes ¹ | \$ 35.00/year |
| Commission Minutes ¹ | \$ 20.00/year |
| New Resident Handbook | \$1.00 printing fee |
| Single copies | \$ 0.25 + tax/page for first 100 pages |
| Assessment search | \$ 20.00 |
| Maps | \$ 6.50 |
| Open burning permit (no charge for recreational fires) | \$ 25.00 |
| Returned Check Fee | \$ 25.00 |
| Credit/Debitcard convenience fee | 2.95% per transaction |

The charges apply only when hard copies are mailed. These documents can be viewed free of charge on the website or at City Hall.

G. FALSE ALARM FEES

1. Fire False Alarms (at an address or property within one calendar year)
 - \$ 0 for first false alarm
 - \$ 175 for second false alarm
 - \$ 300 for third false alarm
 - \$ 400 for fourth false alarm
 - \$ 500 for fifth and subsequent false alarm

2. Security False Alarms (at an address or property within one calendar year)
 - \$ 0 for first false alarm
 - \$ 60 for second false alarm
 - \$ 100 for third false alarm
 - \$ 200 for fourth false alarm
 - \$ 300 for fifth false alarm
 - \$ 400 for sixth false alarm
 - \$ 500 for seventh and subsequent false alarm

3. Penalties and Assessment
 - Penalties for late payment and assessment of unpaid fees are the same as stipulated for unpaid utility fees in the city code.

H. VEHICLE EMERGENCY RESPONSE

The fee for emergency personnel response to accidents is \$350.00/vehicle.

I. PARKING FEES

| <u>Item</u> | <u>Fee</u> |
|--|------------------|
| Application fee to designate "residential area" permit parking | \$ 200.00 |
| Annual residential area parking permits | |
| First two vehicles | \$ 15.00/vehicle |
| Third and subsequent vehicles | \$ 25.00/vehicle |

| | |
|--|--------------------|
| Lost permit replacement | \$ 5.00 |
| Temporary parking permit (up to 3 weeks) | \$ 3.00/vehicle |
| Temporary parking permit for 5 or more vehicles for a one-time/one-day event | \$ 25.00 |
| Parking fine | |
| September 16 th - August 14 th | \$50.00/violation |
| August 15 th - September 15 th | \$100.00/violation |

J. SANITARY SEWER

The sanitary sewer fee for residential units is ~~\$37.00~~ **\$37.75** per quarter plus ~~\$0.0242687~~ **\$0.0247784** per cubic foot of water usage during the months of November - January. For apartment units, the rate will be ~~\$37.00~~ **\$37.75**/unit/quarter plus ~~\$0.0242687~~ **\$0.0247784** per cubic foot of water used in November. For residential units, this will serve as the maximum fee for other quarters throughout the year, but the actual amount billed may be lower depending on water usage. For commercial units, the fee is ~~\$0.0242687~~ **\$0.0247784** per cubic foot of water usage during each month.

K. STORM DRAINAGE

The fee for storm drainage is ~~\$27.50~~ **\$28.25** per quarter for residential units and ~~\$254.21~~ **\$261.58** per acre for commercial and apartment units.

L. HYDRANT WATER

The fee for hydrant water is 6% surcharge of the water bill.

M. RECYCLING

The recycling charge is ~~\$12.75~~ **\$14.25** per quarter for residential units.

N. STREET LIGHTING

The street lighting fee is \$6.00 per quarter for residential units and \$0.02 per lineal foot frontage for commercial properties monthly.

O. FEES FOR UNSPECIFIED REQUESTS

A private party or public institution (hereinafter applicant) making a request to the City for approval of a project or for public assistance must cover the City's consultants' costs associated with reviewing the request. Prior to having the request considered by the City, the applicant must deposit an escrow fee in an amount that is estimated to cover the City's consultants' costs as determined by the City Administrator. If the City's consultants' costs exceed the initial escrow deposited by the applicant, an additional escrow fee will be required to cover the additional costs. The City shall use the applicant's fees to cover the City's actual consultants' costs in reviewing the request regardless of the City's action on the applicant's request. If the applicant's escrow fees exceed the City's actual consultants' costs for reviewing the request, the remaining escrow fees shall be refunded to the applicant.

P. SNOW AND ICE REMOVAL

Cost of abatement¹.

'This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.

CITY OF FALCON HEIGHTS
RAMSEY COUNTY, MINNESOTA

ORDINANCE NO. 23-09

**AN ORDINANCE AMENDING THE FEE/RATE SCHEDULE FOR
THE CITY OF FALCON HEIGHTS RELATIVE TO 2024 WATER &
SEWER RATES AND 2024 RECYCLING RATES**

THE CITY COUNCIL OF FALCON HEIGHTS ORDAINS:

SECTION 1. The City of Falcon Heights Fee Schedule attached hereto as Exhibit A and incorporated herein by reference is hereby adopted.

SECTION 2. This ordinance shall be effective upon passage.

ADOPTED this 27th day of December 2023, by the City Council of Falcon Heights, Minnesota.

CITY OF FALCON HEIGHTS

BY:



Randall C. Gustafson, Mayor

ATTEST:



Jack Linehan, City Administrator

SUMMARY ORDINANCE NO. 23-09

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

**AN ORDINANCE AMENDING THE FEE/RATE SCHEDULE FOR THE CITY OF
FALCON HEIGHTS RELATIVE TO 2024 WATER & SEWER RATES AND 2024
RECYCLING RATES**

Pursuant to Minnesota Statutes Section 412.191, in the case of a lengthy ordinance, a summary may be published. While a copy of the entire ordinance is available without cost at the office of the City Clerk, the following summary is approved by the City Council and shall be published in lieu of publishing the entire ordinance:


The purpose of this ordinance is to amend the City Fee/Rate Schedule for 2024 water & sewer rates and 2024 recycling rates.

This ordinance shall be effective upon passage.

APPROVED for publication by the City Council of the City of Falcon Heights, Minnesota this 27th day of December, 2023.

CITY OF FALCON HEIGHTS

BY:



Randall C. Gustafson, Mayor

ATTEST:



Jack Linehan, City Administrator

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| Meeting Date | December 27, 2023 |
| Agenda Item | Policy H2 |
| Attachment | N/A |
| Submitted By | Jack Linehan, City Administrator |

| | |
|----------------------------|--|
| Item | Law Enforcement Contract Update |
| Description | City Administrator Linehan will provide an update on the latest interim contract discussions with the Ramsey County Sheriff's Office (RCSO) and Ramsey County. Both parties are working towards approval of an updated contract in early 2024. Starting January 1 st , the RCSO plans to continue coverage under the new rate for deputies on overtime to cover the City of Falcon Heights until a new contract is formally approved. |
| Budget Impact | N/A |
| Attachment(s) | N/A |
| Action(s) Requested | Staff recommends the City Council hear the report from City Administrator Linehan on the latest discussion with the Ramsey County Sheriff's Office regarding the interim contract. |