

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

AGENDA  
Wednesday, July 12, 2023  
7:00 p.m.

A. CALL TO ORDER:

B. ROLL CALL: GUSTAFSON ✓ LEEHY ✓ MEYER ✓  
WASSENBERG ✓ WEHYEE ✓

STAFF PRESENT: LINEHAN ✓

C. APPROVAL OF AGENDA Leahy, 5-0

D. PRESENTATION

E. APPROVAL OF MINUTES: Meyer, 5-0  
1. June 28, 2023 Regular Meeting Minutes

F. PUBLIC HEARINGS: Wassenberg, 5-0

G. CONSENT AGENDA:  
1. General Disbursements through 7/6/23: \$214,989.96  
Payroll through 6/30/23: \$24,336.72  
Wire Payments through 6/30/23: \$14,490.99  
2. Address Assignment for Community Park - 2050 Roselawn Avenue W.  
3. Active Living Ramsey Communities Be Active! Be Green! Bench Initiative Grant Application  
4. 2023 Data Practices Officials

H. POLICY ITEMS: Wehyee, 5-0  
1. Approval of Scheduling Public Hearing for July 26<sup>th</sup> to Consider State Fair Task Force Recommendation to Modify Fee Schedule Ordinance

I. INFORMATION/ANNOUNCEMENTS: + Right of way permit  
Obstruction fee up to \$1000.00/line

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: Leahy, 5-0

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

**MINUTES**  
Wednesday, June 28, 2023  
7:00 p.m.

- A. CALL TO ORDER: 7:01 PM
- B. ROLL CALL: GUSTAFSON\_X\_ LEEHY\_X\_ MEYER\_X\_  
WASSENBERG\_X\_ WEHYEE\_X\_  
STAFF PRESENT: LINEHAN\_X\_

- C. APPROVAL OF AGENDA

Councilmember Leehy motions to  
approve the amended agenda; approved 5-0

- D. PRESENTATION  
1. General Obligation Improvement Bond, Series 2023A Pre-Sale

Administrator Linehan introduces the topic, On the April 26, 2023, the City Council awarded the Pavement Management Project (PMP) to Northwest Asphalt, Inc. for a series of streets in the Northeast quadrant and alleyway in the Northome neighborhood. The City needs the assistance of Bonds for this project and together with Ehlers they prepared a strategy. Todd Hagen, Senior Municipal Advisor, is here to present the strategy for the Bonds issue.

Hagen thanks the Mayor and Council. He states he is presenting and summarizing the pre-sale report for the Bonds. This report details the terms and conditions of the Bonds. The bond amount is \$521,000. The project cost will be larger than the Bonds, the remainder needed for the project will be coming from other City funds and prepay assessments. Because the Bonds are considerable small, it will not be rated and taken to the public market, rather, it will be sold to banks which will save money. The Bonds are being issued for a term of 5 years. Principal on the Bonds will be due on February 1 in the years 2025 through 2029. Interest is payable every six months beginning August 1, 2024. The Bonds will be subject to prepayment at the discretion of the City on any date after closing. Ehlers recommends selling this issue non-rated as the cost of the rating would not be expected to be offset by the potential lower interest rates resulting from obtaining a rating. The City of Falcon Heights has a Triple A bond rating. For the method of sale, a list of regional banks as well as previously used banks will be contacted. The Bonds Hagen hopes he will have a list of three to five banks interested banks. The City will be their own paying agent and will utilize Taft Stettinius & Hollister as their Bond Attorney. Hagen continues, if this pre-sale report is approved by the Council, Ehlers will distribute proposals to the banks and Hagen will return to the Council Meeting on July 26, to award the sale of the Bonds.

Councilmember Wassenberg asks if what the differentiators are when bidding out the bonds and what would be considered a good bid.

Hagen answers that the terms and conditions will be fixed, the interest rate will be the differentiator between bids.

Councilmember Wassenberg asks if the 5.25% in the report is the opening offer.

Hagen answers this is the interest rate with a buffer, a worst-case scenario. He explains, that if the Bonds issue would be taken to the public market, the interest rate might be lower, but the total cost of the Bonds will be higher due to additional fees, such as broker fees.

Councilmember Wassenberg asks Administrator Linehan when the Contractor will be requesting payment.

Linehan answers, that the contractor will be sending regular pay requests shortly. The City has sufficient cash reserves for the initial payment requests. He continues that the Bonds will be callable on any date without penalty, which is a good tradeoff for a slightly higher interest rate.

Hagen thanks the Council for allowing the City to utilize Ehlers services again for the Bonds issue.

Councilmember Wassenberg motions to approve Resolution 23-44, authorizing the sale of Bonds for the 2023 Pavement Management Project; approved 5-0

- E. APPROVAL OF MINUTES:
  - 1. June 14, 2023 Regular Meeting Minutes

Councilmember Wehyee motions to approve the meeting minutes; approved 5-0

- F. PUBLIC HEARINGS:

- G. CONSENT AGENDA:

- 1. General Disbursements through 6/21/23: \$140,964.59
  - Payroll through 6/15/23: \$21,584.74
  - Wire Payments through 6/15/23: \$13,081.10
- 2. ~~Release of RFP for Professional Construction Management and Pre-Design Services for Community Park Renovation~~

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

- H. POLICY ITEMS:

- 1. State Fair Task Force Recommendation – Extension of No Parking on Water Side for all of Northeast Quadrant

Administrator Linehan states, at the first State Fair Task Force (SFTF) meeting, the SFTF discussed a variety of issues including parking. One easy solution, is to extend no parking on the water side for all of northeast quadrant. The reason is, it can be difficult if not impossible to get emergency vehicles down a street that is parked down both sides.

Councilmember Wassenberg asks for clarification of the attached map of State Fair Parking Restrictions.

Administrator Linehan comments, staff has been working on a super map that includes all the parking regulations in Falcon Heights.

Councilmember Meyer inquires if a conversation with the State Fair took place yet regarding the extension of the no parking.

Administrator Linehan answers no. He believes the State Fair is indifferent about this Resolution as it is meant for Public Safety and ensuring emergency vehicles can get through the streets easily.

Council discusses how the SFTF meetings are going and when the next meeting is.

Administrator Linehan comments, a special meeting was added on June 29<sup>th</sup> in order to have as much meeting time prior to the State Fair.

Council asks if Councilmembers are allowed to attend a meeting.

Administrator Linehan answers yes, it is open for Councilmembers and the public to attend.

Councilmember Leehy motions to approve Resolution 23-45 Prohibiting State Fair Parking on the Water Side of Streets in the Northeast Quadrant; approved 5-0

#### I. INFORMATION/ANNOUNCEMENTS:

Councilmember Wassenberg has no announcements.

Councilmember Leehy informs about Restoration Day on Thursday, July 6 and Unity Day on Friday, July 7. Restoration Day is a day where people are encouraged to do something restorative in a relationship. In the evening the Castile family will have a candlelight vigil at the Peace Garden. On Unity Day, the Castile Family will have a community BBQ on the lawn outside City Hall at 5:30 PM.

Councilmember Meyer has no announcements.

Councilmember Wehyee has no announcements.

Mayor Gustafson notifies about Night to Unite that will take place on Tuesday, August 1. This is a statewide event that builds and fosters community bonds between neighbors and public safety organizations. The registration is open and available on the Falcon Heights and Ramsey County Sheriff's Office website and it closes on July 14. The sheriff's office will be present at City Hall on Monday, July 17 in advance of the Community Engagement Commission meeting from 5:30 - 6:30 PM to have a short briefing and handout event materials to organizers of the block parties. Neighborhood liaisons and block party organizers are encouraged to attend. Mayor Gustafson attended the League of Minnesota Cities Conference in Duluth.

Administrator Linehan adds that the City is working on getting social media posts out for Restoration Day and Unity Day and he encourages everyone to attend Unity Day on July 7. The 2023 Pavement Management Project is going along at a great pace. Public Works has been working on sidewalk panel replacement in the Northome area. The Uppercut tree trimming project wrapped up and came in significantly under budget. The Planning Commission had an informal sketch review of 1407 Larpenteur Ave., known as the former Dry Cleaner property. During the meeting they provided the applicant with feedback as to how the plan can be improved. The developer will utilize this feedback and consider if they will be submitting an official formal application. The Planning Commission meetings are available to watch online.

The City Council Workshop meeting for Wednesday, July 5 will be canceled. Lastly, sidewalk is being poured by Ramsey County contractors on the Larpenteur Ave. section between Cleveland Ave. and Gortner Ave. Once completed, the cones on Larpenteur Ave. will be removed apart from the intersection.

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: 7:54 PM

Councilmember Wehyee motions to adjourn the meeting; approved 5-0



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Randall C. Gustafson, Mayor

Dated this 28<sup>th</sup> day of June, 2023



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Jack L. Neenan, City Administrator

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PACKET: 02828 JUNE 27 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
-----						
01-05883		CENTER FOR VALUES-BASED INITIA				

I-23010		DELIVERABLE 2: FUTURE RECOMM	3,500.00			
6/27/2023	APBNK	DUE: 6/27/2023 DISC: 6/27/2023		1099: N		
		DELIVERABLE 2: FUTURE RECOMME		101 4112-80330-000	CONSULTANT	3,500.00
=== VENDOR TOTALS ===			3,500.00			

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01-05153		HOME DEPOT CRC/GECP				
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I-202306278550		EDGER CORD/ ROUNDUP/TOW STRAP	268.46			
6/27/2023	APBNK	DUE: 6/27/2023 DISC: 6/27/2023		1099: N		
		EDGER CORD/ ROUNDUP/TOW STRAP		101 4141-70100-000	SUPPLIES	268.46
=== VENDOR TOTALS ===			268.46			

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01-05856		LINEHAN, JACK				
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I-202306278549		TELEPHONE REIMB MAY & JUNE	120.00			
6/27/2023	APBNK	DUE: 6/27/2023 DISC: 6/27/2023		1099: N		
		TELEPHONE REIMB MAY & JUNE		601 4601-85015-000	CELL PHONE	120.00
=== VENDOR TOTALS ===			120.00			

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01-05582		MENARDS				
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I-202306278552		WEED SPRAY/OIL/PLYWOOD	345.17			
6/27/2023	APBNK	DUE: 6/27/2023 DISC: 6/27/2023		1099: N		
		SIDEWALK PLYWOOD SUPPLIES		419 4419-92005-000	SIDEWALK IMPROVEMENTS	93.16
		MULCH AND WEED SPRAY		101 4131-87010-000	CITY HALL MAINTENANCE	34.57
		OIL AND UTILITY KNIFE`		101 4132-70120-000	SUPPLIES	217.44
=== VENDOR TOTALS ===			345.17			

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01-05843		MN NCPERS LIFE INSURANCE				
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I-458800072023		LIFE INSURANCE	80.00			
6/27/2023	APBNK	DUE: 6/27/2023 DISC: 6/27/2023		1099: N		
		LIFE INSURANCE		101 21709-000	OTHER PAYABLE	44.32
		LIFE INSURANCE		204 21709-000	OTHER PAYABLE	1.60
		LIFE INSURANCE		601 21709-000	OTHER PAYABLE	23.36
		LIFE INSURANCE		602 21709-000	OTHER PAYABLE	10.72
=== VENDOR TOTALS ===			80.00			



PACKET: 02828 JUNE 27 PAYABLES  
VENDOR SET: 01 City of Falcon Heights  
SEQUENCE : ALPHABETIC  
DUE TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
-----ID-----						
01-06483 SENTRY SYSTEMS, INC.						
I-786300		MONITORING SVC TO 9/30/23	94.50			
6/27/2023	APBNK	DUE: 6/27/2023 DISC: 6/27/2023		1099: N		
		MONITORING SVC TO 9/30/23		101 4131-87100-000	PANIC BUTTON SECURITY	94.50
=== VENDOR TOTALS ===			94.50			
-----ID-----						
01-05914 SIMONS, DAVID						
I-202306278551		REIMB: FILLER STRAINER CAP TR	26.93			
6/27/2023	APBNK	DUE: 6/27/2023 DISC: 6/27/2023		1099: N		
		REIMB: FILLER STRAINER CAP TRK		101 4132-77000-000	CLOTHING	26.93
=== VENDOR TOTALS ===			26.93			
-----ID-----						
01-00935 ST PAUL REGIONAL WATER SERVICE						
I-202306278554		WATER AND SANITARY	136.49			
6/27/2023	APBNK	DUE: 6/27/2023 DISC: 6/27/2023		1099: N		
		WATER		101 4131-85040-000	WATER	69.17
		SANITARY		601 4601-85070-000	SAC CHARGES AND SS CHARG	19.61
		WATER		101 4141-85040-000	WATER	35.63
		SANITARY		601 4601-85070-000	SAC CHARGES AND SS CHARG	12.08
=== VENDOR TOTALS ===			136.49			
-----ID-----						
01-08500 WOLFE RIVER ELECTRIC						
I-202306278548		REIMB EXCESS PERMIT FEE	19.90			
6/27/2023	APBNK	DUE: 6/27/2023 DISC: 6/27/2023		1099: N		
		REIMB EXCESS PERMIT FEE		101 32210-000	BUILDING PERMITS	19.90
=== VENDOR TOTALS ===			19.90			
=== PACKET TOTALS ===			4,591.45			

PACKET: 02830 JUNE 29 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
-----ID-----						
01-00900 BEISSWENGER'S						
I-738294		2 CYCLE OIL	17.99			
6/29/2023	APBNK	DUE: 6/29/2023 DISC: 6/29/2023		1099: N		
		2 CYCLE OIL		101 4141-70100-000	SUPPLIES	17.99
=== VENDOR TOTALS ===			17.99			
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01-03123 CINTAS CORPORATION						
I-4159889787		FLOOR MATS SVC - 6/28	57.45			
6/29/2023	APBNK	DUE: 6/29/2023 DISC: 6/29/2023		1099: N		
		FLOOR MATS SVC - 6/28		101 4131-87010-000	CITY HALL MAINTENANCE	57.45
=== VENDOR TOTALS ===			57.45			
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01-05171 FRA DOR INC						
I-2306045		BLACK DIRT FOR BLVD MAINTENAN	39.50			
6/29/2023	APBNK	DUE: 6/29/2023 DISC: 6/29/2023		1099: N		
		BLACK DIRT FOR BLVD MAINTENANC		101 4132-87010-000	BOULEVARD MAINTENANCE	39.50
=== VENDOR TOTALS ===			39.50			
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01-06030 OLSON,ROLAND						
I-202306298555		MILEAGE REIMB JUNE	44.80			
6/29/2023	APBNK	DUE: 6/29/2023 DISC: 6/29/2023		1099: N		
		MILEAGE REIMB JUNE		101 4113-86010-000	MILEAGE	44.80
=== VENDOR TOTALS ===			44.80			
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01-06053 OREILLY AUTO PARTS						
I-1756-434143		OIL FILTER	11.91			
6/29/2023	APBNK	DUE: 6/29/2023 DISC: 6/29/2023		1099: N		
		OIL FILTER		101 4132-70120-000	SUPPLIES	11.91
I-1799-240689		MOTOR OIL	49.95			
6/29/2023	APBNK	DUE: 6/29/2023 DISC: 6/29/2023		1099: N		
		MOTOR OIL		101 4132-70120-000	SUPPLIES	49.95
I-3243-386168		ANTI SEIZE AND LATEX GLOVES	56.57			
6/29/2023	APBNK	DUE: 6/29/2023 DISC: 6/29/2023		1099: N		
		ANTI SEIZE AND LATEX GLOVES		101 4132-70120-000	SUPPLIES	56.57
=== VENDOR TOTALS ===			118.43			

PACKET: 02830 JUNE 29 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	DESCRIPTION	DISCOUNT	GROSS	P.O. #	ACCOUNT NAME	DISTRIBUTION
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01-06185 RAMSEY COUNTY

I-PRRRV 0022125		3RD QTR ELECTION CONTRACT		5,450.00			
6/29/2023	APBNK	DUE: 6/29/2023 DISC: 6/29/2023			1099: N		
		3RD QTR ELECTION CONTRACT			101 4115-80300-000	ELECTION CONTRACT	5,450.00
=== VENDOR TOTALS ===				5,450.00			

01-06930 U.S. POSTMASTER

I-202306298556		FOREVER STAMPS 10 ROLLS		630.00			
6/29/2023	APBNK	DUE: 6/29/2023 DISC: 6/29/2023			1099: N		
		FOREVER STAMPS 10 ROLLS			101 4112-70500-000	POSTAGE	630.00
=== VENDOR TOTALS ===				630.00			

01-05784 UPPER CUT TREE SERVICES

I-5535		TREE TRIMMING NE QUAD ADDTL		26,600.00			
6/29/2023	APBNK	DUE: 6/29/2023 DISC: 6/29/2023			1099: N		
		TREE TRIMMING NE QUAD ADDTL			101 4134-84010-000	TREE TRIMMING	26,600.00
I-50		TREE TRIMMING NE QUAD		30,400.00			
6/2023	APBNK	DUE: 6/29/2023 DISC: 6/29/2023			1099: N		
		TREE TRIMMING NE QUAD			101 4134-84010-000	TREE TRIMMING	30,400.00
=== VENDOR TOTALS ===				57,000.00			

01-07205 ZEP SALES & SERVICE

I-9008709613		2 TOUCHLESS SOAP DISPENSERS		288.73			
6/29/2023	APBNK	DUE: 6/29/2023 DISC: 6/29/2023			1099: N		
		TOUCHLESS SOAP DISPENSER			101 4131-70110-000	SUPPLIES	288.73
=== VENDOR TOTALS ===				288.73			
=== PACKET TOTALS ===				63,646.90			

PACKET: 02832 JULY 3, 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  
 =====  
 01-00209 ADVANTAGE SIGNS AND GRAPHICS

I-58165 2 ROUGH ROAD SIGNS 171.70  
 7/03/2023 APBNK DUE: 7/03/2023 DISC: 7/03/2023 1099: N  
 2 ROUGH ROAD SIGNS 101 4132-75100-000 STREET SIGNS 171.70  
 === VENDOR TOTALS === 171.70

01-00028 ALLSTREAM  
 I-19617463 EMERGENCY BLDG LAND LINE 68.92  
 7/03/2023 APBNK DUE: 7/03/2023 DISC: 7/03/2023 1099: N  
 EMERGENCY BLDG LAND LINE 101 4116-85010-000 TELEPHONE 68.92  
 === VENDOR TOTALS === 68.92

01-05422 BP  
 I-202307038558 FUEL 1,522.70  
 7/03/2023 APBNK DUE: 7/03/2023 DISC: 7/03/2023 1099: N  
 FUEL 101 4132-74000-000 MOTOR FUEL & LUBRICANTS 828.21  
 FUEL 101 4141-74000-000 MOTOR FUEL & LUBRICANTS 342.09  
 FUEL 602 4602-74000-000 FUEL & LUBRICANTS 352.40  
 === VENDOR TOTALS === 1,522.70

01-03025 COLIN CALLAHAN  
 I-202307038563 MILEAGE REIMB -LARP ST CONES 18.34  
 7/03/2023 APBNK DUE: 7/03/2023 DISC: 7/03/2023 1099: N  
 MILEAGE REIMB -LARP ST CONES 101 4132-86101-000 MILEAGE 18.34  
 === VENDOR TOTALS === 18.34

01-03117 CITY OF LITTLE CANADA  
 I-202307038560 BLDG/MECHANICAL/PLUMBING INSP 73,286.05  
 7/03/2023 APBNK DUE: 7/03/2023 DISC: 7/03/2023 1099: N  
 BLDG/MECHANICAL/PLUMBING INSPE 101 4117-81210-000 BUILDING INSPECTORS 46,154.00  
 BLDG/MECHANICAL/PLUMBING INSPE 101 4117-81220-000 MECHANICAL INSPECTORS 26,254.00  
 BLDG/MECHANICAL/PLUMBING INSPE 101 4117-81230-000 PLUMBING INSPECTORS 878.05  
 === VENDOR TOTALS === 73,286.05

PACKET: 02832 JULY 3, PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
-----ID-----						
01-07331 MARTIN MARIETTA MATERIALS						
I-39406185		SINGLE AXEL RUBBLE DISPOSAL	50.00			
7/03/2023	APBNK	DUE: 7/03/2023 DISC: 7/03/2023		1099: N		
		SINGLE AXEL RUBBLE DISPOSAL		101 4132-87000-000	REPAIR EQUIPMENT	50.00
=== VENDOR TOTALS ===			50.00			
-----ID-----						
01-07299 NELSON, KELLY						
I-202307038562		REIMB; ICE CREAM SUPPLIES	241.26			
7/03/2023	APBNK	DUE: 7/03/2023 DISC: 7/03/2023		1099: N		
		REIMB; ICE CREAM SUPPLIES		101 4116-89010-000	SPECIAL EVENTS	241.26
=== VENDOR TOTALS ===			241.26			
-----ID-----						
01-06030 OLSON,ROLAND						
I-202307038561		FLEX PAYMENT	41.00			
7/03/2023	APBNK	DUE: 7/03/2023 DISC: 7/03/2023		1099: N		
		FLEX PAYMENT		101 21712-000	MEDICAL FLEX SAVINGS PAY	34.03
		FLEX PAYMENT		601 21712-000	MEDICAL FLEX SAVINGS PAY	6.15
		FLEX PAYMENT		602 21712-000	MEDICAL FLEX SAVINGS PAY	0.82
=== VENDOR TOTALS ===			41.00			
-----ID-----						
01-06185 RAMSEY COUNTY						
I-RISK 002241		JULY INS HR ADMIN FEES	800.64			
7/03/2023	APBNK	DUE: 7/03/2023 DISC: 7/03/2023		1099: N		
		JULY INS HR ADMIN FEES		101 4112-89000-000	MISCELLANEOUS	800.64
=== VENDOR TOTALS ===			800.64			
-----ID-----						
01-05870 XCEL ENERGY						
I-202307038559		ELECTRICITY	40.31			
7/03/2023	APBNK	DUE: 7/03/2023 DISC: 7/03/2023		1099: N		
		ELECTRICITY		209 4209-85020-000	STREET LIGHTING POWER	27.52
		ELECTRICITY		209 4209-85020-000	STREET LIGHTING POWER	12.79
=== VENDOR TOTALS ===			40.31			
=== PACKET TOTALS ===			76,240.92			

PACKET: 02834 July 6 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
<b>01-03108 BONFES PLUMBING, HEATING &amp; AIR</b>						
I-202307068564		Refund of Sewer Permit#202320	50.00			
7/06/2023	APBNK	DUE: 7/06/2023 DISC: 7/06/2023		1099: N		
		Refund of Sewer Permit#2023202		101 32230-000	PLUMBING PERMITS	50.00
=== VENDOR TOTALS ===			50.00			
<b>01-03108 CERTIFIED LABORATORIES</b>						
I-8278431		Pest Control & Lubricants	473.95			
7/06/2023	APBNK	DUE: 7/06/2023 DISC: 7/06/2023		1099: N		
		Pest Control & Lubricants		101 4131-70110-000	SUPPLIES	473.95
=== VENDOR TOTALS ===			473.95			
<b>01-03122 CITY OF ST PAUL</b>						
I-IN54281		Asphalt Mix - 11	594.02			
7/06/2023	APBNK	DUE: 7/06/2023 DISC: 7/06/2023		1099: N		
		Asphalt Mix - 11		101 4132-75000-000	BITUMINOUS PATCHING	594.02
=== VENDOR TOTALS ===			594.02			
<b>01-05235 JAN-PRO CLEANING SYSTEMS</b>						
I-119365		Janitorial Service July	464.00			
7/06/2023	APBNK	DUE: 7/06/2023 DISC: 7/06/2023		1099: N		
		Janitorial Service July		101 4131-87010-000	CITY HALL MAINTENANCE	464.00
=== VENDOR TOTALS ===			464.00			
<b>01-05331 MARTIN MARIETTA MATERIALS</b>						
I-39420790		Concrete Disposal	150.00			
7/06/2023	APBNK	DUE: 7/06/2023 DISC: 7/06/2023		1099: N		
		Concrete Disposal		101 4132-87010-000	BOULEVARD MAINTENANCE	150.00
=== VENDOR TOTALS ===			150.00			
<b>01-05908 METRO-INET</b>						
I-1345		July IT Support	3,528.00			
7/06/2023	APBNK	DUE: 7/06/2023 DISC: 7/06/2023		1099: N		
		July IT Support		101 4116-85070-000	TECHNICAL SUPPORT	3,528.00
=== VENDOR TOTALS ===			3,528.00			

PACKET: 02834 July 6 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
01-665		METROPOLITAN COUNCIL				
I-1160248		Aug Waste Water Services	55,832.95			
7/06/2023	APBANK	DUE: 7/06/2023 DISC: 7/06/2023		1099: N		
		Aug Waste Water Services		601 4601-85060-000	METRO SEWER CHARGES	55,832.95
=== VENDOR TOTALS ===			55,832.95			
01-06002		NINENORTH				
I-2023-114		3 Municipal Meetings June	737.66			
7/06/2023	APBANK	DUE: 7/06/2023 DISC: 7/06/2023		1099: N		
		3 Municipal Meetings June		101 4116-85050-000	CABLE TV	737.66
=== VENDOR TOTALS ===			737.66			
01-06314		REHDER FORESTRY CONSULTING				
I-353		Forestry Consulting June	160.36			
7/06/2023	APBANK	DUE: 7/06/2023 DISC: 7/06/2023		1099: N		
		Forestry Consulting June		101 4134-80330-000	FORESTRY CONSULTANT	160.36
=== VENDOR TOTALS ===			160.36			
01-05374		TENNIS SANITATION LLC				
I-3632723		Recycling SFD&MFD FH June	8,453.25			
7/06/2023	APBANK	DUE: 7/06/2023 DISC: 7/06/2023		1099: N		
		Recycling SFD&MFD FH June		206 4206-82030-000	RECYCLING CONTRACTS	8,453.25
I-3632724		Recycling Ramsey Cty SWMT&CEC	66.50			
7/06/2023	APBANK	DUE: 7/06/2023 DISC: 7/06/2023		1099: N		
		Recycling Ramsey Cty SWMT&CEC		101 4131-87010-000	CITY HALL MAINTENANCE	66.50
=== VENDOR TOTALS ===			8,519.75			
=== PACKET TOTALS ===			70,510.69			

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

PAY PERIOD ENDING 6/30/2023  
DIRECT DEPOSIT EFFECTIVE DATE 6/22/2023

EMP #	NAME	AMOUNT
01-022	RANDALL C GUSTAFSON	293.07
01-0023	MELANIE M LEEHY	262.05
01-0025	YAKASAH WEHYEE	262.05
01-0027	ERIC G MEYER	262.05
01-1006	JACK LINEHAN	3,688.39
01-1027	KELLY A NELSON	2,101.40
01-1029	ELKE VAN DER WERFF	1,630.27
01-1042	FREDI PONCE PARRA	1,249.71
01-1136	ROLAND O OLSON	3,060.44
01-1162	ALYSSA LANDBERG	805.03
01-1028	HANNAH B LYNCH	3,094.34
01-1167	DAVID S SIMONS	1,570.17
01-1033	DAVE TRETSVEN	1,946.63
01-1143	COLIN B CALLAHAN	2,448.56
01-1171	HENRY A THOMAS	1,242.36

TOTAL PRINTED: 15 23,916.52

6-22-2023 6:39 AM PAYROLL CHECK REGISTER  
PAYROLL NO: 01 City of Falcon Heights

PAGE: 1  
PAYROLL DATE: 6/22/2023

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
0028	WASSENBERG, JAMES J	R	6/22/2023	262.05	092323
2272	STONE, MIA D	R	6/22/2023	55.41	092324
2275	PRATT, HENRY M	R	6/22/2023	24.24	092325
2276	RYAN, MOLLY K	R	6/22/2023	78.50	092326

6-22-2023 6:39 AM PAYROLL CHECK REGISTER  
PAYROLL NO: 01 City of Falcon Heights

PAGE: 2  
PAYROLL DATE: 6/22/2023

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

REGULAR CHECKS:	4	420.20
DIRECT DEPOSIT REGULAR CHECKS:	15	23,916.52
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	19	24,336.72

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

\*\* END OF REPORT \*\*



June 30 payroll

Fed With	8,432.80
St With	1,473.82
Pera	4,347.27
ICMA	200.00
Child supp	<u>37.10</u>

14,490.99

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## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	July 12, 2023
<b>Agenda Item</b>	Consent G-2
<b>Attachment</b>	Ordinance 23-03
<b>Submitted By</b>	Hannah Lynch, Community Development Coordinator

<b>Item</b>	Address Assignment for Community Park – 2050 Roselawn Ave W.
<b>Description</b>	<p>Under MN Stat. §412.221 Subd. 18, City Council has the authority to name or rename streets and public places of the city, and to number or renumber the lots and blocks of the city, or any part thereof.</p> <p>After the purchase of Community Park, the originating parcel was divided into two and issued two new tax parcel numbers. In the interest of clarity, this is to formally address Community Park (Tax Parcel 162923320059) as 2050 Roselawn Avenue W.</p>
<b>Budget Impact</b>	None.
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Ordinance 23-03</li> </ul>
<b>Action(s) Requested</b>	Staff recommend approval of Ordinance 23-03, assigning the address of 2050 Roselawn Avenue W. (Tax Parcel 162923320059) to Community Park

**ORDINANCE NO. 23-03**

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

**AN ORDINANCE ASSIGNING ADDRESS NUMBER FOR COMMUNITY PARK IN  
FALCON HEIGHTS, MN**

Section 1. **AUTHORITY.** The City of Falcon Heights has the authority, pursuant to Minnesota Statutes §412.221, subdivision 18, to rename streets and renumber lots within the City by Ordinance.

Section 2. **2050 ROSELAWN AVENUE.** Community Park, identified by Ramsey County Parcel ID 162923320059, located at the southeastern corner of Roselawn Avenue and Cleveland Avenue in the City of Falcon Heights shall be addressed as 2050 Roselawn Avenue, Falcon Heights, MN 55113.

Section 3. **EFFECTIVE DATE.** This Ordinance was passed and adopted by the City Council of the City of Falcon Heights, Minnesota, on the 12<sup>th</sup> of July, 2023.

Section 4. **ENACTMENT.**

Subdivision 1. All ordinances and resolutions of the City previously enacted, and all plats the City previously approved, which refer the streets or properties herein renamed or redesignated are hereby amended by substituting the street name and property addresses identified herein.

Subdivision 2. The City Clerk shall cause a City Address Map to reflect the street name and property address changes made in this Ordinance.

Subdivision 3. The City Clerk shall forward this Ordinance to the Ramsey County Recorder with the request that they change all plat, county, and city mapping to reflect the street name and property address changes made herein.

Subdivision 4. The City Clerk shall cause this Ordinance to be transmitted to the Ramsey County Auditor's office, in compliance with Minnesota Statute, section 201.11, subdivision 2.

Subdivision 5. This Ordinance shall be applied as to all properties or parcels platted, subdivided, or otherwise issued addresses subsequent to the enactment of this Ordinance that are adjacent to the street renamed herein.

**ADOPTED** by the Falcon Heights City Council on July 12, 2023.

Moved by:

Wassenberg

GUSTAFSON

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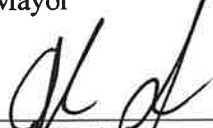
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WASSENBERG

Approved by:

  
Randall C. Gustafson  
Mayor

Attested by:

  
Jack Linehan  
City Administrator

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## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	July 12, 2023
<b>Agenda Item</b>	Consent G3
<b>Attachment</b>	Resolution 23-46
<b>Submitted By</b>	Kelly Nelson Assistant to the City Administrator

<b>Item</b>	Grant application for park benches through Active Living Ramsey Communities Be Active! Be Green!
<b>Description</b>	<p>The City of Falcon Heights Staff had a Zoom call on July 10<sup>th</sup> to learn about and discuss the necessary steps in order to apply for park benches through a grant from Active Living Ramsey Communities Be Active! Be Green! Bench Initiative. Because applications are due two days later on July 12<sup>th</sup>, Staff is submitting a grant application for one bench for placement near the basketball court at Curtiss Field and (up to) two benches to be placed within Community Park. The City would be responsible for providing a cement pad (following ADA guidelines) under each bench and routine maintenance for 20 years.</p> <p>Staff requests Council approval to remain under consideration of receiving the bench grant through submitted application. Should the City be selected to receive a bench grant, the City would then be asked to sign a contract, which would be presented for Council approval at a City Council meeting on either August 9 or 23. The grant application would not move forward without a signed contract and without Council's approval at that time.</p>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Resolution 23-46</li> </ul>
<b>Action(s) Requested</b>	Staff recommend approval of application and attached resolution for a park bench grant.

**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

July 12, 2023

No. 23-46

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**RESOLUTION AUTHORIZING THE CITY TO SUBMIT A GRANT APPLICATION  
FOR ACTIVE LIVING RAMSEY COMMUNITIES BE ACTIVE! BE GREEN! BENCH  
INITIATIVE TO PROVIDE PARK BENCHES.**

**WHEREAS**, the City of Falcon Heights act as legal sponsor for the project contained in the Active Living Ramsey Communities Be Active! Be Green! Bench Initiative grant application to be submitted on the 12<sup>th</sup> day of July, 2023 and that the City Administrator, Jack Linehan, and/or Staff is hereby authorized to apply to Active Living Ramsey Communities for a park bench grant on behalf of the City of Falcon Heights; and

**WHEREAS**, that the applicant maintains an adequate Conflict of Interest Policy and, throughout the term of the contract, will monitor and report any actual or potential conflicts of interest to the State, upon discovery; and

**WHEREAS**, that the City of Falcon Heights has the legal authority to apply for financial assistance, and it has the financial capability to meet the match requirement (if any) and ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life; and

**WHEREAS**, that the City of Falcon Heights has not incurred any development costs and has not entered into a written purchase agreement to acquire the property described in the Cost Breakdown section on this application; and

**WHEREAS**, that the City of Falcon Heights has or will acquire fee title or permanent easement over the land described in the boundary map or recreational site plan included in the application; and

**WHEREAS**, that, upon approval of its application, the City of Falcon Heights may enter into an agreement with the required parties for the above-referenced project, and that the City of Falcon Heights certifies that it will comply with all applicable laws and regulations as stated in the grant agreement including dedicating the park property for uses consistent with the funding grant program into perpetuity; and

**NOW, THEREFORE BE IT RESOLVED** that THE CITY ADMINISTRATOR, is hereby authorized to execute such agreements as necessary to implement the project on behalf of the applicant.



Moved by:

Wassenberg

GUSTAFSON

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In Favor

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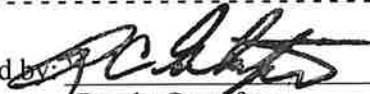
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Against

WASSENBERG

WEHYEE

Approved by:



Randy Gustafson  
Mayor

Attested by:



Jack Linchar  
City Administrator

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## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	July 12, 2023
<b>Agenda Item</b>	Policy Item G3
<b>Attachment</b>	Policies, Resolution 23-47
<b>Submitted By</b>	Jack Linehan, City Administrator

<b>Item</b>	Data Practice Policies
<b>Description</b>	<p>Minnesota State Statute requires each government body adopt data practice policies. While the City has historically operated on past-practices, it is important to formalize a policy on how to handle data on the two primary subjects: data on the public, and data on a subject.</p> <p><b>MN State Statute 13.025 GOVERNMENT ENTITY OBLIGATION.</b></p> <p style="padding-left: 40px;"><i>Subdivision 1.Data inventory.</i></p> <p style="padding-left: 40px;"><i>The responsible authority shall prepare an inventory containing the authority's name, title, address, and a description of each category of record, file, or process relating to private or confidential data on individuals maintained by the authority's government entity. Forms used to collect private and confidential data may be included in the inventory. The responsible authority shall update the inventory annually and make any changes necessary to maintain the accuracy of the inventory. The inventory must be available from the responsible authority to the public according to the provisions of sections <a href="#">13.03</a> and <a href="#">15.17</a>. The commissioner may require responsible authorities to submit copies of the inventory and may request additional information relevant to data collection practices, policies, and procedures.</i></p> <p style="padding-left: 40px;"><i>Subd. 2.Public data access policy.</i></p> <p style="padding-left: 40px;"><i>The responsible authority shall prepare a written data access policy and update it no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.</i></p> <p style="padding-left: 40px;"><i>Subd. 3.Data subject rights and access policy.</i></p> <p style="padding-left: 40px;"><i>The responsible authority shall prepare a written policy of the rights of data subjects under section <a href="#">13.04</a> and the specific procedures used by the government entity for access by the data subject to public or private data on individuals. The written policy must be updated no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.</i></p> <p>The Act requires cities to develop and adopt a policy each year.</p> <p>The Minnesota Department of Administration provides governmental entities model policies that they may adopt rather than create a policy.</p>

<b>Budget Impact</b>	
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Public Data Access Policy</li> <li>• Data Subject Rights and Access Policy</li> <li>• Resolution 23-47 Approving Policies for the Minnesota Government Data Practices Act</li> </ul>
<b>Action(s) Requested</b>	Staff recommends approving the attached resolutions prior to the State of Minnesota's August 1 deadline for approval.

# **Data Practices Policy for the Public**

**Minnesota Statutes, sections 13.025 and 13.03 require this policy.**

If your entity adopts this model policy, it must notify the Commissioner of Administration per Minnesota Statutes, section 13.073, subd. 6. Please use the notification information at the end of this model policy.

## Your Right to See Public Data

---

The Government Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data means all recorded information a government entity has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

The law also says that City of Falcon Heights must keep all government data in a way that makes it easy for you to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

## How to Request Public Data

---

You can ask to look at (inspect) data at our offices, or ask for copies of public data that we keep.

**Make a written request. You may make your request by mail, fax, and email. Requests should go to the Responsible Authority or a Designee listed on page 4, using the data request form on page 6.**

If you do not use the data request form, your request should:

- Say that you are making a request for public data under the Government Data Practices Act (Minnesota Statutes, Chapter 13).
- Include whether you would like to inspect the data, have copies of the data, or both.
- Provide a clear description of the data you would like to inspect or have copied.

You are not required to identify yourself or explain the reason for your data request. However, you may need to provide us with some personal information for practical reasons (for example: if you want us to mail copies to you, you need to provide us with an address or P.O Box). If we do not understand your request and have no way to contact you, we cannot respond to your request.

## How We Will Respond to Your Data Request

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Upon receiving your request, we will review it.

- We may ask you to clarify what data you are requesting.
- If we do not have the data, we will notify you in writing within 10 business days.
- If we have the data, but we are not allowed to give it to you, we will tell you as soon as reasonably possible and identify the law that prevents us from providing the data.
- If we have the data, and the data are public, we will respond to your request appropriately and promptly, within a reasonable amount of time by doing one of the following:
  - Arrange a date, time, and place for you to inspect the data at our offices; or
  - We will provide notice to you about our requirement to prepay for copies.
  - You may choose to pick up your copies, or we will mail or email them to you. We will provide electronic copies (such as email or CD-ROM) upon request, if we keep the data in that format and we can reasonably make a copy.
  - Response time may be impacted by the size and/or complexity of your request, and also by the number of requests you make in a given period of time.

- Following our response, if you do not make arrangements within 10 business days to inspect the data or pay for the copies, we will conclude that you no longer want the data and will consider your request closed.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please tell the person who provided the data to you. We will give you an explanation if you ask.

The Data Practices Act does not require us to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request. If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

We are also not required to respond to questions that are not about your data requests, or requests for government data.

## Requests for Summary Data

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Summary data are statistical records or reports created by removing identifying information about individuals from entirely private or confidential data.

**We will prepare summary data if you make your request in writing and pre-pay/pay for the cost of creating the data.**

You may use the data request form on page 6 to request summary data. We will respond to your request within ten business days with the data or details of when the data will be ready and how much we will charge you.

## Data Practices Contacts

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### Responsible Authority / Data Practices Compliance Official

Jack Linehan, City Administrator

Address: 2077 Larpenteur Ave. W., Falcon Heights, MN 55113

Phone Number: (651) 792-7611

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

### Data Practices Designee(s)

Kelly Nelson, Assistant to the City Administrator

Address: 2077 Larpenteur Ave. W., Falcon Heights, MN 55113

Phone Number: (651) 792-7617

Email: [kelly.nelson@falconheights.org](mailto:kelly.nelson@falconheights.org)

Elke van der Werff, Administrative and Communications Coordinator

Address: 2077 Larpenteur Ave. W., Falcon Heights, MN 55113

Phone Number: (651) 792-7621

Email: [elke.vanderwerff@falconheights.org](mailto:elke.vanderwerff@falconheights.org)



## Copy Costs – When You Request Public Data

---

Minnesota Statutes, section 13.03, subdivision 3(c) allows us to charge for copies.

You must pay for the copies before we will give them to you.

Multiple requests made within the same 10 business day period will be treated as a single request for the purposes of calculating total copy costs.

If possible, and upon request, we will provide you with an estimation of the total cost of supplying copies.

### **For 100 or fewer paper copies – 25 cents per page**

100 or fewer pages of black and white, letter or legal size paper copies cost 25¢ for a one-sided copy, or 50¢ for a two-sided copy.

### **Most other types of copies – actual cost**

The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies or electronically sending the data.

In determining the actual cost of making copies, we include employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is for copies of data that we cannot copy ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

If, based on your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate search and retrieval charges at the higher salary/wage.

# Data Request Form – Requesting Public Data



**DATA PRIVACY FORM**

**REQUEST FOR REVIEW OF PUBLIC RECORDS**

I/We, the undersigned, are requesting permission to review the following government records held in the City of Falcon Heights:

Requestor's Information	
Name	
Address	
Phone:	Email
Organization Name	
Property Information	
Name of Homeowner	
Address	
Phone	Email

**GOVERNMENT RECORDS (specify)**

Signature \_\_\_\_\_

Date \_\_\_\_\_

FOR OFFICE USE	
Information Received/Sent:	
Designation for Requested Data: <input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Non-Public <input type="checkbox"/> Confidential <input type="checkbox"/> Protected Non-Public	
City Staff Signature:	Date:
Approval by the City Administrator is necessary for any data determined not to be public.	
City Administrator Signature:	Date:



**Note: Inspection is free but the City of Falcon Heights charges for copies as stated on the Fee Schedule:**  
<https://www.falconheights.org/home/showpublisheddocument/2236/637655759592873046>

**We will respond to your request as soon as reasonably possible.**

\* You do not have to provide any contact information. However, if you want us to mail/email you copies of data, we will need some type of contact information. We also need contact information if we do not understand your request. We will not work on your request until we can clarify it with you.

# Notice of Adoption of Model Policies

[Minnesota Statutes, section 13.025, subdivisions 2 and 3](#), require government entities to prepare written policies that relate to public access to government data, and rights of subjects of data and [Minnesota Statutes, section 13.03, subdivision 2](#), requires entities to establish procedures so that data requests are complied with appropriately and promptly.

[Minnesota Statutes, section 13.073, subd. 6](#), requires the Commissioner of Administration to prepare [model policies and procedures](#) to help government entities comply with those requirements. Entities that choose to adopt the Commissioner's model policies must notify the Commissioner. Please use the following statement to notify the Commissioner if you choose to adopt the model policies and procedures.\*

## Notice to Commissioner of Administration: Adoption of Model Policies

---

City of Falcon Heights has adopted the Commissioner's Model Policy for the Public and Model Policy for Data Subjects. This notice to the Commissioner satisfies City of Falcon Heights' obligation under Minnesota Statutes, section 13.073, subdivision 6.

Jack Linehan

City Administrator

Signed: 7/12/2023

*\*Government entities may submit this notification by mail or email:*

Commissioner of Administration

c/o Data Practices Office

658 Cedar Street

Suite 320

St. Paul, MN 55155

[info.dpo@state.mn.us](mailto:info.dpo@state.mn.us)

## **Data Practices Policy:**

# **Requests for Data About You and Your Rights as a Data Subject**

**Minnesota Statutes, sections 13.025 and 13.03 require this policy.**

*If your entity adopts this model policy, it must notify the Commissioner of Administration per Minnesota Statutes, section 13.073, subd. 6. Please use the notification information at the end of this model policy.*

## What is a “Data Subject”?

---

When government has information recorded in any form (paper, hard drive, voicemail, video, email, etc.), that information is called “government data” under the Government Data Practices Act (Minnesota Statutes, Chapter 13). When we can identify you in government data, you are the “data subject” of that data. The Data Practices Act gives you, as a data subject, certain rights. This policy explains your rights as a data subject, and tells you how to request data about you, your minor child, or someone for whom you are the legal guardian.

## When Admin Has Data About You

---

The City of Falcon Heights has data on many people, such as permit applications, licenses and employment applications. We can collect and keep data about you only when we have a legal purpose to have the data. Admin must also keep all government data in a way that makes it easy for you to access data about you.

Government data about an individual have one of three “classifications.” These classifications determine who is legally allowed to see the data. Data about you are classified by state law as public, private, or confidential. Here are some examples:

### Public Data

The Data Practices Act presumes that all government data are public unless a state or federal law says that the data are not public. We must give public data to anyone who asks. It does not matter who is asking for the data or why the person wants the data. The following are examples of public data about you that we might have:

- Your name on an application for a business license
- Your name on an application for a building permit
- Your address or other publicly accessible records

### Private data

We cannot give private data to the general public. We can share your private data with you, with someone who has your permission, with our government entity staff whose job requires or permits them to see the data, and with others as permitted by law or court order. The following are examples of private data about you that we might have:

- Your social security number
- Your driver’s license number
- Your credit card number

### Confidential Data

Confidential data have the most protection. Neither the public nor you can access confidential data even when the confidential data are about you. We can share confidential data about you with our government entity staff who have a work assignment to see the data, and to others as permitted by law or court order. The following is an example of confidential data about you:

- Juvenile case files
- Internal investigations
- Witness reports

## Your Rights Under the Government Data Practices Act

---

As a data subject, you have the following rights.

### Access to Your Data

You have the right to look at (inspect), free of charge, public and private data that we keep about you. You also have the right to get copies of public and private data about you. The Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

Also, if you ask, we will tell you whether we keep data about you and whether the data are public, private, or confidential.

As a parent, you have the right to look at and get copies of public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to look at and get copies of public and private data about an individual for whom you are appointed guardian.

Minors have the right to ask us not to give data about them to their parent or guardian. If you are a minor, we will tell you that you have this right. We will ask you to put your request in writing and to include the reasons that we should deny your parents access to the data. We will make the final decision about your request based on your best interests.

### When We Collect Data from You

When we ask you to provide data about yourself that are not public, we must give you a notice called a Tennessee warning. The notice controls what we do with the data that we collect from you. Usually, we can use and release the data only in the ways described in the notice.

We will ask for your written permission if we need to use or release private data about you in a different way, or if you ask us to release the data to another person. This permission is called informed consent.

### Protecting Your Data

The Data Practices Act requires us to protect your data. We have established appropriate safeguards to ensure that your data are safe.

In the unfortunate event that we determine a security breach has occurred and an unauthorized person has gained access to your data, we will notify you as required by law.

## When Your Data are Inaccurate or Incomplete

You have the right to challenge the accuracy and/or completeness of public and private data about you. You also have the right to appeal our decision. If you are a minor, your parent or guardian has the right to challenge data about you.

## How to Make a Request for Your Data

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You can ask to look at (inspect) data at our offices, or ask for copies of data that we have about you, your minor child, or an individual for whom you have been appointed legal guardian.

Make a written request . You may make your request by mail, fax, or email. Also, requests should go to the Responsible Authority or a Designee, using the data request form on page 8.

We recommend using the sample **Data Request Form – Data Subjects** on page 8. If you do not choose to use the data request form, your request should:

- Say that you are making a request as a data subject, for data about you (or your child, or person for whom you are the legal guardian), under the Government Data Practices Act (Minnesota Statutes, Chapter 13).
- Include whether you would like to inspect the data, have copies of the data, or both.
- Provide a clear description of the data you would like to inspect or have copied.
- Provide proof that you are the data subject or data subject’s parent/legal guardian.

We require proof of your identity before we can respond to your request for data. If you are requesting data about your minor child, you must show proof that you are the minor’s parent. If you are a legal guardian, you must show legal documentation of your guardianship. Please see the Standards for Verifying Identity on page 9. If you do not provide proof that you are the data subject, we cannot respond to your request.

## How We Respond to a Data Request

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Upon receiving your request, we will review it.

- We may ask you to clarify what data you are requesting.
- We will ask you to confirm your identity as the data subject.
- If we do not have the data, we will notify you in writing within 10 business days.
- If we have the data, but the data are confidential or not public data about someone else, we will notify you within 10 business days and identify the law that prevents us from providing the data.
- If we have the data, and the data are public or private data about you, we will respond to your request by doing one of the following:
  - Arrange a date, time, and place to inspect data in our office, ensuring you have a meaningful opportunity to inspect data within 10 business days of your request at no charge.
  - Tell you how much the copies cost, and then provide you with copies of the data within 10 business days and upon payment of charges for the copies. You may choose to pick up your copies, or have us mail or email them to you. We will provide electronic copies (such as email or CD-ROM) upon request, if we keep the data in electronic format and we can reasonably make a copy.

- We will provide notice to you about our requirement to prepay for copies.
- Following our response, if you do not make arrangements with 10 business days to inspect the data or pay for the copies, we will conclude that you no longer want the data and will consider your request closed.
- After we have provided you with your requested data, we do not have to show you the same data again for 6 months unless there is a dispute about the data or we collect or create new data about you.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please tell the person who provided the data to you. We will give you an explanation if you ask.

The Data Practices Act does not require us to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request. If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, we are not required to respond to questions that are not about your data requests, or that are not requests for government data.



## Data Practices Contacts

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### Responsible Authority / Data Practices Compliance Official

Jack Linehan, City Administrator

Address: 2077 Larpenteur Ave. W., Falcon Heights, MN 55113

Phone Number: (651) 792-7611

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

### Data Practices Designee(s)

Kelly Nelson, Assistant to the City Administrator

Address: 2077 Larpenteur Ave. W., Falcon Heights, MN 55113

Phone Number: (651) 792-7617

Email: [kelly.nelson@falconheights.org](mailto:kelly.nelson@falconheights.org)

Elke van der Werff, Administrative and Communications Coordinator

Address: 2077 Larpenteur Ave. W., Falcon Heights, MN 55113

Phone Number: (651) 792-7621

Email: [elke.vanderwerff@falconheights.org](mailto:elke.vanderwerff@falconheights.org)

## Copy Costs – Data Subjects

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Minnesota Statutes, section 13.04, subdivision 3 allows us to charge for copies.

You must pay for the copies before we will give them to you.

Multiple requests made within the same 10 business-day period will be treated as a single request for the purposes of calculating total copy costs.

If possible, and upon request, we will provide you with an estimation of the total cost of supplying copies.

### **Actual Cost of Making the Copies**

We will charge the actual cost of making copies for data about you. In determining the actual cost, we include the employee-time to create and send the copies, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs such as postage (if any).

If your request is for copies of data that we cannot copy ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

# Data Request Form – Data Subject

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## DATA PRIVACY FORM

### REQUEST FOR REVIEW OF PUBLIC RECORDS

I/We, the undersigned, are requesting permission to review the following government records held in the City of Falcon Heights:

Requestor's Information	
Name	
Address	
Phone:	Email
Organization Name	
Property Information	
Name of Homeowner	
Address	
Phone	Email

GOVERNMENT RECORDS (specify)

\_\_\_\_\_  
Signature Date

FOR OFFICE USE	
Information Received/Sent:	
Designation for Requested Data: <input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Non-Public <input type="checkbox"/> Confidential <input type="checkbox"/> Protected Non-Public	
City Staff Signature:	Date:
Approval by the City Administrator is necessary for any data determined not to be public.	
City Administrator Signature:	Date:



**Note: Inspection is free but the City of Falcon Heights charges for copies as stated on the Fee Schedule:**  
<https://www.falconheights.org/home/showpublisheddocument/2236/637655759592873046>

**We will respond to your request within 10 business days**

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**To Be Completed by Staff Member Responding to Data Request:**

Identity Confirmed:

Date:

Staff Name:

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Policy and procedures required by Minnesota Statutes, sections 13.025 and 13.03 (2019)

## Standards for Verifying Identity

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The following constitute proof of identity:

- An adult individual must provide a valid photo ID, such as
  - a driver's license
  - a state-issued ID
  - a tribal ID
  - a military ID
  - a passport
  - the foreign equivalent of any of the above
- A minor individual must provide a valid photo ID, such as
  - a driver's license
  - a state-issued ID (including a school/student ID)
  - a tribal ID
  - a military ID
  - a passport
  - the foreign equivalent of any of the above
- The parent or guardian of a minor must provide a valid photo ID and either
  - a certified copy of the minor's birth certificate or
  - a certified copy of documents that establish the parent or guardian's relationship to the child, such as
    - a court order relating to divorce, separation, custody, foster care
    - a foster care contract
    - an affidavit of parentage
- The legal guardian for an individual must provide a valid photo ID and a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
  - court order(s)
  - valid power of attorney

**Note:** Individuals who do not inspect data or pick up copies of data in person may be required to provide either notarized or certified copies of the documents that are required or an affidavit of ID.

# Notice of Adoption of Model Policies

[Minnesota Statutes, section 13.025, subdivisions 2 and 3](#), require government entities to prepare written policies that relate to public access to government data, and rights of subjects of data and [Minnesota Statutes, section 13.03, subdivision 2](#), requires entities to establish procedures so that data requests are complied with appropriately and promptly.

[Minnesota Statutes, section 13.073, subd. 6](#), requires the Commissioner of Administration to prepare [model policies and procedures](#) to help government entities comply with those requirements. Entities that choose to adopt the Commissioner’s model policies must notify the Commissioner. Please use the following statement to notify the Commissioner if you choose to adopt the model policies and procedures.\*

## Notice to Commissioner of Administration: Adoption of Model Policies

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City of Falcon Heights has adopted the Commissioner’s Model Policy for the Public and Model Policy for Data Subjects. This notice to the Commissioner satisfies City of Falcon Heights’ obligation under Minnesota Statutes, section 13.073, subdivision 6.

Jack Linehan

City Administrator

Signed: 7/12/2023

*\*Government entities may submit this notification by mail or email:*

Commissioner of Administration  
c/o Data Practices Office  
658 Cedar Street  
Suite 320  
St. Paul, MN 55155  
[info.dpo@state.mn.us](mailto:info.dpo@state.mn.us)

**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

July 12, 2023

No. 23-47

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**RESOLUTION APPROVING POLICIES FOR THE MINNESOTA GOVERNMENT  
DATA PRACTICES ACT**

**WHEREAS**, the Minnesota Government Data Practices Act found at Minnesota Statutes, Chapter 13 (the “Act”) and Minnesota Rules, Chapter 1205 (the “Rules”), regulate government data; and

**WHEREAS**, S, Minnesota Statutes, Section 13.03, Subdivision 2, Section 13.05, Subdivision 5 and Section 13.025 require the City of Falcon Heights (the “City”) to establish policies regarding the collection, storage, use and dissemination of data under the Act; and

**WHEREAS**, the updated policies are contained in the following documents, which were submitted to the City Council for its review (collectively, the “Data Practices Policies”):

- City of Falcon Heights Public Records Data Practice Policy
- City of Falcon Heights Data Subjects Data Practice Policy; and

**WHEREAS**, the City Council has reviewed the Data Practices Policies and finds them to be appropriate and acceptable; and

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


1. Approves the Data Practice Policies

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Moved by:

*Wassenberg*

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

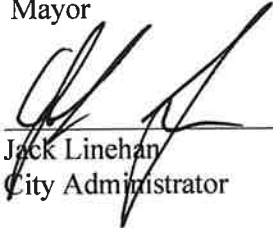
  
Randall C. Gustafson  
Mayor

GUSTAFSON

5

In Favor

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

  
Jack Linehan  
City Administrator

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Against

MEYER

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WASSENBERG

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*The City That Soars!*

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	July 12, 2023
<b>Agenda Item</b>	Policy H1
<b>Attachments</b>	Resolution, Proposed Fee Schedule
<b>Submitted By</b>	Jack Linehan, City Administrator

<b>Item</b>	Request to hold public hearing for consideration of modification to uniform parking violation
<b>Description</b>	<p>At the June 29th State Fair Task Force (SFTF) meeting, the SFTF discussed a variety of issues including parking. One parking issue that was brought up was the importance of ensuring parking violations cover the costs for violations during the State Fair.</p> <p>The current uniform parking violation is \$50. Lot parking in commercial lots near the State Fair reached \$50 in 2022. Because of this, there were reports of visitors parking illegally in neighborhoods, such as within 30 feet of a stop sign, knowing a fine was possible but willing to take the chance.</p> <p>The proposed ordinance change would be to include language that parking violations double from August 15<sup>th</sup> to September 15<sup>th</sup>. This language was suggested by our City Attorneys to make it very clear to prosecutors and the courts when fines are doubled, rather than “during State Fair”. By having the fines double temporarily, it avoids having fines increase for other parking violations that are less resource heavy to enforce, such as during snow emergencies.</p>
<b>Budget Impact</b>	Minor impact to Fines and Forfeitures increasing.
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Resolution</li> <li>• Proposed Fee Schedule</li> </ul>
<b>Action(s) Requested</b>	Approve the attached resolution scheduling a public hearing on the topic for Wednesday, July 26 <sup>th</sup> at 7:00 p.m.



CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION

July 12, 2023

No. 23-48

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**RESOLUTION ORDERING A PUBLIC HEARING TO CONSIDER AMENDING  
UNIFORM PARKING VIOLATION FEE & RIGHT OF WAY  
OBSTRUCTION FEES**

**WHEREAS**, the Falcon Heights State Fair Task Force has reviewed the City's fee schedule and has recommended that it be modified to reflect the actual costs incurred of parking violations during the State Fair; and


**WHEREAS**, the Falcon Heights State Fair Task Force has recommended that the uniform parking violations during the State Fair be modified so fines double during the period of August 15 through September 15; and

**WHEREAS**, the Falcon Heights City Council must hold a public hearing to consider these changes to City Code.

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

1. The council will consider the adoption of a modified fee schedule to reflect this change. <sup>these</sup> *S.*
2. A public hearing shall be held on such proposed changes on Wednesday, July 26, in the council chambers of City Hall at 7:00 p.m. and the City Administrator shall give published notice of such hearing and improvement, as required by law.

Moved by: *Wehyee*

Approved by:   
Randy Gustafson  
Mayor

GUSTAFSON

LEEHY


MEYER

WASSENBERG

WEHYEE

5 In Favor

0 Against

Attested by:   
Jack Linehan  
City Administrator

**CITY OF FALCON HEIGHTS  
2023 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 hour<sup>1</sup> (minimum charge - two hours)
2. Re-inspection fees assessed under provisions of Section 305.8 \$47.00 per hour<sup>1</sup>
3. Inspections for which no fee is specifically indicated \$47.00 per hour<sup>1</sup> (minimum

- charge – one-half hour)
4. Additional plan review required by changes, additions or revisions to plans \$47.00 per hour<sup>1</sup> (minimum charge – one-half hour)
  5. For use of outside consultants for plan checking and inspections, or both actual costs<sup>2</sup>

<sup>1</sup>Or 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.

<sup>2</sup>Actual 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 + \$ 0.06 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
<b>Community Park Building &amp; Upper Picnic Area</b> (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
<b>East Picnic Area</b> (near playground)	2 Picnic tables Trash receptacles Portable toilet Parking lot (50 vehicle capacity) plus off-street parking	\$20 + tax	\$35 + tax
<b>Lower Picnic Area</b> (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
<b>Play Kit Rental</b>	Includes variety of balls, Frisbees, and other play equipment	\$15 + tax	
<b>Set up/Tear Down</b>		\$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 has an additional insured.

### City Hall Facility Rental Fees

	Rental Fees			
	Capacity	3 hours	Half Day 9am-3pm/4pm-10pm	Full Day 8am-10pm
<b>Council Chambers</b> Full room (includes kitchen facility)	150 75 Seated	\$125.00 + tax	\$200.00 + tax	\$275.00 + tax
<b>Partial Council Chambers</b> (Front or Back Half)	75 30 Seated	\$60.00 + tax	\$115.00 + tax	\$175.00 + tax
<b>Kitchen Facility</b>	10 6 Seated	\$30.00 + tax	\$60.00 + tax	\$75.00 + tax
<b>Conference Room</b>	8 maximum	\$35.00 + tax	\$70.00 + tax	\$125.00 + tax
<b>Set Up Fee</b> (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) <sup>1</sup>	\$ 15.00/year
City Council Minutes <sup>1</sup>	\$ 35.00/year
Commission Minutes <sup>1</sup>	\$ 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
Uniform parking fine ( <u>finer doubled August 15 – September 15</u> )	\$50.00/violation

**J. SANITARY SEWER**

The sanitary sewer fee for residential units is \$37.00 per quarter plus \$0.0242687 per cubic foot of water usage during the months of November – January. For apartment units, the rate will be \$37.00/unit/quarter plus \$0.0242687 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 per cubic foot of water usage during each month.

**K. STORM DRAINAGE**

The fee for storm drainage is \$27.50 per quarter for residential units and \$254.21 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 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 abatement<sup>1</sup>.

<sup>1</sup>This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.

