

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

**MINUTES**

December 27, 2023 at 7:00 P.M.

- A. CALL TO ORDER: 7:05 PM
- B. ROLL CALL: GUSTAFSON\_X\_ LEEHY\_X\_ MEYER\_X\_

WASSENBERG\_X\_ WEHYEE\_\_

STAFF PRESENT: LINEHAN\_X\_

- C. APPROVAL OF AGENDA

Councilmember Leehy motions to approve the agenda; approved 4-0

- D. PRESENTATION

1. Receiving the Feasibility Report and Ordering Public Hearing for the 2024 Roselawn Avenue Resurfacing Project

Administrator Linehan provides a brief overview of the project that will be in partnership with the City of Roseville as Roselawn is shared between the two municipalities. Roselawn Ave. between Snelling and Larpenteur will be resurfaced. There are no proposed changes for the layout. The proposed improvements are to mill existing pavement, repave 2" new asphalt, curb and gutter spot replacement and minimal stormwater improvements that are not assessed. Apart from Roseville, Falcon Heights will also be partnering with MnDOT, St. Paul Regional Water Services and Capitol Region & Rice Creek Watershed Districts. The estimated cost of the project is \$98,000, which includes contingency and engineering costs. Administrator Linehan is hopeful the cost will come down, once final bids are received. The funding will be come from the following sources: \$30,000 from assessments, \$32,000 from the street fund, \$32,000 from municipal state aid and \$4,000 from the storm sewer fund. According to Falcon Heights' assessment policy, adopted in 2007, all parcels are residential lots and assessed 40% of the improvement cost for streets. The 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. In total, there are 13 parcels on the assessment roll and the total frontage is 1,886 feet. The estimated assessment rate is \$19.94/ft. The average residential assessment will be \$2,532.38. The assessment hearing will most likely take place in fall of 2024, after the project has been completed. Residents will have the opportunity to pay in part or in full. Payment is interest-free within 30 days after the hearing. After the pre-payment period, the assessment will be added to property tax rolls and it will include interest. There is a hardship deferral program available. Administrator Linehan provides the project timeline, which is subject to change.

Councilmember Wassenberg wonders if residents will be notified of a preliminary assessment.

Administrator Linehan answers Roseville will notify the paper and mail out preliminary assessment letter to residents.

Councilmember Meyer wonders if the project will be completed before the start of the State Fair.

Administrator Linehan answers they encourage contractors to complete the project before the start of the State Fair. There is also the possibility to do the construction after the State Fair. He is confident it will be a quick project.

Mayor Gustafson states the public hearing will be on January 10, 2024 at Falcon heights City Hall at 7:00 PM.

Councilmember Wassenberg motions to approve Resolution 23-81 Resolution Receiving The 2024 Pavement Management Project Rv 24-04 Feasibility Report and Ordering Public Hearing for Improvement; approved 4-0

E. APPROVAL OF MINUTES:

1. November 29, 2023 City Council Regular Meeting Minutes
2. December 6, 2023 City Council Workshop Meeting Minutes

Councilmember Leehy motions to approve the minutes; approved 4-0

F. PUBLIC HEARINGS:

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)

Councilmember Meyer motions to approve the Consent Agenda; approved 4-0

Councilmember Leehy extends gratitude to the Falcon Heights / Lauderdale Lions Club for volunteering and their contributions to Falcon Heights.

Councilmember Wassenberg thanks John Larkin for continuing his many years of service to Falcon Heights by serving on the Saint Paul Board of Water Commissioners.

Mayor Gustafson thanks Kelly Nelson for her work and dedication to the City of Falcon Heights.

Administrator Linehan comments that the City has a good partnership with the Animal Humane Society for the 2024 Animal Impound Services Contract. He also thanks the Lions Club for their donation. Linehan echoes the Mayors comments and states the promotion of Kelly is an improvement for the organization, allows for flexibility as well as some of the day-to-day operations to be overseen by this new position instead of by the City Administrator. Lastly, the general fund transfer is a \$400,000 transfer to the Parks fund designated for the Community Park reconstruction.

H: POLICY ITEMS:

1. 2024 Fee Schedule

Mayor Gustafson explains that the City Council reviews the City fee schedule annually.

Administrator Linehan adds that in 2022, the City moved from a fee schedule resolution to a fee schedule ordinance at the advice of the City Attorney. There are no major changes to the fee schedule apart from an increase in sanitary sewer rates, storm drainage rates and recycling fees. 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. The proposed fee for Storm Drainage includes an increase from \$27.50 to \$28.25 per quarter (\$0.25 per month). 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. Lastly, he explains some fee increases require a public hearing under state statute. Our annual utility rates do not.

Councilmember Wassenberg comments these are very reasonable increases and that residents of Falcon Heights are very conscious of recycling.

Councilmember Leehy motions to approve Ordinance and Summary Ordinance 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; approved 4-0

2. Law Enforcement Contract Update

Administrator Linehan states that Falcon Heights is working closely with the Ramsey County Sheriff's Office (RCSO) on a contract and for coverage continuation in 2024. Both RCSO and Ramsey County are working towards approval of an updated contract. Once a finalized version is available, it will be presented to the Falcon Heights City Council and to the Ramsey County Board for both of their approvals. Starting January 1<sup>st</sup>, 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. Residents and businesses will not notice any difference or change in services provided. Administrator Linehan adds that the City of Falcon Heights will continue to look for a new partner.

I. INFORMATION/ANNOUNCEMENTS:

Councilmember Meyer recommends residents visit the Bell Museum. He says that his most recent visit with his dad was excellent. Secondly, he thanks Councilmember Wehyee for his 4 years of service on the City Council.

Councilmember Leehy wishes everyone Happy Holidays and alerts residents of the speed limit change from 40 MPH to 35 MPH on Larpenteur Ave. Ramsey County had approved this months ago, but the signs were update recently. She also congratulates Spire Credit Union and Hiway Credit union on their merger to Blaze Credit Union.

Councilmember Wassenberg thanks Councilmember Wehyee for his service. He encourages residents to sign up for a Home Energy Audit to help make their home more energy efficient. It is a great value and partially paid for by the City.

Mayor Gustafson thanks Councilmember Wehyee for his 4 years of service. He will also be attending a League of Minnesota Cities training session in February. He reminds residents to stay safe around the holidays.

Administrator Linehan announces that with the lack of snowfall, Public Works has been trimming boulevard trees in the Northome neighborhood. The rink and warming house at Curtiss Field are ready for when the temperatures drop. He thanks Councilmember Wehyee for his 4 years of service. Administrator Linehan continues by saying that the City will be looking for a NineNorth board member. This can be a Councilmember or resident. The current board member, Sue Majerus, is not renewing her term after 8 years of service. NineNorth is the City's and 8 other communities' cable service provider. The Community Engagement Commission will have their next meeting on Monday, January 29. The Parks and Recreation Commission will have a joint workshop meeting with the City Council on Wednesday, January 3 where they will discuss concept plans and next steps for the Community Park reconstruction. The Environment Commission will meet on Monday, January 8 and they will be looking for residents to join the Energy Action Team, a program by Partners in Energy. The Planning Commission will meet on Tuesday, January 23 and they are seeking residents to get involved in focus groups as part of the Larpenteur and Snelling Corridor Study. City Staff is getting ready for AARP Tax appointments. Lastly, Fredi Ponce Parra, the Administrative and Inclusions Intern, is back for a couple of weeks during his winter break.

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: 7:55 PM

Councilmember Leehy motions to adjourn the meeting; approved 4-0

Dated this 27<sup>th</sup> day of December, 2023

  
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Jack Linehan, City Administrator

  
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Randall C. Gustafson, Mayor