

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

**MINUTES**

Wednesday, January 24, 2024  
7:30 P.M.

A. CALL TO ORDER: 7:27 PM

B. ROLL CALL:           GUSTAFSON\_X\_\_ LEEHY\_\_  
                          MEYER\_X\_\_ MIELKE\_X\_\_ WASSENBERG\_X\_\_

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

C. POLICY ITEMS:

1. Larpenteur Street Lights Discussion

Administrator Linehan wants to have a discussion regarding the Larpenteur street lights and allow Council to review the project and designs. He states the decorative lights on Larpenteur Ave. span from Arona St. to Fry/ Underwood St. It was determined a full replacement of all 34 decorative lights was needed. Falcon Heights worked together with Roseville on the bid process. The bid was awarded to Forest Lake contracting as they were the low bidder and they also have extensive experience. The proposed lights will be single 150w LED lighting. Currently, the lights are two-100w halogen bulbs that have been retrofitted with LEDs.

Administrator Linehan explains the difference between both. The new lighting will be better than previous. Engineers mapped out the lighting and it will provide very adequate pedestrian lighting for the sidewalk and illuminate the street slightly. Other benefits are that the design will match the character of the area, similar to St. Paul street lights on Cleveland Ave and Como Ave. The light head will be glass-free and top lit, reducing the risk of glass breaks; the LED is breakproof. The lights are approved by Dark Sky International, they only shine downward and no spilling upwards, preventing light pollution.

Mayor Gustafson notes the benefit of having the access panel 10' up as it deters from copper wire theft.

Administrator Linehan agrees and states this was a key consideration. The downside is accessing the access panel requires a box truck. The electrical receptacle will come from a utility box placed in the Amber Union area. There is currently a utility box in front of Philando Castile Peace Garden. The box that is there currently will be removed and a vault box will be put in place for future opportunity to extend the light further down Larpenteur and for the Peace Garden to create lighting.

Councilmember Wassenberg notes that LED can burn out. They last a long time, but a small percentage burn out in the first year.

Administrator Linehan adds that there is a 2-year warranty as part of the contract. Beyond the warranty, it will be the City's responsibility to replace. He adds that post colors will be Falcon Heights dark green.

Councilmember Wassenberg wonders if the light directs outwards and not directly down along the lantern.

Administrator Linehan refers to the lighting maps created by the engineers. It will capture as much of the sidewalk. He adds that the City will need to purchase new banners as the current ones have the old logo.

Mayor Gustafson asks if bars are far enough up so pedestrians cannot reach them easily, St. Mary's to Arona. He also wonders if there will be lights in front of the Amber Flats development and if they won't shine into the apartment dwelling windows.

Administrator Linehan answers yes, there are newer lights in front of Amber Union and the new development, but all will be fully replaced. The light will not shine directly into windows. He notes that it will feel brighter once they are first installed compared to currently, which is no light.

Mayor Gustafson wonders if the style of lantern will be available for a while if the City decides to put more up at different places.

Administrator Linehan answers yes, these are stock options in case one needs replacement or if the City in the future decides to purchase more. The turnaround time is pretty quick once ordered. Replacement will take place once the lights are received. It will take up to 12 weeks to order and cement plants open in spring.

Councilmember Meyer wonders what the cost per light is and calculates it is around \$10,000 per light. He also wonders what happens with the open light, if precipitation will fill the light.

Administrator Linehan notes that's for initial installation. Replacement will cost around \$5,000. He has not heard of any precipitation issues, but if there are any issues, Public Works will go around and clean them out. The replacement of the decorative lights will happen alongside a refresh of all monument signs in the City. The goal of replacement is to have it replaced before the start of the State Fair.

Mayor Gustafson wonders about a contingency plan.

Administrator Linehan answers there will be no back up ordered, but he plans to continue to work with Forest Lake Contracting for replacements and the lanterns options are stock options.

City Council approves of the idea.

## 2. Goff Public Proposal

Administrator Linehan notes the City has expressed interest in working with a public relations firm to assist with message coordination and public outreach in 2024. To facilitate this, he interviewed three qualified public relations firms. Administrator Linehan is recommending the City Council consider entering in to a contract with Goff Public.

Councilmember Meyer wonders about deliverables.

Administrator Linehan answers that it helps with press releases with law enforcement partners ensuring messaging is on point. They do an hourly rate. Most of the communication will happen in the next few months.

Councilmember Wassenberg wonders if it is a shared contract with the law enforcement agency. He appreciates Goff being a local firm.

Administrator Linehan suggest yes, they will have their own contract, but with the same firm. Goff has a proven track record with similar projects and 3 partners will be working with our City.

Mayor Gustafson notes they have worked with Ramsey County on communication efforts. He thinks it would be great idea to start with the \$5,000 and agrees it is great to work with a PR firm on this communication and messaging. Residents appreciate consistent communication.

Councilmember Mielke agrees that there should be consistent messaging and talking points.

Administrator Linehan notes Goff will provide training with all City Council members so there is a joint communication plan.

City Council provides Administrator Linehan direction to start with an initial budget of \$5,000. The formal contract will be brought to the following City Council meeting for approval.

## 3. Future Agenda Items

Councilmember Mielke would like to add the 75th anniversary of Falcon Heights as an agenda item. She suggested creating a 75th anniversary logo to add to print materials throughout 2024. She would like to have a list of previous council members and mayors. She adds for the City's 50th anniversary a tour of interesting points in Falcon Heights was created. Maybe add Just Deeds projects. Create t-shirts. Council agrees this would be a great idea.

Councilmember Meyer wonders if some city events can be added to the schedule and to potentially tie in Ice Cream Social with the 75th anniversary of Falcon Heights.

Administrator Linehan notes the challenge for this year's Ice Cream Social is a location. He is unsure if the Community Park will be completed enough to have an event there.

Could potentially hold it on the front lawn of City Hall or at the Falcon Heights Elementary School.

City Council discusses previous events organized by the City.

Councilmember Meyer wonders about partnerships with the State Fair and the University of Minnesota for some of these events.

City Council discusses ideas for Ice Cream Social.

Administrator Linehan notes that internally staff has been creating a schedule of reoccurring agenda items and contracts to watch for to help staying organized. It will continue to be edited. He is also wondering about Council availability for a strategic planning retreat on a Saturday in March or April. He potentially wants to add a component with Third Sphere when staff and Council are all together.

Mayor Gustafson appreciates having future agenda item on workshop agendas.

Administrator Linehan suggests adding the 75th anniversary to a future workshop to further discuss.

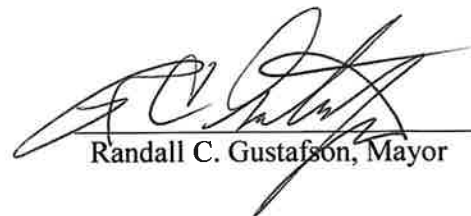
D. ADJOURNMENT: 8:38 PM

Councilmember Mielke motions to adjourn the meeting; approved 4-0.

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

Dated this 28<sup>th</sup> day of February, 2024

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

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