

CITY OF FALCON HEIGHTS
Regular Meeting of the City Council
City Hall
2077 West Larpenteur Avenue
AGENDA
February 28, 2024 at 7:00 P.M.

- A. CALL TO ORDER: 7:01 *Jin*
- B. ROLL CALL: GUSTAFSON LEEHY MEYER
WASSENBERG MIELKE
- STAFF PRESENT: LINEHAN
- C. APPROVAL OF AGENDA
- D. PRESENTATION
- E. APPROVAL OF MINUTES:
 - 1. January 24, 2024 City Council Regular Meeting Minutes
 - 2. January 24, 2024 City Council Special Workshop Meeting Minutes
 - 3. February 7, 2024 City Council Workshop Meeting Minutes
- F. PUBLIC HEARINGS:
- G. CONSENT AGENDA: *Meyer 4-0*
 - 1. General Disbursements through 02/23/24: \$305,769.02
Payroll through 02/15/24: \$23,603.48
Wire Payments through 02/15/24: \$15,214.56
 - 2. Approval of City License(s)
 - 3. Conduit Bond Refinance - Series 2013 Ecumen / Pines of Hutchinson
 - 4. Appointment of Adam Keester to the Environment Commission
 - 5. Minnesota GreenCorps Application
 - 6. AARP Community Challenge Grant Application
- H. POLICY ITEMS: *Meyer 4-0*
 - 1. Acceptance of Plans and Specifications and Ordering Advertisement for Bids for the 2024 Pavement Management Program, RV 24-04
- I. INFORMATION/ANNOUNCEMENTS:
- 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:

*Wassenberg
4-0*

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

MINUTES
January 24, 2024 at 7:00 P.M.

- A. CALL TO ORDER: 7:01 PM
- B. ROLL CALL: GUSTAFSON X LEEHY MEYER X
WASSENBERG X MIELKE X

STAFF PRESENT: LINEHAN X VAN DER WERFF X

C. APPROVAL OF AGENDA

Administrator Linehan notes that Policy Item 1 is ready to be considered for Council approval now that the contract is finalized.

Mayor Gustafson motions to approve the meeting agenda; approved 4-0

D. PRESENTATION

E. APPROVAL OF MINUTES:

1. December 27, 2023 City Council Regular Meeting Minutes
2. January 3, 2024 City Council Workshop Meeting Minutes – Joint Meeting

Councilmember Meyer motions to approve the meeting minutes; approved 4-0

F. PUBLIC HEARINGS:

G. CONSENT AGENDA:

1. General Disbursements through 01/19/24: \$52,138.13
Payroll through 01/15/24: \$24,214.86
Wire Payments through 01/15/24: \$15,387.39
2. Approval of City License(s)
3. Resignation of Stephanie Skarolid from the Environment Commission

Mayor Gustafson motions to approve the consent agenda; approved 4-0

Mayor Gustafson thanks Stephanie Skarolid for her time served on the Environment Commission.

H. POLICY ITEMS:

1. Consideration of a Contract with the Ramsey County Sheriff's Office for 2024

Administrator Linehan notes Falcon Heights and the Ramsey County Sheriff's Office (RCSO) have been working towards a contract for 2024 since late last year. The updated contract provides coverage for the City of Falcon Heights through 2024. Since January 1st, the RCSO has been providing coverage under the general understanding of the agreement while terms are being finalized. He notes the following differences from the previous contract:

- A change in indemnification. Beginning April 1st, the City is required to indemnify the RCSO for any general and professional liability that may arise up to the City's \$4M annual liability coverage. Any incidents that occur before April 1st are the responsibility of Ramsey County. Claims that exhaust the City's liability cap would then become the financial and defense responsibility of Ramsey County. This helps protect the City.
- The City compensates the RCSO for excess liability as well as auto liability, which is about \$3,000 per month. This was a compromise to meet the Sheriff's requirement that the City provide auto liability as well, which was not feasible.
- It highlights that both parties intend not to renew or extend the agreement past December 31st.
- In the event the City finds a successor agreement with a new law enforcement agency, the municipality may request in writing to terminate the agreement with a 30-day notice.
- Due to the nature of the agreement, by providing overtime to deputies to provide 24/7 coverage, the cost of the agreement is approximately a 30% increase over the 2023 contract.

Administrator Linehan explains the proposed agreement has been reviewed by the City Attorney, as well as attorneys for the League of Minnesota Cities. This is a new model for LMC, but this will be used as other cities move to similar models. He recommends approval by City Council. Following that, it will be brought to the Ramsey County Board for approval.

Councilmember Wassenberg asks if the scope of services is similar as previous services received by RCSO.

Administrator Linehan notes yes, the services remain substantially the same as previous contract.

Mayor Gustafson wonders if the County Board has seen the contract.

Administrator Linehan is uncertain. It's also uncertain at which meeting the contract will be brought in front of the board, most likely halfway through February.

Mayor Gustafson wonders what happens if the board makes changes to the contract.

Administrator Linehan answers if that happens, it would have to be brought back to City Council to approve the changes.

Councilmember Meyer has no further addition, but is happy to see we have reached an agreement to continue working with RCSO while we search for another party.

Mayor Gustafson abstains from voting on the matter due to conflict of interest as employee of the RCSO and Ramsey County.

Councilmember Wassenberg motions to approve Resolution 24-09; approved 3-0
Mayor Gustafson abstains

I. INFORMATION/ANNOUNCEMENTS:

Council Wassenberg has no announcements

Councilmember Meyer has no announcements.

Councilmember Mielke attended the Falcon Heights Community Engagement Night and was pleased to see the turnout and active participation.

Mayor Gustafson echoes Mielke's comments. He also notes that the Planning Commission met on January 23 and reviewed electrical vehicles and charging stations. There will be a public hearing as it requires an ordinance change. The Larpenteur Snelling Corridor Study will have a task force and they will hold their first meeting on Monday, February 26. Residents are still able to sign up. Lastly, the winter carnival kicks off this weekend.

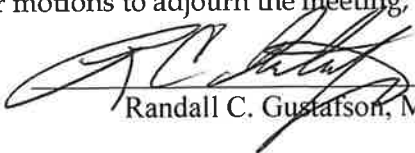
Administrator Linehan was also pleased to see the turnout for the Falcon Heights Community Engagement Night. The CEC will have a meeting on Monday, January 29 to do their annual updates. The Parks and Rec Commission will meet on Monday, February 5 where they will review plans for the park and do their annual updates as well. He also notes that the City is actively working with the consultants and attorneys on finalizing plans and timelines. The Environment Commission met on January 8 and they discussed inclusion of electrical vehicle charging stations as well as annual updates. And, the Planning Commission met last night as noted. AARP Tax-Aide appointments are starting soon at City Hall. More information can be found on the website and in the newsletter. Public Works received the new plowing truck from Ramsey County. The laser will be mounted on there as well. They will now have 3 snow trucks in their fleet. The ice rinks and warming house are open for now, hopeful that we will remain open. The weather line provides the most up-to-date information on opening hours of the rink and warming house.

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: 7:24 PM.

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


Randall C. Gustafson, Mayor

Dated this 28th day of February, 2024


Jack Linehan, City Administrator

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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

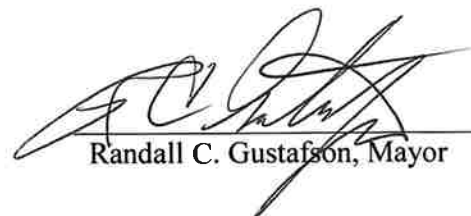
Councilmember Mielke motions to adjourn the meeting; approved 4-0.

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 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 28th day of February, 2024



Jack Linehan, City Administrator



Randall C. Gustafson, Mayor

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

MINUTES

Wednesday, February 7, 2024
6:30 P.M.

A. CALL TO ORDER: 6:33 PM

B. ROLL CALL: GUSTAFSON_X_ LEEHY_X_
MEYER_X_ MIELKE_X_ WASSENBERG_X_

STAFF PRESENT: LINEHAN_X_ VAN DER WERFF_X_

C. POLICY ITEMS:

1. Goff Public – Media Training

Administrator Linehan introduces Sara Swenson from Goff Public who has been working on messaging about the potential partnership with St. Anthony Village Police Department (SAPD). She will help prepare for the upcoming joint workshop.

Sara Swenson, from Goff Public, notes she has been planning for the press release that went out on Monday, February 5. They also assisted with conversations with various identified stakeholder prior to the press release. Lastly, the message was brought out to the public on social media and through press releases to all major news outlets in the Twin Cities. Some might attend in person and virtual at the joint workshop. Swenson adds that a recap of the meeting will be released on Friday and what next steps are.

Councilmember Wassenberg appreciates the FAQ, they were very thorough.

Administrator Linehan notes both City Councils will take their own roll call. Both mayors will have an opening statement, both City Managers will be present as well. They further discuss the details and operations of the workshop.

Mayor Gustafson adds there will be a one sheet handout available to inform residents of the difference between a regular meeting and a workshop. He informs that the SAPD is excited about the potential partnership, but also has their reservations. A number of new officers are not familiar with working in Falcon Heights. He is looking forward to rekindling the relationship.

Administrator Linehan requests that media requests are deferred to him.

Swenson notes reporters will likely take quotes from statements said during the meeting and for Council to take wording into account.

City Council discusses messaging, as words matter.

Administrator Linehan recaps some of the media coverage that was done by the news outlets. They all had different but positive narratives.

Swenson anticipates there will potentially be follow-up stories from news outlets after the joint meeting.

Administrator Linehan discusses how the policing analysis done by Center for Values-Based Initiatives in 2022 and 2023 ties into these partnership conversations and SAPD was identified as a potential partner.

Mayor Gustafson explains some of the details of the study done by Bostrom, such as call volume, nature of visits, etc.

City Council discusses current police visits and the importance of transparency of reporting.

Mayor Gustafson notes SAPD has done tremendous work in the community as has the St. Cloud Police Department.

Councilmember Meyer wonders about demonstrators.

Swenson states anything is possible. Therefore, having an outlet available, where people can express their feedback, is important to have and it's important to inform the audience of this. It's also possible that people will attend the Council Meeting on February 14 to speak during community forum.

Councilmember Leehy appreciates the help of Goff Public in getting ahead of the narrative by assisting with messaging and the press release.

Mayor Gustafson wonders about next steps after the joint workshop meeting, specifically community engagement.

Councilmember Mielke notes it's good to have various ways for people to provide feedback such as through a survey or a feedback form as some like to remain anonymous.

Councilmember Leehy adds there will most likely be separate town hall meetings done by both cities, so there will be various opportunities for people to attend.

Swenson cautions council that the full story should be told, while the economic part is a good argument, the development of the SAPF is also a good argument for Falcon Heights wanting to have conversations around a partnership.

Administrator Linehan adds that it logistically would also be beneficial for St. Anthony as only being in contract with Lauderdale is challenging for SAPD as it is somewhat of a drive. If they have officers in both Falcon Heights and Lauderdale it logistically makes more sense. Thursday's joint workshop focuses more on the relationship and not necessarily the economics of it. He explains that if this partnership does not work, the city would need to explore other options such as restarting conversations with a

neighbor or a hybrid department. The cost is not the only challenge that comes with that. Hiring and training officers is also becoming increasingly difficult in recent years.

Councilmember Wassenberg wonders if this is an opportunity to learn more about the St. Anthony Village Council and their police department.

Administrator Linehan states there are a lot of new faces and both parties will have to get to know each other. This partnership allows more say for Falcon Heights rather than just being part of developing a contract.

Councilmember Leehy notes that in the past, the Chief of SAPD was present at certain commission meetings that took place once a month in Falcon Heights.

Mayor Gustafson agrees, they were more involved in the community.

Councilmember Leehy adds they also organized safety events and held trainings to prepare residents who are interested in the police academy.

Council discusses neighborhood events that took place in Falcon Heights in previous years when SAPD was present.

Swenson adds that the City has done a lot of community engagement for policing already and so they are familiar with what the community is looking for in a police department and it is helpful to note that in the joint workshop.

Council discusses being realistic of what they will expect of the partnership with SAV.

Mayor Gustafson adds that every call an officer responds to is a community building opportunity and the forming of a relationship; SAPD is incredible at this aspect. The workshop is an opportunity to learn more about the new council members.

Swenson notes that Allison from Goff Public will be present to handle media inquiries. She adds that messaging matters, while staying true to yourself.

2. Community Park Redesign

Administrator Linehan notes it is important for everyone to be on the same page with the park redesign renderings. There is a public hearing scheduled for Monday, February 14 to give residents an opportunity to provide feedback. Following approval of the plans, WSB / HCM Architects will spend the next few months drafting the final plans for bid release. Goal is to have the building framed before winter, otherwise it will be pushed to 2025. He states the City hopes to release bids on Wednesday, February 28 for a construction manager at risk. This is essentially the general contractor to oversee the build of the project, very similar as how the City redoes the roads.

Councilmember Mielke wonders if budget estimates can be added as part of the February 14 meeting.

Councilmember Wassenberg comments that he attended the Parks and Recreation Commission meeting on the past Monday and they discussed minor details of the design, but overall, they were satisfied with the major design of the building.

City Council states the plans and designs look great.

Administrator Linehan will present along with the consultants and hopes to approve the plans to trigger the next steps in the process.

Councilmember Meyer anticipates questions regarding tax increases and wonders if staff is able to help create scenarios of what the levy increase would be.

Administrator Linehan answers that the numbers that were estimated previously by staff for bonds are still available, but levy increases depend on the size and length of the bonds. He anticipates less of a levy impact than this year's levy increase was. It would be a couple percentage points increase, however certain debts will also be paid off by the time the levy would be introduced.

Councilmember Wassenberg clarifies that they would balance each other out.

Administrator Linehan adds it also depends on police costs. He is unsure of the costs of the potential partnership with SAPD.

Mayor Gustafson wonders if action needs to be taken on February 14 and about the plan for February 28.

Administrator Linehan answers that it is recommended for Council to approve the plans so the architects can spend the next couple of months drafting final building plans. It can be tabled but it will affect the timeline of the rebuild. Before the meeting on February 28, it will need to be determined if the City will utilize a general contractor at risk or bid everything out individually. The consultants and attorneys have different thoughts on what the best route is for the City.

3. Council Standing Rules Discussion

Councilmember Mielke notes that she spoke with various city managers, previous councilmembers and mayors and is proposing the language change for item B3 of the Council Standing Rules regarding the topic of Council Liaison. She suggests having a discussion between councilmembers during a December or January workshop followed by approval by a majority vote and to rotate assignments annually.

Councilmember Meyer comments this would force a rotation on an annual basis and he wonders if they could add language that members can continue to stay at their commission if that aligns with their interest.

Mayor Gustafson and Councilmember Wassenberg state it could include that it is recommended to rotate on an annual basis. It is good to learn about different commissions. The role of the liaison is to bring information from the commission back to the council and vice versa and not to direct the commission.

Councilmember Leehy adds that “recommended” and “encouraged” are good rather than “require it” for when a commission is working on a project towards the end of the year.

Councilmember Wassenberg agrees and believes that the Council Liaison is not there to direct the commission meeting. It would be helpful to clarify the role more in the rules and make it known to the commission as well.

Councilmember Mielke wonders if commission roles and the appointment process are clarified.

Administrator Linehan notes that each commission has their own set of standing rules.

Councilmember Meyer agrees with Councilmember Wassenberg about defining the role of the Council Liaison as it was not clear in his first year on the Environment Commission.

Councilmember Leehy states that they can participate, but not direct the meeting.

Councilmember Wassenberg is working on further defining the Council Liaison role.

Administrator Linehan notes that there is some language in City Code regarding commissions, but not about the appointment process. He adds that City Code does need to be updated to include some other details that are mentioned in the Administrative Manual. Council adopted the Administrative Manual policies many years ago, so they are still in effect, but need to be modernized.

City Council discusses the process of commission applications in previous years and how roles were appointed.

Councilmember Leehy provides an example of everyone on the commission should recruit commissioners.

Mayor Gustafson discusses how to do the appointments and if they should discuss at a workshop. He adds that it's helpful to have input from Council on what commission they are interested in.

Council discusses the best approach.

Councilmember Wassenberg notes the liaison role is to serve as an information resource to the Commission and back to the Council.

Councilmember Leehy wonders if it can be added that liaisons can participate and bring ideas to the Commission.

Councilmember Leehy wants to ensure that it notes that it is a two-way form of information between the Commission and the Council.

Council recommend the role of the liaison to include: in the interest of fostering independent discussion among commission members. The role of the council liaison is not to direct the commission or steer debate or sway opinion, but rather to serve the commission as an information resource between the commission and council and to faithfully represent the discussion and recommendation of the commission back to the City Administrator and council. An additional change suggests adding to B4 number of meetings and events.

Administrator Linehan notes if standing rules are accepted, the revised document can be approved at the next City Council meeting. It would also be beneficial to have the appointment of the commissioners codified, but he recommends getting attorney involvement and having this discussed at a future workshop meeting as it is a longer process.

Mayor Gustafson explains the current process for commission applicants.

4. Council Appointments

Mayor Gustafson states he based the assignments on needs and expertise.

Councilmember Mielke states she is open to be on any commission.

Councilmember Wassenberg notes next year he is open to commission appointment that require daytime meetings but prefers to stay on the PARC this year

Councilmember Leehy is eager to be a liaison to the CEC after taking a break from serving as the chair as a commissioner.

Councilmember Meyer is interested in the Planning Commission, but is content with staying on the Environment Commission for the year.

Mayor Gustafson is interested in the Planning Commission after serving on it in the past as a commissioner. He notes it would not be bad to take a break from a commission assignment.

Councilmember Mielke will be able to be a liaison to the Environment Commission as well as the NineNorth Commission.

Councilmember Meyer will take over the liaison role of the Planning Commission.

Mayor Gustafson provides some of his experience with the Planning Commission.

Administrator Linehan proposes he could be a City representative for the Northeast Youth and Family Services Commission. After the presentation done by NYFS, he appreciates the vast services they provide and sees there is a need to offer those services in the City.

Councilmember Wassenberg will be able to attend NYFS throughout the year with Administrator Linehan as alternate.

Councilmember Mielke wonders if this will be approved on the next Council Agenda.

Councilmember Leehy answers yes.

5. State Fair Task Force Next Steps

Administrator Linehan states that members from the Task Force presented their findings and provided future recommendations to the City Council on January 10, 2024. The Council should now discuss the next steps. One item is creating a pedicab ordinance. Another item to discuss is the marking of the *no parking* within 30 feet of stop signs as this is a year-round rule and not just during the State Fair.

Councilmember Leehy notes these signs are helpful for everyone, as many might not be aware. She wants to follow Public Works' direction of this.

Administrator Linehan notes he prefers temporary signage as that stands out more than permanent signs. He adds the next step is to operationalize some of the recommendations and get an idea of how to implement it.

Councilmember Leehy likes having a resident task force as they were very effective and residents are the most impacted.

Councilmember Wassenberg makes a clarification to no sale of parking on lawns or permeable surfaces to state residential lawns and impervious surfaces/driveways.

Councilmember Mielke suggests further defining kid lemonade stands.

Administrator Linehan notes rules explained in the Administrative Manual are tough to be enforced by law enforcement and should be codified.

Councilmember Meyer suggests it could state concessions sales by a minor.

Council discussed how to further define the language without opening a can of worms.

Mayor Gustafson suggest kids' beverage stands.

Administrator Linehan wonders if Council wants to approve the report and further operationalize and create policies out of some of the recommendations as the report alone has no enforceable policies.

Council further discusses next steps of the State Fair recommendation.

Councilmember Leehy likes the idea of having a task force as it is effective.

Council discusses details of the task force, such as how often they should meet, number of members, sunset date, etc.

Administrator Linehan explains that Council can officially accept the report as a consent agenda item.

Councilmember Mielke adds that a number of the task force members would like to reapply as they felt that the work is not done.

Council likes the idea of having a State Fair Task force again to continue to work on State Fair related issues. They then discuss having temporary signage during the car show at the Fairgrounds. Lastly, they discuss how to add it to the agenda. The task force would be a 2-year term, they will meet 10-12 times a year or more, as needed. The task force will sunset in December of 2025 and it will have up to 10 members from various neighborhoods.

6. Future Agenda Items

Councilmember Mielke comments she does not want to lose track of the Falcon Heights Special Assessment Policy.


Administrator Linehan notes after the 2025 PMP in Falcon Woods is completed, all roads in the City will have been redone and assessed. He notes that the policy might need to be amended for Falcon Woods as the layout is different than other neighborhoods in the City.

Lastly, they discuss scheduling the Council retreat.

D. ADJOURNMENT: 9:45 PM

Mielke motions to adjourn the meeting; approved 5-0

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Randall C. Gustafson, Mayor

Dated this 28th day of February, 2024


Jack Linehan, City Administrator

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PACKET: 03031 February 12 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-----						
01 002 NINENORTE						
I-2024-007		3 Municipal Meetings Jan	770.18			
2/12/2024	APBNK	DUE: 2/12/2024 DISC: 2/12/2024		1099: N		
		3 Municipal Meetings Jan		101 4116-85050-000	CABLE TV	770.18
== VENDOR TOTALS ==			770.18			
01-05973 NORTH SUBURBAN COMMUNICATIONS						
I-2024-137x		Q1 2024 Cooperative Svc	2,969.44			
2/12/2024	APBNK	DUE: 2/12/2024 DISC: 2/12/2024		1099: N		
		Q1 2024 Cooperative Svc		101 4116-85050-000	CABLE TV	2,969.44
== VENDOR TOTALS ==			2,969.44			
01-06184 RAMSEY COUNTY - POLICE AND 911						
I-EMCOM-011460		CAD Services Jan	379.58			
2/12/2024	APBNK	DUE: 2/12/2024 DISC: 2/12/2024		1099: N		
		CAD Services Jan		101 4122-81200-000	911 DISPATCH FEES	379.58
I-EMCOM-011476		911 Dispatch Services Jan	2,468.67			
2/12/2024	APBNK	DUE: 2/12/2024 DISC: 2/12/2024		1099: N		
		911 Dispatch Services Jan		101 4122-81200-000	911 DISPATCH FEES	2,468.67
I-SHRFL-002214		Law Enforcement Services Jan	140,074.25			
2/12/2024	APBNK	DUE: 2/12/2024 DISC: 2/12/2024		1099: N		
		Law Enforcement Services Jan		101 4122-81000-000	POLICE SERVICES	140,074.25
I-SHRFL-002215		Law Enforcement Service Feb	140,074.25			
2/12/2024	APBNK	DUE: 2/12/2024 DISC: 2/12/2024		1099: N		
		Law Enforcement Service Feb		101 4122-81000-000	POLICE SERVICES	140,074.25
== VENDOR TOTALS ==			282,996.75			
01-05752 UNIVERSAL TRUCK SERVICE LLC						
I-91126		Parts to Repair Dump Truck	60.74			
2/12/2024	APBNK	DUE: 2/12/2024 DISC: 2/12/2024		1099: N		
		Parts to Repair Dump Truck		101 4132-87000-000	REPAIR EQUIPMENT	60.74
== VENDOR TOTALS ==			60.74			
== PACKET TOTALS ==			286,797.11			

PACKET: 03033 FEB 13 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
=====							
01-03123	CINTAS CORPORATION						
I-4180592161		FLOOR MATS SVC 1/18/24	82.28				
2/13/2024	APBNK	DUE: 2/13/2024 DISC: 2/13/2024		1099: N			
		FLOOR MATS SVC 1/18/24		101 4131-87010-000	CITY HALL MAINTENANCE		82.28
=== VENDOR TOTALS ===			82.28				

=====							
01-05375	FERGUSON WATERWORKS						
I-525508		HYDRANT MARKERS 12	322.80				
2/13/2024	APBNK	DUE: 2/13/2024 DISC: 2/13/2024		1099: N			
		HYDRANT MARKERS 12		204 4204-89070-000	HYDRANT MARKERS		322.80
=== VENDOR TOTALS ===			322.80				

=====							
01-05794	MINNESOTA EQUIPMENT						
I-P12461		JD BROOM REPAIR	284.38				
2/13/2024	APBNK	DUE: 2/13/2024 DISC: 2/13/2024		1099: N			
		JD BROOM REPAIR		101 4132-87000-000	REPAIR EQUIPMENT		284.38
=== VENDOR TOTALS ===			284.38				

=====							
01-05273	MN PUBLIC EMPLOYEES INSURANCE						
I-1359296		MARCH HEALTH INS	12,205.35				
2/13/2024	APBNK	DUE: 2/13/2024 DISC: 2/13/2024		1099: N			
		MARCH HEALTH INS		101 4112-89000-000	MISCELLANEOUS		12,205.35
=== VENDOR TOTALS ===			12,205.35				

=====							
01-06030	OLSON,ROLAND						
I-202402138758		FLEX PYMT	87.00				
2/13/2024	APBNK	DUE: 2/13/2024 DISC: 2/13/2024		1099: N			
		FLEX PYMT		101 21712-000	MEDICAL FLEX SAVINGS PAY		72.21
		FLEX PYMT		601 21712-000	MEDICAL FLEX SAVINGS PAY		13.05
		FLEX PYMT		602 21712-000	MEDICAL FLEX SAVINGS PAY		1.74
=== VENDOR TOTALS ===			87.00				

=====							
01-06053	OREILLY AUTO PARTS						
I-202402138757		OIL FILTERS FOR TRUCKS	93.98				
2/13/2024	APBNK	DUE: 2/13/2024 DISC: 2/13/2024		1099: N			
		OIL FILTERS FOR TRUCKS		101 4132-70120-000	SUPPLIES		93.98
=== VENDOR TOTALS ===			93.98				

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A/P Regular Open Item Register

PAGE: 2

PACKET: 03033 FEB 13 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
01-06112	PIONEER PRESS					
I-124572540		LEGALS	320.92			
2/13/2024	APBNK	DUE: 2/13/2024 DISC: 2/13/2024		1099: N		
		LEGALS		101 4111-70410-000	LEGAL NOTICES	320.92
		=== VENDOR TOTALS ===	320.92			
		=== PACKET TOTALS ===	13,396.71			

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PACKET: 03035 FEB 16TH PAY

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

01-06185		RAMSEY COUNTY				
I-PRRRV-002528		RAMSEY COUNTY	427.01			
2/16/2024	APBNK	DUE: 2/16/2024 DISC: 2/16/2024		1099: N		
		TNT NOTICES 2023		101 20200-000	ACCOUNTS PAYABLE	427.01

I-PRRRV-02512		TIF ADMN FEES 2023	1,255.38			
2/16/2024	APBNK	DUE: 2/16/2024 DISC: 2/16/2024		1099: N		
		TIF ADMN FEES 2023		414 20200-000	ACCOUNTS PAYABLE	1,255.38
=== VENDOR TOTALS ===			1,682.39			
=== PACKET TOTALS ===			1,682.39			

PACKET: 03037 February 16 Payables
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	F.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
<hr/>							
01-0310	CENTURY LINK						
I-202402168759		Landline Svc Feb	64.68				
2/16/2024	APBNK	DUE: 2/16/2024 DISC: 2/16/2024		1099: N			
		Landline Svc Feb		101 4141-85011-000	TELEPHONE - LANDLINE		64.68
== VENDOR TOTALS ==			64.68				
<hr/>							
01-03123	CINTAS CORPORATION						
I-4183467240		Floor Mats Svc 2/15	82.28				
2/16/2024	APBNK	DUE: 2/16/2024 DISC: 2/16/2024		1099: N			
		Floor Mats Svc 2/15		101 4131-87010-000	CITY HALL MAINTENANCE		82.28
== VENDOR TOTALS ==			82.28				
<hr/>							
01-05856	LINEHAN, JACK						
I-202402168760		Telephone Reimburse Feb	60.00				
2/16/2024	APBNK	DUE: 2/16/2024 DISC: 2/16/2024		1099: N			
		Telephone Reimburse Feb		601 4601-85015-000	CELL PHONE		60.00
== VENDOR TOTALS ==			60.00				
<hr/>							
01-05870	XCEL ENERGY						
I-202402168761		Elect	541.03				
2/16/2024	APBNK	DUE: 2/16/2024 DISC: 2/16/2024		1099: N			
		Elect		101 4121-85020-000	ELECTRIC		32.19
		Elect		101 4131-85020-000	ELECTRIC		199.22
		Elect		101 4141-85020-000	ELECTRIC/GAS		87.37
		Elect		209 4209-85020-000	STREET LIGHTING POWER		72.29
		Elect		209 4209-85020-000	STREET LIGHTING POWER		10.59
		Elect		209 4209-85020-000	STREET LIGHTING POWER		51.41
		Elect		209 4209-85020-000	STREET LIGHTING POWER		9.14
		Elect		209 4209-85020-000	STREET LIGHTING POWER		0.56
		Elect		209 4209-85020-000	STREET LIGHTING POWER		78.26
== VENDOR TOTALS ==			541.03				
== PACKET TOTALS ==			747.99				

PACKET: 03039 FEB 21 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
=====						
01-01034		BRAKE AND EQUIPMENT WAREHOUSE				
I-011a9728		BRAKE CLEAN	42.88			
2/21/2024	APBNK	DUE: 2/21/2024 DISC: 2/21/2024		1099: N		
		BRAKE CLEAN		101 4132-70120-000	SUPPLIES	42.88
		=== VENDOR TOTALS ===	42.88			
=====						
01-05008		HUMANA INSURANCE CO				
I-673999249		VISION MARCH	78.21			
2/21/2024	APBNK	DUE: 2/21/2024 DISC: 2/21/2024		1099: N		
		VISION MARCH		101 4112-89000-000	MISCELLANEOUS	78.21
		=== VENDOR TOTALS ===	78.21			
=====						
01-05029		INSIXIENGMAY, CHANT				
I-202402218763		REFUND MESSAGE LICENSE	100.00			
2/21/2024	APBNK	DUE: 2/21/2024 DISC: 2/21/2024		1099: N		
		REFUND MESSAGE LICENSE		101 32140-000	MISC BUSINESS LICENSE	100.00
		=== VENDOR TOTALS ===	100.00			
=====						
01-05843		MN NCPERS LIFE INSURANCE				
I-458800032024		LIFE INS	64.00			
2/21/2024	APBNK	DUE: 2/21/2024 DISC: 2/21/2024		1099: N		
		LIFE INS		101 21709-000	OTHER PAYABLE	39.52
		LIFE INS		204 21709-000	OTHER PAYABLE	1.60
		LIFE INS		601 21709-000	OTHER PAYABLE	16.16
		LIFE INS		602 21709-000	OTHER PAYABLE	6.72
		=== VENDOR TOTALS ===	64.00			
=====						
01-06301		SAMS CLUB MC/SYNCB				
I-202402218762		OSHA EXP/JACKET/ZOOM/PAPER	704.47			
2/21/2024	APBNK	DUE: 2/21/2024 DISC: 2/21/2024		1099: N		
		INCLUSIVE COMMUNITY TRAINING		210 4210-86105-000	INCLUSION TNG EXERCISES	133.23
		OSHA MULTI CITY TNG EXP		601 4601-70100-000	SUPPLIES	65.92
		PIONEER PRESS PAPER		101 4131-70110-000	SUPPLIES	109.44
		WINTER SAFETY JACKET		101 4132-77000-000	CLOTHING	109.98
		ZOOM		101 4116-85040-000	VIRTUAL COMMUNICATIONS	219.91
		CHATGPT		101 4116-70100-000	SUPPLIES	20.00
		SHELVE ORGANIZER		101 4112-70100-000	SUPPLIES	15.99
		AWARDS BY HAMMOND NAME PLATE		101 4112-86100-000	CONFERENCES/EDUCATION/AS	30.00
		=== VENDOR TOTALS ===	704.47			

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A/P Regular Open Item Register

PACKET: 03039 FEB 21 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
=====						
01-05925		SECURIAN LIFE INSURANCE COMPAN				

I-36120351.00		MARCH LIFE INSURANCE	313.24			
2/21/2024	APBANK	DUE: 2/21/2024 DISC: 2/21/2024		1099: N		
		MARCH LIFE INSURANCE		101 4112-89000-000	MISCELLANEOUS	313.24
		=== VENDOR TOTALS ===	313.24			
=====						
01-06581		TRI-STATE BOBCAT INC				

I-A31983		IGNITION SWITCH AND HYDRAULIC	192.86			
2/21/2024	APBANK	DUE: 2/21/2024 DISC: 2/21/2024		1099: N		
		IGNITION SWITCH AND HYDRAULIC		101 4132-87000-000	REPAIR EQUIPMENT	192.86
		=== VENDOR TOTALS ===	192.86			
		=== PACKET TOTALS ===	1,495.66			

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A/P Regular Open Item Register

PACKET: 03041 FEB 23 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
=====						
01-05352	SHAILA CUNNINGHAM					
I-202402238764		YOGA INSTRUCTOR - MARCH 4	891.20			
2/23/2024	APBNK	DUE: 2/23/2024 DISC: 2/23/2024		1099: Y		
		YOGA INSTRUCTOR - MARCH 4		201 4201-87700-000	INSTRUCTOR-SPECIALTY CLA	891.20
		=== VENDOR TOTALS ===	891.20			
=====						
01-05440	LOFFLER COMPANIES, INC					
I-4616416		ADDT'L COPIER CHARGES FEB	119.41			
2/23/2024	APBNK	DUE: 2/23/2024 DISC: 2/23/2024		1099: N		
		ADDT'L COPIER CHARGES FEB		101 4112-87000-000	REPAIR OFFICE EQUIPMENT	119.41
		=== VENDOR TOTALS ===	119.41			
=====						
01-06030	OLSON,ROLAND					
I-202402238766		FLEX PYMT	37.93			
2/23/2024	APBNK	DUE: 2/23/2024 DISC: 2/23/2024		1099: N		
		FLEX PYMT		101 21712-000	MEDICAL FLEX SAVINGS PAY	31.48
		FLEX PYMT		601 21712-000	MEDICAL FLEX SAVINGS PAY	5.69
		FLEX PYMT		602 21712-000	MEDICAL FLEX SAVINGS PAY	0.76
		=== VENDOR TOTALS ===	37.93			
=====						
01-05752	UNIVERSAL TRUCK SERVICE LLC					
I-91878		PARTS FOR DUMP TRK	62.33			
2/23/2024	APBNK	DUE: 2/23/2024 DISC: 2/23/2024		1099: N		
		PARTS FOR DUMP TRK		101 4132-87000-000	REPAIR EQUIPMENT	62.33
		=== VENDOR TOTALS ===	62.33			
=====						
01-05870	XCEL ENERGY					
I-202402238765		ELECT	23.88			
2/23/2024	APBNK	DUE: 2/23/2024 DISC: 2/23/2024		1099: N		
		ELECT		101 4141-85020-000	ELECTRIC/GAS	23.88
		=== VENDOR TOTALS ===	23.88			
		=== PACKET TOTALS ===	1,134.75			

PACKET: 03028 February 9 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
01-117		CITY OF LITTLE CANADA				
I-20554		4th Qtr Inspector Mileage	283.01			
2/09/2024	APBNK	DUE: 2/09/2024 DISC: 2/09/2024		1099: N		
		4th Qtr Inspector Mileage		101 20200-000	ACCOUNTS PAYABLE	283.01
== VENDOR TOTALS ==			283.01			
01-06489		SHORT, WILLIAM F				
I-202402098755		Hearing Officer Fees 2023	185.00			
2/09/2024	APBNK	DUE: 2/09/2024 DISC: 2/09/2024		1099: N		
		Hearing Officer Fees 2023		101 20200-000	ACCOUNTS PAYABLE	185.00
== VENDOR TOTALS ==			185.00			
01-06581		TRI-STATE BOBCAT INC				
I-A29839		Nuts & Bolts	46.40			
2/09/2024	APBNK	DUE: 2/09/2024 DISC: 2/09/2024		1099: N		
		Nuts & Bolts		101 20200-000	ACCOUNTS PAYABLE	46.40
== VENDOR TOTALS ==			46.40			
== PACKET TOTALS ==			514.41			

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

PAY PERIOD ENDING 2/15/2024
DIRECT DEPOSIT EFFECTIVE DATE 2/12/2024

EMP #	NAME	AMOUNT
01-1006	JACK LINEHAN	3,057.73
01-1027	KELLY A NELSON	2,551.72
01-1029	ELKE VAN DER WERFF	1,779.05
01-1136	ROLAND O OLSON	3,282.06
01-1162	ALYSSA LANDBERG	1,660.22
01-1028	HANNAH B LYNCH	2,794.05
01-1167	DAVID S SIMONS	1,716.13
01-1168	DEAN T POPE	1,723.88
01-1033	DAVE TRETSVEN	2,065.72
01-1143	COLIN B CALLAHAN	2,806.69

TOTAL PRINTED: 10 23,437.25

2-12-2024 6:00 AM PAYROLL CHECK REGISTER
PAYROLL NO: 01 City of Falcon Heights

PAGE: 1
PAYROLL DATE: 2/12/2024

EMP #	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
0265	WILLIAMS, TOM L	R	2/12/2024	166.23	092945

2-12-2024 6:00 AM PAYROLL CHECK REGISTER
PAYROLL NO: 01 City of Falcon Heights

PAGE: 2
PAYROLL DATE: 2/12/2024

*** REGISTER TOTALS ***

REGULAR CHECKS:	1	166.23
DIRECT DEPOSIT REGULAR CHECKS:	10	23,437.25
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	11	23,603.48

*** NO ERRORS FOUND ***

** END OF REPORT **

Feb 15th payroll

Federal W/h	8,661.96
State W/h	1,498.88
PERA	4,853.72
ICMA	200.00
CHILD SUPPORT	-
	<hr/>
	15,214.56

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Meeting Date	February 28, 2024
Agenda Item	Consent G2
Attachment	N/A
Submitted By	Kelly Nelson Administrative Services Director / Deputy Clerk

Item	Approval of City License(s)
Description	The following individuals/entities have applied for a <u>Tree Contractor License</u> for 2024. Staff have received the necessary documents for licensure. 1. Morgan's Tree Service
	N/A
Attachment(s)	N/A
Action(s) Requested	Staff recommends approval of the City license applications contingent on background checks and fire inspections as required.

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Meeting Date	February 28, 2024
Agenda Item	Consent G3
Attachment	Resolution
Submitted By	Jack Linehan, City Administrator

Item	Refinancing of Series 2013 Ecumen – Pines of Hutchinson Conduit Financing Bonds
Description	<p>The City has the authority to conduit issue bank-qualified, tax-exempt (501(c)3) bonds each year. In a conduit financing scenario, the City lends its authority to a qualified non-profit, tax-exempt entity, and can take an administrative fee in return for lending this authority.</p> <p>In 2005, the City of Hutchinson, MN, asked Falcon Heights to utilize its conduit bonding authority in order to help with the issuance of housing bonds for Maplewood Senior Housing, Inc. / Ecumen, a Minnesota non-profit corporation and tax-exempt 501(c)3 organization. These bonds were utilized to construct a 50-unit independent senior housing facility, The Pines of Hutchinson, LLC. The City of Hutchinson agreed to lend host approval to this transaction, due to their inability to act as a conduit for these bonds because they were near their bank-qualified limit for 2005. The fee on this conduit bond issue was 0.5%, or an anticipated approximate value of \$25,000.</p> <p>In 2012, Pines of Hutchinson, LLC, the City of Falcon Heights, about the possibility of refinancing these bonds to a lower rate. The City approved this refinancing with Resolution 12-15. This refinance allowed the city to get approximately \$23,000 in fees.</p> <p>In 2024, Ecumen’s bond counsel, Kennedy Graven, reached out to the city requesting the refund of the bond to allow Ecumen to refinance five bonds from various cities in Minnesota in to one new bond issue from the City of Bethel. The plan is to create a Master Trust Indenture and create an Obligated Group that will be responsible for paying the principal of and interest on the bonds. The refinancing of all of the bonds into one bond issue will help Ecumen consolidate its debt and allow Ecumen to make some capital improvements to some of its projects.</p> <p>Ecumen/Kennedy Graven would like the City of Falcon Heights to approve a resolution that will allow the refinancing of the City of Falcon Heights \$4,400,000 Senior Housing Revenue Refunding Note (Pines of Hutchinson, LLC Project) Series 2013.</p>

	<p>All expenses incurred by the cities will be reimbursed by Ecumen.</p> <p>There are no financial implications for the City with providing consent for the City of Bethel to issue bonds to refinance the Series 2013 Note. The difference between this refinancing and the 2013 refinancing, is that Falcon Heights is not the issuer of the new 2024 Bonds, which will refinance the Series 2013 Note (Bethel is the Issuer), so the City will not receive an issuer fee for this financing. The City's legal fees will be fully covered by the Borrower.</p>
Budget Impact	N/A, costs covered by borrower directly.
Attachment(s)	<ul style="list-style-type: none"> • Resolution 24-13
Action(s) Requested	It is recommended that the City Council make a motion to approve Resolution 24-13 to approve the refinancing of Series 2013 - Ecumen / Pines of Hutchinson Conduit Financing Bonds.

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

February 28, 2024

No. 24-13

**RESOLUTION CONSENTING TO THE ISSUANCE OF REVENUE OBLIGATIONS BY
THE CITY OF BETHEL TO REFUND THE SENIOR HOUSING REVENUE
REFUNDING NOTE (PINES OF HUTCHINSON, LLC PROJECT), SERIES 2013**

WHEREAS, Pursuant to Minnesota Statutes, Chapter 462C, as amended (the “Housing Act”), the City is authorized to carry out the public purposes described in the Housing Act by providing for the issuance of revenue bonds to provide funds to finance or refinance multifamily housing developments; and

WHEREAS, Minnesota Statutes, Section 471.656, as amended, authorizes a municipality to issue obligations to finance the acquisition or improvement of property located outside of the corporate boundaries of such municipality if the obligations are issued under a joint powers agreement between the municipality issuing the obligations and the municipality in which the property to be acquired or improved is located. Pursuant to Minnesota Statutes, Section 471.59, as amended, by the terms of a joint powers agreement entered into through action of their governing bodies, two or more municipalities may jointly or cooperatively exercise any power common to the contracting parties or any similar powers, including those which are the same except for the territorial limits within which they may be exercised and the joint powers agreement may provide for the exercise of such powers by one or more of the participating governmental units on behalf of the other participating units; and

WHEREAS, Second Century Housing, a Minnesota nonprofit corporation (“Second Century Housing”), Owatonna Senior Living, LLC, a Minnesota limited liability company (“Owatonna Senior Living”), and Pines of Hutchinson, LLC, a Minnesota limited liability company (“Pines of Hutchinson,” and collectively with Second Century Housing and Owatonna Senior Living, the “Borrowers”), the sole member of each of Second Century Housing, Owatonna Senior Living, and Pines of Hutchinson is Ecumen, a Minnesota nonprofit corporation (“Ecumen”), have proposed that the City approve the issuance by the City of Bethel, Minnesota (collectively, the “Issuer”) of one or more series of tax-exempt and taxable revenue obligations (the “Bonds”) in the estimated aggregate principal amount not to exceed \$25,000,000. The Bonds will be issued in accordance with the terms of the Housing Act and Minnesota Statutes, Sections 471.59 and 471.656, as amended (the “Joint Powers Act,” and together with the Housing Act, the “Act”); and

WHEREAS, The Borrowers intend to apply a portion of the proceeds of the Bonds to refund the outstanding principal amount of the Senior Housing Revenue Refunding Note (Pines of Hutchinson, LLC Project), Series 2013 (the “Series 2013 Note”), issued by the City in the original aggregate principal amount of \$4,400,000 on January 4, 2013 pursuant to the Act, the proceeds of which were used to refinance Ecumen Pines, a 50-unit independent living and assisted living community located at 1015 Century Avenue SW, Hutchinson, Minnesota, which is owned by Pines of Hutchinson and managed by Ecumen; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Falcon Heights, Minnesota (the “City”), as follows:

1. The City Council hereby consents to the issuance of the Bonds by the Issuer to, among other things, refund the City's outstanding Series 2013 Note, subject to final approval by the governing body of the Issuer, following the preparation of bond documents and a determination by the Issuer to issue the Bonds.

2. The Borrowers will pay and upon demand, reimburse the City for payment of, any and all costs incurred by the City in connection with the refunding the City's outstanding Series 2013 Note and the issuance of the Bonds, whether or not the Bonds are issued.

3. This Resolution shall be in full force and effect from and after its passage.

Adopted by the City Council of the City of Falcon Heights, Minnesota, this 28th day of February, 2024.

Moved by: Meyer

Approved by: 
Randall Gustafson
Mayor

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Attested by: 
Jack Linehan
City Administrator

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Meeting Date	February 28, 2024
Agenda Item	Consent G4
Attachment	Application and Resolution 24-14
Submitted By	Hannah Lynch, Community Development Coordinator / Planner

Item	Appointment of Adam Keester to the Environment Commission
Description	City Staff, the Environment Commission Chair, and Mayor Gustafson have interviewed and recommend Adam Keester for the Environment Commission. Adam Keester is a new resident of Falcon Heights who is passionate about sustainable living, native species, and environmental protection. He works as a research and development mechanical engineer and researches and develops software for the marine energy sector. He will be valuable in helping to assess and advise on policy related to environmental concerns facing Falcon Heights.
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • Commission Application • Resolution 24-14 Appointment of Adam Keester to the Environment Commission
Action(s) Requested	Staff recommends approval of attached resolution appointing Adam Keester to the Environment Commission.

I am passionate about sustainable living, native species, and environmental protection. I am a new resident who plans to stay in Falcon Heights for a long time, and I want to be an involved and engaged citizen in my community. I want to supplement my career's focus by supporting a range of environmental and energy goals at the local level. I hope to create a more sustainable environment in our city and inspire other cities around us to follow suit and work together on these goals.

List Prior (Previous) Public Service
Other Relevant Background (Other Comments)

I am a Research & Development Mechanical Engineer for Sandia National Laboratories, which is a Federally Funded Research and Development Center (FFRDC, i.e. national research laboratory). I conduct fundamental research, develop software, and consult for industry partners to support the U.S. Department of Energy's goals to advance the marine energy sector. Marine energy is a type of renewable energy, similar to wind, photovoltaic, solar thermal, and geothermal energies.

Thank you,
Falcon Heights, MN

CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION

February 28, 2024

No. 24-14

RESOLUTION APPOINTING ADAM KEESTER TO THE ENVIRONMENT COMMISSION

WHEREAS, the Environment Commission serves in an advisory capacity to the City Council on all policy matters relating to energy use, air quality, recreation and aesthetic appreciation, green infrastructure, water, solid waste, and environmental education;

WHEREAS, City Staff, the Commission Chair, and Mayor Gustafson have interviewed Adam Keester and recommend appointment to the Falcon Heights Environment Commission.

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

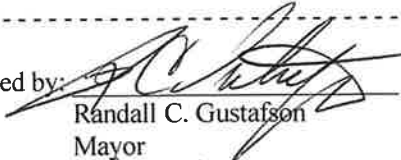
1. That the appointment of Adam Keester to the Falcon Heights Environment Commission is approved and adopted by the City Council of the City of Falcon Heights.

ADOPTED by the Falcon Heights City Council this 28th day of February, 2024.

Moved by:

Meyer

Approved by:


Randall C. Gustafson
Mayor

GUSTAFSON

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In Favor

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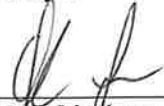
Against

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Attested by:


Jack Linchan
City Administrator

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Meeting Date	February 28, 2024
Agenda Item	Consent G5
Attachment	See below.
Submitted By	Hannah Lynch, Community Development Coordinator / Planner

Item	MN GreenCorps Application Approval
Description	<p>Minnesota GreenCorps (MN GreenCorps) is an AmeriCorps program coordinated by the Minnesota Pollution Control Agency (MPCA). The program is designed to preserve and protect Minnesota’s environment while training a new generation of environmental professionals. The program places AmeriCorps members with host organizations around the state to help communities increase resilience to climate change by:</p> <ul style="list-style-type: none"> • Reducing solid waste and increasing recycling. • Reducing greenhouse gases and other air pollutants. • Reducing water runoff and improving water quality. • Assisting community members in taking eco-friendly actions. • Reducing disproportionate negative impacts from pollution. • Training new environmental professionals. <p>The Falcon Heights Environment Commission is requesting City Council’s approval to apply for the MN GreenCorps program. The goal is to have a GreenCorps member assist with community readiness and outreach. This could include newsletter articles, creating handouts for environmental initiatives, planning tables for the Spring Together and Ice Cream Social events, and possibly planning another environmental event.</p> <p>Minnesota GreenCorps members serve for 11 months, from September 2024 through August 2025, for around 40 hours a week.</p>
Budget Impact	<ul style="list-style-type: none"> • \$300 toward GreenCorps member professional development
Attachment(s)	MN GreenCorp Host Site Application Guide Resolution 24-15
Action(s) Requested	Staff recommend Council give approval to apply for the MN GreenCorps program.

Minnesota GreenCorps Host Site Application Guide

Program year 2024-2025

Minnesota GreenCorps (MN GreenCorps) is an AmeriCorps program coordinated by the Minnesota Pollution Control Agency (MPCA). For the 2024-2025 program year, Minnesota GreenCorps anticipates selecting up to 58 host site organizations around the state through this solicitation. This document contains important information about applying to become a host site for the 2024-2025 MN GreenCorps program year. **Please review this document and all appendices carefully before submitting an application. Host site application instructions are outlined in Section V.**

Applications are due electronically by 5:00 p.m., Central Time on Wednesday, March 13, 2024, to mngreencorps.pca@state.mn.us.

Note: Operation of the 2024-2025 program year is contingent on receiving funds from ServeMinnesota and AmeriCorps. Confirmation of funds may not be available prior to the application deadline.

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I. Program overview

AmeriCorps overview

AmeriCorps is a national service program that connects more than 250,000 individuals each year with organizations to strengthen communities across America. AmeriCorps members provide intensive service to meet our country's critical needs in education, public safety, health, and the environment. AmeriCorps programs provide opportunities for Americans to strengthen communities and foster civic engagement through service and volunteering. Visit www.americorps.gov/ to learn more about AmeriCorps.

Minnesota GreenCorps program overview

Minnesota GreenCorps is an AmeriCorps program coordinated by the Minnesota Pollution Control Agency (MPCA) designed to preserve and protect Minnesota's environment while training a new generation of environmental professionals. The program places AmeriCorps members with host organizations around the state to help communities increase resilience to climate change by:

- Reducing solid waste and increasing recycling.
- Reducing greenhouse gases and other air pollutants.
- Reducing water runoff and improving water quality.
- Assisting community members in taking eco-friendly actions.
- Reducing disproportionate negative impacts from pollution.
- Training new environmental professionals.

Funding for Minnesota GreenCorps is provided through a combination of resources from AmeriCorps, ServeMinnesota, and the MPCA, along with local in-kind support.

Minnesota GreenCorps member position overview

This program year, Minnesota GreenCorps anticipates placing and supporting up to 58 full-time AmeriCorps members. Minnesota GreenCorps members serve for 11 months, from September 2024 through August 2025. Full-time members must serve 1,700 hours during their term, which equates to around 40 hours a week. As a professional development program, Minnesota GreenCorps coordinates quarterly trainings, pairs each member with a professional mentor, and provides opportunities for member participation at conferences and workshops.

Program topic areas

The Minnesota GreenCorps program has identified four overarching areas to meet program goals.

1. Community readiness and outreach.
2. Energy conservation and green transportation.
3. Stormwater and forestry.
4. Waste reduction and recycling.

These topic areas have been selected because of their overall relevance to statewide environmental priorities, alignment with host site needs and member interest, opportunity to draw involvement of community members, and ability to generate measurable outcomes.

II. Position descriptions

Position descriptions for the community readiness and outreach, energy conservation and green transportation, stormwater and forestry, and waste reduction and recycling topic areas are found on the following pages. While responsibilities and activities will vary depending on the host site and the project topic area, host sites must align with one or more of the essential functions listed in the position description selected.

Community readiness and outreach member position

Strengthen host site capacity and community resilience to impacts of climate change by advancing sustainable practices, improving infrastructure, and increasing knowledge of residents and community-based organizations. Provide outreach, education, and assistance to raise understanding and increase best practices on energy conservation and green transportation, stormwater and forestry, and waste reduction and recycling. Work with local government(s), school districts, nonprofit and community-based organizations, and other partners to adopt and implement sustainability best practices.

Essential functions

Provide community-based outreach, education, and assistance to individuals and community organizations through campaigns, presentations, events, trainings, workshops, social media, and other related activities. Outreach and assistance will focus on one or more of the topics listed below:

Community sustainability:

- Provide support to sustainability-related education activities. This could include the development and implementation of environmental events, fairs, or workshops to educate individuals.
- Support outreach activities, including dissemination of messages via website and social networking.
- Create, update, and distribute educational materials, helping ensure that education materials are relevant, informative, and accurate.
- Conduct surveys to collect pre/post information from participants in trainings, events, workshops, etc., on knowledge gained and/or behavior change to more sustainable environmental practices.
- Mobilize volunteers to assist in the implementation of activities.

Energy conservation and green transportation:

- Promote energy conservation best practices that reduce energy usage at home, work, and school.
- Encourage reduction of vehicle miles traveled and improved air quality through complete streets planning, education and practices, safe routes to school initiatives, and education on multi-modal transportation, mobility options, and active living.
- Promote opportunities for adopting and expanding electric vehicle usage and charging infrastructure within communities.
- Promote emission reductions to community members through educational campaigns targeting practices and behaviors that alleviate air pollution (i.e., air alert education, car-sharing, public transit, biking,) and those that contribute to air pollution (i.e., gas-powered lawn equipment, backyard fires, vehicle idling, single-occupancy vehicles, and low-efficiency wood-burning boilers/stoves/fireplaces).

Stormwater and forestry:

- Conduct outreach to increase awareness of stormwater and community forestry best practices that prevent or reduce water pollution and improve public lands.
- Conduct and engage community members in community stormwater and forestry initiatives such as rain garden installation, tree planting, and invasive species removal volunteer events.
- Provide outreach to communities on the harmful effects of chloride (i.e., road salt and water softener discharge), promote best management practices that reduce chloride application and discharge, and help host organizations in offering Smart Salting trainings in their communities.

Waste reduction and recycling:

- Promote resources to strengthen community resilience through waste prevention, recycling, composting/organics management, and food waste prevention.
- Provide community outreach and education on local food production, food waste prevention, increasing the capture and distribution of reusable materials, preventing waste, and recycling.
- Support recycling efforts by providing on-site assessments, gathering baseline data, and conducting initial waste sorts, supporting recycling system setup, delivering resident education, and conducting post implementation data collection to track project effectiveness.

Marginal functions (max 340 hours)

- Assist with additional sustainability-related projects as outlined in the energy conservation and green transportation, stormwater and forestry, and waste reduction and recycling position descriptions.

Energy conservation and green transportation member position

Strengthen host site capacity and community resilience to the impacts of climate change through energy conservation and green transportation. Decrease building and vehicle energy use through benchmarking, assessment, engagement, and implementation of conservation and efficiency measures. Conduct behavior change campaigns and provide education on energy savings programs and environmentally conscious practices. Encourage the transition to clean energy sources for building operations and vehicles.

Essential functions

- Encourage reduction of vehicle miles traveled through safe routes to school, biking and walking initiatives, improved vehicle and fleet efficiency, complete streets planning and implementation, education about multi-modal transportation, and facilitation of safety and infrastructure improvements.
- Promote and encourage the use of hybrid and electric vehicles through education and outreach and assist with developing infrastructure for electric vehicles, including charging stations.
- Provide electric vehicle information, including operation and maintenance cost savings, to fleet managers to encourage electric vehicle use in public fleets.
- Educate community members on residential energy-saving opportunities and energy assistance programs. Encourage individuals to adopt environmentally conscious behaviors at work and home.
- Assist with the collection, benchmarking, and reporting of data on energy use for public buildings using existing databases and tools such as B3 Benchmarking, WegoWise, ICLEI, and/or Energy Star.
- Identify and facilitate state/local government opportunities to finance energy audits, retrofit projects, and retro commissioning through the Guaranteed Energy Savings Program (GESp), Local Energy Efficiency Program (LEEP), Energy Savings Partnership, state master contracts, or other opportunities.
- Retrofit public structures to improve energy efficiency by implementing energy conservation measures such as HVAC/lighting systems scheduling, upgrading to more efficient lighting, installing smart power strips/sensors, exploring plug load management strategies, etc.
- Promote community educational campaigns that target practices and behaviors that alleviate air pollution (i.e., air alert education, carpooling, public transit, biking, car sharing), and those that contribute to air pollution (i.e., gas-powered lawn equipment, backyard fires, vehicle idling, single occupancy vehicles, and recreational fires and/or wood heaters).
- Measure and track air quality data.
- Conduct surveys to collect pre/post information from participants in trainings, events, workshops, etc., on knowledge gained and behavior changed.
- Help institutionalize ongoing savings in energy and emissions through tracking and follow-up, revised building and vehicle operations and maintenance practices, program marketing, and continued employee engagement.
- Mobilize volunteers to assist in the implementation of activities.

Marginal functions (max 340 hours)

- Assist with additional sustainability-related projects as outlined in the community readiness and outreach, stormwater and forestry, and waste reduction and recycling position descriptions.

Stormwater and forestry member position

Strengthen host site capacity and community resilience to impacts of climate change by implementing stormwater and forestry best practices to improve water quality and public lands through activities such as rain garden maintenance, erosion control, invasive species removal, and native plantings. Assist in collecting, managing, and analyzing data by inventorying and assessing stormwater best management practices (BMPs), chloride sources and concentrations, and trees and forest health. Provide outreach opportunities to increase awareness and engage community members.

Note: member activities cannot help organizations achieve or maintain compliance for stormwater permitting.

Essential functions

- Inventory or assess existing stormwater BMPs and/or assist with the development or improvement of stormwater BMP assessment(s) and performance plan(s). Manage associated data.
- Identify opportunities and implement green stormwater infrastructure practices, such as rain gardens, permeable pavement, green roofs, bioswales, etc.
- Provide community outreach, education, and guidance about the benefits of green stormwater infrastructure practices and pollution prevention.
- Conduct tree inventory and manage associated data.
- Develop or update community forest management plans, Emerald Ash Borer/pest management plans, invasive species management plans, tree care plans, etc.
- Identify and implement community forestry best practices, such as erosion control, invasive species management, etc.
- Help facilitate the equitable distribution of tree canopy by conducting research, planning, and coordinating community tree plantings.
- Improve public land through activities such as clearing natural debris, planting climate change resilient plants and trees, and removing invasive species.
- Identify local chloride sources and management strategies and provide outreach, education, and guidance on proper salt application.
- Incorporate best management practices for road and sidewalk salt prevention (i.e., improved snow removal), product storage, and application.
- Conduct surveys to collect pre/post information from participants in trainings, events, workshops, etc., on knowledge gained and/or behavior change to more sustainable environmental practices.
- Use resources/calculators (e.g., Minnesota Stormwater Manual, minimal impact design standards (MIDS) calculator, I-Tree) to quantify the benefits of green infrastructure practices (greenhouse gas reduction, pollutant load reductions, water quality, etc.).
- Mobilize volunteers to assist in the implementation of activities.

Marginal functions (max 340 hours)

- Assist with additional sustainability-related projects as outlined in the community readiness and outreach, energy conservation and green transportation, and waste reduction and recycling position descriptions.

Waste reduction and recycling member position

Strengthen host site capacity and community resilience to impacts of climate change through waste reduction, recycling, prevention of wasted food, and composting/organics management. Support efforts to incorporate the framework of sustainable materials management into programs. Increase knowledge about ways to prevent food from being wasted and track the amount of food that is rescued and sent to a food recovery organization or composted. Educate community members, students, teachers, school administrators, and facility operations staff or members of the public on waste prevention and recycling best practices.

Essential functions

- Implement or assist with initiatives to reduce or prevent waste generation, launch, or improve organization-wide recycling, and/or launch or improve organization-wide organics management programs.
- Research, conduct, and analyze waste characteristics at a school/organization/housing complex within the community to identify high priority opportunities and develop recommendations for improving waste reduction, recycling, or organics management.
- Support recycling efforts in multi-family complexes by providing on-site assessments, gathering baseline data, and conducting initial waste sorts, supporting recycling system setup, delivering resident education, and conducting post implementation data collection to track project effectiveness.
- Increase the capture and distribution of reusable materials (i.e., implement campus-wide move in/move out reuse system, textile or building material reuse, reusable dishware and utensils, clothing or book swaps, fix-it clinics, etc.).
- Research and inform the host site, partners, and community members of state, county, or city resources that can improve waste prevention, recycling, or organics programs.
- Work with local units of government and/or partners to establish programs to educate people on preventing food from being wasted.
- Implement and/or expand community outreach and education efforts related to the production and consumption of locally produced food. Include education on proper storage of produce, expiration dates and ways to minimize food from being wasted.
- Capture food that would otherwise have been wasted and bring to food rescue organizations to be distributed.
- Establish, support, or improve volunteer programs that support waste prevention, recycling, and composting (i.e., Master Recycler and Composter or Green Warrior program).
- Document best practices through case studies and/or "how to" guides.
- Conduct surveys to collect pre/post information from participants in trainings, events, workshops, etc., on knowledge gained and/or behavior change to more sustainable environmental practices.
- Mobilize volunteers to assist in the implementation of activities.

Marginal functions (max 340 hours)

- Assist with additional sustainability-related projects as outlined in the energy conservation and green transportation, community readiness and outreach, and stormwater and forestry position descriptions.

III. Program and host site responsibilities

MPCA Minnesota GreenCorps responsibilities

The MPCA is responsible for providing oversight to the Minnesota GreenCorps program on a statewide level, including member management, host site management, and compliance with AmeriCorps regulations. The Minnesota GreenCorps program coordinators are employees of the MPCA.

A. Member selection and management

- Interview and selection: The MPCA will accept and screen all applications for member positions. The MPCA reviews applications, selects candidates for interviews, and makes offers. The MPCA has the responsibility and authority to make the final selection decisions.
- Criminal history checks: Per AmeriCorps requirements, the MPCA will conduct a criminal history check on selected member applicants. This includes a national sex offender database search, and a state and FBI fingerprint-based check. Member participation in the Minnesota GreenCorps program is contingent upon passing these criminal history checks. Some positions also require passing a driving record check, administered by the MPCA. The host site is responsible for conducting any additional checks that the host site may require.
- Program requirements: Minnesota GreenCorps program staff will track and monitor each member's progress in completing program requirements. This includes monitoring members' service hours to ensure the member will complete the minimum hour requirement by the end of the program term.
- Oversight: While the host site will provide day-to-day supervision, Minnesota GreenCorps program staff will communicate regularly with the member to provide guidance and support and help ensure the tasks and activities of the project align with the position description and goals of the Minnesota GreenCorps program. The MPCA will schedule and conduct a minimum of one site visit during the year.
- Benefits: The MPCA is responsible for administering and overseeing member benefits including living allowance, health insurance, and workers' compensation. Program staff will assist qualifying members in receiving federal student loan forbearance, childcare assistance, and the AmeriCorps education award.
- Training: The MPCA is responsible for coordinating the logistics and scheduling member required orientation and quarterly trainings. The MPCA will reimburse qualified travel expenses for members to attend Minnesota GreenCorps required training.
- Mentorship: The MPCA will work with host sites to provide each Minnesota GreenCorps member with a mentor that will provide technical assistance and support to the member throughout the program year.
- Performance management: The MPCA will work closely with the host site supervisor regarding setting expectations and, if necessary, administering discipline for performance-related issues, including but not limited to lateness, difficulty meeting deadlines, failure to complete service position duties, etc.
- Grievance procedures: The MPCA will ensure that service concerns are resolved appropriately, following the grievance procedures outlined in the Member Service Agreement.
- Release from service: Only the MPCA's designated staff has the authority to suspend (and reinstate) and/or release a member for disciplinary or personal reasons or compelling personal circumstances. Host site supervisors must actively work with the MPCA to address performance issues before release from service is considered.
- Reasonable accommodation: A reasonable accommodation is any modification or adjustment to a job, practice, or work environment that makes it possible for an individual with a physical or mental disability to perform the essential functions of a job. The MPCA must provide such accommodations, upon request by members with disabilities, unless doing so imposes undue financial or administrative burden.
- Site partnership termination: In the event that a host site environment becomes unsuitable for a member to continue their service work, the MPCA reserves the right to terminate the site partnership.
- Personnel file: The MPCA will maintain a personnel file for each member.

B. Site selection and management

- **Interviewing and selection:** The MPCA will accept and screen all applications for host site positions., selecting organizations to interview. The MPCA has the responsibility and authority to extend an offer to an organization and makes the final selection decisions.
- **Criminal history checks:** Per AmeriCorps requirements, the MPCA will conduct a criminal history check on all host site supervisors. This includes a national sex offender database search, and a state and FBI fingerprint-based check. Host site participation in the Minnesota GreenCorps program is contingent upon passing these criminal history checks.
- **Oversight:** Program staff will communicate regularly with the host site supervisor to ensure the tasks and activities of the member project align with the position description and goals of the Minnesota GreenCorps program and the MPCA. Minnesota GreenCorps program staff will schedule and conduct at least one site visit with each host site. The site visit will review progress in relation to the expectations laid out in the Host Site Agreement, celebrate member success, and assist with problem solving.
- **In-kind:** The MPCA will monitor in-kind reports submitted to OnCorps by the site supervisor and will approve in-kind reports once proper documentation is received.

Host site responsibilities

Host sites, acting through a designated host site supervisor, are responsible for the following:

A. Member management

- **Supervisor training:** Supervisors are required to participate in a one-day orientation at the start of the program year to learn roles and responsibilities. Supervisors are expected to actively participate in webinars, topic area calls, site visits, and check-ins.
- **Supervision:** Provide day-to-day professional supervision of the Minnesota GreenCorps member(s), equating to an average of four hours per week, per member. Set a daily schedule with the Minnesota GreenCorps member to ensure a full-time member is serving approximately 40 hours/week, and then hold the member accountable to this set schedule. Supervisors must work from the office at least two days a week; those days should be days that the member is serving in person.
- **Communication:** Maintain open lines of communication with the Minnesota GreenCorps member, Minnesota GreenCorps program staff, and MPCA professional staff in relation to the member's role and performance.
- **Member terminology:** Minnesota GreenCorps members are not "employees," "interns," or "volunteers" of the site.
- **Member training:** Provide site orientation including a building tour, introductions to internal and external partners, explanation of site policies, rules of conduct, site expectations, safety procedures, etc. Invite the Minnesota GreenCorps member to participate in relevant on-site training and/or staff meetings. Help the member identify training opportunities relevant to their project and/or their career development. Minnesota GreenCorps host sites must contribute \$300 for member professional development (trainings, conference registration, networking events, or other opportunities). The professional development contribution is required as in-kind match; host sites must retain receipts as documentation.
- **Time tracking and reporting:** Verify the member's service hours by approving their timesheet online once every two weeks through the OnCorps Reports online system. Member timesheets must be approved by supervisors on time for the member to receive their living allowance. At the same frequency, submit in-kind supervisor time through the OnCorps Reports online system. Review and approve the member's progress reports and a final report that includes lessons learned and project measures for success.

- Performance management: Complete a mid-year and end-of-year member performance evaluation. Ensure that members comply with the terms of the Member Service Agreement. Host sites must be involved with resolving problems and may be involved in the grievance procedures. The host site supervisor must work closely with Minnesota GreenCorps program staff on disciplinary action. A site may not decide to terminate a member; only designated MPCA staff have the authority to suspend or release a Minnesota GreenCorps member from service for disciplinary reasons.
- Grievance procedures: Discuss challenges with members, engage in informal problem solving, and (if required) support the Grievance Procedures included in the Member Service Agreement.

B. Service site

- Work environment: Maintain a work environment that is welcoming, respectful, free of harassment and discrimination, and safe.
- Workspace: Provide a reasonable workspace at the host site for members to complete project tasks. This includes a desk, phone, computer, access to office supplies, access to a printer, copy machine, and internet, and materials needed for member projects. The host site is required to provide the members with a host site e-mail address.
- Teleservice: If teleservice is allowable within the perimeters of the Teleservice Policy, provide members with necessary equipment to operate from a remote location. The member and supervisor must complete a Teleservice Authorization form for approval. It is the supervisor’s responsibility to monitor both the member’s plans, progress, and outputs while they are serving off-site.
- Travel: If traveling is required for the member service activities, the host site must provide transportation for the member (access to fleet vehicles, mileage reimbursement, bus fare reimbursement, etc.).
- Safety: Provide appropriate safety training including employee right-to-know and emergency procedures and provide personal protective equipment.
- Reasonable accommodation: Members with mental or physical disabilities have the right to request reasonable accommodations through their host site. The host site should work closely with Minnesota GreenCorps program staff and the MPCA’s Human Resource Office to support and respond to such requests.
- Insurance: If the member is using vehicles belonging to the host site organization to conduct business on behalf of the Minnesota GreenCorps program, then the host sites’ vehicle insurance is primary. The host site organization directing the member activity is responsible for liability coverage, not the MPCA. Minnesota GreenCorps does not provide indemnification.

In-kind contribution

The MPCA does not charge a fee for participation in the Minnesota GreenCorps program. Per AmeriCorps regulations, host sites cannot provide financial contributions to the member; supplementing the member stipend or other costs of living (e.g., housing) is prohibited. However, host sites are expected to provide in-kind contributions in the form of supervision, operating costs, and professional development costs. The expected contribution for hosting one member is \$4,800, broken down into the following categories:

Category	Estimated minimum contribution per member
Supervision (at least 4 hours per week)	\$4,000
Operating costs (office space, internet connection, phone connection, computer purchase or rental, office equipment)	\$500
Professional development (trainings, conference registration, networking events, or other opportunities)	\$300

Host sites will be required to provide written documentation verifying all in-kind contributions, including how expenses were calculated and maintain any source documentation. In-kind contributions cannot be provided from a federal source of funds unless permission has been provided from the granting federal agency.

IV. Member information

Eligibility and qualifications

Minimum qualifications

- Must be a minimum of 18 years or older.
- Must be a U.S. Citizen, U.S. National, or a lawful permanent resident of the U.S.
- Must be eligible to serve an AmeriCorps service term and make the commitment to complete the 11-month (1700 hour) service term.
- Must have a two-year associate degree or completion of sophomore year in a four-year college program.
- Must have a demonstrated interest in the environment and service and community work.

Preferred qualifications

- Ability to build and maintain relationships.
- Ability to work well independently and on diverse teams.
- Ability to take initiative and effectively manage projects.
- Ability to research and organize information.
- Effective communication, presentation, and writing skills.
- Functional computer skills: word processing, spreadsheet, database management.

Physical requirements

- Most positions are primarily based in an office setting and require sitting, standing, and operating a computer and telephone.
- Most positions require light to moderate lifting, bending, stooping, kneeling, and carrying.
- Some (limited) positions require the use of hand tools and/or power tools (e.g., chainsaws). Personal protective equipment and safety training will be provided by the host site.
- Some (limited) positions require the ability to work outdoors in adverse weather conditions, such as wind, rain, and high or low temperatures on uneven terrain for up to 8 hours at a time.

Additional requirements

- Positions that perform driving require a valid driver's license and ability to pass a driving record check. Some positions require access to a personal vehicle for transportation.
- Per AmeriCorps regulations, all positions require the successful completion of a criminal history check, including an FBI fingerprint check.

While Minnesota GreenCorps members will be selected for placement based on their qualifications and commitment to service, host sites must understand that members may not necessarily bring highly specialized skills to their position. The members are participating in the Minnesota GreenCorps program to give back to their communities and gain valuable skills and experience in the environmental field. Host sites will need to invest time in on-the-job training for the members.

The MPCA and the Minnesota GreenCorps program do not discriminate with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, familial status, gender identity, gender expression, or membership or activity in a local commission as defined by law. Reasonable accommodations provided upon request. The MPCA supports equal opportunity and affirmative action.

Member compensation and benefits

Members earn a living allowance disbursed every two weeks, health insurance with premium paid, childcare assistance, free mental health services with counseling, student loan forbearance on eligible loans, and an education award for education expenses or qualified student loans. Members receive training from the MPCA, develop green job skills, gain professional experience, network with environmental professionals, and are paired with a mentor who provides ongoing guidance.

Member code of conduct

Policies and procedures

Members are expected to satisfactorily perform the functions of the position as described in the position description. Members are expected to adhere to the policies and procedures outlined by Minnesota GreenCorps and adhere to the policies, procedures, and code of conduct of their host site, including, but not limited to confidentiality policies, internet policies, dress code, and other behavior. Members may not displace an employee, volunteer, or position at their service site.

Attendance

Members are expected to:

- Arrive and depart from the host site on time following the set schedule. Members are responsible for their transportation to and from the host site each day; commute time does not count as service.
- If teleserving, start the service day on time following the set schedule. Host sites are encouraged to allow the member to serve remotely one day, but no more than two days, per 40-hour service week.
- Notify the site supervisor if they will be late or are sick, obtain prior approval for scheduled absences, and notify Minnesota GreenCorps program staff for absences longer than one week. Approved time away is not counted as service hours.
- Arrive on time and fully participate in required Minnesota GreenCorps training.
- Arrive on time and fully participate in required host site trainings and meetings.
- Abide by policy regarding breaks and lunch; lunch does not count as service hours.
- Serve approximately 40 hours per week as reported on the approved timesheet.

Reporting

Members are expected to:

- Report service hours on timesheets daily. Submit timesheets into the OnCorps online system for supervisor approval at the end of each time period (every two weeks).
- Submit progress reports with accomplishment data and narrative updates. Program staff will work with the member and host site to provide tools for tracking and reporting data.
- Provide additional information to program staff as requested, including the completion of surveys.

Training

Members are expected to arrive on time to Minnesota GreenCorps training sessions, including a required orientation at the start of the program year, and required quarterly trainings throughout the program year. Members are asked to be respectful of trainers, turn their cell phones to silent, and be engaged and responsive as participants.

Communication

Members are expected to check their email daily and respond in a timely manner. Members must communicate with Minnesota GreenCorps program staff regarding extended absences, contact updates, or site issues or concerns. The Minnesota GreenCorps Program Coordinator will raise serious concerns and policy violations to MPCA Human Resources.

Professionalism

Members are representatives of their host site organization, community, Minnesota GreenCorps, the MPCA, and AmeriCorps during their term of service and are expected to conduct themselves in a professional manner. This includes wearing appropriate attire, communicating professionally, responding to constructive feedback, limiting cell phone use to breaks, and using the internet professionally.

Prohibited service activities

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities, members may not engage in prohibited service activities, CFR § 2520.65.

- A. Attempting to influence legislation.
- B. Organizing or engaging in protests, petitions, boycotts, or strikes.
- C. Assisting, promoting, or deterring union organizing.
- D. Impairing existing contracts for services or collective bargaining agreements.
- E. Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office.
- F. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
- G. Engaging in religious instruction; conducting worship services; providing instruction as part of a program that includes mandatory religious instruction or worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytization.
- H. Providing a direct benefit to: (1) a business organized for profit, (2) a labor union, (3) a partisan political organization, (4) a non-profit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative, and (5) an organization engaged in the religious activities, unless AmeriCorps assistance is not used to support those activities.
- I. Conducting a voter registration drive or using AmeriCorps funds to conduct a voter registration drive.
- J. Providing abortion services or referrals for receipt of such services.
- K. Census activities. AmeriCorps members and volunteers associated with AmeriCorps grants may not engage in census activities during service hours. Being a census taker during service hours is categorically prohibited. Census-related activities (e.g., promotion of the Census, education about the importance of the Census) do not align with AmeriCorps State and National objectives. What members and volunteers do on their own time is up to them, consistent with program policies about outside employment and activities.
- L. Election and polling activities. AmeriCorps members may not provide services for election or polling locations or in support of such activities.
- M. Such other activities as AmeriCorps may prohibit.

Fundraising restrictions

- A. AmeriCorps members may raise resources directly in support of program service activities.
- B. Examples of fundraising activities AmeriCorps members may perform include, but are not limited to, the following:
 - 1. Seeking donations of books from companies and individuals for a program in which volunteers teach children to read.
 - 2. Writing a grant proposal to a foundation to secure resources to support the training of volunteers.
 - 3. Securing supplies and equipment from the community to enable volunteers to help build houses for low-income individuals.

4. Securing financial resources from the community to assist in launching or expanding a program that provides social services to the members of the community and is delivered, in whole or in part, through the members of a community-based organization.
 5. Seeking donations from alumni of the program for specific service projects being performed by current members.
- C. AmeriCorps members may not:
1. Raise funds for living allowances or for an organization's general (as opposed to project) operating expenses or endowment.
 2. Write a grant application to AmeriCorps or to any other Federal agency.

An AmeriCorps member may spend no more than 10% of their originally agreed-upon term of service performing fundraising activities, per CFR § 2520.40.

Nonduplication/nondisplacement

- A. Nonduplication: AmeriCorps assistance may not be used to duplicate an activity that is already available in the locality of a program. And, unless the requirements of the nondisplacement clause (below) are met, AmeriCorps assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides, per CFR § 2540.100.
- B. Nondisplacement: A Minnesota GreenCorps AmeriCorps member is not an employee or volunteer of the host site organization. A Minnesota GreenCorps member may not displace an employee of the host site, including partial displacement such as reduction in hours, wages, or employment benefits. A Minnesota GreenCorps member may not perform services or duties that have been performed by or were assigned to any: currently employed worker, employee who recently resigned or was discharged, employee who is subject to a reduction in workforce or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures, employee who is on leave (terminal, temporary, vacation, emergency, or sick), employee who is on strike or is being locked out.
 1. An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving AmeriCorps assistance.
 2. An organization may not displace a volunteer by using a participant in a program receiving AmeriCorps assistance.
 3. A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
 4. A participant in a program receiving AmeriCorps assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.
 5. A participant in any program receiving assistance under this chapter may not perform any services or duties, or engage in activities, that:
 - i. Will supplant the hiring of employed workers.
 - ii. Are services, duties, or activities with respect to which an individual has recall right pursuant to a collective bargaining agreement or applicable personnel procedures.
 6. A participant in any program receiving assistance under this chapter may not perform services or duties that have been performed by or were assigned to any:
 - i. Presently employed worker.
 - ii. Employee who recently resigned or was discharged.
 - iii. Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
 - iv. Employee who is on leave (terminal, temporary, vacation, emergency, or sick).
 - v. Employee who is on strike or who is being locked out.

V. Host site application information

Eligibility

Eligible host sites include:

- Government entities (city, county, regional, state, tribal).
- School districts.
- 501(c)(3) nonprofit organizations. (*For-profit entities are not eligible*)
- Not for profit institutions of higher education.

Other requirements include:

- Host sites must have at least one full-time paid employee. The minimum supervision requirement is an average of at least four (4) hours per week for the duration of the program year. Supervisors must undergo AmeriCorps required criminal history checks including an FBI fingerprint check.
- Host sites are required to provide reasonable workspace for the members to complete their projects tasks, including a dedicated desk, phone, computer, and email account.
- If traveling is required for member service activities, the host site must provide transportation for the member (access to fleet vehicles, mileage reimbursement, bus fare reimbursement, etc.).
- Host sites must contribute \$300 to member professional development (training, conference registration, networking events, or other opportunities). This contribution is required as in-kind match.
- Members may not engage in AmeriCorps prohibited service activities. Member activities may not include assisting organizations with meeting requirements, coming into compliance, or avoiding fines from local, state, or federal laws or regulations. AmeriCorps members cannot displace or replace employees.

Please review the host site requirement checklist in Appendix B to make sure your organization can meet the requirements for hosting a Minnesota GreenCorps member.

Instructions

If your organization is interested in hosting a Minnesota GreenCorps member, **please complete the application available online at www.pca.state.mn.us/mngreencorps; submit the completed application electronically by 5:00 p.m. Central Time on Wednesday, March 13, 2024 to mngreencorps.pca@state.mn.us.**

Application components:

- Application questions completely answered, including a completed service plan.
- Letters of support from any identified partners. (optional)*

**Letters of support will be accepted at the time of application and throughout the selection process.*

Current or past host sites wishing to participate in the 2024-2025 program year must submit a new application proposing a member project that is unique from past member positions. Or, if the project is similar to past member initiatives, an explanation justifying continued organizational and/or community need. Past participation as a host site does not guarantee selection for subsequent years of the program. Previous site performance, including timeliness of in-kind and member reporting, site visit reviews, and communication with Minnesota GreenCorps program staff will be taken into consideration.

Please submit one application for each member position request. In an effort to allocate Minnesota GreenCorps member positions and resources to various communities, most organizations will only receive one member placement per year.

Host site selection process

1. After the application period closes, a committee of MPCA staff will review and score applications using the established criteria, below.
2. Host site semi-finalists will be selected for each topic area and may be contacted for a MS Teams interview in late March or early April. Host site staff identified as on-site supervisors are expected to participate in the interview.
3. Based on application and interview, finalist host sites will be recommended to MPCA leadership for selection.
4. It is anticipated that applicants will be notified of their status in early May, contingent on AmeriCorps funding. Selection of host site projects may be contingent upon the applicant providing additional information or making service plan revisions.
5. Before entering into a grant agreement with the MPCA, host sites must provide proof of 501(c)(3) status and a board resolution if applicable.

Program performance measures

Host site organizations will be selected in part for their commitment and ability to contribute to program performance measures. The service project may address any of the performance measures in any of the categories. **Projects must align with at least one performance measure outlined below.** In addition, MN GreenCorps prioritizes projects based in or that benefit environmental justice areas and/or mobilizes volunteers on community service projects planned and carried out by MN GreenCorps members.

Air

- Improve air quality: members will implement measures and education aimed at reducing air pollutants by reducing vehicle miles traveled, supporting vehicle electrification, and/or promoting green transportation.
- Conserve Energy: members will conduct outreach and/or apply energy conservation measures to public buildings and/or homes. Retrofitted structures will result in reduced energy consumption and/or reduced energy costs.

Land & water

- Reduce water pollution: members will implement nutrient reduction efforts targeting phosphorus, total suspended solids, chloride (i.e., road salt and water softeners), etc.
- Improve habitat: members will implement best management practices to treat and improve public lands through activities such as removing invasive species, planting climate change resilient trees, seeding prairie, etc.

Waste reduction

- Reduce food waste through organics recycling: members will implement residential or institutional waste prevention or organics recycling resulting in pounds of organics prevented or diverted from the waste stream.
- Divert waste: members will integrate sustainable waste management practices into daily operations at host site and community facilities to recycle, compost, prevent, or otherwise divert material from the waste stream.

Outreach & education

- Educate or train individuals: members will educate and/or train individuals on environmental stewardship to improve land, air, and water quality.
- Motivate individuals to change behavior: members will provide education and training that will result in individuals changing behavior or making a promise or pledge to change behavior to lessen adverse environmental impact.
- Mobilize and/or engage volunteers: members will recruit, train, and/or engage community members in local service projects.

Criteria

As a statewide program, Minnesota GreenCorps seeks host site organizations from all areas of the state. The MPCA will consider the mix of organization type, geographic location, and other demographic factors in deciding the composition of host sites. The MPCA reserves the right to not award host sites in any of the topic areas.

Host site applications will be reviewed using the following established criteria.

<p>Project and performance measures</p> <ul style="list-style-type: none"> • Member activities clearly defined. • Project aligns with Minnesota GreenCorps pre-scoped position description and program goals. • Ability of the proposed activities to meet program performance measures. 	35 points
<p>Organizational capacity</p> <ul style="list-style-type: none"> • Organizational mission or goals align with Minnesota GreenCorps. • Qualified supervisor with related expertise to provide project support. • Placement does not replace, displace, or duplicate existing position. 	25 points
<p>Community involvement</p> <ul style="list-style-type: none"> • Opportunities for broader community involvement. • Project engages, focuses on, or serves environmental justice areas per the EJ Story map. • Service activities target new communities that have not recently received Minnesota GreenCorps assistance. 	25 points
<p>Current or past host sites</p> <ul style="list-style-type: none"> • How proposed member position is unique from past positions or a justifiable continued need. • Previous site performance, including timeliness of in-kind and member reporting, site visit reviews, member support, and communication. <p><i>*New host sites automatically receive 15 points</i></p>	15 points
Total	100 points

Grant agreement

Each host site must formally enter into a grant agreement. The agreement will address the conditions of the award, including implementation of the project. The recipient is expected to read and comply with all conditions of the agreement. If selected, host sites are required to be a registered vendor in SWIFT and will sign the grant agreement using DocuSign. See a sample Host Site Agreement on the MN GreenCorps' website at <http://www.pca.state.mn.us/mngreencorps>.

Questions

Please thoroughly review this document, along with the Frequently Asked Questions (FAQ) in Appendix A. Questions may be directed to mngreencorps.pca@state.mn.us. As questions arise, an updated FAQ will be available online at www.pca.state.mn.us/mngreencorps. All questions received will be listed on the FAQ. Questions will not be answered individually.

Appendix A. Frequently asked questions

Are Minnesota GreenCorps members considered employees of our organization?

No, Minnesota GreenCorps members are not to be considered employees or volunteers of the host site, although they will be provided with office space, computer, and other support services. They should be referred to as “members” and the activities they carry out as “service.”

What if we want to apply for Minnesota GreenCorps members for projects other than the four position types?

Projects must align with one of the four position descriptions outlined in this document. There may be other opportunities for different projects in future years.

If we are selected, does the assigned member work on all four topic areas or do we select one topic area?

Host sites are expected to select one topic area for the project that a member will carry out and identify that specific position type on their application. All positions allow for marginal function service activities where a member can assist with other sustainability-related tasks in the host community (not to exceed 20% or 340 service hours of the member’s time).

Is the expectation that the project fulfills all or most of the listed essential functions?

It is not required that the project fulfills all or most of the listed essential functions of a position description; the essential and marginal functions are guidelines for project tasks. However, the service project must align with at least one outlined performance measure; alignment with two or more measures is encouraged.

What is the financial commitment to host?

The MPCA does not charge a fee for participation in the Minnesota GreenCorps program. The financial commitment of the host site is to provide in-kind contributions in the form of supervision, office space, internet, telephone, vehicle, or travel reimbursement (when required for service activities) and professional development costs associated with hosting a member. Host sites are expected to provide any needed materials or funds for the Minnesota GreenCorps members to implement their project activities.

Will money be provided to the Minnesota GreenCorps members by the MPCA to implement their projects?

No, host sites are expected to provide any needed materials or funds for the Minnesota GreenCorps members to implement their project activities. The MPCA pays the members’ living allowances but does not have funds available to support projects.

Will host sites be responsible for training their Minnesota GreenCorps members?

Yes, the majority of the training and ongoing supervision for day-to-day service will be provided by host sites. Members will be given basic training in AmeriCorps and program policies, procedures, and project topic areas quarterly, arranged by the MPCA. Professional staff will also be available to provide guidance as “mentors” for Minnesota GreenCorps members.

How much time will it take to supervise a Minnesota GreenCorps member?

The minimum requirement is an average of at least 4 hours per week of a professional staff’s time supervising or supporting a Minnesota GreenCorps member. Supervision time may exceed this minimum requirement depending on project and member needs.

What sort of reporting requirements will host site supervisors have?

Host site supervisors must review and approve all member project reports, including progress and final reports. Supervisors must also approve member timesheets in OnCorps Reports every two weeks and submit their own supervision timesheets every two weeks. Supervisors must also submit in-kind documentation and report in-kind expenditures to the MPCA.

Our organization is too small to host a Minnesota GreenCorps member. Can we submit a joint application with other local organizations and share the Minnesota GreenCorps member with them?

It is possible for a small organization to involve another organization(s) in an application for a Minnesota GreenCorps member, but one organization must bear full responsibility for supervision, reporting, time-tracking, and other aspects of the Minnesota GreenCorps members’ work. Partnerships must be clearly defined.

If we hosted a Minnesota GreenCorps member this current program year, can we apply again?

Yes. Dependent on future funding and a continued program, current and/or past host sites can apply for Minnesota GreenCorps members in future years. Past performance will be taken into consideration.

We would like to apply for two members. Would we be more likely to be considered if we only asked for one?

Applying for more than one member does not make you any more or less likely to be selected as a host site. You might, however, be selected as a host site but only awarded only one member. In an effort to allocate Minnesota GreenCorps member positions and resources to various communities, organizations have historically not received more than two member positions. Organizations must submit an application for each member position request.

Can Minnesota GreenCorps members assist businesses?

An AmeriCorps member cannot provide a direct benefit to a for-profit entity. However, on a limited basis, members may assist businesses owners who are community members with environmental practices when the primary goal is to improve the environment/community. Members may not assist businesses with coming into compliance or avoiding fines from any local, state, or federal environmental laws.

Can Minnesota GreenCorps members use power tools?

Yes, Minnesota GreenCorps members can use power tools such as chainsaws. The host site organization is responsible for providing safety training and personal protective equipment.

Are members covered under liability insurance?

While Minnesota GreenCorps members are covered by AmeriCorps health insurance for personal needs and under the State Workers Compensation Plan for service-related injury or illness, the host site organization directing the activity is responsible for liability coverage, not the Minnesota Pollution Control Agency. Minnesota GreenCorps does not provide indemnification.

How does the member selection process work? Will we be able to review potential candidates?

The MPCA administers the recruitment, application, and selection process for Minnesota GreenCorps members. Time constraints prevent active participation by host sites in the member selection process; sites do not participate in reviewing potential candidates or making selection decisions. Host sites are encouraged to promote member service opportunities in their community, invite candidates to apply, and provide recommendations. This does not guarantee that that member will be selected and placed with that host site.

Do we need to have our own 501(c)(3) status in order to apply?

No, organizations do not need to provide proof of nonprofit status with their application. However, selected host sites may be required to provide proof of 501(c)(3) status prior to entering into a grant agreement.

Do we need a Board resolution in support of the MN GreenCorps position with our application?

No, organizations governed by a board do not need to provide a resolution with their application. However, selected host sites will be required to provide a board resolution prior to entering into a grant agreement with the MPCA.

Appendix B. Host site requirement checklist

Host site applicants: Please use the following checklist to verify your ability to participate in the Minnesota GreenCorps program. Eligible host sites must be able to respond "yes" to all of the following:

Host site requirements	Meets requirements
Host site is an eligible entity (government entity, school district, not for profit institution of higher education, or 501(c)(3) non-profit).	<input type="checkbox"/> YES <input type="checkbox"/> NO
Host site has at least one full-time paid employee.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Host site has adequate space for the member including a phone with messaging, access to a computer that has internet and email, place to save work files electronically, access to printer and copier, is accessible to people with disabilities.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Host site understands and ensures that the member is not replacing the work of staff.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Host site supervisor will set a schedule with the member.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Host site will provide on-site training to member, including a comprehensive orientation during the first week the member is on-site.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Supervisor is able to meet with the member a minimum of 4 hours per week.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Supervisor will ensure Minnesota GreenCorps member is not involved in any general site fundraising or other activities prohibited by AmeriCorps (i.e., partisan activities, religious activities, labor organizing, lobbying, etc.).	<input type="checkbox"/> YES <input type="checkbox"/> NO
Supervisor will furnish an in-kind documentation letter when requested; instructions will be provided.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Supervisor will approve/submit all reporting on time which includes: <ul style="list-style-type: none"> • Member timesheets bi-weekly. • Supervisor in-kind hours bi-weekly. • Progress reports. 	<input type="checkbox"/> YES <input type="checkbox"/> NO
Supervisor can attend host site orientation in September.	<input type="checkbox"/> YES <input type="checkbox"/> NO

Appendix C. Sample board resolution

WHEREAS _____(name of organization) has applied to host an AmeriCorps member from the Minnesota GreenCorps, a program of the Minnesota Pollution Control Agency (MPCA), for the 2024-2025 program year; and

WHEREAS, if the MPCA selects _____(name of organization), the organization is committed to implementing the proposed project as described in the host site application, and in accordance with pre-scope position description; and

WHEREAS the MPCA requires that _____(name of organization) enter into a host site agreement with the MPCA that identifies the terms, conditions, roles, and responsibilities;

BE IT RESOLVED THAT _____(name of organization) hereby agrees to enter into and sign a host site agreement with the MPCA to carry out the member activities specified therein and to comply with all of the terms, conditions, and matching provisions of the host site agreement and authorizes and directs _____(name of a position) to sign the grant agreement on its behalf.

Print name of signing officer

Title

Signature of an officer with our governing body

Date your governing body agreed to this resolution

CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION

February 28, 2024

No. 24-15

**RESOLUTION IN SUPPORT OF THE CITY OF FALCON HEIGHTS APPLYING FOR THE
MINNESOTA GREENCORPS PROGRAM**

WHEREAS, the Minnesota GreenCorps program, coordinated by the Minnesota Pollution Control Agency (MPCA), aims to preserve and protect Minnesota’s environment while training a new generation of environmental professionals; and

WHEREAS, Minnesota GreenCorps members work on projects to increase the resilience of Minnesota communities from the impacts of climate change; and

WHEREAS, the City of Falcon Heights declared a climate crisis in January 2023 and resolved to utilize resources to further environmental initiatives of the City; and

WHEREAS, a MN GreenCorps member would be a key part of community readiness and outreach to educate residents on environmental stewardship to improve land, air, and water quality.

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

- 1. Support the application for the Minnesota GreenCorps program.
- 2. Authorize the Mayor and City Administrator to execute all necessary documents.

ADOPTED by the Falcon Heights City Council this 28th day of February, 2024.

Moved by: Meyer

Approved by: 
Randall C. Gustafson
Mayor

GUSTAFSON 4 In Favor
MEYER
LEEHY 0 Against
WASSENBERG
MIELKE

Attested by: 
Jack Linehan
City Administrator

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Meeting Date	February 28, 2024
Agenda Item	Consent G6
Attachment	Resolution 24-16
Submitted By	Kelly Nelson Administrative Services Director / Deputy Clerk

Item	Grant Application for grant funds through AARP Community Challenge
Description	<p>Staff recently learned of a grant opportunity through AARP Community Challenge, which helps provide funds to make communities more livable for people of all ages, but especially those who are age 55+. The funds, if received, would be used to purchase a pickleball net (on wheels so basketball can still be easily accessed) for The Grove. By no longer requiring users to provide their own net in order to play pickleball, financial / physical and transportation barriers may be reduced and allow access to a wider variety of park users. Grant applications are due on March 6th with notifications announced in mid-May. All projects must be completed prior to December 15th. Staff is still currently working on the application, but can provide a completed application after March 6th, if requested.</p> <p>Staff has not had a chance to share this grant opportunity with the Parks and Recreation Commission due to the application deadline. However, the Commission previously discussed their desire to put a pickleball net at The Grove and Staff feels they would be in support of this grant application.</p>
Budget Impact	The total grant request is \$3,000 with no match required.
Attachment(s)	Resolution 24-16
Action(s) Requested	Staff recommends Council give approval to apply for the 2024 AARP Community Challenge Grant Program and give Staff authority to purchase a pickleball net if grant funds are received in June/July. The grant funds requested total \$3,000.

CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION

February 28, 2024

No. 24-16

RESOLUTION IN SUPPORT OF THE CITY OF FALCON HEIGHTS APPLYING FOR AARP
COMMUNITY CHALLENGE GRANT FUNDS

WHEREAS, the AARP Community Challenge helps provides funds to make communities more livable for people of all ages; and

WHEREAS, the AARP Community Challenge especially looks for ways to benefit residents ages 55+; and

WHEREAS, the City of Falcon Heights painted pickleball game lines on the shared basketball court at The Grove in 2023; and

WHEREAS, the City of Falcon Heights currently requires pickleball players to supply their own net for play at The Grove; and

WHEREAS, the City of Falcon Heights would like to apply for AARP Community Challenge grant funds to purchase a pickleball net for The Grove, if selected.

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

1. Support the grant application for AARP Community Challenge.
2. Allow Staff to execute all necessary documents and purchase a pickleball net, if selected to receive grant funds.

ADOPTED by the Falcon Heights City Council this 28th day of February, 2024.

Moved by: Meyer

Approved by: 
Randall C. Gustafson
Mayor

GUSTAFSON 4 In Favor
MEYER
LEEHY 0 Against
WASSENBERG
MIELKE

Attested by: 
Jack Linehan
City Administrator

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Meeting Date	February 28, 2024
Agenda Item	Policy H1
Attachment	Resolution
Submitted By	Stephanie Smith, City Engineer

Item	Approve Resolution Accepting Plans and Specifications and Ordering Advertisement for Bids for the 2024 Pavement Management Program, RV 24-04
Description	<p>On January 10, 2024, a public improvement hearing was held for the 2024 PMP, resurfacing Roselawn Avenue, from Snelling Avenue to Hamline Avenue. Following the hearing, the City Council ordered the improvement and preparation of plans and specifications of the proposed project.</p> <p>As Roselawn Avenue is on the border between Falcon Heights and Roseville, the two cities entered into a cooperative agreement for design and construction. Terms of the agreement include:</p> <ul style="list-style-type: none"> • Nothing within this agreement will alter the ownership and maintenance after the project is complete. • Roseville will be the engineer and contracting agency for the project. <ul style="list-style-type: none"> ○ City of Roseville has in-house staff to complete this work and currently provides municipal engineering services to Falcon Heights. • Falcon Heights intends to assess the project to their residents adjacent to Roselawn Avenue. Roseville will provide technical assistance for the MN 429 Statute assessment process. • Roseville will prepare the project documents. Falcon Heights will need to approve the project documents prior to bid. • If the bid is 120 percent over the estimate, Falcon Heights can notify Roseville to reject the bids. • Cost sharing provisions <p>The next step in the process is for the City Council to approve plans and specifications and authorize the advertisement for bids. Plans are available for review at the office of the City Engineer. State statute requires a City Council resolution approving plans and specifications and ordering the advertisement for bids for all public improvements to be assessed. Since a portion of the costs for the proposed project will be assessed to benefiting properties, the adoption of this resolution is required.</p> <p>The proposed project involves milling the pavement, spot curb replacement, spot utility improvements and asphalt pavement overlay on Roselawn Avenue, from</p>

	<p>Snelling Avenue to Hamline Avenue. Pavement markings will be refreshed on the new pavement. Utility improvements for the project include the repair of selected storm sewer manholes and catch basins.</p> <p>The Simpson Street crosswalk will be upgraded with fresh pavement markings and advanced signage to increase visibility of the crossing.</p> <p>Spot sidewalk panel replacement is included as a bid alternate item to check on pricing and possibly add it to the 2024 Pavement Management Project. The City may realize low pricing for sidewalk repairs by including them in this large project. Bids received for the alternate will be brought to Falcon Heights Council for consideration prior to awarding the contract.</p> <p>The Roselawn boulevard plantings are not included for alteration with this project. They are a part of the stormwater Best Management Practices (BMPs) required for stormwater permitting on the 2006 construction of Roselawn Avenue. Separately from this project, the City may consider alterations to the BMPs in the future, as part of the City's ongoing stormwater maintenance.</p>
Budget Impact	<p>This project has the following financial implications for the City and property owners along the street being considered for maintenance:</p> <ul style="list-style-type: none"> • Assessments levied in accordance with the City's assessment policy. • Use of Municipal State Aid (MSA) and street infrastructure funds to pay the City's portion of the project. • Expenditure of utility fund dollars to pay for repairs needed to the existing utility system.
Attachment(s)	Resolution 24-17
Action(s) Requested	Adopt Resolution Accepting Plans and Specifications and Ordering Advertisement for Bid for the 2024 Pavement Management Project, RV 24-04.

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

February 28, 2024

No. 24-17

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING
ADVERTISEMENT FOR BIDS FOR THE 2024 PAVEMENT MANAGEMENT
PROJECT, RV 24-04**

WHEREAS, pursuant to resolution passed by the City Council January 10, 2024, the City of Roseville Engineering Department has prepared plans and specifications for the 2024 Pavement Management Project, the improvement of Roselawn Avenue, from Snelling Service Drive to Hamline Avenue, and has presented such plans and specifications to the Council for approval.

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

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The City Administrator shall prepare and cause to be inserted in the *Pioneer Press*, the official newspaper, the City's website, and the eAdvert bidding platform, an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published as required by law, shall specify the work to be done, shall state the date and time that the bids will be received by the City Administrator and City Engineer at which time they will be publicly opened in the Council Chambers of Roseville City Hall by the City Administrator and City Engineer, will then be tabulated, and will subsequently be considered by the Council. No bids will be considered unless sealed and filed with the Administrator and accompanied by a cash deposit, certified check or bid bond payable to the City of Roseville for ten percent (10%) of the amount of such bid.

ADOPTED by the Falcon Heights City Council this 28th day of February, 2024.

Moved by: Mayor

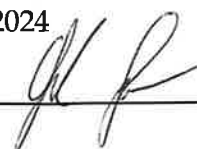
GUSTAFSON
LEEHY
MEYER
MIELKE
WASSENBERG

4 In Favor

0 Against

Approved by: 
Randy Gustafson

Mayor
February 28, 2024

Attested by: 
Jack Linehan
City Administrator
February 28, 2024