

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

**MINUTES**  
March 27, 2024 at 7:00 P.M.

- A. CALL TO ORDER: 7:10 PM
- B. ROLL CALL: GUSTAFSON\_X\_ LEEHY\_X\_ MEYER\_X\_  
WASSENBERG\_X\_ MIELKE\_X\_  
STAFF PRESENT: LINEHAN\_X\_ LOWRY\_X\_

C. APPROVAL OF AGENDA

Councilmember Leehy motions to approve the agenda;  
Approved 5-0

D. PRESENTATION

- E. APPROVAL OF MINUTES:
  - 1. February 28, 2024 City Council Regular Meeting Minutes
  - 2. March 6, 2024 City Council Workshop Meeting Minutes

Councilmember Wassenberg motions to approve the meeting minutes;  
Approved 5-0

F. PUBLIC HEARINGS:

- G. CONSENT AGENDA:
  - 1. General Disbursements through 03/20/24: \$23,275.39  
Payroll through 03/15/24: \$23,024.36  
Wire Payments through 03/15/24: \$14,920.63
  - 2. Approval of City License(s)
  - 3. Approval of Jennifer Lowry as Interim City Engineer

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

Mayor Gustafson welcomes Interim City Engineer Jennifer Lowry.

Administrator Linehan explains Falcon Heights and Roseville have partnered for several years for engineering services. The City's current City Engineer, Stephanie Smith, is leaving her role as the Assistant Engineer for Roseville as she has taken on the role of City Engineer for Shoreview. Jennifer Lowry, Roseville's current Assistant Public Works Director /City Engineer will step up as the City of Falcon Heights' Interim City Engineer. He notes this is a great working partnership.

Interim City Engineer Lowry is excited for Stephanie. She is getting caught up with Falcon Heights items. Lowry recently started with Roseville, but has been an engineer out of school for 20 years. She worked on municipal engineering at consulting firms as well as for the City of Minneapolis and Hennepin County. She is excited to get started.

#### H. POLICY ITEMS:

1. Acceptance of Proposal from Kraus-Anderson as Construction Manager as Advisor of Community Park Renovation and Authorization of Professional Services Agreement

Administrator Linehan explains city staff has been working extensively on this item. The next phase of the Community Park project is the pre-construction phase and part of that is hiring a construction manager. They will work on accurate cost estimating and bid proposals in the planning phase. Linehan explains the City received two great proposals, but ultimately decided to select Kraus-Anderson based on their extensive track record on similar projects and their understanding of our park project. During the construction phase, this position will act as the onsite supervisor and oversee day-to-day construction. The Kraus-Anderson proposal attached has not been finalized, as the City Attorney is working on contract language. Linehan is asking City Council to hire Kraus-Anderson and for authorization to execute all necessary documents.

Councilmember Wassenberg wonders if the finalized contract could be reviewed by Council at a future meeting and if \$377,792 is the total cost for Kraus-Anderson's services.

Administrator Linehan agrees and states that until the full scope of the project is known, Kraus-Anderson can't fully estimate their total cost of services. He notes a change order would be required if it goes over \$377,792.

Councilmember Mielke expresses concerns about the cost of the building and wonders about an operational budget and staffing. She provides an example of the City of Roseville's park buildings. Per Roseville Parks and Rec staff and the city website, only park building lobby and bathrooms are unlocked during park hours. A staff person is present during rental events.

Mayor Gustafson notes they can determine operational costs and staffing needs while they also hire the construction manager to keep the project moving along.

Councilmember Wassenberg adds that staff cost would be incorporated into rental fees.

Councilmember Wassenberg motions to approve Resolution 24-23 Accepting of Proposal and Authorization of City Administrator to Execute Professional Services Agreement with Kraus-Anderson For Construction Management Services for Community Park's Building and Site Improvement Project;  
Approved 5-0

#### I. INFORMATION/ANNOUNCEMENTS:

Councilmember Mielke attended the Partners in Energy workshop last week at the U of M and she states there was great discussion and sharing of data. She also attended the open house for the Snelling & Larpenteur Corridor study on Monday, March 25. Lastly,

Mielke notes she started door-knocking to remind residents about the police partnership survey.

Councilmember Meyer is looking forward to door-knocking. The Planning Commission meeting was canceled for the month.

Councilmember Leehy attended the CEC meeting in partnership with Parks and Rec, where they started planning for Spring Together which will take place on Saturday, May 18. Their next meeting will be April 15 at 6:30 PM. She has been contacting businesses within the City limits to take the police partnership survey.

Councilmember Wassenberg also attended the joint CEC and Parks and Rec meeting. Ideas were shared for Spring Together and this year there will be an open mic night. He thanks everyone for their participation as Falcon Heights and St. Anthony Village explore a potential police partnership.

Mayor Gustafson also appreciates the participation. He extends his condolences to the family and friends of former St. Anthony Village Police Chief Jon Manseth. He encourages everyone to take the police partnership survey. There will be a town hall on April 17 at 6:30 PM at Falcon Heights, where preliminary results of the survey will be shared. Lastly, he thanks Public Works for clearing the streets after the recent snowstorm.

Administrator Linehan agrees that Public Works cleaned the streets quickly. He updates Council on grants that staff has been working on, such as the MN DNR Outdoor Recreation Grant, the Good Neighbor grant and that the City received a grant from Minnesota Pollution Control Agency (MPCA) for brownfield investigation at 1407 Larpenteur Ave., the former Get Pressed property. As data and reports are made available to staff, they will be shared with the community. There will be a paper shredding event on April 22 from 9:00 - 11:00 AM.

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.*


Maddie, Juliette and Owen - Students at the University of Minnesota.  
Maddie explains they are taking a Project Management, Engineering and Environment class. The goal is to write a report on a project of the group's choosing. They chose to research the Community Park Project and will present the final report.

K. ADJOURNMENT: 7:46 PM

Councilmember Mielke motions to adjourn;  
Approved 5-0

Dated this 10<sup>th</sup> day of April, 2024

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

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