

**CITY OF FALCON HEIGHTS**  
Regular Meeting of the City Council  
City Hall  
2077 West Larpenteur Avenue  
**AGENDA - AMENDED**  
January 8, 2025 at 7:00 P.M.

- A. CALL TO ORDER: 7:00 P.M.
- B. ROLL CALL: GUSTAFSON ✓ LEEHY ✓ MEYER ✓  
MIELKE ✓ WASSENBERG ✓
- STAFF PRESENT: LINEHAN ✓
- C. APPROVAL OF AGENDA Leehy 5-0
- D. PRESENTATION
- E. APPROVAL OF MINUTES:  
1. December 23, 2024 City Council Meeting Minutes Meyer 5-0
- F. PUBLIC HEARINGS: Gustafson 5-0
- G. CONSENT AGENDA:  
1. General Disbursements through 12/31/24: \$38,087.94  
Payroll through 12/31/24: \$27,668.27  
Wire Payments through 12/31/24: \$17,743.09  
2. Approval of City Licenses  
3. Approval of Resolution 25-01 Designating Official Depositories for 2025  
4. Designating the City's Official Newspaper as the Pioneer Press for 2025  
5. Affirming the Elected Official Out-of-State Travel Policy  
6. Appointing Jim Wassenberg as Acting Mayor  
7. Reappointing Commission Members  
8. Appointing Councilmembers as Liaisons for City Commissions  
9. Reviewing and Adopting Council Standing Rules and Council / Advisory Commission Roles and Guidelines  
10. Approval of Resolution 25-02 Designating 2025 Data Practices Policy for the Public and Officials  
11. Approval of Resolution 25-03 Master Traffic Signal Agreement with Ramsey County  
12. Approval of Resolution 25-04 Supporting Grant Application Submission for Grant Funds Through the University of MN Good Neighbor Fund  
13. Approval of Resolution 25-05 Authorizing a Budget Amendment and Funds Not to Exceed \$10,000 for the Renovation of a City Hall Public Safety Office
- H. POLICY ITEMS:

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.*

meyer 5-0

K. ADJOURNMENT:

7:15 p.m.

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

**MINUTES**  
December 23, 2024 at 7:00 P.M.

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

STAFF PRESENT: LINEHAN\_X\_

- C. APPROVAL OF AGENDA

Councilmember Wassenberg is requesting consent agenda item 6 to be moved to policy items.

Councilmember Leehy and Wassenberg motions to approve the amended agenda;  
Approved 4-0

- D. PRESENTATION

- E. APPROVAL OF MINUTES:

- 1. November 13, 2024 City Council Meeting Minutes
- 2. December 4, 2024 City Council Workshop Minutes
- 3. December 11, 2024 City Council Meeting Minutes

Councilmember Wassenberg motions to approve the minutes;  
Approved 4-0

- F. PUBLIC HEARINGS:

- 1. Consideration of Amending the 2025 Fee Schedule Ordinance to Modify 2025 Water & Sewer Rates, 2025 Recycling Rates, Re-inspection Fees, Credit Card Minimum Convenience Fees, and Cannabis / Hemp Business Registration Fees

Administrator Linehan points out the changes to the fee schedule. The sanitary sewer rate is increasing from \$37.75 to \$38.50 per quarter for residential and apartments. There is a correction to the fee listed for the storm drainage fund, which will show a decrease from \$28.50 to \$28.25 for residential units and an increase from \$261.58 to \$268.64 for apartments. The city has a new agreement with Tennis and therefore, the rate for recycling will increase from \$14.25 to \$15.75 per quarter for residential units. The proposed fee schedule increases re-inspection fees from \$50 to \$100 and further specifies the fee can be charged for either an initial recheck failure or for a no-show and it is a per-occurrence fee. The payment processing vendor AllPaid is establishing a minimum card charge of \$3.99. Staff is working on researching a new vendor for all card transactions. The proposed fee schedule also establishes registration fees for Cannabis and Hemp Businesses as \$500 for initial registration and \$1,000 for renewal.

Councilmember Mielke motions to approve Ordinance 24-09 and Summary Ordinance 24-09 an Ordinance Amending the Fee/Rate Schedule for the City of Falcon Heights Relative to 2025 Water & Sewer Rates, 2025 Recycling Rates, Re-Inspection Fees, Credit Card Minimum Convenience Fees, and Cannabis and Hemp Business Registration Fees;  
Approved 4-0

G. CONSENT AGENDA:

1. General Disbursements through 12/19/24: \$503,277.15  
Payroll through 12/15/24: \$24,767.06  
Wire Payments through 12/15/24: \$15,828.25
2. Approval of City Licenses
3. Approval of the 2025 City Meeting Calendar
4. Approval of an 18-Month Step Adjustment for Senior Maintenance Worker Dave Simons
5. Acceptance of a \$500.00 Donation from the Falcon Heights / Lauderdale Lions Club
- ~~6. Authorization to Apply for NEVI Grant for Electric Vehicle Charging Stations~~
7. 2024 Budget Amendments
8. Authorization of a Budget Amendment and Pay Request #1 to the City of Roseville for the 2024 Pavement Management Project – Roselawn Avenue Cost Share Agreement
9. Ratification of Approved Contract with the City of St. Anthony Village for Police Services from March 1, 2025 through December 31, 2030
10. Approval of an Amendment to the City's Personnel Policy to Reflect the Change to Bi-Weekly Payroll for 2025
11. Mileage Reimbursement Rate for 2025
12. 2025 Polling Place Agreement

Councilmember Leehy motions to approve the consent agenda;  
Approved 4-0

Mielke suggests advertising the licensed tree contractors.

Wassenberg thanks the Falcon Heights/Lauderdale Lions Club for their donation.

H: POLICY ITEMS:

1. Consideration of Selecting Northland Recreation as the Playground Equipment Supplier for Community Park and Authorizing Purchase Using a Joint Purchasing Cooperative Not to Exceed \$250,000

Linehan explains WSB released an RFP on behalf of the City and accepted proposals and designs for playground equipment and rubber play area surfacing from qualified playground manufacturing representatives. The Parks and Recreation Commission met in early December, reviewed the eleven playground proposals received, and unanimously selected a favorite design by Northland Recreation. City Council supported the decision. Staff has been working with the vendor on small revisions. Staff will also try again to apply for the MN DNR Outdoor Recreation grant, which will be utilized for a fence around the playground and a rubberized surface underneath the playground. Without the

grant, there will be engineered wood fiber. They're hopeful to start construction in the summer of 2025.

Council thanks the Parks and Recreation Commission for their efforts.

Mayor Gustafson motions to approve Resolution 24-73 Resolution Selecting Northland Recreation as The Playground Supply and Installation Contractor Through a Joint Purchasing Cooperative Not to Exceed \$250,000;  
Approved 4-0

2. Authorization to Apply for NEVI Grant for Electric Vehicle Charging Stations

Linehan explains Falcon Heights is considered an EV-ready city as the council previously passed an ordinance supporting EV initiatives. The federal government has a National Electric Vehicle Infrastructure (NEVI) Formula Program that provides funding to states to build EV charging networks. Staff was approached by a company called Opt4EV to help with the application process for organizations that qualify for the NEVI funds. Falcon Heights City Hall, due to its proximity to I-35E, does qualify for this funding. Five parking spots are needed to install 4 charging stations. The city will have zero cost and no maintenance. Opt4EV will apply for the grant and is responsible for installation, maintenance, and electric costs and they will receive the revenue. In return for using the parking spaces at City Hall, the company will pay the city rent of \$400 per month.

Mielke wonders if at a future workshop, it can be discussed where the chargers will be placed. Wassenberg adds he feels confident about the technology used by Opt4EV for the chargers. Having a public charging station will be a great addition to the city, especially since grant funding is used for installation.

Councilmember Mielke motions to approve Resolution 24-74 Resolution Authorizing Opt4ev and Jule to Apply for Nevi Funding for Electric Vehicle Chargers at Falcon Heights City Hall;  
Approved 4-0

I. INFORMATION/ANNOUNCEMENTS:

Mielke explains the International Institute of Minnesota is looking for donations. A drop-off will be available at City Hall until the end of January.

Leehy notes the Community Engagement Commission met on December 16, during which they recapped Human Rights Day, and they also discussed community outreach to apartments. They will not meet until March 17 due to the holidays in January and February. Lastly, there are commissioner openings with the CEC.

Gustafson points out that City Hall will be closed for Christmas on December 24 and 25 and for New Year's Day on January 1. He's thankful for a great year's worth of work in 2024.

Linehan reminds everyone that the city's snow and ice policy goes into effect when there is new snow of 2" or more and ends 48 hours after it has stopped snowing or when streets are plowed full-width. Staff aimed to open the ice rink at Curtiss Field and the Grove, but the new liner is causing some trouble. Public Works will continue to flood the rink and is hopeful to open it after the next cold snap.

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: 7:42 PM

Councilmember Leehy motions to adjourn;  
Approved 4-0

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

Dated this 8<sup>th</sup> day of January, 2025

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

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PACKET: 03266 Dec 27 Payables  
 VENDOR SET: 01 City of Falcon Heights  
 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
J3025 COLIN CALLAHAN						
I-202412279052		Dependent Flex Payment	142.00			
12/27/2024	APBNK	DUE: 12/27/2024 DISC: 12/27/2024		1099: N		
		Dependent Flex Payment		101 21711-000	DEPENDENT CARE FLEX PAYA	58.22
		Dependent Flex Payment		601 21711-000	DEPENDENT CARE FLEX PAYA	66.74
		Dependent Flex Payment		602 21711-000	DEPENDENT CARE FLEX PAYA	17.04
=== VENDOR TOTALS ===			142.00			
01-03103 CANON FINANCIAL SERVICES						
I-36872188		Copier Contract Charges Dec	163.59			
12/27/2024	APBNK	DUE: 12/27/2024 DISC: 12/27/2024		1099: N		
		Copier Contract Charges Dec		101 4131-87010-000	CITY HALL MAINTENANCE	163.59
=== VENDOR TOTALS ===			163.59			
01-05153 HOME DEPOT CRC/GECF						
I-202412279056		HOME DEPOT CRC/GECF	177.45			
12/27/2024	APBNK	DUE: 12/27/2024 DISC: 12/27/2024		1099: N		
		Blacktop Patch		101 4132-75000-000	BITUMINOUS PATCHING	29.74
		Window Repair Supplies		101 4131-87010-000	CITY HALL MAINTENANCE	92.76
		PW Supplies		101 4131-70110-000	SUPPLIES	54.95
=== VENDOR TOTALS ===			177.45			
01-05856 LINEHAN, JACK						
I-202412279053		Dependent Flex Payment	208.33			
12/27/2024	APBNK	DUE: 12/27/2024 DISC: 12/27/2024		1099: N		
		Dependent Flex Payment		101 21711-000	DEPENDENT CARE FLEX PAYA	183.33
		Dependent Flex Payment		206 21711-000	DEPENDENT CARE FLEX PAYA	10.42
		Dependent Flex Payment		601 21711-000	DEPENDENT CARE FLEX PAYA	8.33
		Dependent Flex Payment		602 21711-000	DEPENDENT CARE FLEX PAYA	6.25
I-202412279054		Flex Reimbursement	35.00			
12/27/2024	APBNK	DUE: 12/27/2024 DISC: 12/27/2024		1099: N		
		Flex Reimbursement		101 21712-000	MEDICAL FLEX SAVINGS PAY	30.80
		Flex Reimbursement		206 21712-000	MEDICAL FLEX SAVINGS PAY	1.75
		Flex Reimbursement		601 21712-000	MEDICAL FLEX SAVINGS PAY	1.40
		Flex Reimbursement		602 21712-000	MEDICAL FLEX SAVINGS PAY	1.05
=== VENDOR TOTALS ===			243.33			

PACKET: 03266 Dec 27 Payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUF TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
12/27/2024	NELSON, KELLY					
I-202412279055		Mileage Reimbursement	22.57			
12/27/2024	APBNK	DUE: 12/27/2024 DISC: 12/27/2024		1099: N		
		Mileage Reimbursement		101 4112-86010-000	MILEAGE & PARKING	22.57
=== VENDOR TOTALS ===			22.57			
-----						
01-06024 ON SITE SANITATION						
I-1830654		Portable Toilet Curtiss Field	260.00			
12/27/2024	APBNK	DUE: 12/27/2024 DISC: 12/27/2024		1099: N		
		Portable Toilet Curtiss Field		601 4601-85080-000	PORTABLE TOILET PARKS	260.00
I-1830655		Portable Toilet Community Park	260.00			
12/27/2024	APBNK	DUE: 12/27/2024 DISC: 12/27/2024		1099: N		
		Portable Toilet Community Park		601 4601-85080-000	PORTABLE TOILET PARKS	260.00
=== VENDOR TOTALS ===			520.00			
-----						
01-00935 ST PAUL REGIONAL WATER SERVICE						
I-202412279051		Water and Sanitary Sewer	147.06			
12/27/2024	APBNK	DUE: 12/27/2024 DISC: 12/27/2024		1099: N		
		City Hall Water		101 4131-85040-000	WATER	75.73
		City Hall Sanitary Sewer		601 4601-85075-000	CITY BUILDINGS SANITARY	19.76
		Community Park Water		101 4141-85040-000	WATER	39.24
		Community Park Sanitary Sewer		601 4601-85075-000	CITY BUILDINGS SANITARY	12.33
=== VENDOR TOTALS ===			147.06			
-----						
01-05752 UNIVERSAL TRUCK SERVICE LLC						
I-104188		Fuel Line Replacement #16	69.00			
12/27/2024	APBNK	DUE: 12/27/2024 DISC: 12/27/2024		1099: N		
		Fuel Line Replacement #16		101 4132-87000-000	REPAIR EQUIPMENT	69.00
=== VENDOR TOTALS ===			69.00			
=== PACKET TOTALS ===			1,485.00			

PACKET: 03269 DEC 31 PAYABALES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
INVT DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-00900	BEISSWENGER'S					
I-947695		SNOW BLOWER FOR HOCKEY RINK	1,565.12			
12/31/2024	APBNK	DUE: 12/31/2024 DISC: 12/31/2024		1099: N		
		SNOW BLOWER FOR HOCKEY RINK		403 4403-91000-000	MACHINERY & EQUIPMENT	1,565.12
I-948539		BATTERY CHAIN SAWS/POLE SAW/B	3,019.84			
12/31/2024	APBNK	DUE: 12/31/2024 DISC: 12/31/2024		1099: N		
		BATTERY CHAIN SAWS/POLE SAW/BA		101 4141-70100-000	SUPPLIES	3,019.84
		=== VENDOR TOTALS ===	4,584.96			
=====						
01-05422	BP					
I-202412319058		FUEL	1,293.24			
12/31/2024	APBNK	DUE: 12/31/2024 DISC: 12/31/2024		1099: N		
		FUEL		101 4132-74000-000	MOTOR FUEL & LUBRICANTS	1,026.35
		FUEL		101 4141-74000-000	MOTOR FUEL & LUBRICANTS	266.89
		=== VENDOR TOTALS ===	1,293.24			
=====						
01-03125	CAPITAL REGION WATERSHED					
I-12272024-01		RAIN GARDEN MAINTENANCE	318.42			
12/31/2024	APBNK	DUE: 12/31/2024 DISC: 12/31/2024		1099: N		
		RAIN GARDEN MAINTENANCE		602 4602-87160-000	SEMINARY POND ANNUAL MAI	318.42
		=== VENDOR TOTALS ===	318.42			
=====						
01-05008	HUMANA INSURANCE CO					
I-673999259		VISION INSURANCE Jan	78.21			
12/31/2024	APBNK	DUE: 12/31/2024 DISC: 12/31/2024		1099: N		
		VISION INSURANCE Jan		101 4112-89000-000	MISCELLANEOUS	78.21
		=== VENDOR TOTALS ===	78.21			
=====						
01-06053	OREILLY AUTO PARTS					
I-3243-459300		HYDRAULIC FLUID TRK 18	139.95			
12/31/2024	APBNK	DUE: 12/31/2024 DISC: 12/31/2024		1099: N		
		HYDRAULIC FLUID TRK 18		101 4132-70120-000	SUPPLIES	139.95
		=== VENDOR TOTALS ===	139.95			

PACKET: 03269 DEC 31 PAYABALES  
VENDOR SET: 01 City of Falcon Heights  
SEQUENCE : ALPHABETIC  
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-00185	RAMSEY COUNTY					
I-PUBW -021270		CLEVELAND RECONSTRUCT ROW	19,941.20			
12/31/2024	APBNK	DUE: 12/31/2024 DISC: 12/31/2024		1099: N		
		CLEVELAND RECONSTRUCT ROW		419 4419-92035-000	CLEVELAND 20-01 PROJECT	19,941.20
=== VENDOR TOTALS ===			19,941.20			
=====						
01-05784	UPPER CUT TREE SERVICES					
I-6230		TREE REMOVALS/TRIMMING/ GRIND	7,865.00			
12/31/2024	APBNK	DUE: 12/31/2024 DISC: 12/31/2024		1099: N		
		8 TREES REMOVALS		101 4134-84020-000	TREE REMOVAL	4,825.00
		STUMP GRINDING		101 4134-84020-000	TREE REMOVAL	2,090.00
		TREE TRIMMINGS		101 4134-84010-000	TREE TRIMMING	950.00
=== VENDOR TOTALS ===			7,865.00			
=====						
01-05870	XCEL ENERGY					
I-202412319059		ELECTRIC	98.89			
12/31/2024	APBNK	DUE: 12/31/2024 DISC: 12/31/2024		1099: N		
		ELECTRIC		101 4141-85020-000	ELECTRIC/GAS	22.39
		ELECTRIC		101 4121-85020-000	ELECTRIC	11.49
		ELECTRIC		209 4209-85020-000	STREET LIGHTING POWER	65.01
=== VENDOR TOTALS ===			98.89			
=== PACKET TOTALS ===			34,319.87			

PACKET: 03271 DEC 31 2ND PASYABLES  
 VENDOR SET: 01 City of Falcon Heights  
 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-00028	ALLSTREAM					
I-21147007		EMEERG LANDLINE CITY HALL	119.41			
12/31/2024	APBNK	DUE: 12/31/2024 DISC: 12/31/2024		1099: N		
		EMEERG LANDLINE CITY HALL		101 4116-85010-000	TELEPHONE	119.41
		=== VENDOR TOTALS ===	119.41			
01-00875	BHE COMMUNITY SOLAR, LLC					
I-12187842		SOLAR GARDEN ELECT	600.05			
12/31/2024	APBNK	DUE: 12/31/2024 DISC: 12/31/2024		1099: N		
		SOLAR GARDEN ELECT		101 4137-85025-000	SOLAR ELECTRIC	600.05
		=== VENDOR TOTALS ===	600.05			
01-05058	JOSH JORDAN					
I-202412319061		TAL KWON DO INSTRUCTOR	896.00			
12/31/2024	APBNK	DUE: 12/31/2024 DISC: 12/31/2024		1099: Y		
		TAL KWON DO INSTRUCTOR		201 4201-87700-000	INSTRUCTOR-SPECIALTY CLA	896.00
		=== VENDOR TOTALS ===	896.00			
01-05582	MENARDS					
I-202412319060		SUPPLIES/OIL/TOOLS/WOOD	667.61			
12/31/2024	APBNK	DUE: 12/31/2024 DISC: 12/31/2024		1099: N		
		POLICE OFFICE REMODELING SUPPL		101 4131-70110-000	SUPPLIES	105.22
		BARRELS FOR PARK TRASH		101 4141-70100-000	SUPPLIES	193.58
		OIL FOR VEHICLES		101 4132-70120-000	SUPPLIES	200.25
		TOOLS		101 4131-70110-000	SUPPLIES	50.94
		WOOD FOR FRAMING CURTISS PK		101 4141-70100-000	SUPPLIES	117.62
		=== VENDOR TOTALS ===	667.61			
		=== PACKET TOTALS ===	2,283.07			

EMP #	NAME	AMOUNT
0 022	RANDALL C GUSTAFSON	293.07
01-0023	MELANIE M LEBHY	262.05
01-0027	ERIC G MEYER	262.05
01-0028	JAMES J WASSENBERG	262.05
01-0029	PAULA MIELKE	262.05
01-1006	JACK LINEHAN	3,057.73
01-1027	KELLY A NELSON	2,651.05
01-1029	ELKE JOHNSON	1,853.95
01-1136	ROLAND O OLSON	3,175.35
01-1162	ALYSSA LANDBERG	1,027.00
01-1028	HANNAH B LYNCH	3,333.33
01-1168	DEAN T POPE	2,576.32
01-1033	DAVE TRETSEVEN	2,024.43
01-1143	COLIN B CALLAHAN	2,919.01

TOTAL PRINTED: 14 23,959.44

12-25-2024 3:49 PM PAYROLL CHECK REGISTER  
PAYROLL NO: 01 City of Falcon Heights

PAGE: 1  
PAYROLL DATE: 12/25/2024

IP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
	NEIS, ADRIAN J	R	12/25/2024	757.71	093782
	SIMONS, DAVID S	R	12/25/2024	2,172.18	093783

12-25-2024 3:49 PM PAYROLL CHECK REGISTER  
PAYROLL NO: 01 City of Falcon Heights

PAGE: 2  
PAYROLL DATE: 12/25/2024

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

REGULAR CHECKS:	2	2,929.89
DIRECT DEPOSIT REGULAR CHECKS:	14	23,959.44
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	16	26,889.33

778.94 (final hourly payroll part time)

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

27,668.27

\* END OF REPORT \*\*

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

PAY PERIOD ENDING 12/31/2024  
DIRECT DEPOSIT EFFECTIVE DATE 12/30/2024

EMP #	NAME	AMOUNT
-1162	ALYSSA LANDBERG	778.94

TOTAL PRINTED: 1 778.94

**WIRE PAYMENTS**

**Dec 31 payroll**

<b>Fed With</b>	<b>9,913.69</b>
<b>St With</b>	<b>1,810.12</b>
<b>Pera</b>	<b>5,503.36</b>
<b>ICMA</b>	<b>200.00</b>
	<b>-</b>
	<b>17,427.17</b>

**WIRE PAYMENTS**

**Dec 31 payroll**

<b>Fed With</b>	<b>166.46</b>
<b>St With</b>	<b>16.35</b>
<b>Pera</b>	<b>133.11</b>
	<b>-</b>
	<b>315.92</b>



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## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	January 8, 2025
<b>Agenda Item</b>	Consent G2
<b>Attachment</b>	N/A
<b>Submitted By</b>	Kelly Nelson Administrative Services Director / Deputy Clerk

<b>Item</b>	Approval of City License(s)
<b>Description</b>	<p>The following individuals/entities have applied for a <u>Municipal Business License</u> for 2024. Staff have received the necessary documents for licensure.</p> <ol style="list-style-type: none"> <li>1. Investment Phenom Group Inc. dba Phenom</li> </ol> <p>The following individuals/entities have applied for a <u>Municipal Business License</u> for 2025. Staff have received the necessary documents for licensure.</p> <ol style="list-style-type: none"> <li>2. Premier Health of Saint Paul / Roseville</li> <li>3. Povhaum Studio LLC</li> <li>4. French Made Inc., dba Crocus Hill Acupuncture &amp; Herbal Medicine</li> <li>5. Investment Phenom Group Inc. dba Phenom</li> </ol> <p>The following individuals/entities have applied for a <u>Massage Therapy License</u> for 2025. Staff have received the necessary documents for licensure.</p> <ol style="list-style-type: none"> <li>1. Rachel Neil; French Made Inc., dba Crocus Hill Acupuncture &amp; Herbal Medicine</li> </ol> <p>The following individuals/entities have applied for a <u>Tree Contractors License</u> for 2025. Staff have received the necessary documents for licensure.</p> <ol style="list-style-type: none"> <li>1. The Davey Tree Expert Company</li> <li>2. Precision Landscape &amp; Tree, Inc.</li> <li>3. Northeast Tree, Inc.</li> </ol> <p>The following individuals/entities have applied for a <u>Multifamily Rental Dwelling License</u> for 2025. Staff have received the necessary documents for licensure.</p> <ol style="list-style-type: none"> <li>1. 1707 Lindig Street; Arnold Kubei</li> <li>2. 1466 Larpenteur Ave. West; Arnold Kubei</li> <li>3. 1472 Larpenteur Ave. West; Arnold Kubei</li> <li>4. 1486 Larpenteur Ave. West; Arnold Kubei</li> </ol> <p>The following individuals/entities have applied for a <u>Restaurant License</u> for 2025. Staff have received the necessary documents for licensure.</p> <ol style="list-style-type: none"> <li>1. The Dough Group, LLC dba Toppers Pizza</li> </ol>

	N/A
<b>Attachment(s)</b>	N/A
<b>Action(s) Requested</b>	Staff recommends approval of the City license applications contingent on background checks and fire inspections as required.

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**REQUEST FOR COUNCIL ACTION (RCA)**

<b>Meeting Date</b>	January 8, 2025
<b>Agenda Item</b>	Consent G3
<b>Attachment</b>	Resolution 25-01
<b>Submitted By</b>	Roland Olson, Finance Director

<b>Item</b>	Designate Official Depositories for 2025
<b>Description</b>	All investments are made according to State law and the City’s Investment Policy. The City Administrator and/or Finance Director are authorized to deposit general and other funds therein and make investments and transfers for funds for the City of Falcon Heights. Collateral is furnished by the financial institutions as required by law.
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	Resolution 25-01 Designating the Official Depositories for the City of Falcon Heights
<b>Action(s) Requested</b>	Staff recommends approval of the attached resolution for the official depositories for 2025.

CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION

January 8, 2025

No. 25-01

-----  
**A RESOLUTION DESIGNATING THE OFFICIAL DEPOSITORIES FOR THE  
CITY OF FALCON HEIGHTS**

BE IT HEREBY RESOLVED, by the city council of the City of Falcon Heights that the following financial institutions be designated as depositories for funds of the City of Falcon Heights:


US Bank System, LMC 4M Fund (checking account)  
US Bank National Association  
Wells Fargo Advisors  
Minnesota Municipal Money Market Fund (4M and 4M Plus Funds)  
PMA Securities Inc, PMA Financial Network Inc (4M and 4M  
Plus Investment Pools)

**BE IT FURTHER RESOLVED** that the City Administrator and/or Finance Director is authorized to deposit general and other funds therein and make investments and transfers of funds in accordance with the City's Investment Policy for the City of Falcon Heights with Council approval. Collateral shall be furnished by the financial institutions as required by law.

Moved by:

Gustafson

Approved by:

  
Randall Gustafson  
Mayor

GUSTAFSON

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In Favor

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Against

MEYER

WASSENBERG

MIELKE

Attested by:

  
Jack Linehan  
City Administrator

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**ITEM FOR DISCUSSION**

<b>Meeting Date</b>	January 8, 2025
<b>Agenda Item</b>	Consent G4
<b>Attachment</b>	N/A
<b>Submitted By</b>	Jack Linehan, City Administrator

<b>Item</b>	Designation of Official Newspaper
<b>Description</b>	State statute requires that a city designate a legal newspaper of general circulation in the city. This newspaper is used when the city is required to publish legal notification regarding public hearings, elections and city financial matters. Based on circulation of the Pioneer Press in Falcon Heights, staff recommend that the city designate the Pioneer Press as the legal newspaper for 2025.
<b>Budget Impact</b>	Funds have been allocated in the 2025 Budget.
<b>Attachment(s)</b>	N/A
<b>Action(s) Requested</b>	Designate the Pioneer Press as the city’s legal newspaper for 2025.



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## REQUEST FOR COUNCIL ACTION (RCA)

<b>Meeting Date</b>	January 8, 2025
<b>Agenda Item</b>	Consent G5
<b>Attachment</b>	Elected Official Out-of-State Travel Policy
<b>Submitted By</b>	Jack Linehan, City Administrator

<b>Item</b>	Review of Elected Official Out-of-State Travel Policy
<b>Description</b>	In 2005, the Minnesota State Legislature passed a requirement that cities adopt a policy that regulates out-of-state travel by elected officials. The Falcon Heights City Council adopted the attached policy on November 9, 2005. One provision of the statute is that the policy be reviewed annually by the City council.
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Elected Official Out-of-State Travel policy</li> </ul>
<b>Action(s) Requested</b>	Staff recommends that the Falcon Heights City Council affirm the attached City of Falcon Heights Elected Official Out-of-State Travel policy adopted November 9, 2005.

## City of Falcon Heights ELECTED OFFICIAL OUT-OF-STATE TRAVEL POLICY


Purpose: The City of Falcon Heights recognizes that its elected official may at times receive value from traveling out of the state for workshops, conferences, events and other assignments. This policy sets forth the conditions under which out-of-state travel will be reimbursed by the City.

General Guidelines:

1. The event, workshop, conference or assignment must be approved in advance by the City Council at an open meeting and must include an estimate of the cost of the travel, and the use of a resolution detailing what exactly is being approved.
2. No reimbursements will be made for attendance at events sponsored by or affiliated with political parties.
3. The city may make payments in advance for airfare, lodging and registration if specifically approved by the council. Otherwise all payments will be made as reimbursements to the elected official.
4. The City will reimburse for transportation, lodging, meals, registration, and incidental costs using the same procedures, limitations and guidelines outlined in the city's Travel Policy.

Adopted November 9, 2005

  
Susan L. Gehrz, Mayor

  
Heather Worthington, City Administrator

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## REQUEST FOR COUNCIL ACTION (RCA)

<b>Meeting Date</b>	January 8, 2025
<b>Agenda Item</b>	Consent G6
<b>Attachment</b>	N/A
<b>Submitted By</b>	Randall Gustafson, Mayor

<b>Item</b>	Appointment of Acting Mayor
<b>Description</b>	<p>Periodically, the Mayor's absence requires that official duties (such as signing official documents, running City Council meetings, etc.) need to be conducted in a timely manner.</p> <p>The Mayor retains the right to name other Council Members as Acting Mayor when planned absences are anticipated, but the formal designation of an Acting Mayor allows for continuity of operations in the case of an emergency or unplanned absence.</p> <p>Keeping a rotating Mayor appointment based on seniority, the next most senior member is Council Member Jim Wassenberg.</p>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	N/A
<b>Action(s) Requested</b>	Motion to approve Council Member Jim Wassenberg as the 2025 Acting Mayor.

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**ITEM FOR DISCUSSION**

<b>Meeting Date</b>	January 8, 2025
<b>Agenda Item</b>	Consent G7
<b>Attachment</b>	N/A
<b>Submitted By</b>	Jack Linehan, City Administrator

<b>Item</b>	Commission Re-Appointments
<b>Description</b>	<p>Each year the City Council appoints residents to serve on various city commissions. Below are my recommendations for residents to serve three-year terms (2025-2027), as directed by the City Code:</p> <ol style="list-style-type: none"> <li>1. Tom Faust to the Parks and Recreation Commission</li> <li>2. Curt Stockford to the Community Engagement Commission</li> </ol> <p>The following residents were due for reappointment in early 2024, but were missed due to a discrepancy in how term lengths were calculated. To keep their total term as limited by code to six-years, I am recommending re-appointment for two-year terms (2025-2026):</p> <ol style="list-style-type: none"> <li>1. Laura Paynter to the Planning Commission</li> <li>2. Jim Mogen to the Planning Commission</li> </ol>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	N/A
<b>Action(s) Requested</b>	<p>Staff are requesting two motions:</p> <ol style="list-style-type: none"> <li>1. Motion to approve the reappointment of the following Commissioner(s) to their second three-year terms to their respective commissions: <ul style="list-style-type: none"> <li>• Tom Faust to the Parks and Recreation Commission</li> <li>• Curt Stockford to the Community Engagement Commission</li> </ul> </li> <li>2. Motion to approve the reappointment of the following Commissioner(s) to their second three-year terms to their respective commissions: <ul style="list-style-type: none"> <li>• Laura Paynter to the Planning Commission</li> <li>• Jim Mogen to the Planning Commission</li> </ul> </li> </ol>

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## REQUEST FOR COUNCIL ACTION (RCA)

<b>Meeting Date</b>	January 8, 2025
<b>Agenda Item</b>	Consent G8
<b>Attachment</b>	N/A
<b>Submitted By</b>	Randall Gustafson, Mayor

<b>Item</b>	Council/City Commission Liaison Assignments
<b>Description</b>	<p>Council Members are each assigned to serve as a liaison between City Council and various commissions each year.</p> <p>Following the December 4, 2024 workshop, the recommended appointments were as follows:</p> <ul style="list-style-type: none"> <li>• Planning Commission - Eric Meyer</li> <li>• Community Engagement Commission - Melanie Leehy</li> <li>• Parks and Recreation Commission - Jim Wassenberg</li> <li>• Environment Commission - Paula Mielke</li> <li>• Northeast Youth and Family Services - Jim Wassenberg</li> <li>• North Suburban Cable Commission (Nine North) - Paula Mielke</li> <li>• Ramsey County League of Local Governments (RCLLG) - Randy Gustafson</li> </ul> <p>Mayor Randy Gustafson will be the alternate, as needed, to act as liaison to all commissions, NYFS and North Suburban Cable Commission (Nine North).</p>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	N/A
<b>Action(s) Requested</b>	Motion to approve the above appointments for 2025.

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## REQUEST FOR COUNCIL ACTION (RCA)

<b>Meeting Date</b>	January 8, 2025
<b>Agenda Item</b>	Consent G9
<b>Attachment</b>	Standing Rules and Council and Advisory Commission Roles and Guidelines
<b>Submitted By</b>	Jack Linehan, City Administrator

<b>Item</b>	Review and Adopt Council Standing Rules and Council/ Advisory Commission Roles and Guidelines
<b>Description</b>	<p>Each year, at the first Council meeting, the City Council reviews the operating procedures it intends to use and decides if changes are warranted.</p> <p>The standing rules received a major revision as of September 23, 2020 with the City Council and Advisory Commission Roles and Guidelines (CCACRG) as an included item, which are as attached. The CCARCRG were reviewed and modified in February 2024. At the December 2024 review, the City Council recommended removing “cable” from the description in the Standing Rules and instead change it to “remote”. Additionally, we modified the section that work sessions wouldn’t be recorded and changed to “may” to reflect the move towards recorded work sessions in 2025. It is proposed as “may” to give flexibility, as some sessions may not be recordable, such as a construction update tour, etc.</p>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• City Council Standing Rules</li> <li>• City Council and Advisory Commission Roles and Guidelines</li> </ul>
<b>Action(s) Requested</b>	Staff would recommend adopting the Council Standing Rules and Council and Advisory Commission Roles and Guidelines for 2025.

Amended January 8, 2025

## B. CITY COUNCIL STANDING RULES

### INTRODUCTION

In the belief that the best decisions are made by the best-informed decision makers and that the public decision process is best served when the public has every opportunity to present views, the following rules are established to govern regular and special council meetings, as well as formal public hearings. There are several goals behind these rules.

1. In general, free and open discussion by all interested parties should be an essential part of the decision-making process.
2. The council process should have as little procedural overhead as possible.
3. Time is better spent on substantial matters rather than proforma matters.

### MEMBERSHIP

The formal council membership consists of the four council members and the mayor. All five have one vote each and all five can introduce motions. For purposes of leading the meeting, the mayor, or in the absence of the mayor, the acting mayor will be considered the chairperson.

### RULES

#### Agenda

1. To be considered, an item must be on the agenda and the agenda must be distributed to all of the council members and any other persons having responsibility for an item at least three working days prior to the meeting. An agenda can be modified with addenda by a majority vote, but this should be used only for minor items or items with extreme time constraints.
2. An item can be moved from the consent agenda to the action agenda at the request of any council member.
3. Since there will be an audience and ~~cable-TV~~ remote viewers not familiar with each item, the chair will give a brief explanation of each item as it is addressed.
4. The order of items on the agenda need not be followed absolutely. The chair may adjust the order in the interest of:
  - a. Filling in time before a scheduled item, i.e. a public hearing.
  - b. Grouping several items to best make use of consultant time.

- c. Accommodating individuals who have attended the meeting specifically to provide input on an item.

#### Process – Regular and Special Council Meetings

1. For these proceedings, the council will use the “open discussion” procedure. That is, discussion is open to any member before or after a motion is made. This privilege is also extended to the city administrator, city clerk and any of the consultants who may have an interest in or can contribute to the item at hand.
2. At the discretion of the chair, this privilege is also extended to those members of the audience who wish to provide input. The chair may also rule out of order any input felt to be redundant, superfluous or irrelevant.
3. The chair can make liberal use of the “unanimous consent” procedure. That is, items that in the judgment of the chair are likely to be unanimously approved, can be introduced for approval with the statement “If there are no objections, . . . stands approved (or denied).” If any council member has an objection, the item reverts to the standard motion procedure. This “unanimous consent” procedure cannot be used for items requiring formal votes, i.e. resolutions, or for approval of the consent agenda.
4. The standard motion procedure is changed to not require a second. A motion need only to be considered. This also applies to amendments.
5. To eliminate confusion, only one amendment will be considered at a time and that amendment must be germane to the motion. An amendment cannot itself be amended. If a change to an amendment is deemed appropriate, the amendment should be withdrawn and reintroduced accordingly.
6. The general mode of voting will be by acclamation, but with enough clarity that the individual votes can be recorded in the minutes. If in doubt, the city clerk can request a clarification.

#### Process – Regular and Special Council Meetings (continued)

7. The meeting will be recorded, and the recording will be retained for three months following approval of the minutes for that meeting. The standard retention can be extended if, in the judgment of the mayor, city administrator, city clerk or any council member, such action is warranted. Council workshop sessions are open to the public ~~but will not~~ and may be recorded.
8. If the council action is the result of a resident request and that request is denied in whole or in part, reasons of fact supporting the denial will be made part of the public record.

9. No council meeting will extend beyond 10:30 PM except by unanimous vote. This rule is not subject to the modification or suspension provisions of the Standing Rules.

### Process – Public Hearings

Since a public hearing is a more formal procedure and often requires certain procedures and actions to be legal, the meeting rules are changed accordingly.

1. The primary aim of a public hearing is to take input from the public. To accomplish this in the most effective manner, the chair will introduce the hearing with an explanation of the issues. This explanation will be given by the chair or a person designated by the chair. The use of explanatory visual aids is encouraged.
2. Following the explanation, input from the public will be taken. Prior to accepting input, though, the chair will state the areas where input will be appropriate, the maximum time to be allotted to any individual presenter, and any other procedural rules deemed appropriate to guarantee that all concerned parties have a fair and adequate opportunity to be heard.
3. All individuals wishing to speak must identify themselves, their address, and speak into a recording microphone. Individuals not wishing to speak in public may provide a written statement. The council may take up to 15 minutes to review written statements presented at the meeting. If the council decides to not act on the issue at the public hearing meeting, it may, by majority vote, extend the time where written input will be taken to a day no later than one week before the next meeting where a deciding vote is planned.
4. All speakers are expected to be businesslike, to the point and courteous. Anyone not abiding by these rules will be considered out of order.
5. The council will refrain from initiating a discussion during the public input phase of the hearing except to clarify points brought up. These “points of information” requests should be held to a minimum.
6. Once the public testimony phase is complete, the chair will announce the public hearing to be closed and the council will revert back to its open discussion mode of operation. From this point on, public input will only be appropriate when solicited by the council.
7. It shall be the intent of the council to vote on the issue at the same meeting as the public hearing and as close in time to the public hearing as possible. Should it be necessary to defer voting until a later date, that procedure will be clearly explained to the audience.
8. No public hearing will extend beyond 10 PM.

9. If the motion contains conditions, as may occur in conditional use or variance requests, those conditions will be conveyed in writing to the requestor.
10. If the public hearing is the result of a resident request and that request is denied in whole or in part, reasons of fact supporting the denial will be made part of the public record.
11. If the public hearing is to set an assessment rate, the assessment formula(s) under discussion cannot be altered. This implies that the council has fully discussed any formulas prior to the hearing and that the appropriate legal, fiscal and engineering consultants have passed on formula(s) viability, legality and feasibility.
12. If the hearing is to set an assessment, it cannot be scheduled later than the first meeting in September. This is to allow time to correct any errors prior to the time needed to certify the rolls to the county.

#### ADOPTION/MODIFICATION/SUSPENSION

These rules, with the exception of the mandatory 10:30 PM adjournment, can be adopted, modified or suspended in whole or in part by a  $\frac{3}{4}$  vote of the council. If suspended, they are automatically reinstated at the next meeting. Should they be suspended or a situation occurs that is not covered by the standing rules, Sikkink's Seven Motion System (attached) will apply.

#### ANNUAL REVIEW

These rules will be reviewed annually at the first meeting in January.

#### INTERPRETATION

The chair will interpret the rules. However, the chair's interpretation can be appealed by any council member and can be overruled by a majority vote.

*Attachment*



## SIKKINK'S SEVEN MOTION SYSTEM

### General Rules for a Simplified System of Parliamentary Procedure

1. The purpose of this decision making system is to allow efficient decision making that represents a majority position. Any motion, request, discussion or proposal, which seems to have as its purpose unreasonable delay, manipulation, or the goal of serving individual ends rather than group ends, can be ruled out of order by the chair. Such a ruling by the chair will be subject to the motion called appeal.
2. Free and open discussions are valued in this decision making system. For that reason, most motions are discussable and the motion to restrict discussion requires a 2/3 vote in order to pass. In recognizing persons for discussion, the chair first recognizes the person who made the motion, next recognizes other persons and always recognizes a person who has not spoken over a person who has already participated in the discussion. As far as possible, the chair should try to alternately recognize persons representing different viewpoints.
3. In examining the chart on the following page, you will note that five of the seven motions are amendable. However, only one amendment at a time may be considered. As soon as that amendment is passed or defeated, another amendment may be proposed.
4. The number in front of the motion listed indicates the rank of each motion. Thus, #1 – General motions are lowest in rank, and #7 – Restrict Debate motions are highest in rank. Two rules apply:
  - (1) You usually cannot consider two motions of the same rank at the same time, and
  - (2) If a motion of one rank is being considered, a motion of the same rank or lower rank is usually out of order, but a motion of higher rank is in order.

While these rules generally apply, the chair may allow some flexibility in certain circumstances. These situations almost always occur with motions #5, 6 and 7. For example, if #7 - "Restrict Discussion" is being discussed and a member wants a secret ballot vote on the matter, Request, while lower in rank, could be used to accomplish this purpose. The chair is allowed to make all decisions on exceptions, but all such decisions are subject to appeal.



**SIKKINK'S SEVEN MOTION SYSTEM TABLE**

<u>Motion</u>	<u>Purpose</u>	<u>Applies To What Situations</u>	<u>Needs Recognition</u>	<u>Needs Second</u>	<u>Can be Discussed</u>	<u>Amendable</u>	<u>Vote Required</u>
1. Restrict Discussion	To stop or limit discussion	All discussable motions	Yes	Yes	Yes	Yes	2/3
2. Appeal	To let the group vote on a chair's decision	To decision of the chairperson	No	Yes	Yes	No	Majority
3. Request	Not a motion but a way to question, challenge, or seek help	Any appropriate situation	No	No	No	No	Chair decides subject to appeal
4. Postpone	To delay action on any general motion to a future time	General motions	Yes	Yes	Yes	Yes	Majority
5. Refer	To have a general motion studied by a committee	General motions	Yes	Yes	Yes	Yes	Majority
6. Meeting Termination	To recess during a meeting or to end a meeting	Made to recess or adjourn	Yes	Yes	Yes	Yes	Majority
7. General	To bring up business for majority decisions by the group	For doing business	Yes	Yes	Yes	Yes	Majority

## City Council and Advisory Commission Roles and Guidelines

### PURPOSE

The purpose of the document is to outline the main roles, duties, and authority of the City Council (Council) and Advisory Commissions (Commissions). This document also establishes general guidelines for decorum of the governing bodies such as proper procedure during meetings, best practices to represent Council and the community, and other state and local laws that apply.

### POLICY

#### **A. City Council Role and Authority**

The five-member City Council is the chief governing body of the City whose responsibility it is to see that the City is properly exercising its functions, fulfilling the duties law imposes, overseeing the organization's financial affairs and selecting the City Administrator, and not exercising powers which it does not legally possess.

The City Council, as a body, has the following major areas of authority and responsibility. These are:

1. Selecting the City Administrator
2. Focus on policy and outcomes ensuring that the strategic direction leads the city to the desired outcome
3. Setting and interpreting rules governing its own proceedings,
4. Exercising all the statutory powers of cities,
5. Legislating for the City,
6. Directing the enforcement of City ordinances,
7. Appointing or hiring non-seasonal or non-temporary personnel,
8. Overseeing the City's financial operations and adopting the annual budget,
9. Appointing members of the boards, commissions, committees, chairs and task forces conducting the City's inner and regional governmental affairs,
10. Protecting the general health, welfare and safety of the City and its inhabitants
11. Providing community leadership and vision

The most important single responsibility of individual Council Members is participation and voting at City Council meetings and workshops. As individuals, Council Members have no individual administrative authority; they cannot direct staff or otherwise supervise City employees unless the Council specifically directs them to do so. Staff's respective duties are to Council as an entity. No one Council Member has any right to privileged information, or the direction of staff analysis, research or action apart from the group. As a Council, however, Council Members should devote their official time to issues of basic policy and to acting as liaisons between the City and the general public. Council Members should be concerned, not only with the conduct of current affairs, but also with the future development and welfare of the City.

#### **B. Affirmation of Expectations**

The Council seeks to establish commonly held expectations and to clarify roles and procedures to further Council and staff effectiveness. These various initiatives are to not suppress the dynamic

engagement which is so valuable to policy development. The Council is committed to a set of behavioral expectations, intended to create a high level of trust, creativity, and productivity. These include:

1. Staying focused on top priority and strategic goals, rather than becoming reactive,
2. Engaging in proactive, on-going communication which avoids unnecessary surprises,
3. Seeking common ground and coming together, avoiding the fueling of controversy or anxiety,
4. Focusing on others' actions and avoiding speculation about their intentions,
5. Building trust by being transparent, ethical, and acting with integrity,
6. Engaging in and encouraging direct communication,
7. Maintain confidentiality of all closed session materials and discussion,
8. Assuming good intentions and asking about intent, and
9. Respecting all citizens and all members
10. Read packets ahead of time and, when possible, provide the City Administrator advance notice about questions for staff before the meeting
11. Participate in all issues, not just select matters of personal interest
12. Voting after council discussion
13. Debate and disagree, without fighting and with keeping it to the issue at hand
14. Remember that council makes policy and sets direction, and staff manages the operations and implements Council actions

There are also expected activity levels of Council Members in addition to attending additional meetings, training, activities and events as part of the fulfillment of their duties. Some of these are:

1. **City Council Orientation:** Setting the information foundation of a Council Member is important. Therefore, for each new Council Member, a detailed orientation plan should be completed and fulfilled within the first year of office.
2. **City Council Meetings:** Council Members are expected to be present and on time at all noticed meetings of the City Council. Absences from Council meetings should be identified as soon in advance as possible and communicated to the City Administrator to assure a quorum and necessary voting numbers are present for any given action before the Council.
3. **Council Liaison:** Each Council Member will be assigned meetings through the year that they are expected to attend on behalf of the City Council. At the December or January City Council Workshop Meeting, Council Members will discuss liaison appointments to commissions and outside boards. Appointments will be made on declared interest to the extent possible. The slate of liaison appointments will be approved by a majority vote by the council. Regular rotation of liaisons is encouraged. Information from these meetings that might be of interest to the other Council Members should be reported at the end of the monthly City Council workshop meetings under "Mayor and City Council Comments and Commission Liaison Updates." This portion of the Council meeting is not a time for further discussion or questioning beyond specific clarification of the update or announcement. Such is best handled during other communication routes or one to one meetings with staff, Mayor, or Council Members.
  - **Role of Liaison:** 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.

4. Additional Meetings: There are a number of meetings and events outside the normal meeting schedule that it is important for Council Members to attend. Some of them are:
- City Council/Advisory Commission Kick-off event
  - Groundbreaking and grand openings of City facilities
  - Joint meetings with other public entities
  - One-on-one meetings with the City Administrator as established
  - Development Tour
  - Emergency Management Training
  - Racial Equity and Inclusion training as designated for Falcon Heights Staff, Council and Commissioners.
  - Human Rights Day
  - City Organized Events (ex. Human Rights Day and Ice Cream Social)

### **C. Advisory Commission Role and Authority**

Advisory Commissions have a primary role to advise the City Council in the creation and evolution of City policies and procedures. In particular instances, governing bodies may facilitate public participation in order to fully develop a recommendation to the City Council.

City staff members are available to provide general assistance to Advisory Commissions. Advisory Commissions are not involved in the administration or operation of City departments. Commissions may not conduct major studies, or establish official policy without the approval of the City Council.

Despite Commissions' differing tasks, all share some basic responsibilities. Members need to stay informed on subjects of interest to their specific commission. Conscientious attendance is also a fundamental responsibility, as irregular attendance lessens one's ability to study all aspect of items under consideration.

### **D. Non-Participation in Administration**

The City Council has an important oversight and fiduciary responsibility and must develop processes to ensure accountability. Central to an understanding of the role of Council Members is a confirmation of an appropriate relationship with staff. Members of the Council shall refrain from becoming directly involved in the administrative activities of the City and shall not intrude into those areas that are exclusively the responsibility of staff. Individual Council Members may not intervene in staff decision-making, the development of staff recommendations, scheduling of work, and executing department priorities without the prior knowledge and approval of the Council as a whole. Neither an individual Council member nor any Commission member shall give direction or orders to any staff member.

The Council shall work with City staff through the City Administrator or his / her designee. The City Administrator may choose to establish formal or informal norms for routine Council or Commissioner Staff interaction.

### **E. Agendas**

Council and Commission agendas shall be established by the City Administrator or his / her designee. Future agenda items requested by a Council Member or Commission Member shall be discussed during a regular and/or workshop meeting and will be determined by the majority of the Council or Commission.

In order to focus the Council meetings on consideration of policy issues and to maintain an open forum for public discussion, questions which focus on the policy aspects of agenda items should be at the Council meeting rather than administrative details. Any clarifications or technical questions that can be readily answered should be handled before the meeting. Council Members are encouraged to submit their questions on agenda items to the City Administrator as far in advance of the meeting as possible so that staff can be prepared to respond at the Council meeting.

Any staff member (authorized by the City Administrator”), the Mayor or two (2) Council Members wishing to add an item to any agenda pursuant to this section shall do so by complying with the following: (a) All requests from Council to place an item on the posted agenda must submit an action form to city administration\* and be received by the City Administrator by 10:00 a.m. 11 days prior to the next Council work session meeting. For a regularly scheduled Wednesday Workshop, the deadline for agenda item would be 10:00 a.m. on the Thursday preceding packet completion. All request from the Mayor and Council must first be reviewed at a Council Workshop before being placed on the agenda of a regular meeting.

## **F. Communication**

1. **E-mails**: All e-mails sent through the City server shall be saved per the City’s data retention policies. Each Council Member shall be assigned a unique City e-mail address for City-related e-mail communication. It is strongly advised for Council Members to exclusively use this address for their City business e-mails. Use of personal email for City business could create government data to their personal account subjecting them to retention laws and possibility of discovery if the City receives a data request.

Council Member e-mail communications should be directed either to the City Administrator or to a department head, copying the City Administrator. General electronic communications related to the specific functions of the City Clerk (i.e. scheduling of meetings, record retention, data practices, research, etc.) and the Communications Coordinator (i.e. composing of various items such as articles for the newsletter, press releases, and general correspondence) following positions, may be directly e-mailed, copying the City Administrator.

Council Member communication may not copy more than one other Council Member in their correspondence, nor should e-mail messages be forwarded on from one member to another so as to create a “walking quorum.” E-mails to Council Members from the public should be done through City issued emails, which will be shared with all members of the Council.

Advisory Commission members will not receive a City e-mail address. Commissioners should direct all their communications to their Commission staff liaison.

2. **Written correspondence**: The City Clerk or assigned staff shall open up incoming mail for the Mayor, Council Member and Commission Members (unless it is labeled personal and confidential) and disseminate these materials. The City Clerk or assigned staff is authorized to



provide copies of Council Members' correspondence to pertinent staff members. General correspondence addressed to Council Members shall be opened and distributed to all Council Members as appropriate.

3. Text messages/social media correspondence: All electronic communications from Council to staff or from Council to the public should utilize a City issued address.
4. The City logo, insignia and brand can only be used for City business and not for political or personal purposes.
5. Prior to interviews with the press, Council Members will inform the City Administrator or designee to coordinate message points.
6. Speaking for the City: When Council Members are requested to speak to groups or are asked for the City Council's position on an issue (verbal or written), the response should reflect the position of the City Council as a whole. A Council member may clarify his/her vote on a matter by stating, for example, "While I voted against X, the City Council voted in support of it." When representing the City at meetings or other venues, it is important that those in attendance gain an understanding of the City Council's position rather than that of an individual member.

The City Administrator will be the designed representative for all media inquiries and interviews when requested for an official statement of the City, unless specified differently by the full City Council.

## **G. General Meeting Guidelines**

During meetings, members shall preserve order and decorum and shall obey the rules of the governing body. Governing bodies are expected to conduct meetings implementing Robert's Rules of Order (11<sup>th</sup> edition). Discussions shall be conducted in an orderly fashion. Private conversation between members during meetings is inappropriate. Members also should not privately communicate with any member of the public, including other governing body members and staff via electronic means during a public meeting. As much as possible, or practical, members should provide City staff questions in advance of a meeting that may entail research and preparation for items on the forthcoming agenda.

The City Council will also comply with the Council Standing Rules which is adopted annually to include Sikkink's Seven Motion System.

A member once recognized, shall not be interrupted while speaking unless called to order by the chair, or the speaker chooses to yield to questions from another member. All members shall accord the utmost courtesy to each other, to City employees and to the public appearing before the body. Members shall also refrain at all times from rude and derogatory remarks. Members shall confine their remarks to the issues before the body and shall not attempt to revisit or reopen issues already addressed and settled with one exception: a member of the prevailing side on an issue may move for formal reconsideration of that issue.

Citizens and staff attending meetings shall also observe the same rules of propriety, decorum and good conduct applicable to Council/Commission Members. Any person making personal, impertinent, or slanderous remarks or anyone who becomes boisterous while addressing the body or

while attending the meeting shall be asked by the Mayor/Chairperson to conduct themselves properly, and if they fail to do so shall be asked to leave the room.

If the governing body conducts public hearings, members shall not express their views on a proposal until after a public hearing is closed. Members' comments and questions shall not suggest a position. After a public hearing is closed, members shall be invited to discuss their views on the proposal. Members shall apply City Council and Advisory Commission Guidelines and Practices to achieve win-win solutions whenever possible.

Outside of deliberations, it is a member's responsibility to present views and recommendations representing the governing body as a whole. Members expressing views not represented by the majority of the body shall identify them as such.

Public statements shall not include promises that may be construed to be binding on the City, governing body or staff. When making a public statement, members shall indicate that Commission actions are recommendations and that final action will be taken by the City Council.

Public officials and representatives on governing bodies shall follow Minnesota State Statute 10A.07 Conflicts of Interest and Minnesota State Statute 10A.09 Statements of Economic Interest.

The success or failure of a governing body's efforts may be dependent upon the degree of cooperation evident among the individual members of the body; therefore, members shall work to establish a good relationship with each other.

Each member shall keep in mind these important points:

- Show respect for another's viewpoint.
- Allow others adequate time to fully present their views before making comments.
- Be open and honest.
- Make new members feel welcome and help them become acquainted with their duties.
- Comments are confined to the current issue or policy, not to the person who made other comments
- Refrain from speaking a second time until everyone has spoken a first time
- No verbal attacks of other members
- No side conversations
- Pay attention (avoid use of any personal technology devices)
- Speak directly and openly to one another
- Support Council decisions

Members shall not vote on, nor participate in the discussion of, issues in regard to which the member has a conflict of interest. Conflict of interest is generally defined as having a personal financial interest in the outcome. Further information can be obtained from the City Attorney by contacting the City Administrator.

Members are also expected to consider issues in terms of the good of the City as a whole and should, as much as possible, be perceived as considering issues on this basis. To this end, members are requested to publicly disclose any relationships to parties involved in an issue or possible perceived conflicts which might be viewed as impacting their ability to objectively consider an issue before them.

## **H. Requests for Information/Analysis**

City Council requests for information should be made through the City Administrator, according to protocol for channeling communications. Any request that requires a significant amount of staff time to research a problem or prepare a response may be referred to the full Council for direction to ensure that staff resources are allocated in accordance with overall Council priorities.

Commission requests for information will be made to the designated Commission staff liaison. Requests requiring a significant amount of staff time to research a problem or prepare a response may be referred to the full Commission for direction to ensure that staff resources are allocated in accordance with overall Commission priorities as directed by the Council.

## **I. Conflicts of Interest**

State laws regarding ethics and conflicts of interest are some of the most important for Council Members to be aware of and follow. Essentially, these laws prohibit any Council Member from voting on any question that is brought before the Council in which he/she is personally involved, or has an incompatible occupational or financial interest. Due to both the complexity of these laws and the significant consequences if violated, it is highly suggested that Council Members discuss with the City Attorney potential conflicts who shall consult the City Administrator.

## **J. Discrimination**

The City of Falcon Heights does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual orientation or disability in the admission or access to, or treatment or employment in, its programs, activities, or services. Members of a governing body must adhere to this City policy as well as City policies regarding non-discrimination, harassment or inappropriate behavior.

## **K. Gifts**

All local officials in the State of Minnesota, including appointed commissioners, are required to adhere to Minnesota Statute 471.895.

Non-adherence to these guidelines may be subject to review by the City Council.



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## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	January 8, 2025
<b>Agenda Item</b>	Policy Item G10
<b>Attachment</b>	Policies, Resolution 25-02
<b>Submitted By</b>	Jack Linehan, City Administrator

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

<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Public Data Access Policy</li> <li>• Data Subject Rights and Access Policy</li> <li>• Resolution 25-02 Approving Policies for the Minnesota Government Data Practices Act</li> </ul>
<b>Action(s) Requested</b>	Staff recommends approving the attached resolution. MN State statute requires each government agency to adopt data practice policies. It is customary for the City to adopt a policy each year and/or as staff changes occur. Although our policy and staff have not changed, one staff member's last name has recently changed and this is an opportunity to update that information when adopting the annual policy.

# **Data Practices Policy for the Public**

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

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

## Your Right to See Public Data

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

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

## How to Request Public Data

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

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

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

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

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

## How We Will Respond to Your Data Request

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Upon receiving your request, we will review it.

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

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

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

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

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

## Requests for Summary Data

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

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

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

## Data Practices Contacts

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### Responsible Authority / Data Practices Compliance Official

Jack Linehan, City Administrator

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

Phone Number: (651) 792-7611

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

### Data Practices Designee(s)

Kelly Nelson, Administrative Services Director / Deputy Clerk

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

Phone Number: (651) 792-7617

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

Elke Johnson, Administrative and Communications Coordinator

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

Phone Number: (651) 792-7621

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

## Copy Costs – When You Request Public Data

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

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

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

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

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

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

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

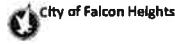
The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies or electronically sending the data.

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

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



# Data Request Form – Requesting Public Data



**DATA PRIVACY FORM**

**REQUEST FOR REVIEW OF PUBLIC RECORDS**

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

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

GOVERNMENT RECORDS (specify)

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

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



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

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

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

## Notice of Adoption of Model Policies

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

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

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

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

Jack Linehan  
City Administrator  
Signed: 1/8/2025



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

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

## **Data Practices Policy:**

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

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

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

## What is a “Data Subject”?

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

## When Admin Has Data About You

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

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

### Public Data

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

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

### Private data

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

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

### Confidential Data

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

- Juvenile case files
- Internal investigations
- Witness reports

## Your Rights Under the Government Data Practices Act

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As a data subject, you have the following rights.

### Access to Your Data

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

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

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

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

### When We Collect Data from You

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

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

### Protecting Your Data

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

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

## When Your Data are Inaccurate or Incomplete

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

## How to Make a Request for Your Data

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

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

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

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

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

## How We Respond to a Data Request

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Upon receiving your request, we will review it.

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

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

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

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

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

## Data Practices Contacts

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### Responsible Authority / Data Practices Compliance Official

Jack Linehan, City Administrator

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

Phone Number: (651) 792-7611

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

### Data Practices Designee(s)

Kelly Nelson, Administrative Services Director / Deputy Clerk

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

Phone Number: (651) 792-7617

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

Elke Johnson, Administrative and Communications Coordinator

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

Phone Number: (651) 792-7621

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



## Copy Costs – Data Subjects

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

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

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

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

### Actual Cost of Making the Copies

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

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

# Data Request Form – Data Subject



**DATA PRIVACY FORM**

**REQUEST FOR REVIEW OF PUBLIC RECORDS**

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

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

GOVERNMENT RECORDS (specify)

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

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



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

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

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

Identity Confirmed:

Date:

Staff Name:

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

## Standards for Verifying Identity

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The following constitute proof of identity:

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

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

## Notice of Adoption of Model Policies

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

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

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

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

Jack Linehan  
City Administrator  
Signed: 1/8/2025



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

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

**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

January 8, 2025

No. 25-02

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

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

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

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

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

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

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

1. Approves the Data Practice Policies

Moved by:

*Gustafson*

Approved by:

  
Randall C. Gustafson

Mayor

GUSTAFSON

5

In Favor

Attested by:

  
Jack Linahan

LEEHY

0

Against

City Administrator

MEYER

WASSENBERG

MIELKE

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## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	January 8, 2025
<b>Agenda Item</b>	Consent G11
<b>Attachment</b>	Resolution; Agreement
<b>Submitted By</b>	Erik Henricksen, City Engineer

<b>Item</b>	Approve resolution adopting the Master Agreement for Maintenance of Traffic Control Signal Systems with Ramsey County.
<b>Description</b>	<p>The City of Falcon Heights and Ramsey County Public Works work together on a variety of projects which impact the construction, maintenance, and operation of traffic signal systems, luminaires, and pedestrian crossing signals. To date, the maintenance and operation responsibilities for each system, or portion of a system, were also included in project-specific construction cooperation agreements. The responsibilities were often not consistent across projects, much less across the 15 municipalities within Ramsey County.</p> <p>To reduce the need for negotiation on individual projects, and to seek clarity and uniformity of traffic signal maintenance and operation responsibilities, Ramsey County has drafted the Master Agreement for Maintenance of Traffic Control Signal Systems.</p> <p>The Master Agreement (attached) provides a record of maintenance and operation responsibilities for existing signals, a mechanism to allow work to be completed and billed to the appropriate agency, and a framework for how new or revised systems will be added to the agreement's exhibit.</p> <p>The City Attorney has reviewed the agreement.</p>
<b>Budget Impact</b>	The agreement does not change the current maintenance of the luminaires and/or cost of power responsibilities in place today.
<b>Attachment</b>	Resolution 25-03; Agreement
<b>Action(s) Requested</b>	Adopt resolution approving the Master Agreement for Maintenance of Traffic Control Signal Systems with Ramsey County.

**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

January 8, 2025

No. 25-03

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**RESOLUTION APPROVING THE MASTER AGREEMENT FOR MAINTENANCE OF  
TRAFFIC CONTROL SIGNAL SYSTEMS WITH RAMSEY COUNTY**

**WHEREAS**, the County owns and operates traffic control signal systems within the City “Signal Systems.” These Signal Systems may be located at intersections where all legs are controlled by the County or at intersections in which one or more legs are controlled by the City or another city; and

**WHEREAS**, it is the intent of the parties to identify herein the allocation of maintenance and power provision responsibilities for the Signal Systems, in accordance with County policies identified in Ramsey County Board Resolution 78-1394 (policy for lighting Ramsey County roadways) and Ramsey County Board Resolution 81-1001 (policy for allocation of costs for traffic control signal systems), and as agreed by the parties; and

**WHEREAS**, it is the intent of the parties to document and periodically update this Master Agreement with a list of all known Signal Systems (those traffic control signal systems located on a county road or highway within the City) and the allocation of maintenance and power provision responsibilities; and

**WHEREAS**, it is the intent of the parties to further document and periodically update this Master Agreement with a list of all known stand-alone pedestrian crossing signals (those pedestrian crossings located on county roads and highways, but not on a Signal System, within the City) (“Ped Signals”) and the allocation of maintenance and power provision responsibilities; and

**WHEREAS**, it is the intent of the parties to further document and periodically update this Master Agreement with a list of all known traffic control signal systems controlled by Minnesota Department of Transportation (“MnDOT Signals”) within the City and the allocation of maintenance and power provision responsibilities; and

**WHEREAS**, it is the intent of the parties that at intersections with a least one City leg, the City shall be responsible for provision of electrical power and related costs for the Signal System (“Provision of Power”) and shall be responsible for the maintenance of street and ambient lighting incorporated into the Signal System (“Luminaires”); and

**WHEREAS**, where a Signal System is located at an intersection on the border of two or more cities, where the costs or responsibilities of the City may be shared with another city, it is the intent of the Parties to allow the City and other city (or cities) to allocate costs and responsibilities outside




of this Master Agreement and nothing herein is intended to adjust those separate arrangements between the cities, nor do those agreements impact the allocations identified herein.

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

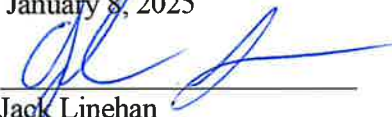
1. The Council approves the Master Agreement drafted by Ramsey County and entered into with the City of Falcon Heights and that the Mayor and City Administrator are authorized to execute the agreement.



Moved by: Gustafson

Approved by:   
Randall C. Gustafson  
Mayor  
January 8, 2025

GUSTAFSON      5    In Favor  
LEEHY  
MEYER            0    Against  
WASSENBERG

Attested by:   
Jack Linehan  
City Administrator  
January 8, 2025

**MASTER AGREEMENT  
FOR MAINTENANCE OF TRAFFIC CONTROL SIGNAL SYSTEMS  
AGREEMENT NO. PW2023-05M**

**THIS AGREEMENT** is between Ramsey County, (“County”), and the City of Falcon Heights (“City”), for the maintenance and operation of certain traffic control signal systems the within the City of Falcon Heights:

**WHEREAS**, the County owns and operates traffic control signal systems within the City “Signal Systems”. These Signal Systems may be located at intersections where all legs are controlled by the County or at intersections in which one or more legs are controlled by the City or another city; and

**WHEREAS**, it is the intent of the parties to identify herein the allocation of maintenance and power provision responsibilities for the Signal Systems, in accordance with County policies identified in Ramsey County Board Resolution 78-1394 (policy for lighting Ramsey County roadways) and Ramsey County Board Resolution 81-1001 (policy for allocation of costs for traffic control signal systems), and as agreed by the parties; and

**WHEREAS**, it is the intent of the parties to document and periodically update this Master Agreement with a list of all known Signal Systems (those traffic control signal systems located on a County road or highway within the City) and the allocation of maintenance and power provision responsibilities. Exhibit A-1 to this Master Agreement will serve as that documentation; and

**WHEREAS**, it is the intent of the parties to further document and periodically update this Master Agreement with a list of all known stand-alone pedestrian crossing signals (those pedestrian crossings located on County roads and highways, but not on a Signal System, within the City) (“Ped Signals”) and the allocation of maintenance and power provision responsibilities. Exhibit A-2 to the Master Agreement will serve as that documentation; and

**WHEREAS**, it is the intent of the parties to further document and periodically update this Master Agreement with a list of all known traffic control signal systems controlled by Minnesota Department of Transportation (“MnDOT Signals”) within the City and the allocation of maintenance and power provision responsibilities. Exhibit B to the Master Agreement will serve as that documentation; and

**WHEREAS**, it is the intent of the parties that at intersections with a least one City leg, the City shall be responsible for provision of electrical power and related costs for the Signal System (“Provision of Power”) and shall be responsible for the maintenance of street and ambient lighting incorporated into the Signal System (“Luminaires”); and

**WHEREAS**, where a Signal System is located at intersection on the border of two or more cities, where the costs or responsibilities of the City may be shared with another city, it is the intent of the Parties to allow the City and other city (or cities) to allocate costs and responsibilities outside of this Master Agreement and nothing herein is intended to adjust those separate arrangements between the cities, nor do those agreements impact the allocations identified herein.

**NOW, THEREFORE, IT IS AGREED:**

1. **ALLOCATION OF MAINTENANCE RESPONSIBILITIES:** The County is responsible for all maintenance responsibilities for any Signal System listed on Exhibits A-1 and A-2, except as provided below.
  - a. The City shall be responsible for the Provision of Power for those Signal Systems listed on Exhibits A-1 and A-2, where the City is the indicated responsible party for “Maintenance Responsibility - Power”.

- b. The City shall be responsible for maintenance of Luminaires for those Signal Systems listed on Exhibits A-1 and A-2, where the City is the indicated responsible party for “Maintenance Responsibility - Luminaire”
  - c. The City shall be responsible for the maintenance of Traffic Control elements of the Signal Systems where the City is the indicated responsible party for Maintenance Responsibility – Traffic Control”)
2. **SHARED CITY STREETS:** City allocated responsibilities may be shared between multiple cities when a leg of the intersection falls on a border road or is otherwise shared by two or more cities. The details of any shared maintenance or cost agreement between cities shall be documented outside of this Master Agreement, and shall have no impact on the obligations of the parties hereto. Furthermore, if a responsibility listed on Exhibit A-1 or Exhibit A-2 as a City responsibility is shared by the City and another city through another verbal or written agreement, that outside agreement shall not limit the obligation of the City to the County and the County can expect the City to fulfill its obligations under this Master Agreement and to seek reimbursement according to these outside agreements, as they may exist.
3. **EFFECT ON PREVIOUS AGREEMENTS:** Exhibits A-1 and A-2 represent the existing agreed to allocation of responsibilities for each identified Signal System listed thereon, and supersede any previous agreements between County and City with respect thereto.
4. **MAINTENANCE RESPONSIBILITIES:** Maintenance Responsibilities are defined as follows:
- a. **Maintenance Responsibility – Power:** All aspects of providing all necessary power to the Signal System for the proper operation of its elements installed, including without limitation, display or indicator lamps, emergency vehicle preemption (“EVP”) systems, luminaires (street lights and other ambient lighting), lights for illuminating signages, electronic displays, and traffic monitoring cameras. Responsible party must provide for the connection of the Signal Systems to a public source of electrical power, maintain the power elements of the Signal System, repair or replace power elements in the event of damage or deterioration Maintenance of the battery backup system, including replacement of the batteries, will be the responsibility of the County.
  - b. **Maintenance Responsibility – Luminaires:** All aspects of any ambient lighting (street light) installed on the Signal System, including replacing bulbs or other expended illumination elements and repair or replacement of any pole, hood, lens, or other element solely for operation of the luminaire due to damage, deterioration, or replacement of the Signal System.
  - c. **Maintenance Responsibility – Traffic Control:** All remaining elements of the Signal Systems (except as provided below), including replacing lamps or bulbs in any traffic control indicator or display (both vehicle and pedestrian) and the repair or replacement of any upright poles, mast arms, display or indicator heads/units, traffic control signs attached to the Signal System, cabinets, controllers, controller equipment, traffic sensors, accessible pedestrian signal systems (“APS”) due to damage or deterioration. Replacement of Signal Systems due to end of useful life will be determined based on the cost share policy in place at the time.
    - a. EVP systems will be managed as provided in Section 8.
    - b. Painting of Signal Systems, including regular updates to maintain a professional appearance, shall be the responsibility of the City requesting the painting.
  - d. **MNDOT Signal Systems:** Where identified on Exhibit B, the notation is for convenience only, and the allocation of responsibilities shall be governed by the agreement with MNDOT.

5. **NON-TRAFFIC CONTROL SIGNS:** No signs may be attached to a Signal System without approval of the County Traffic Engineer. Any sign installed at the request of the City will be installed, maintained, and repaired by the County, but the costs of such work will be reimbursed by the City.
6. **TIMING OF SIGNALS:** All timing and related adjustments of the traffic control signal shall be determined by the County through its Traffic Engineer, and no changes shall be made to these adjustments without the approval of the County.
7. **PERMIT REQUIRED:** The City will obtain a permit to work on a Signal System in order to coordinate work in the right-of-way, ensure sufficient traffic control is provided, and manage access and workmanship on Signal Systems. The City will be responsible for any costs associated with traffic control or County forces needed to effectuate City works on the Signal Systems.
8. **EVP SYSTEMS:** The EVP system shall be operated, maintained, revised, or removed in accordance with the following conditions and requirements:
  - a. All installation, modifications, revisions and maintenance of the EVP System considered necessary or desirable for any reason, shall be done by the County's forces, or, upon concurrence in writing by the County's Traffic Engineer, may be done by others, all at the cost and expense of the City.
  - b. Emitter units may be installed and used only on vehicles responding to an emergency as defined in Minnesota Statutes Chapter 169.01, Subdivision 3 in Section 169.011.
  - c. All timing of said EVP system shall be determined by the County, through its Traffic Engineer.
9. **PAYMENT AND RAMSEY COUNTY REIMBURSEMENT RATES:**
  - a. The County shall submit an invoice to the City annually, listing all labor, expenses for third-party contractors, equipment, materials or supplies used.
  - b. The City shall promptly pay Ramsey County for the full amount due.
  - c. Labor costs and equipment costs will be at the adopted rates for work performed by County employees.
  - d. The adopted labor rates may include actual hourly rates of the employee (or a per hour equivalent for salaried employees), costs representing the hourly share of benefits, perks and other employment expenses, a provision for costs associated with the provision of a work location, transportation, supplies and training for the employee, and a provision for administration.
  - e. The adopted equipment rates may be based on market rental rates or, if specialized equipment, on a pro rata share of the anticipated useful life of the equipment, plus costs to cover all consumables (fuel, parts), plus reasonable costs associated with maintenance of the equipment.
  - f. Materials and supplies shall be actual costs incurred by the County.
  - g. Contractor costs shall be as actually paid by the County for the work covered by this agreement.
10. **WORKERS AND WORKERS COMP:** Any and all persons engaged in work performed under this Agreement who are employed by the County shall be considered employees of the County regardless of whether the work performed is on City or County property, and any and all claims that may arise under the Worker's Compensation Act of this State on behalf of those employees so engaged shall be the responsibility of the County. Any and all persons engaged in work performed under the Agreement who are employed by the City shall be considered employees of the City regardless of whether the work performed is on City or County property, and any and all claims that may arise under the Worker's

Compensation Act of the State on behalf of those employees so engaged shall be the responsibility of the City.

11. **INDEMNIFICATION AND THIRD-PARTY CLAIMS:** The City and County shall indemnify, defend, and hold each other harmless against any and all liability, losses, costs, damages, expenses, claims, or action, including attorney's fees, which the indemnified party, its officials, agents, or employees may hereafter sustain, incur, or be required to pay, arising out of or by reason of any act or omission of the indemnifying party, its officials, agents or employees, in the execution, performance, or failure to adequately perform the indemnifying party's obligation pursuant to the Agreement. Any and all claims made by any third party as a consequence of any negligent act or omission on the part of an employee or contractor of a party as they are engaged on any of the work contemplated herein, shall be the obligation and responsibility of the party employing or retaining the worker, unless another agreement allocates responsibility differently. Nothing in this Agreement shall constitute a waiver by the County or the City of any statutory or common immunities, limits, or exceptions on liability.
12. **TERMINATION AND REPLACEMENT AGREEMENT:** This Master Agreement may not be terminated, except by mutual agreement of the parties. However, should either party be in default of its obligations under this Master Agreement three times within a twelve-month period or should a default continue for more than 30 days, the City's City Administrator and the County Traffic Engineer of Public Works shall meet and discuss proposed practices to ensure that additional defaults do not occur in the future. Said meeting shall occur within 30 days of the non-defaulting party making a written request to the defaulting party. Should the parties not be able to come to an agreement regarding how to resolve the defaults, the non-defaulting party may give notice to the defaulting party that they request a County-led maintenance plan be invoked. After notice is received, the County-led maintenance plan will take effect on the first of the month six months after the notice. Under a County-led maintenance plan, the County will perform all responsibilities contemplated herein for all Signal Systems identified on Exhibits A-1 and A-2 (as the same may be amended from time to time and the parties will split the costs based on the number of legs entering the intersection. EVP and painting will continue to be 100% the cost responsibility of the City, but the work will be done by the County. The City will reimburse the County for the City's share of those costs. The City's share shall be equal to the ratio of the number of legs entering the intersection which are controlled by the City to the total number of legs entering the intersection. The costs will be calculated as provided in Section 9 (plus the costs of electricity), plus an additional 15% for administration. At any time, if an emergency exists and the City is unable to perform its obligations, the County may perform the work necessary and seek reimbursement for its actual costs. At any time, if an emergency exists and the County is unable to perform its obligations, the City may perform the work necessary and seek reimbursement for its actual costs.
13. **ADDING OR REMOVING SIGNAL SYSTEMS:** The signals included in this Master Agreement may be added or removed by updating Exhibits A-1 and/or A-2, as applicable. A signal may be added to Exhibit A-1 or A-2:
  - a. **COOPERATIVE AGREEMENT:** If a new signal is installed (or an existing one is replaced) and the allocation of maintenance responsibilities is identified in a properly approved cooperative agreement adopted in anticipation of the development or installation of the signal, the signal may be added to Exhibit A-1 or A-2 (as applicable) and the maintenance responsibilities allocated as provided in the cooperative agreement. The governing cooperative agreement number must be noted for reference.
  - b. **MAINTENANCE AGREEMENT:** If the parties approve a different allocation of maintenance responsibilities through a property adopted separate formal agreement, the change may be reflected on Exhibits A-1 and/or A2 (as applicable) and the maintenance responsibilities allocated as provided therein. The separate agreement number must be noted for reference.



- c. **TRACKING PURPOSES ONLY (PED SIGNALS):** If a Ped Signal is located on a County road or highway, it may be added to Exhibit A-2 as long as the City is assuming all responsibility and costs for the operation and maintenance.
- d. **REMOVAL OF SYSTEM:** If a Signal System or Ped Signal is physically removed, the signal may be removed from Exhibit A-1 or A-2 (as applicable).

The inclusion or removal of a signal system from Exhibit A-1 or A-2 under this section must be ratified by the County’s Traffic Engineer and the City’s City Administrator, and the new Exhibit A-1 or A-2 shall be noted with the effective date of the change. It is intended that formal approval by the parties’ governing bodies is delegated to the two representatives for this limited purpose.

14. **STANDARDIZATION:** The allocation of maintenance responsibilities as provided on Exhibits A-1 and A-2 for any individual signal included thereon may be changed to bring it in line with the standard allocation of responsibility listed below. The change of the allocation of maintenance responsibilities to the standard allocation must be ratified by the County’s Traffic Engineer and the City’s City Administrator, and the new Exhibit A-1 and/or A-2 shall be noted with the effective date of the change. It is intended that formal approval by the parties’ governing bodies is delegated to the two representatives for this limited purpose.

STANDARD ALLOCATION OF MAINTENANCE RESPONSIBILITIES			
TYPE OF SIGNAL	TRAFFIC CONTROL	LUMINAIRE	POWER
Traffic Control Signal Systems (Signal Systems)	County	City	City
Pedestrian Crossing Signal Systems (Ped Signals)	City	City	City
MnDOT Controlled Traffic Control Signal Systems (MnDOT Signals)	County replaces lamps and MnDOT assumes other elements	City	City

15. **AMENDMENTS:** Any other change to the allocation of maintenance responsibilities or inclusion or removal from the lists on Exhibits A-1 and/or A-2 must be done by amendment to this Master Agreement and no delegation is being contemplated by these terms.
16. **NOTICES:** All notices shall be in writing and shall be sent by electronic mail, United States mail or common carrier delivery service to the address provided below.

For City:  
 City Administrator  
 City of Falcon Heights  
 2077 Larpenteur Ave  
 Falcon Heights, MN 55113  
 Email:

For County:  
 Traffic Engineer of Public Works  
 Ramsey County Department of Public Works  
 1425 Paul Kirkwold Drive  
 Arden Hills, MN 55112  
 Email:

*(Signature page to follow)*

IN WITNESS WHEREOF, the parties have hereunto affixed their signatures.

**CITY OF FALCON HEIGHTS, MINNESOTA**

In presence of

\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_ Mayor

By: \_\_\_\_\_

Its: \_\_\_\_\_ City Administrator

Date: \_\_\_\_\_ 1-9-25

**RAMSEY COUNTY**

Recommended for approval:

\_\_\_\_\_  
Brad Estochen, P.E.  
County Engineer  
Ramsey County  
Public Works Department

By: \_\_\_\_\_  
Chairperson  
Board of Ramsey County Commissioners

Approved as to Form:

\_\_\_\_\_  
Assistant Ramsey County Attorney

Attest:

By: \_\_\_\_\_  
Chief Clerk – Ramsey County Board

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Exhibits A-1, A-2, and B**


Traffic Signals on County Roads and Highways Within the City of Falcon Heights

This below Exhibits A-1, A-2, and B document the current identified Signal Systems, Ped Signals and MnDOT Signals within the City of Falcon Heights. Pursuant to Section 13 of the Master Agreement, this Exhibit A-1 and/or Exhibit A-2 may be periodically replaced with updated versions. This version set forth below is current as of January 2, 2025, and have been adopted by the parties as demonstrated by the verification of the County's Traffic Engineer and the City's City Administrator.

**RAMSEY COUNTY**

\_\_\_\_\_  
 (print name) \_\_\_\_\_  
 Traffic Engineer  
 Dated: \_\_\_\_\_

**CITY OF FALCON HEIGHTS**

  
 \_\_\_\_\_  
 (print name) Jack Linehan  
 City Administrator  
 Dated: 1-8-2025

**Exhibit A-1. Traffic control signal systems (Signal Systems)**

CSAH	TRF No.	Cross Street	Maintenance Responsibility		
			Traffic Control	Luminaire	Power
CSAH 30 (Larpenteur Avenue)	519	Cleveland Avenue (CSAH 46)	County	County	County
	520	Arona Street	County	City	City
	521	Hamline Avenue (CSAH 50)	County	City*	City*
	586	Fairview Avenue (CSAH 48)	County	City	City
	615	Gortner Avenue	County	City	City
CSAH 46 (Cleveland Ave)	582	Roselawn Avenue	County	City*	City*

\*Sharing the responsibility with another city.

**Exhibit A-2. Signals for pedestrian crossing (PED SIGNALS)**

CSAH	TRF No.	Cross Street	Maintenance Responsibility		
			Traffic Control	Luminaire	Power
CSAH 50 (Hamline Ave)	-	Garden Avenue	City	N/A	City



**Exhibit B – MnDOT operated signals**

MnDOT Road	TRF No.	Cross Street	Maintenance Responsibility			Electric Power Cost
			Routine	Lamping	Luminaire	
TH 51 (Snelling Ave)	315	Larpenteur Avenue (CSAH 30)	State	County	County	County
TH 51 (Snelling Ave)	-	Hoyt Avenue	State	St. Paul	St. Paul	City
TH 51 (Snelling Ave)	860	Roselawn Avenue	State	Roseville	Roseville	City

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## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	January 8, 2025
<b>Agenda Item</b>	Consent G12
<b>Attachment</b>	Resolution 25-04
<b>Submitted By</b>	Hannah Lynch, Community Development Coordinator / City Planner

<b>Item</b>	Grant Application for grant funds through University of MN Good Neighbor Fund
<b>Description</b>	<p>Staff recently learned of a grant opportunity through the University of Minnesota Good Neighbor Fund, which helps provide funds to make communities adjacent to the campus more vital, secure and vibrant. The funds, if received, would be used to purchase boulevard trees and tree planting supplies. Olivia Siebert, GreenCorps Member, recently completed a survey of the existing boulevard trees throughout the City and identified approximately 470 parcels where boulevard trees could potentially be placed.</p> <p>There is no match, but the City would be responsible for planting and maintaining the trees.</p> <p>Staff is still completing the application. Therefore, the exact dollar amount to be requested is not yet known. The ask will range between \$5,000 and \$10,000, which is in line with projects typically funded by this grant. The City may be asked to cover the costs and then be reimbursed, depending on the timeline.</p>
<b>Budget Impact</b>	The total grant funds requested will not exceed \$10,000.
<b>Attachment(s)</b>	Resolution 25-04
<b>Action(s) Requested</b>	Staff recommends Council give approval to apply for the 2025 University of Minnesota Good Neighbor Fund and give Staff authority to purchase boulevard trees and planting supplies if awarded. The grant funds requested will not exceed \$10,000.

CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION

January 8, 2025

No. 25-04

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**RESOLUTION IN SUPPORT OF THE CITY OF FALCON HEIGHTS APPLYING FOR  
GRANT FUNDS THROUGH THE UNIVERSITY OF MINNESOTA GOOD NEIGHBOR  
FUND**

**WHEREAS**, the University of Minnesota Good Neighbor Fund provides grant funds to make communities adjacent to the campus more vital, secure and vibrant; and

**WHEREAS**, the University of Minnesota Good Neighbor Fund has a total of approximately \$100,000 in grant funds to award in 2025; and

**WHEREAS**, the City of Falcon Heights is looking to update its forestry program and replant many trees removed over the past years from Emerald Ash Borer; and

**WHEREAS**, the City of Falcon Heights recently completed a boulevard tree survey and identified 470 potential parcels where boulevard trees could be placed; and

**WHEREAS**, the City of Falcon Heights would like to apply for the University of Minnesota Good Neighbor Fund grant funds to purchase new boulevard trees and planting supplies, not to exceed \$10,000, if selected.

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

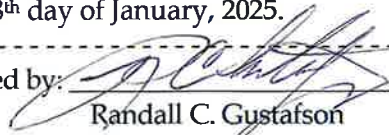
1. Support the grant application for the University of Minnesota Good Neighbor Fund.
2. Allow Staff to execute all necessary documents and purchase trees and planting supplies, if selected to receive grant funds.

**ADOPTED** by the Falcon Heights City Council this 8<sup>th</sup> day of January, 2025.

Moved by:

Gustafson

Approved by:

  
Randall C. Gustafson  
Mayor

GUSTAFSON

5 In Favor

MEYER

LEEHY

WASSENBERG

MIELKE

0 Against

Attested by:

  
Jack Linehan  
City Administrator

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**ITEM FOR DISCUSSION**

<b>Meeting Date</b>	January 8, 2025
<b>Agenda Item</b>	Consent G13
<b>Attachment</b>	Resolution
<b>Submitted By</b>	Jack Linehan, City Administrator

<b>Item</b>	Public Safety Office Renovation Authorization and Budget Amendment		
<b>Description</b>	<p>As the City works towards the transition to the St. Anthony Police Department as our primary agency effective March 1, 2025, it was identified that the officers would need space in City Hall. The former Fire Command office has been vacant since 2021, and staff have been working to renovate the offices in to a satellite station for the St. Anthony Police Officers to utilize. Having a space to write reports process paperwork without having to return to St. Anthony is beneficial to both the officers and the residents of Falcon Heights. Per contract, Falcon Heights is required to provide space and resources for the officers, but we want to use this opportunity to make the space more comfortable for the officers, too.</p> <p>As the project is requiring some additional purchases outside of the authorized budget funds, staff is seeking approval to expend up-to \$10,000 total on the renovation project. There are funds available in the Public Safety Capital Fund that would be available for this purpose.</p> <p>The request is to amend the following budget line item for the office renovation:</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">402-4402-9110</td> <td style="text-align: center;">\$10,000</td> </tr> </table>	402-4402-9110	\$10,000
402-4402-9110	\$10,000		
<b>Budget Impact</b>	Up-to \$10,000 from Public Safety Capital.		
<b>Attachment(s)</b>	Resolution 25-05		
<b>Action(s) Requested</b>	Move to approve Resolution 25-05 Authorizing Expenditures Not to Exceed \$10,000 for the Renovation of a City Hall Office Space.		

CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION

January 8, 2025

No. 25-05

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**RESOLUTION AUTHORIZING A BUDGET AMENDMENT AND FUNDS NOT TO EXCEED \$10,000 FOR THE RENOVATION OF A CITY HALL PUBLIC SAFETY OFFICE**

**WHEREAS**, the City of Falcon Heights has a contract with St. Anthony Village for Police Services set to begin on March 1, 2025; and

**WHEREAS**, per the contract, Falcon Heights is required to provide office space and equipment for the officers of St. Anthony; and

**WHEREAS**, the City of Falcon Heights has vacated offices that are no longer in use by the former Falcon Heights Fire Department; and

**WHEREAS**, the City of Falcon Heights has a desire to renovate these offices to accommodate the public safety needs of the community; and

**WHEREAS**, the City of Falcon Heights is seeking authorization to amend the Public Safety Capital Fund 402-4402-91100 account by an amount not to exceed \$10,000 and authorize staff to execute work orders to complete the work.

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

1. Amends the 2025 Annual Budget by to reflect the expenditure of up-to \$10,000.00 from the Public Safety Capital Fund 402-4402-9110.
2. Authorize staff to execute the necessary work orders and agreements to finalize the renovation of the offices.

**ADOPTED** by the Falcon Heights City Council this 8<sup>th</sup> day of January, 2025.

Moved by:

*Gustafson*

Approved by:

*[Signature]*  
Randall C. Gustafson  
Mayor

GUSTAFSON

5 In Favor

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0 Against

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WASSENBERG

MIELKE

Attested by:

*[Signature]*  
Jack Linehan  
City Administrator