

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

AGENDA - AMENDED
Wednesday, February 5, 2025
6:30 P.M.

A. CALL TO ORDER:

B. ROLL CALL: GUSTAFSON___ LEEHY___
MEYER___ MIELKE___ WASSENBERG___

STAFF PRESENT: LINEHAN___ JOHNSON___

C. POLICY ITEMS:

1. Community Park Project Update
2. ParkMobile Proposal / E-Meters on City Streets Ordinance
3. City Commissioner Ordinance Update
4. 2025 Legislative Priorities
5. Immigration Enforcement Update
6. Summer Programming

D. ADJOURNMENT:

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

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REQUEST FOR COUNCIL ACTION (RCA)

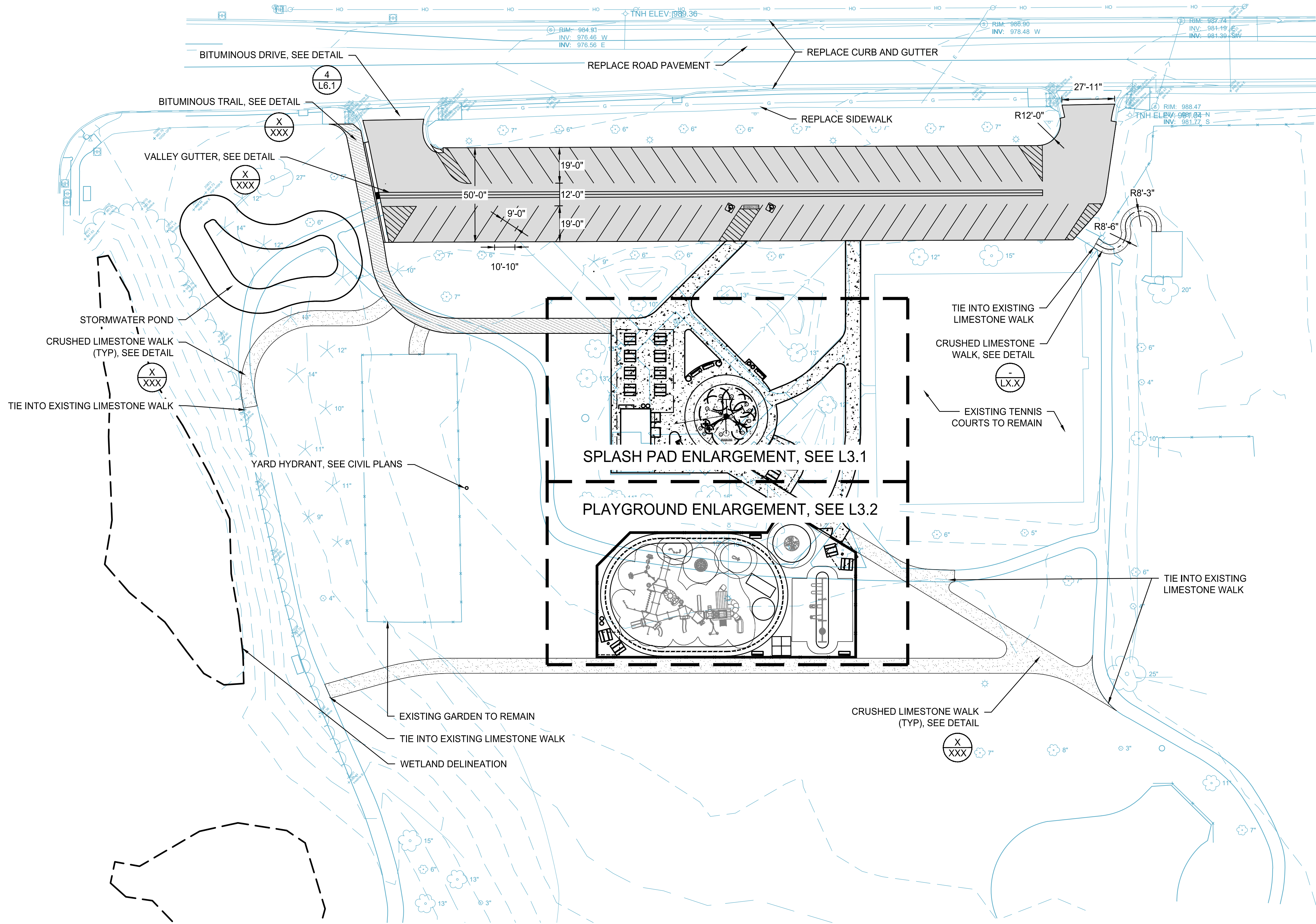
Meeting Date	February 5, 2025
Agenda Item	Policy C1
Attachment(s)	See below
Submitted By	Jack Linehan, City Administrator

Item	Community Park Site Plan Update / Restroom and Shelter
Description	WSB reached out to several vendors that specialize in pre-fabricated restroom buildings and/or picnic structures, including Green Flush Restrooms and Cedar Forest, which are the two that have since been identified as having products that best align with material and visual preferences desired by city staff. Several of the other vendors only offer all concrete, utilitarian buildings that are less desired for the residential setting of Community Park. Requests were made to both Green Flush Restrooms and Cedar Forest to provide submissions to include a heated, year-round building with two separate single occupant restrooms, a storage area and small concessions area. Both vendors prepared quotes for purchase, delivery and installation of the requested building. Green Flush Restrooms submitted one proposal and their approach would be to completely pre-fabricate the building offsite in Washington State. Foundations would be poured prior to delivery. Once delivered, the building would be set by crane and connected to sewer, water and electricity. The estimated timeline would be ten to twelve months from the date of order. Cedar Forest is locally repped by Minnesota Wisconsin Playground and would pre-fabricate certain aspects of the building in Michigan, then ship them to the project site. The majority of construction would actually take place onsite. Although Cedar Forest is slightly more limited in customization options, they can include a picnic shelter as part of their building package. Cedar Forest submitted two proposals, one for only the restroom building and the other to include an attached shelter. The estimated timeline would be four to six months for the delivery of materials followed by onsite construction. This is an opportunity to discuss the options and the next steps in selecting a vendor.
Budget Impact	TBD

Attachment(s)	• WSB Park Layout • Memorandum from WSB • Proposals from Cedar Forest and Green Flush
Action(s) Requested	The City Council is requested to review the proposal and provide recommendations to Staff.

K:\023655-000\CadPlan\023655-000 - LAYOUT PLAN.dwg 2/2/2025 2:48:14 PM

1
L3.0 OVERALL LAYOUT



LEGEND	
	CONSTRUCTION LIMITS
	EXISTING DECIDUOUS TREE
	EXISTING CONIFER TREE
	LAYOUT CONTROL POINT
	CENTERLINE
	BITUMINOUS DRIVE PAVEMENT
	4" THICK CONCRETE WALK
	6" THICK CONCRETE WALK
	BITUMINOUS TRAIL
	TRUNCATED DOMES
	CRUSHED LIMESTONE WALK

wsb

emanuelson-podas
consulting engineers

SCALE: AS SHOWN
PLAN BY: KMP

DESIGN BY: KMP
CHECK BY: RAS

ELECTRICAL:

REVISIONS	
NO.	DESCRIPTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

ROBERT A. SUPKA
LIC. NO: 44337
DATE: _____

OVERALL
LAYOUT PLAN

FALCON HEIGHTS
COMMUNITY PARK
CITY OF FALCON
HEIGHTS, MN

CLIENT PROJECT NO.
XXXXXX
WSB PROJECT NO.
023655-000



[illegible]

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

ROBERT A. SUPKA

DATE: _____ LIC. NO.: 44337

FALCON HEIGHTS
COMMUNITY PARK

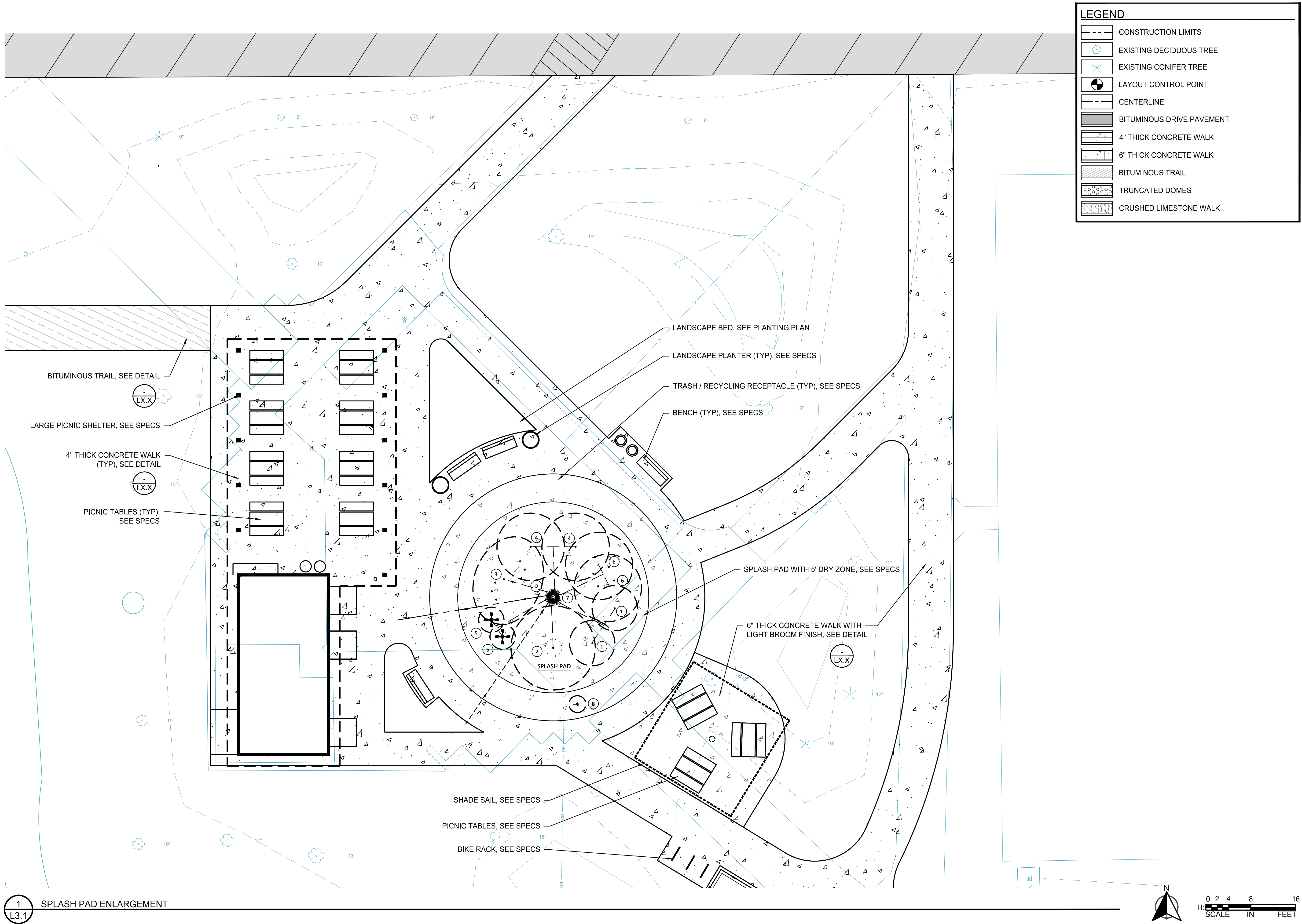
CITY OF FALCON
HEIGHTS, MN

CLIENT PROJECT NO.
XXXXXX

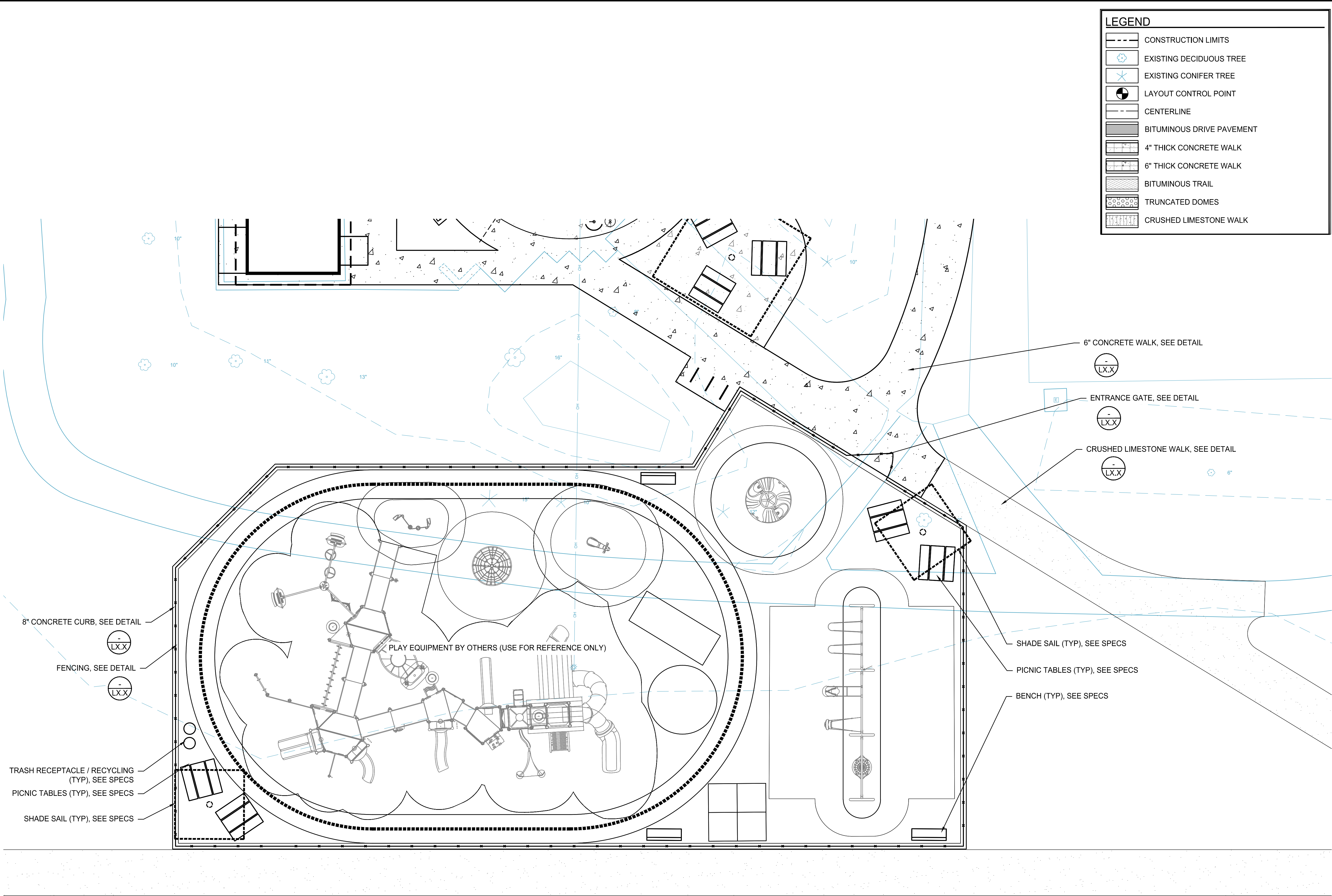
WSB PROJECT NO.
023655-000

SPLASH PAD ENLARGEMENT PLAN

SHEET
L3.1



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LEGEND	
	CONSTRUCTION LIMITS
	EXISTING DECIDUOUS TREE
	EXISTING CONIFER TREE
	LAYOUT CONTROL POINT
	CENTERLINE
	BITUMINOUS DRIVE PAVEMENT
	4" THICK CONCRETE WALK
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	CRUSHED LIMESTONE WALK

wsb

emanuelson-podas
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SCALE: AS SHOWN
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ELECTRICAL:

REVISIONS	
NO.	DESCRIPTION

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ROBERT A. SUPKA
DATE: 44337
LIC. NO:

FALCON HEIGHTS
COMMUNITY PARK

CITY OF FALCON
HEIGHTS, MN

CLIENT PROJECT NO.
XXXXXX

WSB PROJECT NO.
023655-000

PLAYGROUND
ENLARGEMENT

SHEET
L3.2

Memorandum

To: Jack Linehan

From: Bob Slipka

Date: January 30, 2025

Re: Restroom Building Quote Process Summary
WSB Project No. 023655

On behalf of the City of Falcon Heights, WSB has reached out to several vendors that specialize in pre-fabricated restroom buildings. These vendors include Green Flush Restrooms and Cedar Forest Products. Though there are other vendors that do exist, these two vendors have products that align best with the material and visual preferences desired by city staff. Meaning many of the other vendors only fabricate an all concrete and/or vault style building. These buildings are commonly used in county, state and national parks (which are more utilitarian and less visually aesthetic). For the Community Park project, we have specifically requested a building that utilizes some form of lap siding and architectural metal roofing which would be more compatible with the existing adjacent residential areas in comparison to the other all-concrete style building options.

Requests were made to both vendors seeking a heated year-round building that would provide two separate restrooms, storage area and small concessions space. This includes toilet and sinks with running water, electric heat throughout and server style concession area with countertops and outlets for special events and/or rental purposes. Both of the vendors have prepared quotes for purchase, delivery and installation of the requested restroom building. These quotes do not include extension of sanitary sewer, water service or primary electric, this work will be completed as part of the larger site improvement project performed by the Site Contractor under a separate contract.

In comparing the two submissions, the first quote was from Green Flush Restrooms, a company that specializes in pre-fabricated building structures. This is pre-fabricated building that would be completely constructed offsite in Washington State where they are headquartered. Frost foundations are not provided by Green Flush and would be installed as part of the larger site improvement project prior to delivery (estimate value of about \$50,000). Upon delivery, the building would be set by a crane along with connections to sewer, water, and electricity. Estimated timeline for fabrication, delivery and setting of the unit would be about 10 months from the date of formal purchase order. The Green Flush restroom would be complimented by a separate detached picnic shelter, something that would be procured by another vendor quote package.

The second quote was from Cedar Forest Products out of Michigan, locally repped by Minnesota Wisconsin Playgrounds in Minneapolis. Cedar Forest Products began as a picnic shelter company and has expanded to include small park-style buildings. They would prefabricate certain small portions of the overall structure and ship them to the project site but most construction and assembly would occur onsite. In addition, their pricing does include frost foundation installation as part of their overall quote (as noted above, not included in the quote from Green Flush). Also, another noteworthy difference between the two vendors is that Cedar Forest Products can include an attached picnic shelter as part of their building package.

Estimated timeline with Cedar Forest is 4-6 months for delivery of materials followed by onsite construction. Construction is estimated to be an additional 6-8 weeks.

Quotes have been received by both vendors for review. One formal quote has been received from Green Flush per the detailed information provided to them. Several draft quotes have been received from Cedar Forest Products. One initial draft quote for just the restroom building and another more recent quote for the restroom building and attached shelter. WSB and city staff have been working with Cedar Forest on finalizing products, finishes, etc. to get a finalized quote with the attached shelter. Once a vendor and final quote is selected, a direct purchase agreement through a state procurement site will be executed for purchase, delivery and installation. This vendor will be required to coordinate with the Site Improvements General Contractor on schedule, installation, etc.



MWP Recreation
4800 Olson Memorial Hwy, Suite 130 Golden Valley, Minnesota 55422
Ph. 800-622-5425 | 763-546-7787 | riley@MWPrecreation.com

01/22/2025
Quote #
105666-01-05

CONSULTANT: RILEY RICHARDSON

Community Park CFP Building and Shelter - Installation

City of Falcon Heights
Attn: Kelly Nelson
2050 Roselawn Ave W
Roseville, MN 55113
United States
Phone: (651) 792-7617
kelly.nelson@falconheights.org

Ship to Zip 55113

Quantity	Part #	Description	Unit Price	Amount
1	INSTALL	Cedar Forest Products - Installation of TBL 3076- -Includes supplying and installation of exterior Hardie Board or LP Smartside - Includes supplying and installation of ADA door hardware, concession sinks and countertops - Includes all plumbing and electrical work - Includes Installation of all items provided in materials quote - All utilities must be stubbed into concrete pad by others	\$147,615.00	\$147,615.00
1	INSTALL	Other - Concrete and Foundation, Stoops, and Excavation for foundations and fill for slab- Concrete and Foundation - Install 100lnft of 20"w x8"t strip footings - Install 100lnft of 8" CMU foundation wall - Install 100lnft of 4" CMU bond beam - Install 520 sqft 4"t conc interior slab with a light broom finish - Install 1'w x 4"t conc apron around 3 sides of building and 2'w x 4"t conc on low roof side Stoops - Install (3) 5'x5' stoops with conc strip footings and block foundation walls @ typ man doors - Install (1) 5'x8' stoop with conc strip footings and block foundation walls @ double door Excavation for foundations and fill for slab - Excavate down 4' for strip footings and foundation - Bring in and place 20CY of sand - Excludes disposal of the excess soils	\$77,584.00	\$77,584.00
			Sub Total	\$225,199.00
			Total	\$225,199.00

This quotation is subject to current MWP Recreation (MWP) policies as well as the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to MWP Recreation.

Each quote is handled on a per order/project basis. Unless a long-term agreement is in place between purchaser and MWP, terms and conditions of this quotation shall be as outlined herein with no other requirements applicable.

Any changes made to product and/or services after initial order(s) has/have been received by MWP will result in production and/or schedule time frame modifications. Please contact your regional representative to receive a revised schedule for your order/project.

Indemnification; Owner/Owner's Representative will indemnify and hold Minnesota Playground, Inc., dba, MWP Recreation (MWP), harmless for all claims, damages and related costs, including reasonable legal fees and costs, arising out of Owner/Owner's Representative's negligence or noncompliance with any of its commitments under this document. MWP will indemnify and hold Owner/Owner's Representative harmless for all claims, damages and related costs, including reasonable legal fees and costs, arising out of MWP's negligence or noncompliance with any of its commitments under this document.



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01/22/2025
Quote #
105666-01-05

CONSULTANT: RILEY RICHARDSON

Community Park CFP Building and Shelter - Installation

Excusable Delays/Additional Costs: MWP, and/or its affiliates, shall be liable for default unless delay of performance, whether supplying materials only or including installation in accordance with our project scope, is caused by an occurrence beyond reasonable control of MWP, and/or its affiliates, such as, but not limited to, acts of Superior Force or the public enemy, acts of Government in either its sovereign or contractual capacity, fire, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, delays of common carriers (for transportation of goods whether raw materials or finished product) and attainability of raw materials. Such events resulting in additional costs are not included in quoted amounts and shall be the responsibility of the Owner/Owner's Representative. Any additional costs shall be provided in writing for purchaser's records and shall be due upon payment of invoice.

Payment terms: net 30 days for tax supported governmental agencies. Should this quotation be forwarded to an agency not listed on this quote, credit terms, as well as other terms and conditions herein, may be need to be altered. For instance, non-tax supported organization purchasing any or all products and/or services quoted herein may require full payment for that amount due at time of order entry. Remaining balance owed by tax supported agency, if any, shall still be net 30 days. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted.

Unless already on file, please include a tax exempt certificate upon order entry whether a tax supported government agency or other.



CONSULTANT: RILEY RICHARDSON

Community Park CFP Building and Shelter - Installation

Project Scope:

Please note, installation is based on site being ready prior to our arrival to install play equipment as well as site conditions that have been conveyed to our organization by the owner/owner's representative and/or ideal conditions existing for a timely completion of your project as quoted. Unless addressed prior to the installation quote being issued or specifically mentioned herein, any issues that arise that impede the progress/completion of your project as quoted will result in additional charges.

Weather can change project scheduling in many ways. Take rain for an example. Day, or days, before rain... If weather forecasts show a high percentage chance for rain that will effect the site conditions, a postponement may be in order. Digging holes, laying certain surfacing materials, etc., are greatly affected by weather conditions and work may not begin/continue due to weather forecasts. There's the rain days themselves, which if heavy enough rainfall occurs, makes a site unworkable. Day, or days, after rain... Drying time will be needed after rain and the number of days needed will vary depending on amount of moisture received. One actual rain day may equal multiple delay days depending on work scheduled to be done.

+ INCLUSIONS +

- + One mobilization
- + Public utility locates only
- + Installation of equipment as outlined on quote #105666-01-03
- + Marking and digging of footings holes to accept direct embedment supports as needed
- + Unpacking of equipment
- + Assembly of equipment
- + Concrete for pad and footings as needed
- + Pouring of concrete and pad for footing
- + Construction tape/temporary bracing (as needed)
- + Standard insurance offerings
- + Standard warranty offerings
- + Standard industry accepted labor wages

- EXCLUSIONS -

- Clear access path up to and into play area for installation equipment (minimum of 8-foot wide, includes but not limited to gates, walkways, driveways, etc.)
- Staging area for materials and installation equipment, trailers, etc.
- Unobstructed space for maneuvering installation equipment as well as performing work
- Security fencing of any type
- On site security personnel
- If fencing is in place (by others), ability to unlock fencing is to be provided to our office a minimum of one week prior to our start
- Private utility locates such as, but not limited to, irrigation, fiber optics, private lighting, etc.
- Accepting, unloading and storage of order(s)/shipment(s) prior to installation. Please note, orders can be packaged/shipped in large crates, pallets, etc., requiring heavy-duty equipment to unload.
- Sitework of any kind such as, but not limited to, grading (play area to have max slope of 1%), site restoration, drainage, etc.
- Removal of existing play equipment, border, safety surfacing, etc.
- Backfill and compaction of backfill after removal of existing items (for footing holes as an example) that leave voids in area (marking and digging of new footing holes based on workable site)
- Digging in compacted sub-surfaces, rock, hard pan, tree roots, unstable soil conditions, etc.
- Restoration of compacted sub-surfaces for playground surfacings such as, but not limited to, poured-in-place rubber, rubber tiles, artificial turf, etc.
- Digging/maneuvering in sand, pea gravel, mud, etc.
- Offsite removal of spoils from footing holes (can be stockpiled near play area for owner/owner's representative removal or spread within play area)
- Disposal of packing material (can be deposited in owner/owner's representative onsite dumpster or stockpiled for removal by others)
- Playground safety surfacing
- Border to help contain playground safety surfacing
- Removal of temporary braces, caution/construction tape, etc. (Can be removed and disposed of after concrete has cured.)
- Bonding of any type
- Permits of any kind
- Prevailing, Davis Bacon, Union, or similar, wages
- Restroom facilities. Please provide access to restrooms whether within a building or portable style. Should use of site facilities not be available, additional charges will be required to bring on site temporary/portable restrooms. These temporary facilities will be removed once your project has been completed.
- Short term maintenance, check manufacturer's owner's manual recommendations for maintenance and always follow these written instructions. To help set up short (and ongoing) term maintenance, use the first twelve months to regularly check equipment (such as, but not limited to, tightening hardware, checking moving features, etc.). Twelve months allows use in all seasons and will provide a better understanding of what will



CONSULTANT: RILEY RICHARDSON

Community Park CFP Building and Shelter - Installation

be necessary for your ongoing maintenance. This short term schedule will be based on the amount of use the play equipment is getting as well as the type of play event that is being played on. Activities with movement have a more dynamic play which can lead to more maintenance due to the nature of the motion but also because these types of play events tend to be more popular. Static features may require less attention during the short term and ongoing maintenance as inspections will determine frequency of maintenance needed for these events. There may be a need for scheduled lower and higher frequency inspections.

- Ongoing maintenance, check manufacturer's owner's manual recommendations for maintenance and always follow these written instructions. After short term maintenance period is done and data is collected for that time period, an ongoing schedule should be implemented. The ongoing maintenance can change with age and greater use. There may be a need for scheduled lower and higher frequency inspections.

Should weekend work be necessary or non-standard hours be worked, please provide a site contact and the best telephone number to reach this person in case an urgent matter arises requiring immediate attention.

(Name) _____

(Cell) _____

(Other Telephone Number) _____

Exclusions: unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders and drainage provisions.

Order Information:

Bill To: _____ Ship To: _____

Company: _____ Project Name: _____

Attn: _____ Attn: _____

Address: _____ Address: _____

City, State, Zip: _____ City, State, Zip: _____

Contact: _____ Contact: _____

Tel: _____ Tel: _____

Fax: _____ Fax: _____

Email: _____ Email: _____

Acceptance of quotation:

Accepted By (printed): _____ P.O. No: _____

Signature: _____ Date: _____

Title: _____ Phone: _____

Facsimile: _____ Purchase Amount: **\$225,199.00**



MWP Recreation
4800 Olson Memorial Hwy, Suite 130 Golden Valley, Minnesota 55422
Ph. 800-622-5425 | 763-546-7787 | riley@MWPrecreation.com

01/22/2025
Quote #
105666-01-06

CONSULTANT: RILEY RICHARDSON

Community Park CFP Building & Shelter - Materials

City of Falcon Heights
Attn: Kelly Nelson
2050 Roselawn Ave W
Roseville, MN 55113
United States
Phone: (651) 792-7617
kelly.nelson@falconheights.org

Ship to Zip 55113

Quantity	Part #	Description	Unit Price	Amount
1	TBM 3076	Cedar Forest Products - Traverse Bay Mono Slope- • 8' eave height, 3:12 roof pitch, designed for a standard 30 PSF live load & 90 MPH wind speed • Kiln dried cedar, double T&G, nominal 4" x 8" exterior walls • Zinc plated fasteners • Roof decking shall consist of 2" x 6" nominal #1 SYP single T&G with a V-joint • 2" x 8" cedar fascia • 24ga Medallion-LOK standing seam metal roofing • Powder coated steel columns with electrical access • Primed 18 ga metal exterior door(s) & 16 ga metal frame(s) - field painting required, hardware included • Interior walls are 2" x 4" site built construction with FRP panels in restroom area • 1" x 4" S4S cedar trim • Insulated metal roll-up concession window with stainless steel shelf • Double pane insulated glass windows (frosted) • Insulation pkg - R-13.85 walls, R-30 roof	\$199,732.00	\$199,732.00
1	PLUMBING	Cedar Forest Products - VCP Plumb Pkg w/ urinals, elect hand dryers & baby changing station	\$15,015.00	\$15,015.00
1	ELECTRICAL	Cedar Forest Products - EFP Electrical Fixture Package	\$12,714.00	\$12,714.00
1	WATER SYSTEM	Cedar Forest Products - DF HAWS 1119FRP outdoor freeze-resist hi/lo fount & filler	\$12,974.00	\$12,974.00
1	ENGINEERING	Cedar Forest Products - Engineering Drawings	\$2,000.00	\$2,000.00
1	ADA	Other - OPTION - ADA Door Openers and Hardware	\$7,800.00	\$7,800.00
1	COUNTERTOP	Other - OPTION - Stainless Steel Countertops and Sink for Concession Area	\$6,630.00	\$6,630.00
			Sub Total	\$256,865.00
			Freight	\$11,583.00
			Total	\$268,448.00

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Indemnification; Owner/Owner's Representative will indemnify and hold Minnesota Playground, Inc., dba, MWP Recreation (MWP), harmless for all claims, damages and related costs, including reasonable legal fees and costs, arising out of Owner/Owner's Representative's negligence or noncompliance with any of its commitments under this document. MWP will indemnify and hold Owner/Owner's Representative harmless for all claims, damages and related costs, including reasonable legal fees and costs, arising out of MWP's negligence or noncompliance with any of its commitments under this document.



CONSULTANT: RILEY RICHARDSON

Community Park CFP Building & Shelter - Materials

Excusable Delays/Additional Costs: MWP, and/or its affiliates, shall be liable for default unless delay of performance, whether supplying materials only or including installation in accordance with our project scope, is caused by an occurrence beyond reasonable control of MWP, and/or its affiliates, such as, but not limited to, acts of Superior Force or the public enemy, acts of Government in either its sovereign or contractual capacity, fire, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, delays of common carriers (for transportation of goods whether raw materials or finished product) and attainability of raw materials. Such events resulting in additional costs are not included in quoted amounts and shall be the responsibility of the Owner/Owner's Representative. Any additional costs shall be provided in writing for purchaser's records and shall be due upon payment of invoice.

Payment terms: 50% down with order placement, with 50% due upon completion of the building. Should credit card be used, please contact your company representative or our office to determine if a credit card fee is applicable. A revised quote will be issued with credit card fee included if deemed applicable.

Cedar Forest Products Shipment: order shall ship within fourteen to sixteen weeks after MWP's receipt and acceptance of your purchase order, color selections, preparation/creation of "stamped" drawings, if required, approved submittals and receipt of deposit/full payment, if required. Receipt of anything other than what is stated herein will not constitute an order and therefore no materials will be placed into production nor installation, if required, will be scheduled.

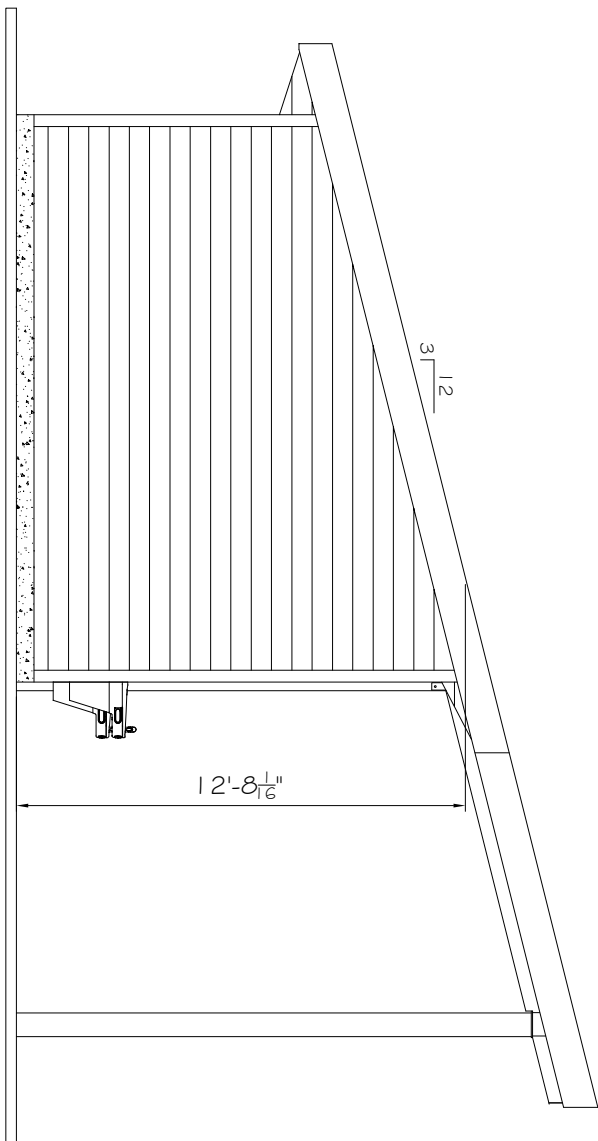
Exclusions: unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders and drainage provisions.

Order Information:

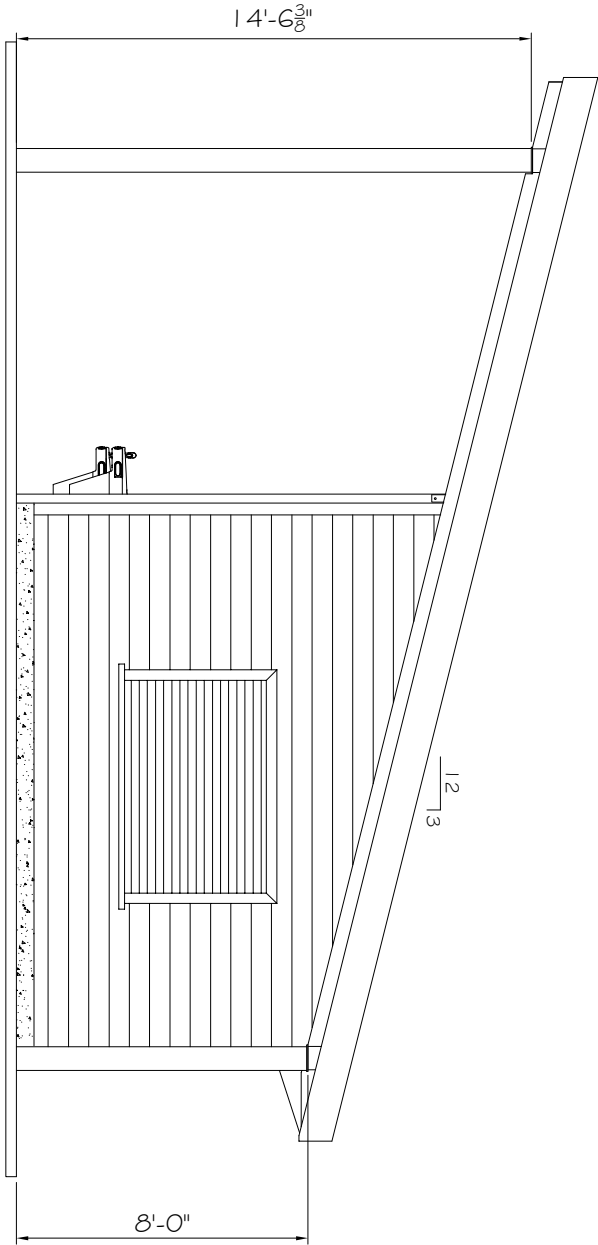
Bill To: _____ Ship To: _____
Company: _____ Project Name: _____
Attn: _____ Attn: _____
Address: _____ Address: _____
City, State, Zip: _____ City, State, Zip: _____
Contact: _____ Contact: _____
Tel: _____ Tel: _____
Fax: _____ Fax: _____
Email: _____ Email: _____

Acceptance of quotation:

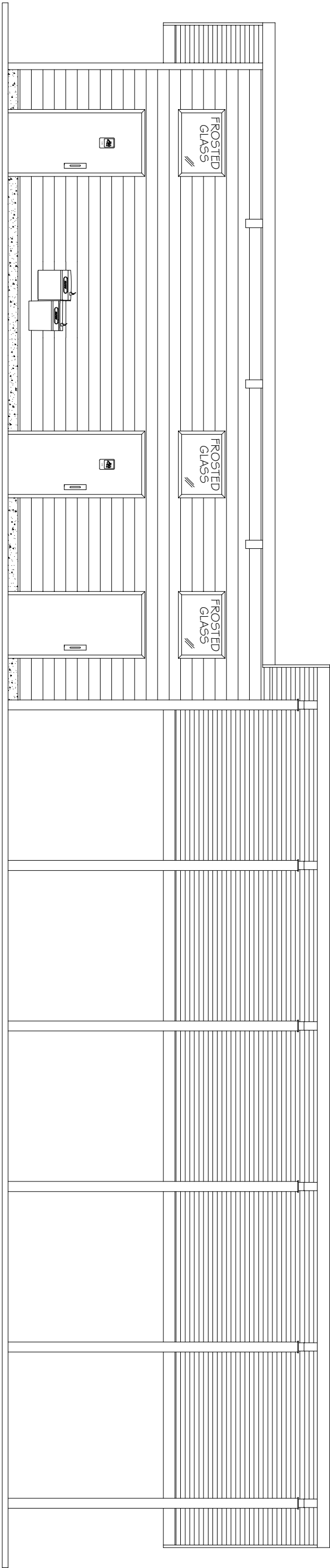
Accepted By (printed): _____ P.O. No: _____
Signature: _____ Date: _____
Title: _____ Phone: _____
Facsimile: _____ Purchase Amount: **\$268,448.00**



LEFT SIDE ELEVATION



RIGHT SIDE ELEVATION



FRONT ELEVATION

PRELIMINARY
NOT FOR CONSTRUCTION



CFP

CEAR FOREST PRODUCT

P.O. BOX 145
WEST OLIVE, MI 49460
800-552-9495
WWW.CEDARFORESTPRODUCTS.COM

THE FOLLOWING WILL BE THE RESPONSIBILITY OF OTHERS:
1. ALL CONSTRUCTION SHOULD MEET STATE & LOCAL BLDG. CODE REQ'RS.
2. ASSUMED SOIL BEARING CAPACITY = 1500 P.S.F. ALL FOOTINGS TO BEAR ON UNDISTURBED SOIL.
3. CONSULT WITH A LOCAL, REGISTERED STRUCTURAL ENGINEER IF SOIL BEARING CONDITIONS ARE OTHER THAN ABOVE.
4. BY A REGISTERED STRUCTURAL ENGINEER.
5. DETERMINE ALL DESIGN LOADS PER LOCAL CODES.
6. CONCRETE TO BE 3,000 P.S.I. COMPRESSIVE STRENGTH IN 28 DAYS.
7. REINFORCING STEEL TO BE A.S.T.M. A-305 DEFORMED.
8. ALL CONSTRUCTION SURVEYING AND FIELD VERIFICATION OF ALL DIMENSIONS, PROVIDE AND INSTALL ALL CONCRETE, REINFORCING STEEL, & ANCHOR BOLTS.
9. UNLOAD ALL TRUCKS) DELIVERING C.F.P. MATERIALS.
10. DIRECTION OF THE STRUCTURE(S).
11. DIRECTION OF THE STRUCTURE(S).

© Copyright 2025 these drawings are the intellectual property of C.F.P. CO. and shall not be copied or disclosed to any unauthorized parties in part or its entirety without our written permission, and they shall not be used for construction unless approved by a C.F.P. Representative

OWNER INFO:

FALCON HEIGHTS, MN.

REVISION DATES

REV: 12-9-12
REV: 12-18-24
REV: 1-10-25
REV:

DRAWING #

DATE:

DESCRIPTION:

TBM3076-CU5

POSSIBLE OPTIONS:

☐ 29ga METAL ROOF

☒ STANDING SEAM ROOF

☐ CEDAR SHINGLES

☐ METAL BASE SHOES

☒ STEEL COLUMNS

☐ CUSTOM ROOF PITCH

☐ LIGHTNING PROTECTION

☐ 2 TIER ROOF

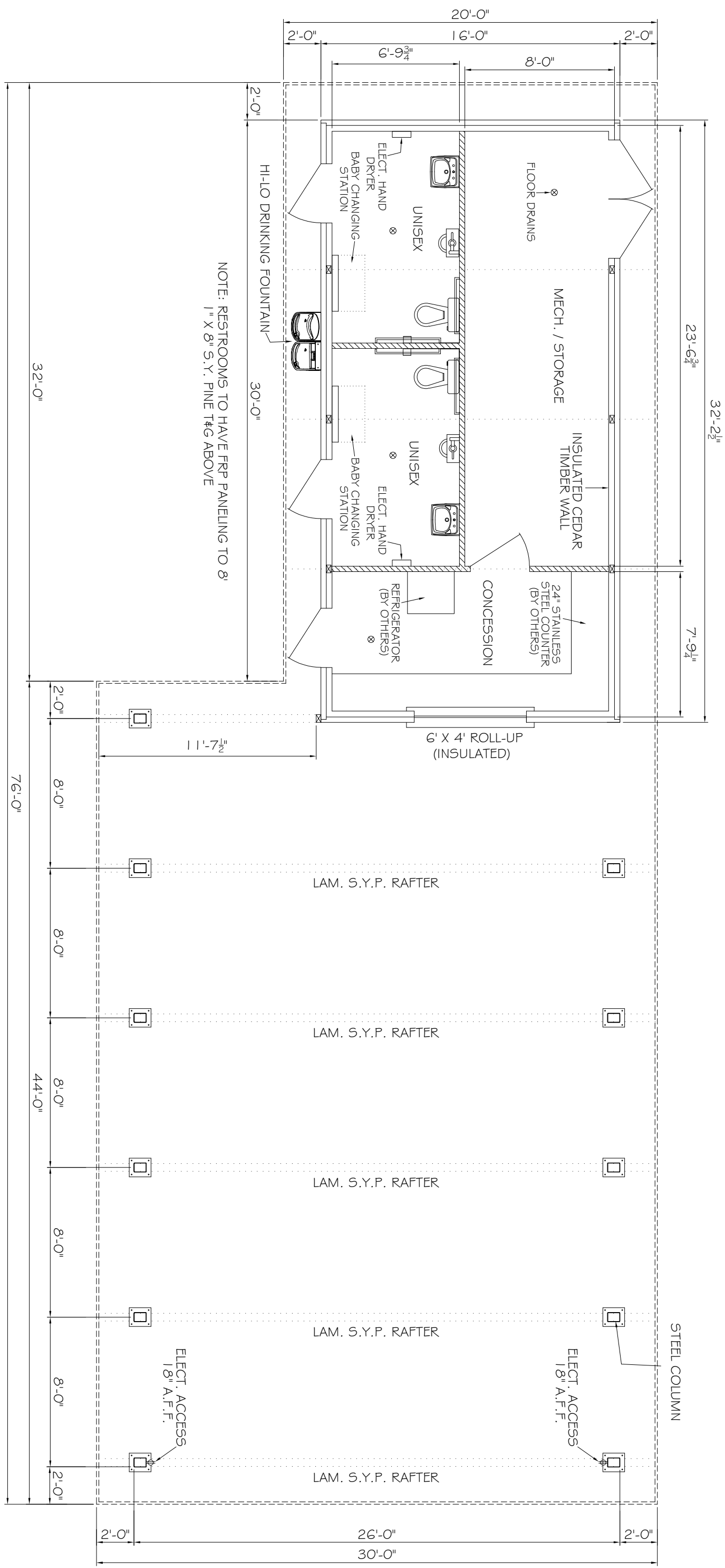
☐ CUPOLA

REV: 12-9-12
REV: 12-18-24
REV: 1-10-25
REV:

SHEET:

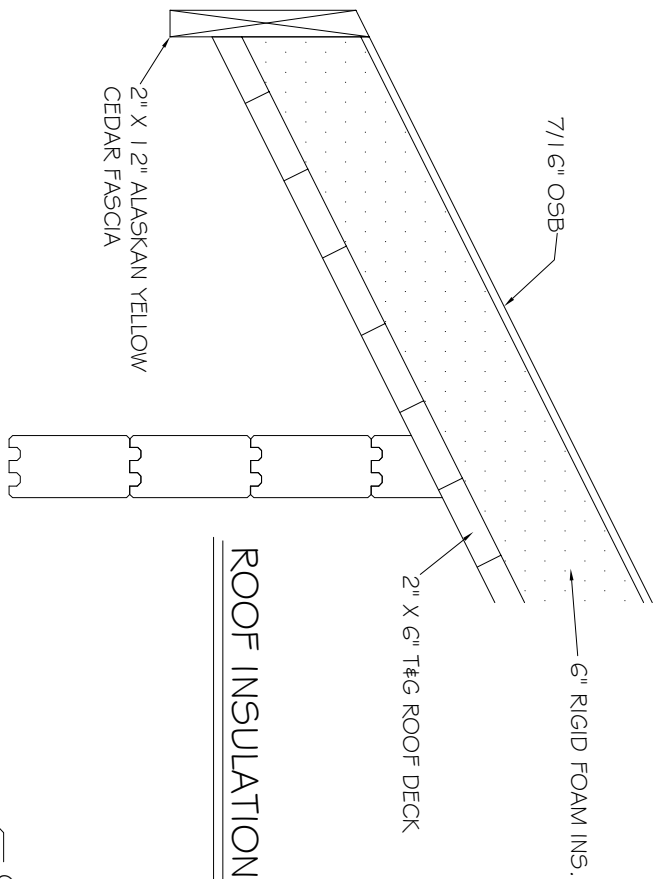
1 OF 4

PRELIMINARY
NOT FOR CONSTRUCTION

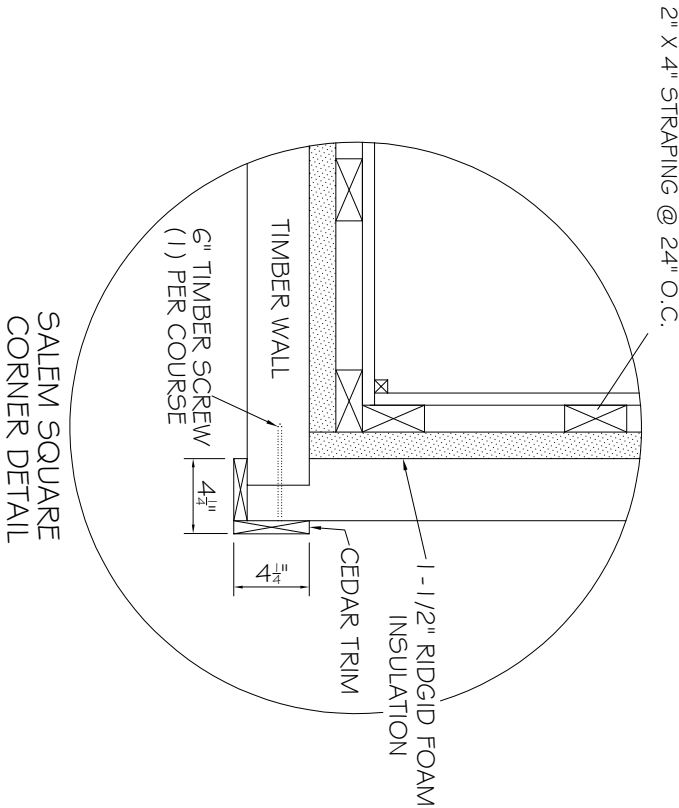
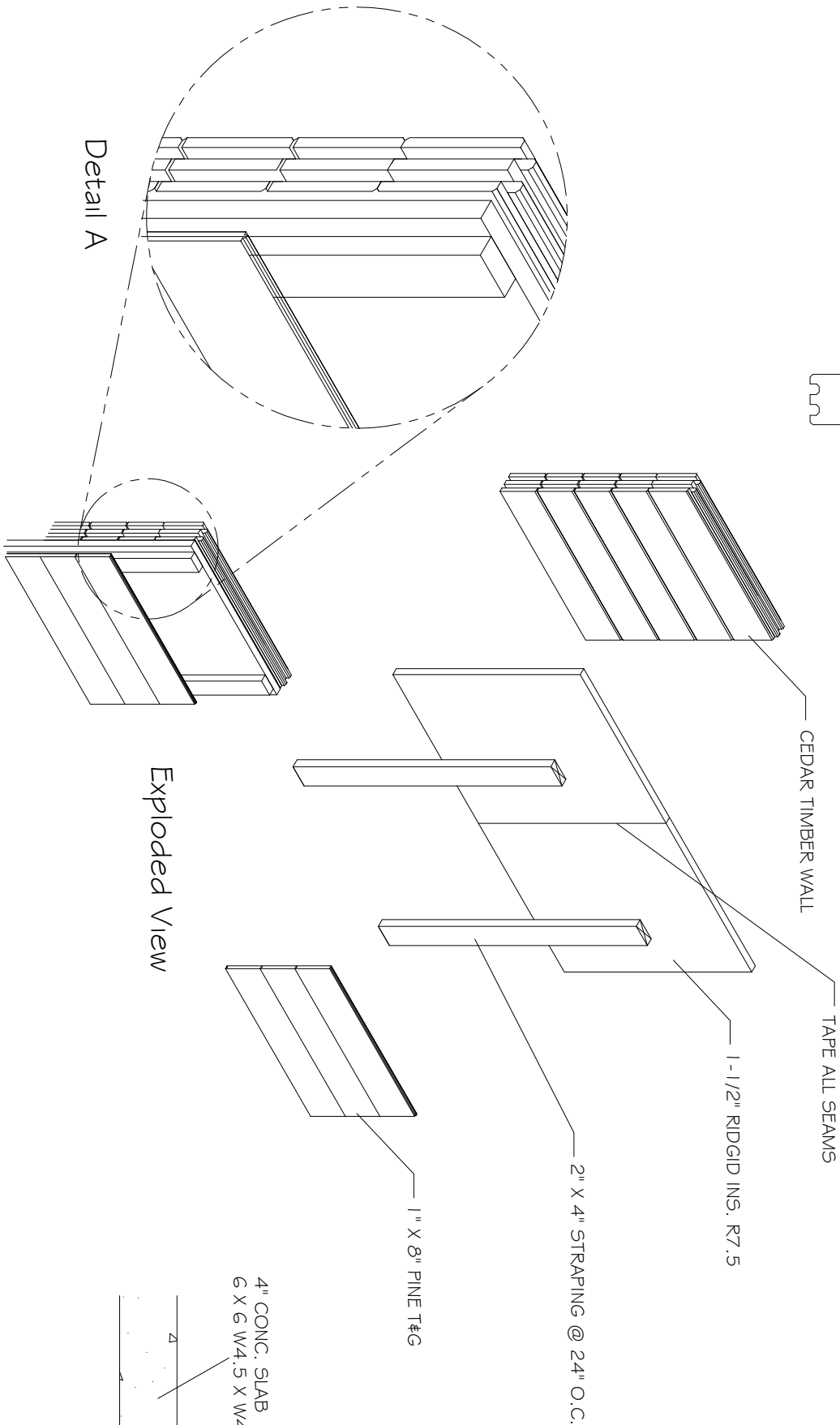


FLOOR PLAN

OWNER INFO:		FALCON HEIGHTS, MN.		REVISION DATES	DRAWING #	DATE:
DESCRIPTION:		TBM3076-CUS		REV: 12-9-12	KLY-1030	11-27-24
Possible Options:	☐ 294g METAL ROOF	☐ METAL BASE SHOES	☐ LIGHTNING PROTECTION	REV: 12-16-24	SHEET: 2 OF 4	
	☒ STANDING SEAM ROOF	☒ STEEL COLUMNS	☐ 2 TIER ROOF	REV: 1-10-25		
	☐ CEDAR SHINGLES	☐ CUSTOM ROOF PITCH	☐ CUPOLA	REV:		



ROOF INSULATION DETAIL



TIMBER WALL INSULATION DETAIL

PRELIMINARY
NOT FOR CONSTRUCTION



CFP

CEAR FOREST PRODUCT

P.O. BOX 145
WEST OLIVE, MI 49460
800-552-9495
WWW.CEDARFORESTPRODUCTS.COM

THE FOLLOWING WILL BE THE RESPONSIBILITY OF OTHERS:
1. ALL CONSTRUCTION SHOULD MEET STATE & LOCAL BLDG. CODE REQS.
2. ASSUMED SOIL BEARING CAPACITY = 1500 P.S.F. ALL FOOTINGS TO BEAR ON UNDISTURBED SOIL.
3. CONSULT WITH A LOCAL REGISTERED STRUCTURAL ENGINEER IF SOIL BEARING CONDITIONS ARE OTHER THAN ABOVE.
4. BY A REGISTERED STRUCTURAL ENGINEER.
5. DETERMINE ALL DESIGN LOADS PER LOCAL CODES.

6. CONCRETE TO BE 3,000 P.S.I. COMPRESSIVE STRENGTH IN 28 DAYS.
7. REINFORCING STEEL TO BE A311M, A-305 DEFORMED.
8. ALL CONSTRUCTION SURVEYING AND FIELD VERIFICATION OF ALL DIMENSIONS.
9. PROVIDE AND INSTALL ALL CONCRETE, REINFORCING STEEL, & ANCHOR BOLTS.
10. UNLOAD ALL TRUCKS) DELIVERING C.F.P. MATERIALS.
11. DIRECTION OF THE STRUCTURE(S).

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OWNER INFO:

FALCON HEIGHTS, MN.

DESCRIPTION:

TBM3076-CU5

Possible Options:

☐ 29ga METAL ROOF

☒ STANDING SEAM ROOF

☐ CEDAR SHINGLES

☐ METAL BASE SHOES

☒ STEEL COLUMNS

☐ CUSTOM ROOF PITCH

☐ LIGHTNING PROTECTION

☐ 2 TIER ROOF

☐ CUPOLA

REVISION DATES

REV: 12-9-12
REV: 12-18-24
REV: 1-10-25

DRAWING #

KLX-1030

DATE:

11-27-24

SHEET:

4 OF 4



Quote #FH02
City of Falcon Heights, MN

**Prefabricated Restroom
for Community Park**

12/6/2024

Quote Description



Per Quotes #51128-8(REV. #1) and #51128A-8(REV. #1) by Whitley Manufacturing

Custom Green Flush building with concession room and two restroom cabins wood-frame constructed and delivered to Roseville, MN ready for operation after connection to sewer, water, and power. Exterior walls are finished with lap siding painted with two colors. Interior cabin walls are finished with FRP. Also includes metal roofing, concrete floor with floor drain in cabin, ERV ventilation system, frameless stainless steel mirrors, hand dryers, drinking fountains (shipped loose and installed by others), skylights, baby changing tables, automatic door locks, interior and exterior lights, heaters, water heater, porcelain toilets with exposed sensor flushometers, porcelain urinals with concealed sensor flushometers, porcelain sinks with sensor operated faucets, occupancy indicators, digital comment card, manual roll-up shutter, and hollow metal doors.

Green Flush will rent the crane needed to install the restroom and will send a staff member to provide technical support during the installation.

Item	Price	QTY	Subtotal
Restroom building as described with 370 square feet See page 4 for floor plan	\$259,863.00	1	\$259,863.00
Restroom building as described with 326 square feet See page 4 for floor plan	\$252,388.00	1	\$252,388.00
Optional epoxy floor finish in restroom cabins	\$2,800.00	1	\$2,800.00
Optional epoxy floor finish in concession area	\$2,107.00	1	\$2,107.00
Optional 3'2" roof overhang over concession window The roof overhang is 10" without this option	\$3,586.00	1	\$3,586.00
Optional door opener with accessibility push plate	\$5,500.00	1	\$5,500.00

Site work and sales tax are not included.

Pricing is guaranteed through 1/5/2025.

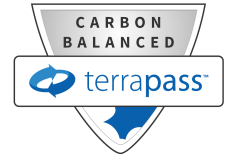
Price includes all required modular building permits, but not site specific permits such as a building permit. This quote is based on Green Flush's Standard Terms and Conditions (see separate attachment). The payment terms are listed below.

Pricing is based upon current Statewide codes. Exceptions or additions to the State Codes by any local jurisdiction are not addressed in the pricing. Any code revisions to the current Statewide codes or adoption of new code standards that may necessitate changes to the specifications or drawings may be the subject of a change order and price change.

Delivery

The restroom will be delivered on a semi-truck to the installation site or as close as the semi-truck can get to the installation site.

Green Flush Restrooms purchases carbon offsets for all travel, shipping, and office energy.



Installation Site

City of Falcon Heights Community Park
2050 Roselawn Ave W
Roseville, MN 55113

Google Maps Coordinates
44.998398, -93.185880

Crane Rental

This quote is based on the crane having a 40' reach (center to center). There cannot be any hanging electrical wiring near the crane. Any trees or other obstructions will need to be addressed before the crane arrives on site. Any cost increases to Green Flush due to needing a longer than 40' reach or obstructions will be passed on to the customer through a change order.

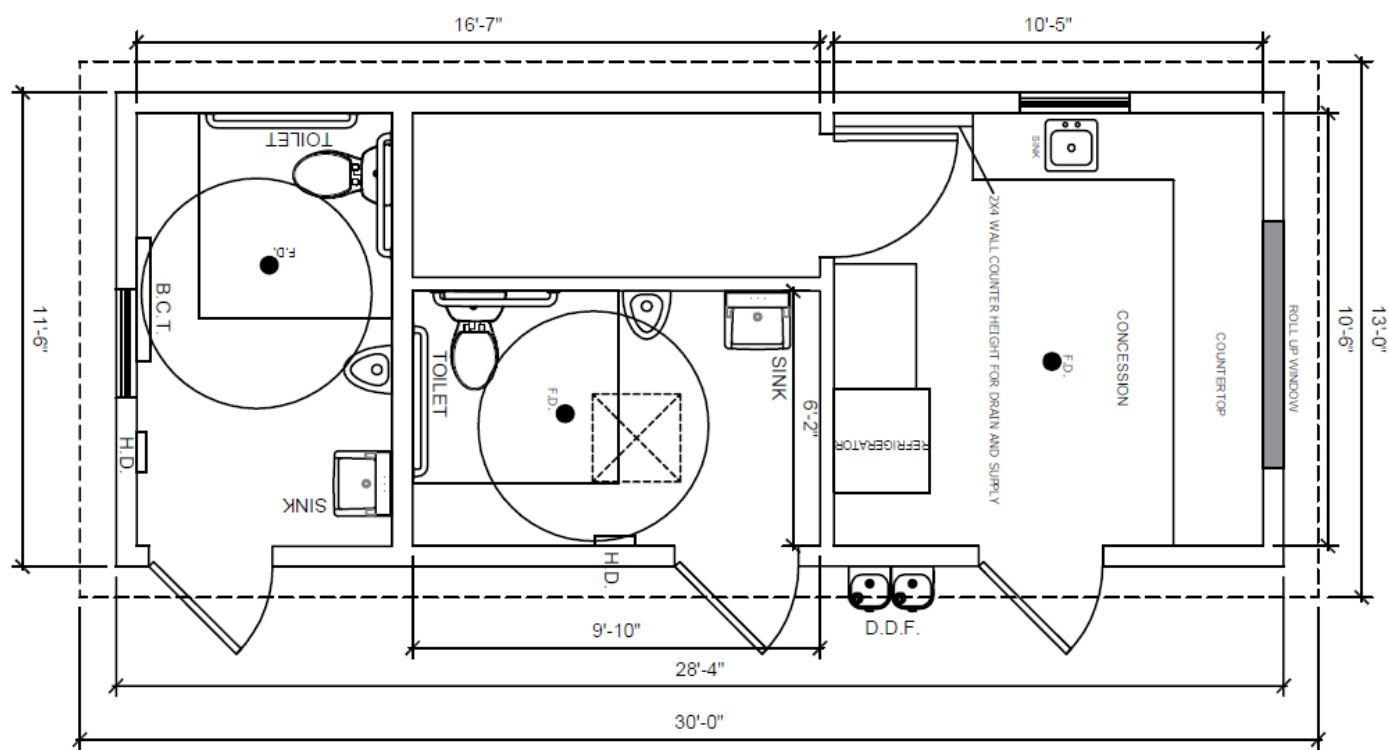
Warranty

All materials and equipment provided by Green Flush Restrooms will have a one year full warranty beginning on the date the customer is notified the restroom is ready to ship.

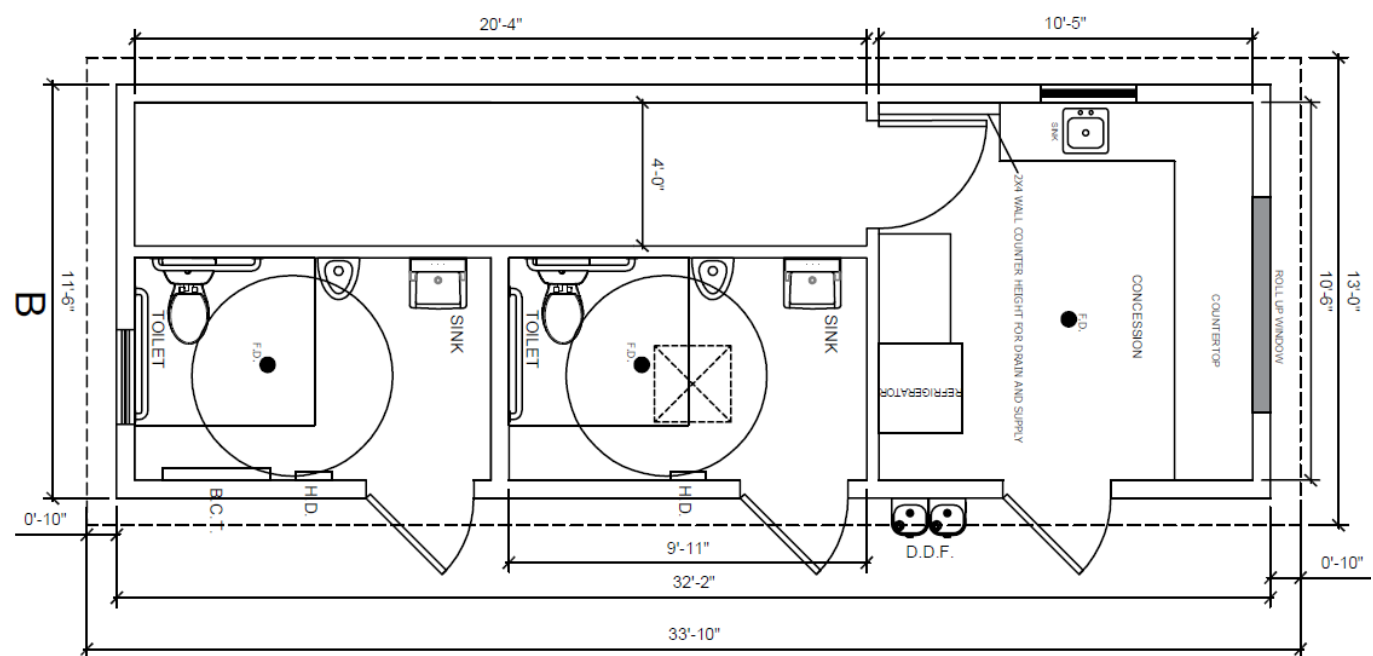
Customer Milestones

Due to the recent pandemic, natural disasters, and steel tariffs; material costs will need to be reviewed if the customer misses approval milestone dates agreed upon in a published schedule. Green Flush Restrooms reserves the right to revise and pass along price increases due to missed milestones.

326 Square Feet Floor Plan

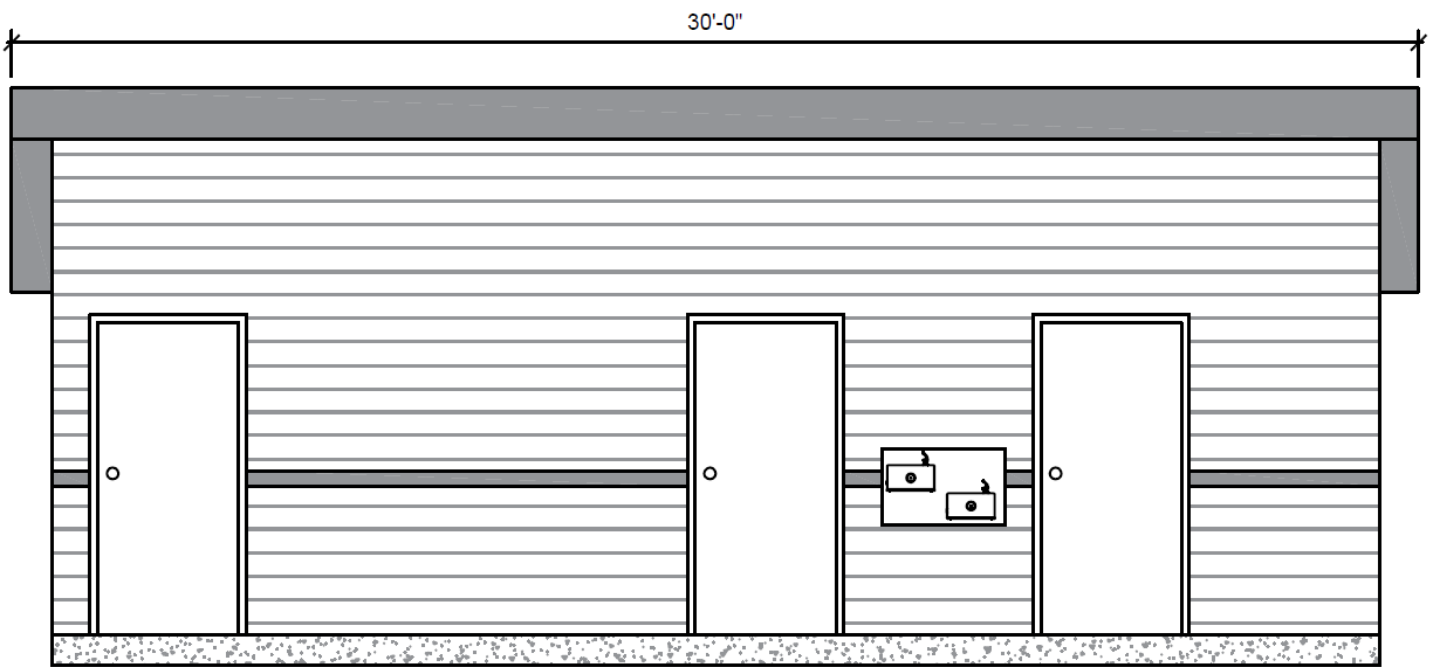


370 Square Feet Floor Plan

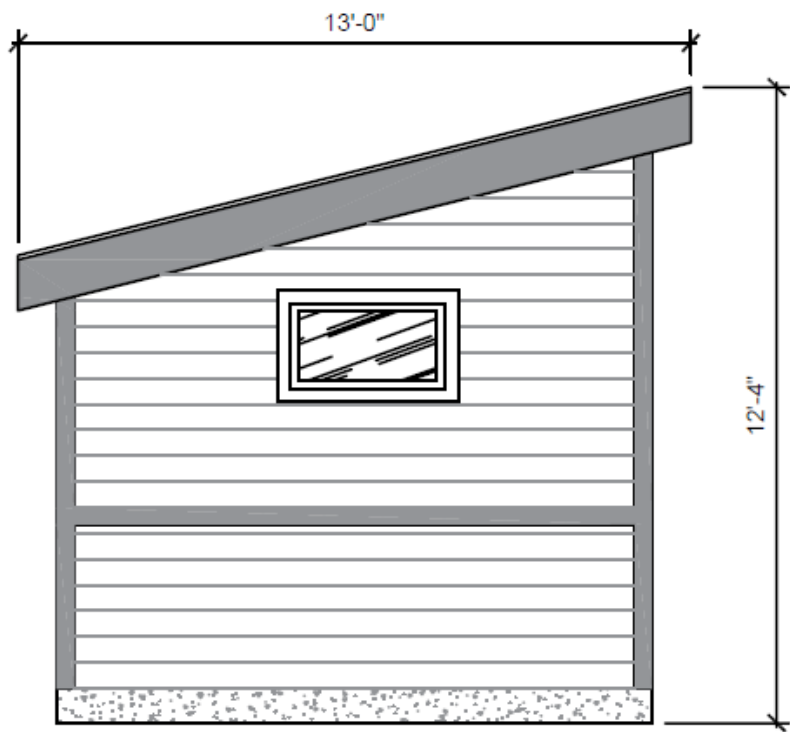


Refrigerator is not included

Elevations



The front elevation is for the 326 square feet floor plan



Specifications for 370 Square Foot Restroom

		12/6/2024 10:13
<u>CUSTOMER:</u>		GREENFLUSH TECH. (FALCON HEIGHTS, MN)
SALESPERSON:		KEN EARLYWINE
ESTIMATOR:		JUSTIN LANCE
FACTORY:		IN
BUILDING:		33' 10"X13'
UNITS:		(1) 33'10" X13' MODULE "B" STYLE
CODE:		2021 IBC
STATE:		MN
QUOTE #		51128A-8(REV. #1)
<u>FRAME:</u>		
	TYPE:	PERIMETER
	MAIN BEAM:	C8"X18.75#/FT AROUND PERIMETER
	MISC.:	PRIME PAINT C-CHANNEL FRAME
	X-MEMBER:	NONE
	HITCH:	NONE
	AXLES:	NONE
	MISC:	(8) BOLT-ON LIFTING LUGS SET IN CONCRETE
<u>FLOOR:</u>		
	BTM BOARD:	NONE
	INSULATION:	NONE
	JOISTS:	NONE
	DECKING:	NONE
	MISC:	8" THICK 4000 PSI LIGHT WEIGHT CONCRETE FLOOR W/ #4 RE-BAR 6" O.C. THE
		LONG WAY AND 12" ON CENTER THE SHORT WAY (NATURAL CONCRETE COLOR)
	MISC.:	CONCRETE IS TO HAVE THE "PENETRON" ADMIXTURE SINCE NOT COLORED
	MISC.:	SLAB TO HAVE 1 1/2" RIGID INSULATION, MFR. TO INSTALL RIGID INSULATION
		ABOVE A P.T. 2X2 AND BEHIND P.T. PLYWOOD & FLASHING AROUND THE
		PERIMETER (SHIPLOOSE MATERIALS IN LIFTING LUG AREAS-SITE INSTALL.)
	MISC.:	CONCRETE IS TO HAVE 2-COATS "SILENCURE SRT" SEALER (IN MECH. ROOM
		ONLY) WITH UN-SEALED TROWELED FINISH THRUOUT BALANCE PREPPED
		FOR EPOXY FLOOR FINISH IN CONCESSION ROOM (BROOM FINISH EVERYWHERE ELSE)
	COVERING:	SEALED LIGHT BROOM NAT. FINISH IN ALL AREAS BUT CONCESSION AREA

		EPOXY IN BALANCE FOR CONCESSION ROOM
	DUCT:	N/A
	BASE TRIM:	6" TILE COVE BASE WHITE
	MISC:	8" FIBER BOARD INSTALLED BEHIND TILE COVE BASE
	MISC.:	INSTALL (4) 1" THICK 12"WX18"L STEEL BAR GRATES OVER 1/4"X1.5X1.5 ANGLE
		IRON SET INTO TWO SEPARATE 24"X36" OPENINGS FOR ACCESS TO CONNECT SITE UTILITIES
		(GRATES ARE TO BE GALV. OR PAINTED & ARE IN FRONT OF MECH RM. DR.)
	<u>EXTERIOR WALLS</u>	
		(115 MPH WIND LOAD DESIGN) RISK CATEGORY II
		(DBL. BOTTOM PLATES WITH BOTTOM PLATE TO BE PRESSURE TREATED)
	STUDS:	2"X6" @ 16"O.C.
	WALL HEIGHT:	7'-6" (EAVE) TO 10'-5" (HIGH PEAK) FINISHED CEILING HEIGHT
	COVERING:	.090 F.R.P. LAMINATED TO 1/2" CCX PLYWOOD (PEBBLE FINISH W/ BATTENS)
		(FRP IS IN THE RESTROOMS TO 7'-6" A.F.F. - MECHANICAL ROOM IS TO BE
		PAINTED CCX PLYWOOD FULL HEIGHT- WHITE.)
		(HARDI-PANEL STUCCO PATTERN PAINTED ABOVE FRP- INSTALL HORIZONTAL)
		(NO WAINSCOT)
	MISC:	BATTENS TO MATCH WALL COVERING AT FRP SEAMS
	COLOR:	TO BE SELECTED FROM MANUFACTURERS STD COLORS
	SHEATHING:	1/2" CDX PLYWOOD OR 7/16" OSB
	SHEATHING:	AIR INFILTRATION BARRIER
	INSULATION:	R-21 KRAFT FACED
	SIDING:	5/16" ALLURA RUSTIC SERIES BY WOODTONE HORIZONTAL LAP FIBER/ TWO TONE
		CEMENT PLANK W/ 7" EXPOSURE- SIDING STARTS ABOVE 3'6" IN CENTER
	TRIM:	SMART TRIM AS REQUIRED
	SKIRTING:	NONE EXPOSED CHANNEL AROUND CONCRETE (PAINTED BLACK)
	MISC.:	SHRINKWRAP
	MISC.:	NO WALL VENTS QUOTED
	<u>INTERIOR WALLS</u>	
	STUDS:	2"X4" OR 2X6 @ 16"O.C. AS REQUIRED
	COVERING:	.090 F.R.P. LAMINATED 1/2" CCX PLYWOOD PEBBLE FINISH W/ BATTENS)

		(FRP IS IN THE RESTROOMS TO 7'-6" A.F.F. - MECHANICAL ROOM IS TO BE
		PAINTED CCX PLYWOOD FULL HEIGHT- WHITE.)
		(HARDI-PANEL STUCCO PAINTED ABOVE FRP- INSTALL HORIZONTAL)
		(NO WAINSCOT)
	MISC:	BATTENS TO MATCH FRP WALL COVERING AT SEAMS
	COLOR:	TO BE SELECTED FROM MANUFACTURERS STD COLORS
	INSULATION:	R-11 UNFACED
<u>ROOF:</u>		
	RAFTERS:	2X10 S.P.F. #2 @ 16" O.C.
		3:12 ONE-WAY SHED PITCH (50# LIVE LOAD)
	MISC.:	2X RIDGE BEAMS OR LAM BEAMS AS REQUIRED
	CEILING:	PAINTED 5/16" HARDI-PANEL (STUCCO PATTERN) OVER 7/16" OSB
		FINISHED CEILING HEIGHT OF 7'-6" TO 10'-5" (FOLLOWS PITCH OF RAFTERS)
	INSULATION	R-38 UNFACED
	SHEATHING	5/8" CDX PLYWOOD
	ROOFING:	26 GA. CENTRALGUARD HORIZON-LOC STEEL STANDING SEAM
	MISC.:	OVER ICE SHILD TYPE UNDERLAYMENT
	MANSARD:	NONE
	OVERHANG:	10" ON ENDWALLS AND 9" ON SIDE WALLS
		(WITH PAINTED HARDIE-PANEL CEDARMILL SOFFIT- VENTED AS REQUIRED)
		(WITH 1X SMART TRIM FASCIA SIZED AS REQUIRED (PAINTED)
	MISC.:	ADD FRAMING FOR A 12'X3'-2" CANOPY W/ EXPOSED ROUGH SAWN FRAMING
		WITH CLEAR SEALER ON RS CEDAR FRAMING & BLACK STEEL GUSSETT PLATES
		(CANOPY IS TO BE COVERED WITH SHEATHING AND MATCHING SHINGLES.)
	MISC.:	NO GUTTER OR RAIN WATER COLLECTION SYSTEM
<u>DOORS:</u>		
	EXT. DOOR:	36X80 18 GAUGE INSUL. COMMERCIAL STL W/ 14 GA. STL.JAMB (GALVANIZED)
		(STEEL JAMB TO BE WELDED FRAME)
		BLANK DOOR(S)
		WITH STAINLESS BALL BEARING HINGES W/ NRP AND WEATHERSTRIPPING
		(1) TELL LC1281 ENTRANCE LOCK
		(1) WITH TELL LC1286 CTL STOREROOM LOCK (MECH. RM. & CONCESSION)
		ELECTRIC STRIKE HES 1600 CDB-630 (SINGLE OCUPANT CABINS)
		(2) WITH SCHLAGE L9480L MORTISED LOCK W/ OCCP. INDICATOR
		PEMCO THRESHOLD AND DOOR SWEEP ON ALL DOORS

		NO PEMCO THRESHOLD OR DOOR SWEEP ON (1) MECH. ROOM DOOR
		(1) STOREROOM DOOR WITH CHECK CHAIN ONLY
		(3) CABIN DOORS WITH LCN CLOSER 4040XP W/ CUSH-N-STOP ARM (GRADE I)
		(3) CABIN DOORS WITH TICE 34X10 EXTERIOR KICKPLATE ON PUSH SIDE
		(1) LCN 9542-REG-RH-ANCLR-36 SENIOR SWING DOOR OPERATOR
		ADA PUSH BUTTON ACCESS- PUSH PLATE 475S-433 ONE BOX SOLUTION
	MISC.:	KEY ALL DOORS ALIKE TO GREENFLUSH MASTER KEY SYSTEM
	MISC.:	NAIL PLATES FOR HEADER RE-INFORCEMENT BOTH SIDES OF OPENING
		QTY OF (4)
	MISC.:	TIMER SECURITRON DT-7 (SINGLE OCCUPANT CABINS)
	INT DOOR:	NONE
<u>WINDOWS:</u>		
	SIZE:	22 1/2" X 22 1/2" FIXED SKYLIGHT ("VELUX" OR EQUAL)
		ALUM. CURB/ FRAME W/ FLASHING
	GLAZING:	INSULATED FIXED GLASS (LOW "E")
	INT. TRIM:	SMART PANEL TRIM
		QTY OF (1)
	SIZE:	32"WX16"H FIXED W/ VINYL OR FIBERGLASS FRAME (JELD-WEN OR KOLBE)
		FIBERGLASS OR VINYL FRAME
	GLAZING:	INSUL. LOW "E" GLAZING (OBSCURE GLASS)
	INT. TRIM:	FRP OUTSIDE CORNER TRIM ONLY
		QTY OF (2)
	SIZE:	84"WX48"H ALUM. SLAT NON-INSULATED MANUAL ROLL-UP SHUTTER (ANODIZED COLOR)
		(LOCATED IN CONCESSION AREA- SLIDE BOLT INTERIOR LOCK)
		QTY OF (1)
	SIZE	606- 80 S/C 3/4" INSULATED- CLR BI-PARTING SLIDING READY ACCESS
<u>ELECTRICAL:</u>		120V ELECTRIC
	ELEC. PANEL:	120/240 V. 1-PHASE 60 HZ (INTERIOR MOUNT IN MECH. ROOM)
		(WITH THE SERVICE ENTRANCE CONDUIT STUBBED THRU THE WALL ONLY)
		100 AMP (SERVICE ENTRANCE STUBBED THRU WALL ON REAR OF BUILDING)
		(QUOTED SIEMENS OR EQUAL W/ SNAP IN BREAKERS)
		QTY OF (1)
	WIRING:	MC CABLE LINE VOLTAGE WIRING AS REQUIRED
	INT. LIGHTS:	WALL MOUNT 15 WATT LED SURFACE MOUNTED (CTL LWP15BZDLP)
		QTY OF (5)

	EXT. LIGHTS:	WALL MOUNT 15 WATT LED SURFACE MOUNTED (CTL LWP15BZDLP)
		WIRED TO A TIMER SWITCH IN MECH. ROOM
		QTY OF (3)
	RECEPTACLES:	110V 20 AMP ((1) QUAD IN MECH. ROOM AND 5 IN CONCESSION AREA COUNTER HEIGHT)
	RECEPTACLES:	GFI AS REQUIRED
	SWITCHES:	110V 20 AMP (TOGGLE ONLY IN MECH. ROOM)
	SWITCHES:	INTERMATIC 120V TIMER SWITCH FOR EXTERIOR LIGHTING
	SWITCHES:	110 VOLT OCCUPANCY SENSOR TYPE IN RESTROOMS (CEILING MOUNTED)
		(CMR-9-2P) (OPERATES INT. LIGHTS AND ERV'S))
	<u>PLUMBING:</u>	
	PLUMBING:	NOTE: ANY PLUMBING IN CONCRETE WRAPPED
	WTR CLST:	CHINA (FLOOR MOUNT REAR DISCHARGE PRIOLO FLOWISE W/ SEAT) (H.C. REQ'D)
		AMERICAN STANDARD 606B.161 HARD WIRED AC EXPOSED AUTO SENSOR
		QTY OF (2)
	URINAL:	K-4991-ER URINAL WITH CONCEALED FLUSH VALVE
		WITH ZURN ZEMS6195AV-ULF HARD WIRED SENSOR
		QTY OF (2)
	URINAL PART:	STEEL
		QTY OF (1)
	LAVATORY:	CHINA WALL HUNG (HANDICAPPED) (KOHLER K-2007)
		SLOAN PF-2400 TOUCHLESS FAUCET W/BATTERY BACKUP
		QTY OF (2)
	MISC.:	SINK TRAP GUARD
		QTY OF (2)
	MISC.:	QUAD CLOSE TRAP SEAL (SMITH #2692-02) FOR FLOOR DRAIN
		QTY OF (3)
	WTR HTR:	RHEEM 30 GAL
		QTY OF (1)
	MISC. SINKS:	CONCESSION SINK 15" SINGLE HOLE ELKAY
		QTY OF (1)
	MISC. FAUCET	(ACQUA SNG HOLE FAU-K1HCR8401-802)
	WATER COOLER:	DRINKING FOUNTAIN (HAWS #1119FR OUTDOOR DUAL HEAD) W/IN WALL CARRIER
		(NON-REFRIGERATED, NON-FILTERED, FREEZE RESISTANT)
		WITH (2) #6521 FR VALVES W/ BOXES (EXPOSED ON FAMILY RESTROOM WALL)
		(EXTERIOR UNITS WILL BE INSTALLED BY THE MFR. AND THEN REMOVED
		AND SHIPPED LOOSE FOR SITE INSTALLATION BY OTHERS)
		QTY OF (1)

	FLOOR DRAIN:	3" CAST IRON BODY- POLISHED NICKEL RING AND GRATE
		(ZURN-Z451 W/ INTEGRAL SHALLOW TRAP)
		WITH TRAP PRIMER AND LINE CAST IN FLOOR
		QTY OF (3)
	HOSE BIBB:	FROST PROOF (1/2" WITH REMOVABLE HANDLE- "WOODFORD 24P")
		(NO "NON-POTABLE WATER" SIGN REQUIRED)
		QTY OF (1)
	MISC.:	RIGID FOAM SUPPLY LINE INSULATION IN THE MECHANICAL ROOM AS REQUIRED
	SUPPLY:	TYPE PEX (WITH 3-WAY DRAIN VALVE FOR WINTERIZATION)
	DWV:	SCH 40 PVC
		(6) DROPS W/ MAIN MANIFOLD BY THE CUSTOMER (DROPS RAN TO OPENING)
		(LAVS, URINAL, AND TOILETS WILL BE MANIFOLDED ON EACH SIDE OF THE
		MECHANICAL ROOM AND TERMINATED THRU THE GRATED OPENING FOR
		FINAL MANIFOLDING AND HOOK-UP TO WASTE UTILITIES IN GRATED OPENING.)
	R.RM. ACCESS	TOILET PAPER HOLDER (DBL. ROLL- "ROYCE ROLLS TP-2")
		QTY OF (2)
	R.RM. ACCESS	SURFACE MOUNT XLERATOR XL-SB STAINLESS
		QTY OF (2)
	R.RM. ACCESS	GRAB BARS
		QTY OF (6)
	R.RM. ACCESS	COAT HOOK- "B-682" (WALL MOUNTED) USE B212 ON IN SWINGING DOORS
		QTY OF (2)
	R.RM. ACCESS	6"X8" BRUSHED ALUM. MENS/ WOMENS RESTROOM SIGNS NEXT TO DOOR (ADA)
		(1-MENS, 1-WOMENS)
		QTY OF (2)
	R.RM. ACCESS	FOUNDATIONS #5410339 S.S. BABY CHANGING STATION (IN FAMILY RRM.)
		QTY OF (1)
	R.RM. ACCESS	(1) BRUSHED ALUM. BABY CHANGING STATION SIGNAGE NEXT TO FAMILY RRM DR
	R.RM. ACCESS	24"WX36"H S.S. MIRROR(HANDICAP ACCESS.) ("B-290 STAINLESS STEEL)
		(MIRRORS ARE VANDAL RESISTANT-THEY ARE POLISHED STAINLESS STEEL)
		QTY OF (2)
	<u>H.V.A.C.</u>	NO A/C WAS QUOTED

	HEAT/COOL:	COMFORT ZONE HARD WIRED CEILING MOUNT 5K WATT, 240V CZ220 (IN CONCESSION AREA)
	EXHAUST FAN:	(1) PANASONIC FV-20VEC1 ERV (200 CFM) WITH A FLEX DUCT IN THE MECHANICAL
		RUN SUPPLY AND EXHAUST DUCT TO EACH OF TWO RESTROOMS ONLY
		(ERV OPERATION WILL BE TIED TO INTERIOR LIGHTS IN EACH RESTROOM
		FOR OPERATION WHEN EITHER RESTROOM IS OCCUPIED.)
		QTY OF (1)
		(DUCTED THRU MECH. ROOM AND THRU REAR WALL)
	HEAT:	(3) WALL MT. 600W COVE HEATER ("C-12012" COMFORT COVE)
		(1) WALL MT. 1,050W COVE HEATER ("C-7512" COMFORT COVE IN LARGE RRMS.)
		WITH (4) REMOTE TEMP SENSORS DAYTON SPDT
		(LOCATED IN EACH OF (4) ROOMS)
		WITH PLASTIC KEYED LOCKING T-STAT GUARD
		(PLACE HEATER AS HIGH AS POSSIBLE ON WALL)
		QTY OF (3)
		FOR INTAKE AIR AND FOR SUPPLY AIR TO THE FAMILY RESTROOM. INSTALL
		AND THE MECH. ROOM W/ WALL MOUNTED THERMOSTAT
	<u>FURNISHINGS:</u>	
		N/A
6	L.F.:	BASE CABINETS (WOODGRAIN) W/
17	L.F.:	LAMINATE COUNTERTOP W/ANGLE BRACES
	MISC.:	(1) METAL FILE FOLDER FOR O/M MANUALS
	MISC:	SETUP AND TESTING
	STATE LABELS:	NONE
	STATE LABELS:	IBC (FOR MN)
	CODES:	2021 IBC/ (LOCAL APPROVAL MAY BE REQUIRED)
	SEALED DWGS:	3RD PARTY FOR IBC AND NJ ENG. IF REQUIRED
	SEALED DWGS:	THIRD PARTY FOR MN
	THIRD PARTY:	THIRD PARTY LABEL
	<u>NOTES:</u>	USE GROUP UTILITY
		TYPE VB CONSTRUCTION (UNPROTECTED)
		OCCUPANT LOAD OF (3)
		MIN FIRE SEPARATION OF 11'
		(PROTECTED OPENINGS , IF REQUIRED ARE TO BE BY OTHERS)

		MANUFACTURERS LIMITED WARRANTY IS FOR 1
		YEAR FROM THE DATE OF THE MANUFACTURERS
		COMPLETION DATE ONLY.
		WHITLEY MFG. IS NOT RESPONSIBLE FOR LIQUIDATED DAMAGES.
		WHITLEY MFG. IS NOT RESPONSIBLE FOR LOCAL CODES.
		<u>EXCEPTIONS, NOTES, & CLARIFICATIONS:</u>
		COPIES OF FINAL ENGINEERED AND APPROVED DRAWINGS
		WILL BE LIMITED TO (5) SETS. ADDITIONAL SETS, IF REQ'D.,
		ARE AVAILABLE FOR A NOMINAL FEE.
		ALL SERVICE SINKS AND DRINKING FOUNTAINS UNLESS
		SPECIFICALLY CALLED OUT, ARE TO BE BY OTHERS AT THE
		SITE.
		WHITLEY STANDARD WARRANTY APPLIES UNLESS STATED OTHERWISE
		WARRANTY CLAIMS NOT REPORTED AND APPROVED WILL NOT
		BE CONSIDERED FOR REIMBURSEMENT.
		ALL BUILDINGS HAVE STANDARD SET-UP ITEMS THAT
		NEED TO BE COMPLETED BY YOUR SET-UP SUBCONTRACTOR (I.E.-
		DOOR ADJUSTMENTS, HVAC BALANCING, CROSS SEAM
		CONNECTIONS,
		ETC.)
		A COPY OF OUR WARRANTY SHIPS WITH ALL COMPLETED PRODUCT
		PLEASE LET US KNOW IF YOU WOULD LIKE A COPY IN ADVANCE
		WHITLEY MFG. IS NOT RESPONSIBLE FOR ANY DAMAGES
		RESULTING FROM ACCIDENTAL OR NEGLIGENT ACTS BY THE
		TRANSPORTATION COMPANIES.
		ALL WINDOWS AND DOORS WILL HAVE A VERTICAL BATTEN AT
		CORNERS FOR A CONTROL JOINT
		NO GUTTER OR DOWNSPOUTS ARE INCLUDED.
		LP SMART TRIM WAS QUOTED IN LIEU OF HARDIE-PANEL TRIM.
		NO REMOTE TEMP SENSORS WERE QUOTED. MFR. QUOTED THE
		JOHNSON
		CONTROLS WIRE CAGE THERMOSTAT GUARD AS AGREED TO IN THE
		PAST.
		VINYL COVE IN LIEU OF CERAMIC BASE
		MANUFACTURER QUOTED THEIR STANDARD ALUM MANUAL ROLL UP
		SHUTTER FOR THE CONCESSION AREA IN LIEU OF THE APLINE
		OVERHEAD DOOR

Specifications for 326 Square Foot Restroom

		12/6/2024 10:12
<u>CUSTOMER:</u>		<u>GREENFLUSH TECH. (FALCON HEIGHTS, MN)</u>
SALESPERSON:		KEN EARLYWINE
ESTIMATOR:		JUSTIN LANCE
FACTORY:		IN
BUILDING:		30'X13'
UNITS:		(1) 30X13' MODULE "A" STYLE
CODE:		2021 IBC
STATE:		MN
QUOTE #		51128-8(REV. #1)
<u>FRAME:</u>		
	TYPE:	PERIMETER
	MAIN BEAM:	C8"X18.75#/FT AROUND PERIMETER
	MISC.:	PRIME PAINT C-CHANNEL FRAME
	X-MEMBER:	NONE
	HITCH:	NONE
	AXLES:	NONE
	MISC.:	(8) BOLT-ON LIFTING LUGS SET IN CONCRETE
<u>FLOOR:</u>		
	BTM BOARD:	NONE
	INSULATION:	NONE
	JOISTS:	NONE
	DECKING:	NONE
	MISC.:	8" THICK 4000 PSI LIGHT WEIGHT CONCRETE FLOOR W/ #4 RE-BAR 6" O.C. THE
		LONG WAY AND 12" ON CENTER THE SHORT WAY (NATURAL CONCRETE COLOR)
	MISC.:	CONCRETE IS TO HAVE THE "PENETRON" ADMIXTURE SINCE NOT COLORED
	MISC.:	SLAB TO HAVE 1 1/2" RIGID INSULATION, MFR. TO INSTALL RIGID INSULATION
		ABOVE A P.T. 2X2 AND BEHIND P.T. PLYWOOD & FLASHING AROUND THE
		PERIMETER (SHIPLOOSE MATERIALS IN LIFTING LUG AREAS-SITE INSTALL.)
	MISC.:	CONCRETE IS TO HAVE 2-COATS "SILENCURE SRT" SEALER (IN MECH. ROOM
		ONLY) WITH UN-SEALED TROVELED FINISH THRUOUT BALANCE PREPPED
		FOR EPOXY FLOOR FINISH IN CONCESSION ROOM (BROOM FINISH EVERYWHERE ELSE)
	COVERING:	SEALED LIGHT BROOM NAT. FINISH IN ALL AREAS BUT CONCESSION AREA

		EPOXY IN BALANCE FOR CONCESSION ROOM
	DUCT:	N/A
	BASE TRIM:	6" TILE COVE BASE WHITE
	MISC:	8" FIBER BOARD INSTALLED BEHIND TILE COVE BASE
	MISC.:	INSTALL (4) 1" THICK 12"WX18"L STEEL BAR GRATES OVER 1/4"X1.5X1.5 ANGLE
		IRON SET INTO TWO SEPARATE 24"X36" OPENINGS FOR ACCESS TO CONNECT SITE UTILITIES
		(GRATES ARE TO BE GALV. OR PAINTED & ARE IN FRONT OF MECH RM. DR.)
	<u>EXTERIOR WALLS</u>	
		(115 MPH WIND LOAD DESIGN) RISK CATEGORY II
		(DBL. BOTTOM PLATES WITH BOTTOM PLATE TO BE PRESSURE TREATED)
	STUDS:	2"X6" @ 16" O.C.
	WALL HEIGHT:	7'-6" (EAVE) TO 10'-5" (HIGH PEAK) FINISHED CEILING HEIGHT
	COVERING:	.090 F.R.P. LAMINATED TO 1/2" CCX PLYWOOD (PEBBLE FINISH W/ BATTENS)
		(FRP IS IN THE RESTROOMS TO 7'-6" A.F.F. - MECHANICAL ROOM IS TO BE
		PAINTED CCX PLYWOOD FULL HEIGHT- WHITE.)
		(HARDI-PANEL STUCCO PATTERN PAINTED ABOVE FRP- INSTALL HORIZONTAL)
		(NO WAINSCOT)
	MISC:	BATTENS TO MATCH WALL COVERING AT FRP SEAMS
	COLOR:	TO BE SELECTED FROM MANUFACTURERS STD COLORS
	SHEATHING:	1/2" CDX PLYWOOD OR 7/16" OSB
	SHEATHING:	AIR INFILTRATION BARRIER
	INSULATION:	R-21 KRAFT FACED
	SIDING:	5/16" ALLURA RUSTIC SERIES BY WOODTONE HORIZONTAL LAP FIBER/ TWO TONE
		CEMENT PLANK W/ 7" EXPOSURE- SIDING STARTS ABOVE 3'6" IN CENTER
	TRIM:	SMART TRIM AS REQUIRED
	SKIRTING:	NONE EXPOSED CHANNEL AROUND CONCRETE (PAINTED BLACK)
	MISC.:	SHRINKWRAP
	MISC.:	NO WALL VENTS QUOTED
	<u>INTERIOR WALLS</u>	
	STUDS:	2"X4" OR 2X6 @ 16" O.C. AS REQUIRED
	COVERING:	.090 F.R.P. LAMINATED 1/2" CCX PLYWOOD PEBBLE FINISH W/ BATTENS)

		(FRP IS IN THE RESTROOMS TO 7'-6" A.F.F. - MECHANICAL ROOM IS TO BE
		PAINTED CCX PLYWOOD FULL HEIGHT- WHITE.)
		(HARDI-PANEL STUCCO PAINTED ABOVE FRP- INSTALL HORIZONTAL)
		(NO WAINSCOT)
	MISC:	BATTENS TO MATCH FRP WALL COVERING AT SEAMS
	COLOR:	TO BE SELECTED FROM MANUFACTURERS STD COLORS
	INSULATION:	R-11 UNFACED
<u>ROOF:</u>		
	RAFTERS:	2X10 S.P.F. #2 @ 16" O.C.
		3:12 ONE-WAY SHED PITCH (50# LIVE LOAD)
	MISC.:	2X RIDGE BEAMS OR LAM BEAMS AS REQUIRED
	CEILING:	PAINTED 5/16" HARDI-PANEL (STUCCO PATTERN) OVER 7/16" OSB
		FINISHED CEILING HEIGHT OF 7'-6" TO 10'-5" (FOLLOWS PITCH OF RAFTERS)
	INSULATION	R-38 UNFACED
	SHEATHING	5/8" CDX PLYWOOD
	ROOFING:	26 GA. CENTRALGUARD HORIZON-LOC STEEL STANDING SEAM
	MISC.:	OVER ICE SHILD TYPE UNDERLAYMENT
	MANSARD:	NONE
	OVERHANG:	10" ON ENDWALLS AND 9" ON SIDE WALLS
		(WITH PAINTED HARDIE-PANEL CEDARMILL SOFFIT- VENTED AS REQUIRED)
		(WITH 1X SMART TRIM FASCIA SIZED AS REQUIRED (PAINTED)
	MISC.:	ADD FRAMING FOR A 12'X3'-2" CANOPY W/ EXPOSED ROUGH SAWN FRAMING
		WITH CLEAR SEALER ON RS CEDAR FRAMING & BLACK STEEL GUSSETT PLATES
		(CANOPY IS TO BE COVERED WITH SHEATHING AND MATCHING SHINGLES.)
	MISC.:	NO GUTTER OR RAIN WATER COLLECTION SYSTEM
<u>DOORS:</u>		
	EXT. DOOR:	36X80 18 GAUGE INSUL. COMMERCIAL STL. W/ 14 GA. STL.JAMB (GALVANIZED)
		(STEEL JAMB TO BE WELDED FRAME)
		BLANK DOOR(S)
		WITH STAINLESS BALL BEARING HINGES W/ NRP AND WEATHERSTRIPPING
		(1) TELL LC1281 ENTRANCE LOCK
		(1) WITH TELL LC1286 CTL STOREROOM LOCK (MECH. RM. & CONCESSION)
		ELECTRIC STRIKE HES 1600 CDB-630 (SINGLE OCUPANT CABINS)
		(2) WITH SCHLAGE L9480L MORTISED LOCK W/ OCCP. INDICATOR
		PEMCO THRESHOLD AND DOOR SWEEP ON ALL DOORS

		NO PEMCO THRESHOLD OR DOOR SWEEP ON (1) MECH. ROOM DOOR
		(1) STOREROOM DOOR WITH CHECK CHAIN ONLY
		(3) CABIN DOORS WITH LCN CLOSER 4040XP W/ CUSH-N-STOP ARM (GRADE I)
		(3) CABIN DOORS WITH TICE 34X10 EXTERIOR KICKPLATE ON PUSH SIDE
		(1) LCN 9542-REG-RH-ANCLR-36 SENIOR SWING DOOR OPERATOR
		ADA PUSH BUTTON ACCESS- PUSH PLATE 475S-433 ONE BOX SOLUTION
	MISC.:	KEY ALL DOORS ALIKE TO GREENFLUSH MASTER KEY SYSTEM
	MISC.:	NAIL PLATES FOR HEADER RE-INFORCEMENT BOTH SIDES OF OPENING
		QTY OF (4)
	MISC.:	TIMER SECURITRON DT-7 (SINGLE OCCUPANT CABINS)
	INT DOOR:	NONE
	<u>WINDOWS:</u>	
	SIZE:	22 1/2" X 22 1/2" FIXED SKYLIGHT ("VELUX" OR EQUAL)
		ALUM. CURB/ FRAME W/ FLASHING
	GLAZING:	INSULATED FIXED GLASS (LOW "E")
	INT. TRIM:	SMART PANEL TRIM
		QTY OF (1)
	SIZE:	32"WX16"H FIXED W/ VINYL OR FIBERGLASS FRAME (JELD-WEN OR KOLBE)
		FIBERGLASS OR VINYL FRAME
	GLAZING:	INSUL. LOW "E" GLAZING (OBSCURE GLASS)
	INT. TRIM:	FRP OUTSIDE CORNER TRIM ONLY
		QTY OF (2)
	SIZE:	84"WX48"H ALUM. SLAT NON-INSULATED MANUAL ROLL-UP SHUTTER (ANODIZED COLOR)
		(LOCATED IN CONCESSION AREA- SLIDE BOLT INTERIOR LOCK)
		QTY OF (1)
	SIZE	606- 80 S/C 3/4" INSULATED- CLR BI-PARTING SLIDING READY ACCESS
	<u>ELECTRICAL:</u>	120V ELECTRIC
	ELEC. PANEL:	120/240 V. 1-PHASE 60 HZ (INTERIOR MOUNT IN MECH. ROOM)
		(WITH THE SERVICE ENTRANCE CONDUIT STUBBED THRU THE WALL ONLY)
		100 AMP (SERVICE ENTRANCE STUBBED THRU WALL ON REAR OF BUILDING)
		(QUOTED SIEMENS OR EQUAL W/ SNAP IN BREAKERS)
		QTY OF (1)
	WIRING:	MC CABLE LINE VOLTAGE WIRING AS REQUIRED
	INT. LIGHTS:	WALL MOUNT 15 WATT LED SURFACE MOUNTED (CTL LWP15BZDLP)

		QTY OF (5)
	EXT. LIGHTS:	WALL MOUNT 15 WATT LED SURFACE MOUNTED (CTL LWP15BZDLP)
		WIRED TO A TIMER SWITCH IN MECH. ROOM
		QTY OF (3)
	RECEPTACLES:	110V 20 AMP ((1) QUAD IN MECH. ROOM AND 5 IN CONCESSION AREA COUNTER HEIGHT)
	RECEPTACLES:	GFI AS REQUIRED
	SWITCHES:	110V 20 AMP (TOGGLE ONLY IN MECH. ROOM)
	SWITCHES:	INTERMATIC 120V TIMER SWITCH FOR EXTERIOR LIGHTING
	SWITCHES:	110 VOLT OCCUPANCY SENSOR TYPE IN RESTROOMS (CEILING MOUNTED)
		(CMR-9-2P) (OPERATES INT. LIGHTS AND ERV'S))
	<u>PLUMBING:</u>	
	PLUMBING:	NOTE: ANY PLUMBING IN CONCRETE WRAPPED
	WTR CLST:	CHINA (FLOOR MOUNT REAR DISCHARGE PRIOLO FLOWISE W/ SEAT) (H.C. REQ'D)
		AMERICAN STANDARD 606B.161 HARD WIRED AC EXPOSED AUTO SENSOR
		QTY OF (2)
	URINAL:	K-4991-ER URINAL WITH CONCEALED FLUSH VALVE
		WITH ZURN ZEMS6195AV-ULF HARD WIRED SENSOR
		QTY OF (2)
	URINAL PART:	STEEL
		QTY OF (1)
	LAVATORY:	CHINA WALL HUNG (HANDICAPPED) (KOHLER K-2007)
		SLOAN PF-2400 TOUCHLESS FAUCET W/BATTERY BACKUP
		QTY OF (2)
	MISC.:	SINK TRAP GUARD
		QTY OF (2)
	MISC.:	QUAD CLOSE TRAP SEAL (SMITH #2692-02) FOR FLOOR DRAIN
		QTY OF (3)
	WTR HTR:	RHEEM 30 GAL
		QTY OF (1)
	MISC. SINKS:	CONCESSION SINK 15" SINGLE HOLE ELKAY
		QTY OF (1)
	MISC. FAUCET	(ACQUA SNG HOLE FAU-K1HCR8401-802)
	WATER COOLER:	DRINKING FOUNTAIN (HAWS #1119FR OUTDOOR DUAL HEAD) W/IN WALL CARRIER
		(NON-REFRIGERATED, NON-FILTERED, FREEZE RESISTANT)
		WITH (2) #6521 FR VALVES W/ BOXES (EXPOSED ON FAMILY RESTROOM WALL)
		(EXTERIOR UNITS WILL BE INSTALLED BY THE MFR. AND THEN REMOVED
		AND SHIPPED LOOSE FOR SITE INSTALLATION BY OTHERS)
		QTY OF (1)

	FLOOR DRAIN:	3" CAST IRON BODY- POLISHED NICKEL RING AND GRATE
		(ZURN-Z451 W/ INTEGRAL SHALLOW TRAP)
		WITH TRAP PRIMER AND LINE CAST IN FLOOR
		QTY OF (3)
	HOSE BIBB:	FROST PROOF (1/2" WITH REMOVABLE HANDLE- "WOODFORD 24P")
		(NO "NON-POTABLE WATER" SIGN REQUIRED)
		QTY OF (1)
	MISC.:	RIGID FOAM SUPPLY LINE INSULATION IN THE MECHANICAL ROOM AS REQUIRED
	SUPPLY:	TYPE PEX (WITH 3-WAY DRAIN VALVE FOR WINTERIZATION)
	DWV:	SCH 40 PVC
		(6) DROPS W/ MAIN MANIFOLD BY THE CUSTOMER (DROPS RAN TO OPENING)
		(LAVS, URINAL, AND TOILETS WILL BE MANIFOLDED ON EACH SIDE OF THE
		MECHANICAL ROOM AND TERMINATED THRU THE GRATED OPENING FOR
		FINAL MANIFOLDING AND HOOK-UP TO WASTE UTILITIES IN GRATED OPENING.)
	R.RM. ACCESS	TOILET PAPER HOLDER (DBL. ROLL- "ROYCE ROLLS TP-2")
		QTY OF (2)
	R.RM. ACCESS	SURFACE MOUNT XLERATOR XL-SB STAINLESS
		QTY OF (2)
	R.RM. ACCESS	GRAB BARS
		QTY OF (6)
	R.RM. ACCESS	COAT HOOK- "B-682" (WALL MOUNTED) USE B212 ON IN SWINGING DOORS
		QTY OF (2)
	R.RM. ACCESS	6"X8" BRUSHED ALUM. MENS/ WOMENS RESTROOM SIGNS NEXT TO DOOR (ADA)
		(1-MENS, 1-WOMENS)
		QTY OF (2)
	R.RM. ACCESS	FOUNDATIONS #5410339 S.S. BABY CHANGING STATION (IN FAMILY RRM.)
		QTY OF (1)
	R.RM. ACCESS	(1) BRUSHED ALUM. BABY CHANGING STATION SIGNAGE NEXT TO FAMILY RRM DR
	R.RM. ACCESS	24"WX36"H S.S. MIRROR(HANDICAP ACCESS.) ("B-290 STAINLESS STEEL)
		(MIRRORS ARE VANDAL RESISTANT-THEY ARE POLISHED STAINLESS STEEL)
		QTY OF (2)
<u>H.V.A.C.</u>		NO A/C WAS QUOTED

	HEAT/COOL:	COMFORT ZONE HARD WIRED CEILING MOUNT 5K WATT, 240V CZ220 (IN CONCESSION AREA)
	EXHAUST FAN:	(1) PANASONIC FV-20VEC1 ERV (200 CFM) WITH A FLEX DUCT IN THE MECHANICAL
		RUN SUPPLY AND EXHAUST DUCT TO EACH OF TWO RESTROOMS ONLY
		(ERV OPERATION WILL BE TIED TO INTERIOR LIGHTS IN EACH RESTROOM
		FOR OPERATION WHEN EITHER RESTROOM IS OCCUPIED.)
		QTY OF (1)
		(DUCTED THRU MECH. ROOM AND THRU REAR WALL)
	HEAT:	(3) WALL MT. 600W COVE HEATER ("C-12012" COMFORT COVE)
		(1) WALL MT. 1,050W COVE HEATER ("C-7512" COMFORT COVE IN LARGE RRMS.)
		WITH (4) REMOTE TEMP SENSORS DAYTON SPDT
		(LOCATED IN EACH OF (4) ROOMS)
		WITH PLASTIC KEYED LOCKING T-STAT GUARD
		(PLACE HEATER AS HIGH AS POSSIBLE ON WALL)
		QTY OF (3)
		FOR INTAKE AIR AND FOR SUPPLY AIR TO THE FAMILY RESTROOM. INSTALL
		AND THE MECH. ROOM W/ WALL MOUNTED THERMOSTAT
	<u>FURNISHINGS:</u>	
		N/A
6	L.F.:	BASE CABINETS (WOODGRAIN) W/
17	L.F.:	LAMINATE COUNTERTOP W/ANGLE BRACES
	MISC.:	(1) METAL FILE FOLDER FOR O/M MANUALS
	MISC:	SETUP AND TESTING
	STATE LABELS:	NONE
	STATE LABELS:	IBC (FOR MN)
	CODES:	2021 IBC/ (LOCAL APPROVAL MAY BE REQUIRED)
	SEALED DWGS:	3RD PARTY FOR IBC AND NJ ENG. IF REQUIRED
	SEALED DWGS:	THIRD PARTY FOR MN
	THIRD PARTY:	THIRD PARTY LABEL
	<u>NOTES:</u>	USE GROUP UTILITY
		TYPE VB CONSTRUCTION (UNPROTECTED)
		OCCUPANT LOAD OF (3)
		MIN FIRE SEPARATION OF 11'
		(PROTECTED OPENINGS , IF REQUIRED ARE TO BE BY OTHERS)

		MANUFACTURERS LIMITED WARRANTY IS FOR 1
		YEAR FROM THE DATE OF THE MANUFACTURERS
		COMPLETION DATE ONLY.
		WHITLEY MFG. IS NOT RESPONSIBLE FOR LIQUIDATED DAMAGES.
		WHITLEY MFG. IS NOT RESPONSIBLE FOR LOCAL CODES.
		<u>EXCEPTIONS, NOTES, & CLARIFICATIONS:</u>
		COPIES OF FINAL ENGINEERED AND APPROVED DRAWINGS
		WILL BE LIMITED TO (5) SETS. ADDITIONAL SETS, IF REQ'D.,
		ARE AVAILABLE FOR A NOMINAL FEE.
		ALL SERVICE SINKS AND DRINKING FOUNTAINS UNLESS
		SPECIFICALLY CALLED OUT, ARE TO BE BY OTHERS AT THE
		SITE.
		WHITLEY STANDARD WARRANTY APPLIES UNLESS STATED
		OTHERWISE
		WARRANTY CLAIMS NOT REPORTED AND APPROVED WILL NOT
		BE CONSIDERED FOR REIMBURSEMENT.
		ALL BUILDINGS HAVE STANDARD SET-UP ITEMS THAT
		NEED TO BE COMPLETED BY YOUR SET-UP SUBCONTRACTOR (I.E.-
		DOOR ADJUSTMENTS, HVAC BALANCING, CROSS SEAM
		CONNECTIONS,
		ETC.)
		A COPY OF OUR WARRANTY SHIPS WITH ALL COMPLETED PRODUCT
		PLEASE LET US KNOW IF YOU WOULD LIKE A COPY IN ADVANCE
		WHITLEY MFG. IS NOT RESPONSIBLE FOR ANY DAMAGES
		RESULTING FROM ACCIDENTAL OR NEGLIGENT ACTS BY THE
		TRANSPORTATION COMPANIES.
		ALL WINDOWS AND DOORS WILL HAVE A VERTICAL BATTEN AT
		CORNERS FOR A CONTROL JOINT
		NO GUTTER OR DOWNSPOUTS ARE INCLUDED.
		LP SMART TRIM WAS QUOTED IN LIEU OF HARDIE-PANEL TRIM.
		NO REMOTE TEMP SENSORS WERE QUOTED. MFR. QUOTED THE
		JOHNSON
		CONTROLS WIRE CAGE THERMOSTAT GUARD AS AGREED TO IN THE
		PAST.
		VINYL COVE IN LIEU OF CERAMIC BASE
		MANUFACTURER QUOTED THEIR STANDARD ALUM MANUAL ROLL
		UP
		SHUTTER FOR THE CONCESSION AREA IN LIEU OF THE APLINE
		OVERHEAD DOOR

Standard Terms and Conditions and Payment Terms

- This restroom is sold using Green Flush Standard Terms and Conditions which are sent as an attachment with this quotation.
- 10% Before the start of engineered drawings and calculations for the Product, the Buyer shall pay the Seller a deposit of 10% to cover the Seller's costs for the preparation and approval of engineered drawings and calculations including the costs of plan review and approval by the State Modular Building Office.
- 10% Seller shall begin manufacturing the Product after receiving the approval of the plans and specifications by the local building department and upon receipt of payment equal to an additional 10% of the Purchase Price.
- 70% Prior to shipment of the finished Product from the factory, the Buyer shall pay the Seller a sum equal to the balance owing on the Product minus 10%. The Seller shall not be required to ship the Product until this payment has been received, or other arrangements have been mutually agreed to.
- 10% or remaining balance. Within 25 calendar days of the delivery date, the Buyer shall pay the Seller the full remaining unpaid balance of the Purchase Price. However, at that time, should the Buyer wish to retain monies from the unpaid balance of the Purchase Price due to warranty concerns for which the Seller is liable, the Buyer shall not be required to pay Seller said retained monies until such time as the warrantee work is completed. Monies held for warrantee work shall not be in excess of the actual cost of the warrantee work. The purchase and payment terms herein shall be controlling over any other document.

*The Seller may request partial payments on a monthly basis for expenses incurred in the work of manufacturing the Product.

**The purchase price may be adjusted by written change order, signed by both the Buyer and Seller. Delinquent payments shall be subject to 1% interest per month.

City Testimonial



City of Pacific Grove CA, Butterfly Sanctuary Restroom

"Green Flush provided the City of Pacific Grove with a restroom for our Monarch Sanctuary, a location where constructing a restroom would have been difficult. The restroom that we purchased suits our needs. The restroom is constructed with precise carpentry, looks great and functions perfectly as designed. Their staff is pleasant to work with, they are very responsive to questions and providing assistance during installation. I highly recommend Green Flush and will use them again in the future for our prefabricated restroom needs."

– Daniel Gho, City of Pacific Grove Public Works Director



Thank You

GREEN FLUSH TECHNOLOGIES, LLC

Terms and Conditions

1. Agreement. This Agreement consists of both the Contract and these Terms and Conditions as is between Green Flush Technologies LLC (the “**Seller**”) and _____ (the “**Buyer**”).
2. Scope of Services. This Contract is for the fabrication, delivery, and installation of a _____ model flush restroom building as described in the attached specifications, Quote # _____ (the “**Product**”), delivered to _____.
3. Purchase Price & Payment Terms. The purchase price for the Product, shall be \$_____. Unless otherwise stated, all applicable duties or federal, state or local taxes that are, or may hereafter be, applicable are separate and not included in the Purchase Price. Before the start of engineered drawings and calculations for the Product, the Buyer shall pay the Seller a deposit of 10% to cover the Seller’s costs for the preparation and approval of engineered drawings and calculations including the costs of plan review and approval by the State Modular Building Office. Seller shall begin manufacturing the Product after receiving approval from the jurisdiction having authority, the notice to proceed for construction from the Buyer, and upon receipt of payment equal to an additional 10% of the Purchase Price. The Seller may request partial payments on a monthly basis for expenses incurred in the work of manufacturing the Product. Upon notice that the Product is ready to ship, Buyer shall pay the Seller a sum equal to 90% of the purchase price minus previous payments. The Seller shall not be required to ship the Product until this payment has been received, or other arrangements have been mutually agreed to. Within 25 calendar days of the delivery date, the Buyer shall pay the Seller the full remaining unpaid balance of the Purchase Price. However, at that time, should the Buyer wish to retain monies from the unpaid balance of the Purchase Price due to warranty concerns for which the Seller is liable, the Buyer shall not be required to pay Seller said retained monies until such time as the warranty work is completed. Monies held for warranty work shall not be in excess of the actual cost of the warranty work. The purchase and payment terms herein shall be controlling over any other document. The purchase price may be adjusted by written change order, signed by both the Buyer and Seller. Delinquent payments shall be subject to 1% interest per month.
4. Bonds. If Buyer requires the Seller to carry bonds, the cost of such bonds will be paid to the Seller within 30 days of Seller’s invoice(s) following the payment(s) made by the Seller to the Bonding Agent.
5. Liquidated Damages. Under no circumstances shall the Seller be required to make payment for any liquidated damages assessed by the Buyer or assessed against the Buyer by others.
6. Cancellation; Termination. Buyer may cancel or modify the Contract prior to fabrication of Product upon written notice to Seller and provided that Buyer has paid Seller for all reasonable charges for expenses incurred and commitments made by the Seller up to the date of such modification or cancellation. Buyer cannot cancel or modify Contract after Seller has started fabrication of Product without Seller’s written consent and the payment by Buyer to Seller of all direct costs and economic damages incurred due to such cancellation or modification.
7. Force Majeure. In the event the completion of the Product under the Contract is prevented or delayed due to weather, fire, accident, natural disaster, theft, labor strikes, material shortage, delay of any governmental agency in issuing any required permit or certificate, or in performing inspections, litigation, or any act of God, completion

of work shall be delayed until a later date that is agreed to by the parties. Under no circumstances will Seller bear any liability for such act, the delay such act creates, or damages caused by such act.

8. Delivery and Installation. The Seller shall make reasonable accommodation to the Buyer to have access to the restroom either in person or through electronic media to inspect the restroom before shipment. However, any costs incurred by said accommodation(s) shall be borne by the Buyer. Seller will deliver the Product to Buyer's specified location. Seller shall be responsible for repairs due to any shipment or transport damage to the restroom building provided such damage is noted on the delivery documentation given to the Buyer upon arrival and prior to unloading the restroom from the delivery vehicle. Buyer shall be responsible for any damage to the buildings or vaults that occurs on-site and that is the result of Buyer's installation. Delivery shall be made by the Seller to the installation site or to the closest location to the installation site that is accessible for the semi-trucks delivering the product. Any costs for mobilization beyond this shall be borne by the Buyer. Buyer shall be responsible for preparing the site for installation per the drawing provided by the Seller including but not limited to excavation, leveling, and stabilization of receiving soils. Buyer shall also be responsible for all contracted on-site utility connections, backfilling, final grading, landscaping, hardscaping, walkways, and site cleanup.
9. Intellectual Property. Unless otherwise agreed upon in writing prior to receipt of Contract, Seller retains the right in perpetuity to use all Product images that are taken during construction and delivery and while the goods are in Seller's possession. The images may be used on Seller's website, in marketing materials, at trade shows, entered in industry related competitions or in any other manner as Seller decides to use such images.
10. Confidential Information. During the course of this Agreement, Buyer may gain possession of or access to Seller's confidential information including, but not limited to certain drawings or specifications with regard to the Product, proprietary methods and protocols, and any and all information and know-how (collectively, the "**Confidential Information**"). Buyer acknowledges and agrees that it has no claim, right, title, property or other interest of any kind in the Confidential Information. Buyer will not make copies or give originals of any documents that are indicated as being Confidential Information to any other persons or entities without the written permission of the Seller, which Seller may withhold at its sole discretion.
11. Inspection. Buyer will promptly inspect the Product upon delivery and installation and will notify Seller in writing of any nonconformity or defect within 10 days following actual installation date. Upon such notice, Seller will cure such defect or nonconformity within a reasonable period of time and will pay for any repair costs. However, such defect or nonconformity will not relieve Buyer of its obligation to pay Seller the remainder of the Purchase Price, delivery, installation, taxes, duties, or other costs owed, except as noted in paragraph 3 above.
12. Express Warranty. Seller warrants for a period of one year (after notice that the product is ready to ship) that all Products shall be free of any defects in workmanship and materials and, except as stated below, will conform to the specifications stated or referred to in the Contract. No warranties exist beyond the specifications stated or referenced in this Agreement. Seller will replace or repair any goods or component that are found to be defective or nonconforming provided that Buyer gives Seller written notice of the defect or nonconformity within the warranty period and the notice given specifies the defect or nonconformity with reasonable particularity. If practical, Buyer will return defective or nonconforming goods or components F.O.B. to Seller's manufacturing facility and accept the same as repaired or the replacement F.O.B. at Seller's installation site. Repair or replacement shall be at Seller's sole option. Notwithstanding the foregoing Seller may elect to terminate all of its obligations and liability to Buyer, including the obligation to repair or replace, by refunding the purchase price to Buyer if Seller determines that repair or replacement cost may exceed the purchase price.

13. **WARRANTIES AND REPRESENTATIONS.** EXCEPT AS EXPRESSLY STATED IN THIS AGREEMENT, SELLER SHALL NOT BE LIABLE FOR ANY LOSS, INJURY, OR DAMAGES TO PERSONS OR PROPERTY RESULTING FROM FAILURE OR DEFECTIVE OPERATION OF THE PRODUCT OR DELAY IN SELLER'S PERFORMANCE UNDER THIS AGREEMENT NOR SHALL SELLER BE LIABLE FOR PUNITIVE, DIRECT, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES OF ANY KIND SUSTAINED FROM ANY CAUSE, INCLUDING TORT AND STRICT LIABILITY. ALSO, SELLER SHALL NOT BE RESPONSIBLE FOR ANY DAMAGES OR MALFUNCTION RESULTING FROM BUYER'S MODIFICATION OF THE PRODUCT OR FAILURE TO PROPERLY MAINTAIN THE PRODUCT IN ACCORDANCE WITH SELLER'S RECOMMENDED OPERATION, MAINTENANCE, AND SERVICE GUIDELINES.
14. **EXCLUSION OF IMPLIED WARRANTIES.** AS A MATERIAL PART OF THE BARGAIN, ALL IMPLIED WARRANTIES, (NOT INCLUDING EXPRESS WARRANTIES AS LISTED IN SECTION 10 AND INCLUDING MERCHANTABILITY AND FITNESS FOR PARTICULAR PURPOSE), EXCEPT IMPLIED WARRANTIES OF TITLE AND AGAINST INFRINGEMENT, ARE EXCLUDED AND BUYER EXPRESSLY WAIVES ANY CLAIM OR REMEDY BASED THEREON.
15. **Building Codes.** Pricing is based upon current Statewide codes. Exceptions or additions to the State Codes by any local jurisdiction are not addressed in the pricing. Any code revisions to the Statewide codes or adoption of new code standards that may necessitate changes to the specifications or drawings may be the subject of a change order and price change.
16. **Miscellaneous.** Any dispute between the parties shall be submitted by the complaining party to the Arbitration Service of Portland and shall be resolved in accordance with the rules of the Arbitration Service of Portland. The headings in this Agreement are for convenience only and are not intended to, and shall not be construed to affect the scope or intent of this Agreement nor the meaning of any of its provisions. This Agreement is personal to the specific parties and neither party may assign or transfer its rights, obligations, and responsibilities under this Agreement without the express written consent of the other party, which shall not be unreasonably withheld. This Agreement shall be given a fair and reasonable construction in accordance with the intention of the parties and without regard to the identity of its drafter. This Agreement sets forth the entire, integrated understanding and Agreement of the parties with respect to the independent contractor relationship between them, incorporates all of the terms, covenants and conditions agreed to by the parties, and is controlling. This Agreement can only be modified or amended in writing, signed by both parties. In the event of any legal action or proceeding initiated by either party in order to enforce the Agreement or any of its provisions, including arbitration, the non-prevailing party will pay all of the prevailing party's reasonable attorneys' fees and costs incurred in connection with such action or proceeding. If any part of this Agreement is determined by a court of competent jurisdiction to be unenforceable, all other parts of this Agreement will remain in full force and effect. The laws of the State of Washington will govern this Agreement, without giving effect to the principles of conflict of law thereof. The Courts of Clark County shall be the venue for any dispute related to this Agreement. In addition, each of the parties to this Agreement (a) consents to submit itself to the personal jurisdiction of Washington state courts in the event any dispute arises out of this Agreement, (b) agrees that it will not attempt to deny or defeat such personal jurisdiction by motion or other request for leave from any such court and (c) agrees that it will not bring any action relating to this Agreement in any other court. This Agreement may be executed in one or more counterparts, each of whom shall be deemed an original and all of which counterparts together will constitute one integrated agreement. Execution of this Agreement at different times and places by the Parties will not affect

its validity as long as all the parties execute a counterpart of this Agreement. In the event of a breach of this Agreement, the non-breaching party may maintain an action for specific performance or file for an injunction against the party who is alleged to have breached any of the terms of the Agreement. Failure of either party to insist upon the strict performance of any of the Agreement's terms and conditions, or failure to exercise any rights or remedies provided herein or by law, or to notify the other party in the event of breach, will not release the other party of any of its obligations under the Agreement, nor will any purported oral modification or rescission of this Agreement by either party operate as a waiver of any of the Agreement's terms. No waiver by either party of any breach, default, or violation of any term, warranty, representation, agreement, covenant, right, condition, or provision hereof will constitute a waiver of any subsequent breach, default, or violation of the same or other term, warranty, representation, agreement, covenant, right, condition, or provision.

Green Flush Technologies LLC (SELLER)

Representative's Name and Title

(Signature)

Date

(BUYER)

Representative's Name and Title

(Signature)

Date

Attachment: Quote # _____

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REQUEST FOR ACTION

Meeting Date	February 5, 2025
Agenda Item	Policy C2
Attachment	ParkMobile Presentation, Draft Ordinance
Submitted By	Jack Linehan, City Administrator

Item	ParkMobile / E-Meter Ordinance
Description	Members of the Task Force identified that the city of Falcon Heights provides approximately 800-1,000 free parking spots at any given time to visitors of the Minnesota State Fair. For decades, residents have struggled with the growing impact of the Minnesota State Fair on the city’s infrastructure and public services. As indicated in our post-Fair surveys, the primary issue for residents during the State Fair is parking. There is a desire to find a solution to improve parking and to compensate—or at the very least, reimburse—residents for the impact the growth of the Fair has had on the quality of life of neighbors. Council Member Mielke and City Administrator Linehan met with representatives from ParkMobile in late 2024 to discuss a mobile parking app solution. ParkMobile has active contracts with the cities of Minneapolis, Rochester, Wayzata and St. Cloud in Minnesota, and is the third largest parking app nationwide behind Google Maps and Waze. Essentially, ParkMobile operates like parking meters, but without the need for a meter. If adopted, the City would designate each parkable block as a “zone”—i.e. 1400 block of Idaho may become zone 35421. ParkMobile would provide all signage, and visitors would pay via app, website, text, or by phone to park. There is no setup fee. ParkMobile would charge approximately \$0.40 to \$0.45 cents per transaction, plus if they are the payment processor an additional 3% + \$0.20. If, for example parking is \$20, the fees would be around \$1.20. Funds raised by pay-for-street parking could be used primarily two ways: 1) Increased parking enforcement. With a direct funding source, the City could hire additional parking agents to free up law enforcement to focus on more serious public safety matters. 2) Dedicated street funding. The funds raised by a program could be directly invested in our streets. Doing so would reduce the tax burden our residents face when paying for streets that visitors use without taxes going to the City. The City Council is requested to review the proposal and discuss the merits of a program. Additionally, answering the following questions would help provide direction to staff: 1) How should parking for residents and their visitors be handled? 2) How far throughout the City should the program extend?

	3) How should streets that are currently permit parking only be approached? If the general concept is favorable, the State Fair Task Force would be requested to make a formal recommendation to the City Council at our February meeting. Rob Stephens from ParkMobile will be in attendance at the meeting to present on the topic and answer any specific questions that may arise.
Budget Impact	Initial estimates on the budget impact would be approximately \$100,000 to \$200,000 annually.
Attachment(s)	• ParkMobile Presentation • Draft Ordinance
Action(s) Requested	Staff recommends the task force review the proposal and bring questions or thoughts on the concept.



FALCON HEIGHTS
THE CITY THAT SOARS

MINNESOTA STATE FAIR

August 22 thru Labor Day, September 3, 2018



ParkMobile™

PART OF EASYPARK GROUP

ParkMobile + City of Falcon Heights Parking Management Program

- **Locations**
 - Public streets
 - Option for off-street parking as well
 - One zone number for all on-street spaces
 - Signage on posts with additional A-frame signage at street level
- **Parking Policy**
 - Rules set by city
 - Public streets during State Fair period
 - Rates set by city
 - Options depending on municipal goals
 - Flat rate
 - Variable rate based on when parking session starts (early bird, etc.)
- **Enforcement**
 - Two options:
 - Integration w/ police citation writing system
 - ParkMobile nForce
- **Revenue**
 - Revenue is distributed to City monthly

Why ParkMobile?



Network

Great North America Network

Open network to allow app use elsewhere

Most widely used app in North America—with **multiple ways to pay**



Platform

Broadest functionality for every stage of the journey—on and off street

Zone, Reservations, Gated, Insights, PM360

Existing integrations with all of the City's parking technology



Execution

Proven, rapid implementation of the most complex operations

Marketing at launch and beyond

Ongoing success through account management

ParkMobile by the numbers



65 Million+
Users
nationwide



15 Million+
monthly
transactions



600+
cities &
municipalities



47
of the top
100 cities

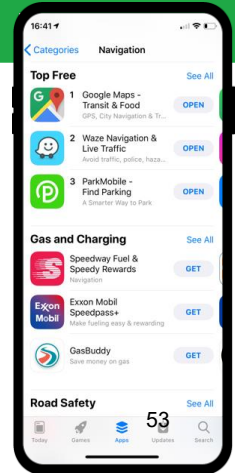


25+
airports



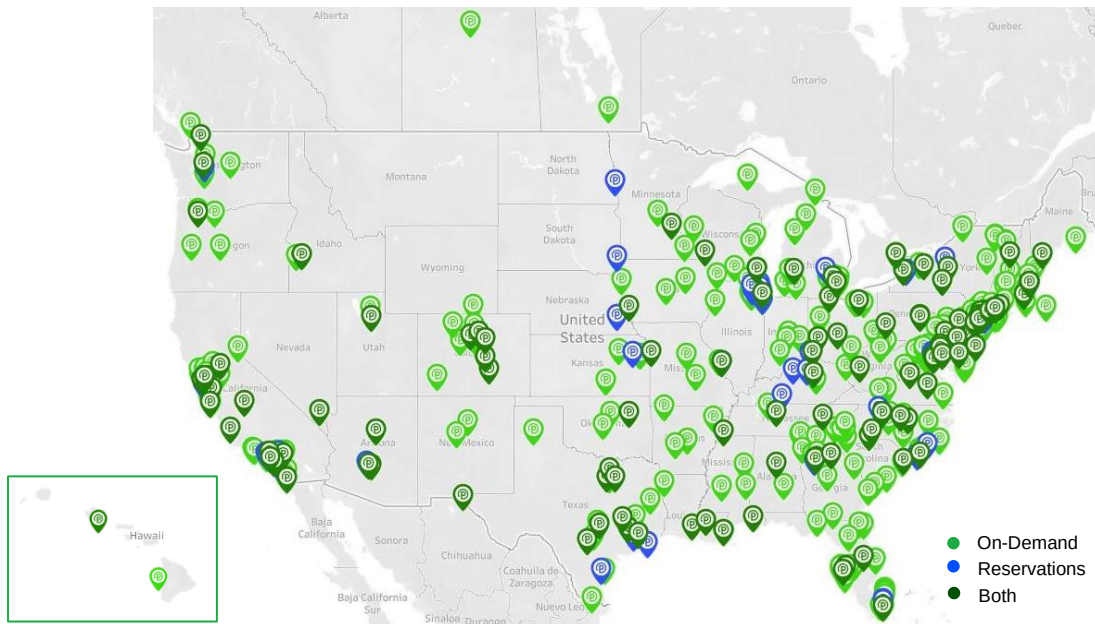
150+
universities

- Ranked #3 in the Navigation category of the app store only behind Waze and Google Maps
- Adopted by over 1 in 10 U.S. drivers
- 25% of users engage with the app as they travel to different markets



The ParkMobile Network

ParkMobile connects consumers to the **largest network** of municipal, private, airport, transit and venue parking inventory in the U.S. We are in **8 of the top 10** U.S. cities.



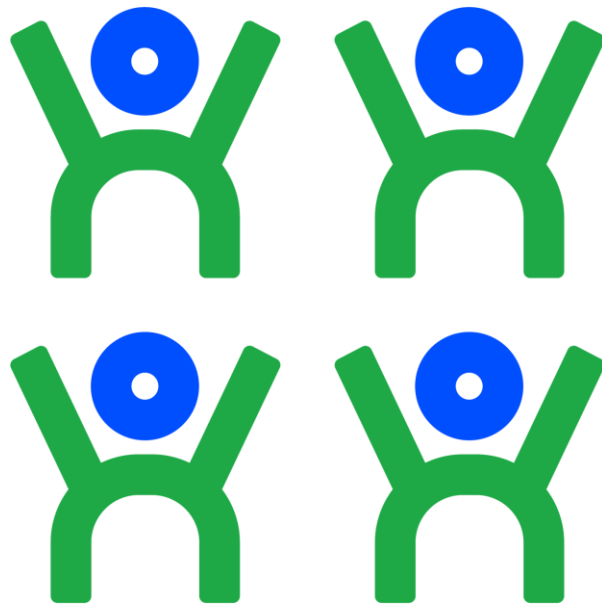
ParkMobile Top Markets

Atlanta
Boston
Dallas
Houston
Indianapolis
Los Angeles
Miami
Montgomery County
Minneapolis
Philadelphia
Pittsburgh
St. Louis
Tampa
Washington D.C.

25-30% of ParkMobile members use our app as they travel across markets

Harnessing network users to accelerate digital adoption

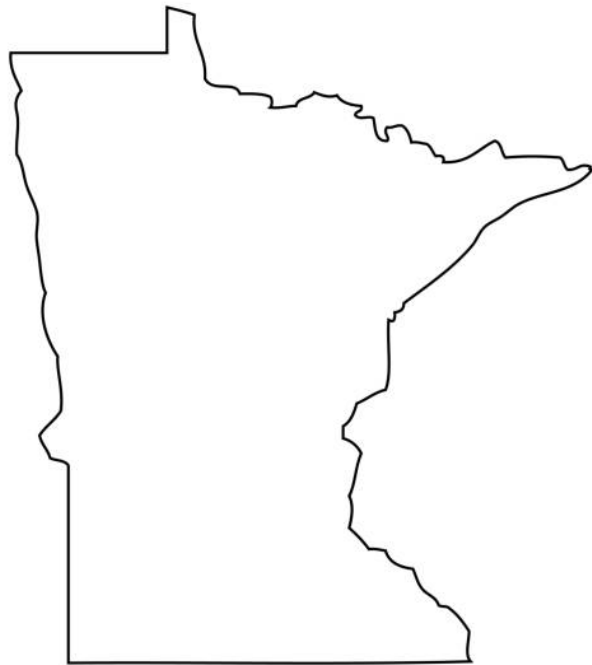
- **What's a network user?** A network user is simply a person who's already using ParkMobile in another market.
- **Benefits for users:** A network user already knows about mobile payment, already has an app downloaded, and are ready to use digital parking when they come to your area.
- **Benefits for clients:** With our vast base of users across the country, ParkMobile accelerates client's digital parking programs with more users, more transactions, and more awareness.



ParkMobile's Regional Presence

2.6+ Million Regional ParkMobile Users

- Minneapolis, MN
- St. Cloud, MN
- Wayzata, MN
- Rochester, MN
- Milwaukee, WI
- La Crosse, WI
- Lake Geneva, WI
- Whitefish Bay, WI
- Davenport, IA
- Des Moines, IA
- Sioux City, IA
- Ames, IA
- Cedar Rapids, IA
- Ames, IA



1,500,000
Minnesota Users

Maximizing the value of your entire parking inventory



On-street zone parking

Regulated zones with curbside parking on-street



Off-street non-gated parking

Open parking lots or garages without gates or access control



Fleet parking

Parking spaces for multiple vehicles owned by a single organization or company



Off-street reservations

Spaces where booking of parking in advance, providing guaranteed parking availability



Off-street gated zone parking

Secured areas with controlled access, equipped with cameras or gates

The Parking App

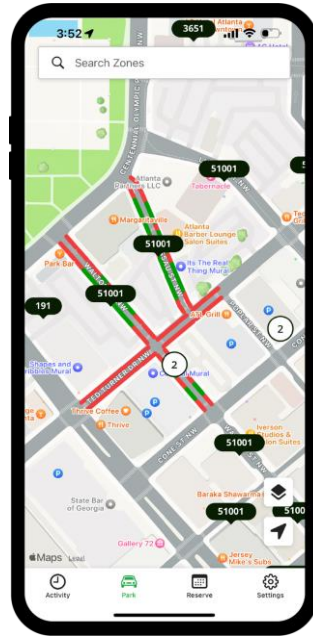
The most user-friendly, popular digital parking app in North America



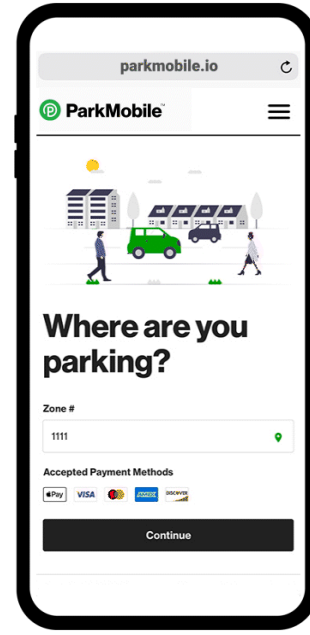
ParkMobile gives more options for contactless payments

Looking to provide more contactless payment options in your city or facility?

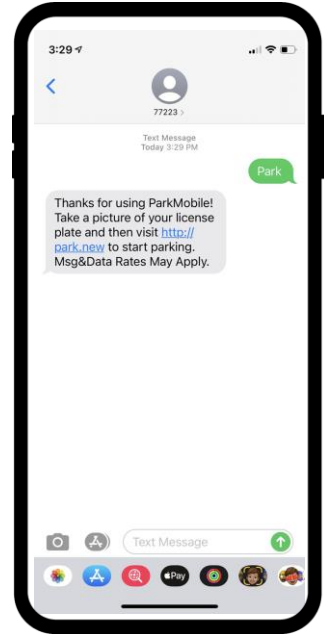
ParkMobile now offers multiple ways for your customers to pay for parking, making it easier than ever to go contactless. People can pay by app, web, or even text, whichever way they choose.



Pay by app



Pay by web



Pay by text



Equitable Access for Patrons Without Smartphones, Credit, or Debit Cards

Pay for parking **by calling**, **by PayPal**, or **by prepaid card**

An Equitable Experience

- **No smartphone?** Drivers who don't own a smartphone can easily pay for parking by calling a toll-free IVR number and making a payment over the phone.
- **No credit or debit card?** Drivers without a credit card can use PayPal to connect a bank account or use a prepaid card as payment
- **Unbanked?** Use a prepaid card or a reloadable prepaid card from a retailer like GreenDot or NetSpend.



Link a payment method



Link a bank account
Use it to send money to friends in the U.S. for free

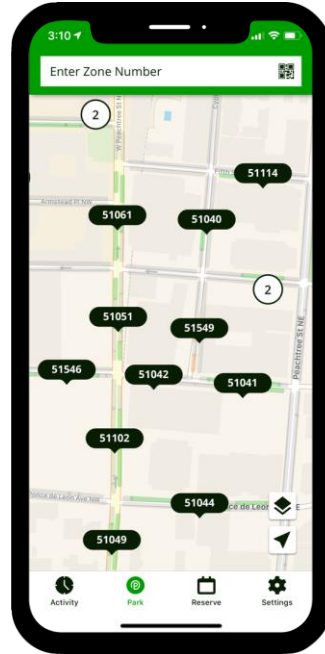


ParkMobile On-Demand / Zone Parking

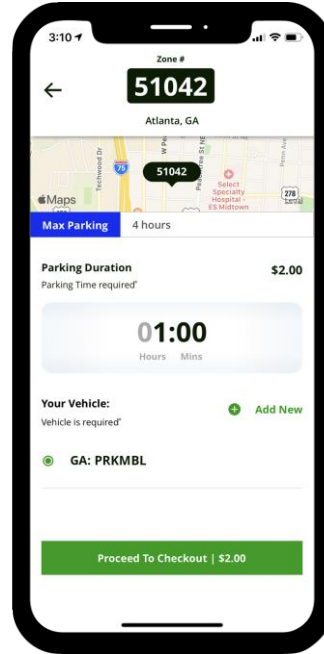
Quickly find and pay for parking with a feature-rich mobile app



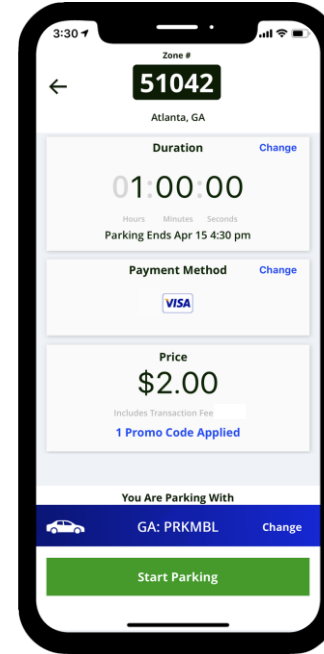
Register or
Login



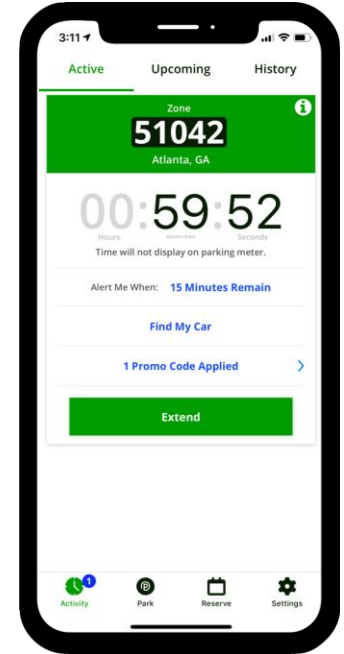
Select or Enter
ParkMobile Zone



Choose Parking Time,
Vehicle and Payment
Method



Confirm Information
and Start Parking

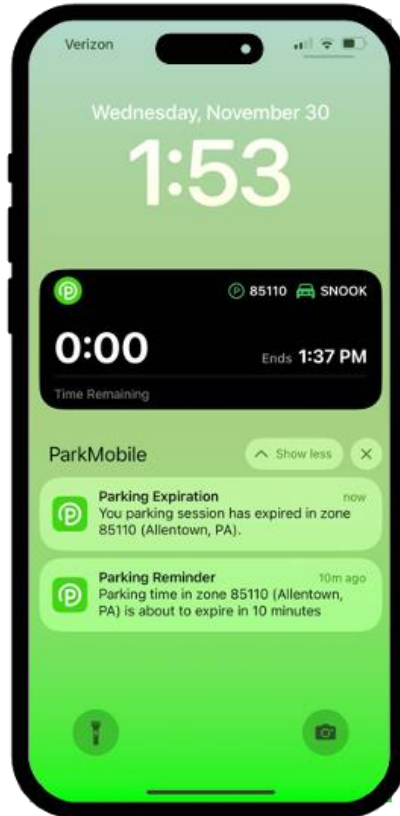


Know how much time
you have left. Extend
time remotely

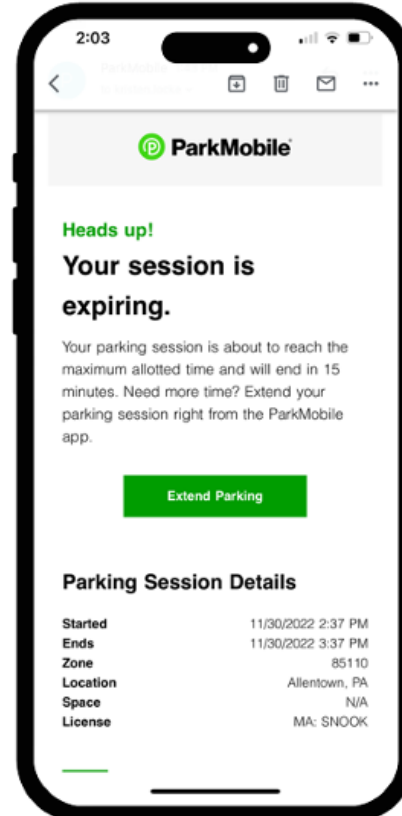
Parking Expiration Notification Reminders



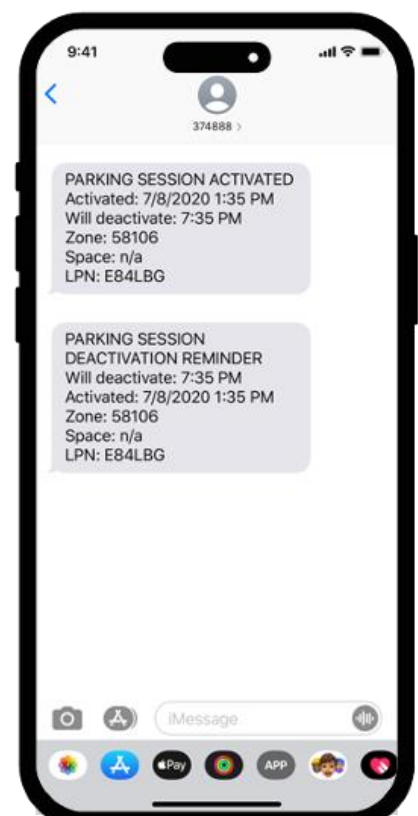
 **Live Activities**



Push Notifications



Email Notifications

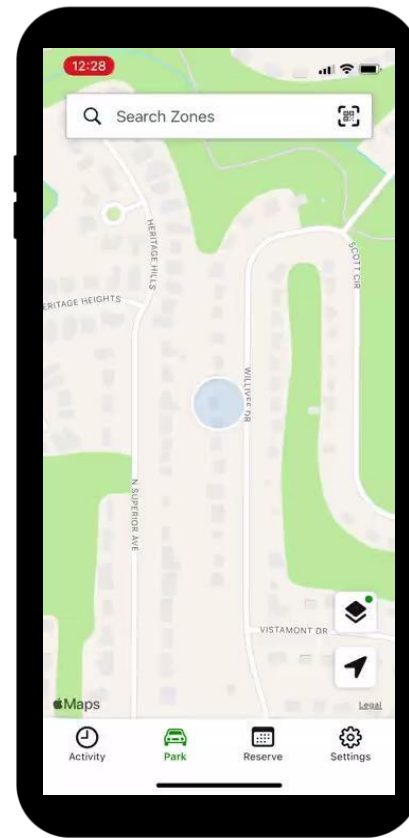


Text Notifications

App accessibility

ParkMobile focuses on making our solution accessible, so all users have an equivalent user experience, regardless of disability.

- Our web and native consumer applications in compliance with Section 508 accessibility requirements and we are working toward WCAG 2.1 AA compliance.
- App colors are accessible for color-blind users, and we offer an audio screen reader for visually impaired users.



App Screen Reader Demo

ParkMobile Pricing

There is **no** upfront cost and **no** annual fee.

- Signage, enforcement, account management, back office and 24/7/365 customer service are included **at no cost to the city**
- Transaction fees **paid by the user**

All ParkMobile's Standard Terms and Conditions Shall Apply to this Pricing Proposal	Fees
Mobile Payment (OnDemand) Transaction Fee paid by City. Price does not include credit card processing fees. City or ParkMobile can serve as Merchant of Record (MOR).	\$0.45 per transaction
Pre-Paid Parking Mobile Payment (Reservations) Transaction Fee paid by the End User. Price does not include credit card processing fees. Client or ParkMobile can serve as Merchant of Record (MOR).	15% of parking fee amount
No Charge Parking Reservations Fee paid by City. Zero Dollar Parking Reservation using access code to unlock a non-public parking product.	\$1.00 Per transaction

****If ParkMobile is Merchant of Record (MOR), our processing fees for credit card payments are 3% plus \$0.20 per transaction.***

*****Transaction fee is \$0.40 per transaction if City uses Omnia cooperative purchasing***

ParkMobile

Implementations, Marketing, and Support

Implementation Process



Data Collection & Set Up

Gather ZAR (zone and rate structure) information on parking inventory, location, rates, integrations, merchant account information, signage, etc.



Marketing

Discuss marketing initiatives for launch!

- **Press Release**
- **Social Media**
- **Geo Fencing**
- **Collateral**



Testing & Training

Conduct testing and train the client on ParkMobile tools to self-manage their parking rates and provide access to reporting.



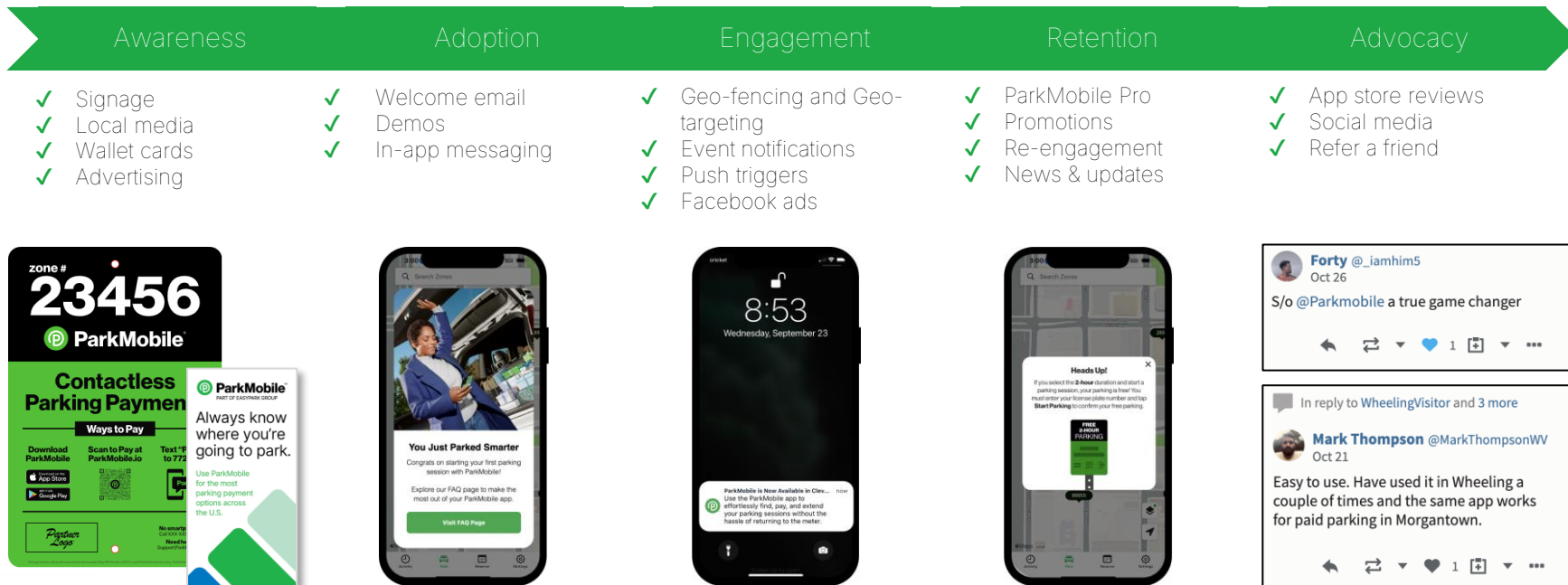
Launch & Support

Client will **go live** with ParkMobile transactions and have continued support with our talented teams!

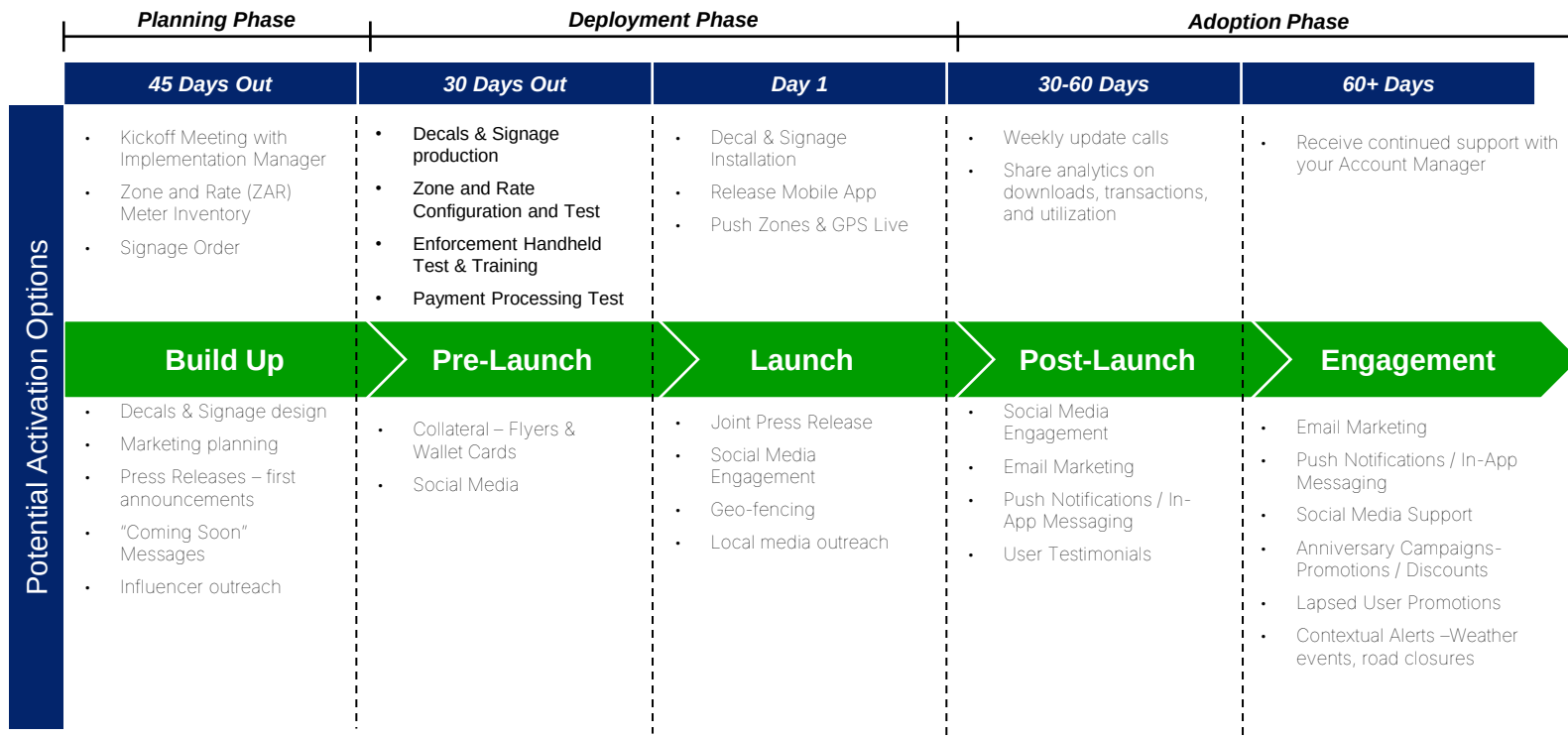
- **Implementations**
- **Client Support**
- **Account Management**
- **Customer Care**

End-to-end engagement and activation

- ParkMobile deploys and embeds sophisticated marketing technology, tools and tactics in every step of the consumer cycle, driving awareness, adoption and sustained growth
- Our experienced team delivers results significantly above all competitors in the market

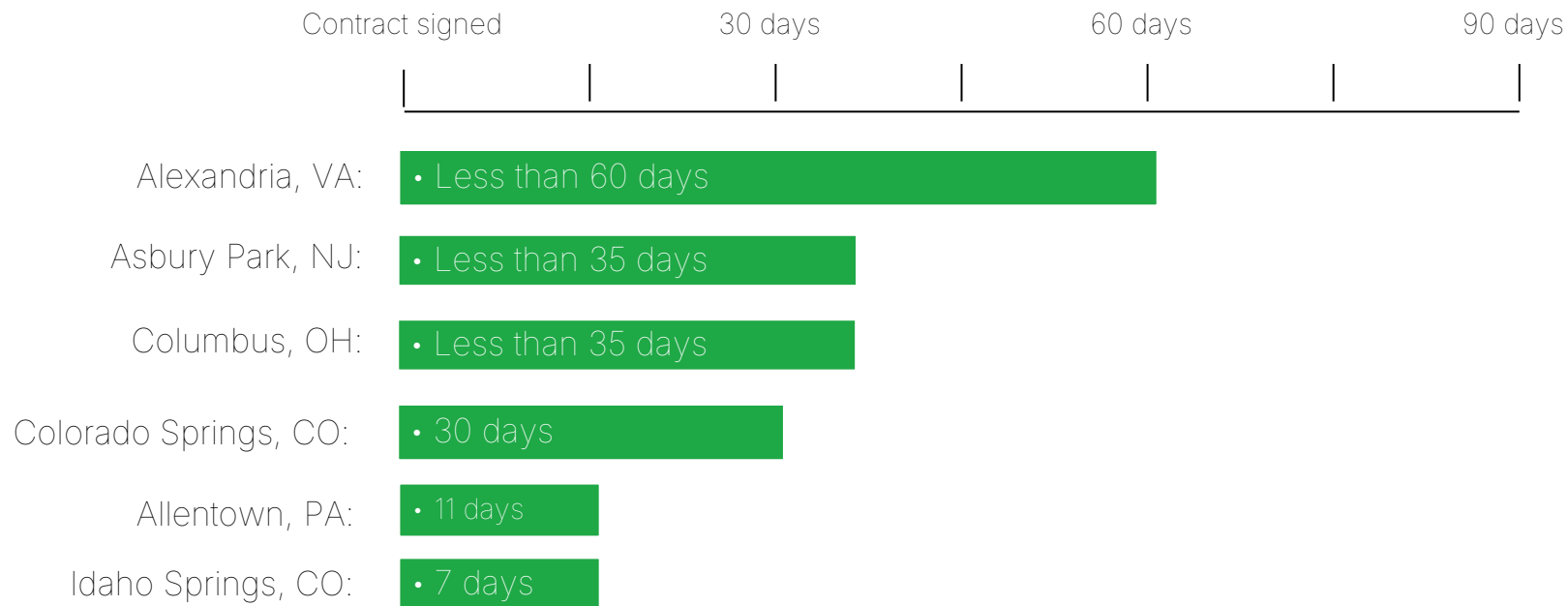


Complete End-to-End Launch Plan



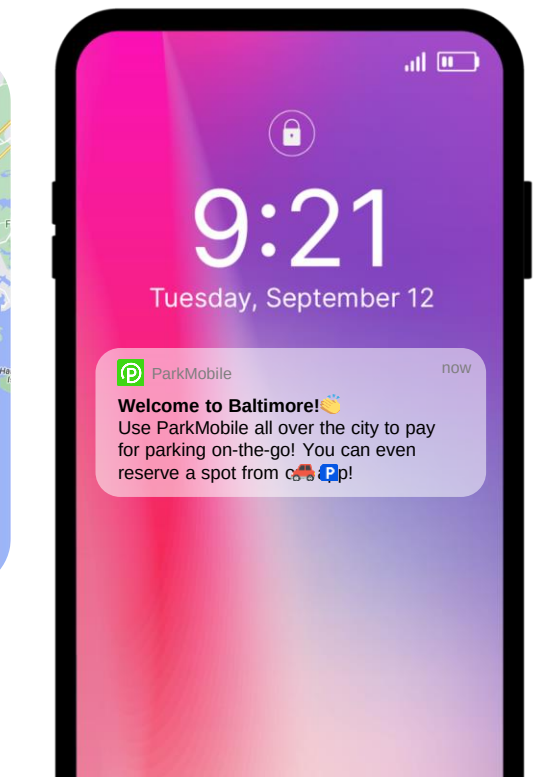
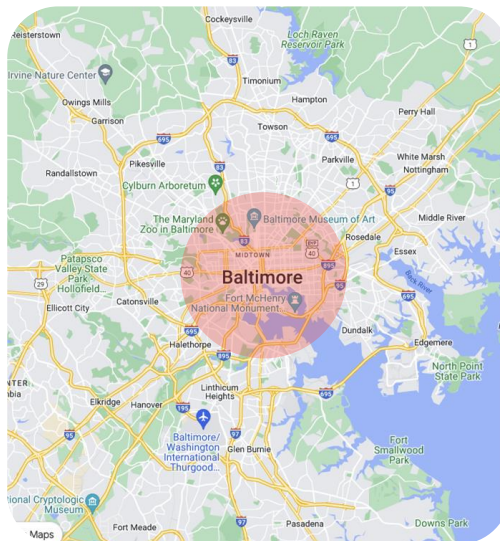
ParkMobile's Rapid Deployment of Pay-by-Cell

Time to go-live after contract finalized



Geo-targeting

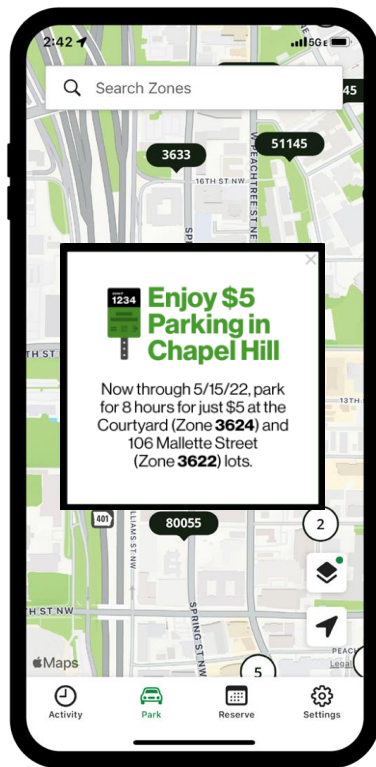
- ParkMobile can geo-fence messages around the city and airport to target visitors coming into town who already have the app on their phone.
- Geo-targeted messages will let people know that they can use the ParkMobile app all around the city.



Promotions

ParkMobile can set up special promotions for parking in the city, such as discounted or free parking.

The ParkMobile marketing team will work with you to design and execute a promotion that is right for you.




PART OF EASYPARK GROUP



Enjoy \$5 Parking in Chapel Hill

Attention UNC and Chapel Hill Drivers! Beginning December 1, 2021, through January 31, 2022, park for 8 hours for just \$5 at the 106 Mallette Street lot, zone number 3622. Don't miss parking in a prime location, minutes from UNC campus at this special daily rate.

Let's Park



Questions?
We're always here to help.
[Contact Support](#)


PART OF EASYPARK GROUP

[Terms of Use](#) | [Unsubscribe](#) | [Contact Us](#)

© ParkMobile, LLC 1100 Spring St. NW, Suite 200, Atlanta, GA 30309

Structured, Secured and Privacy Compliant

- ParkMobile maintains the broadest certifications and highest levels of insurance coverage in the industry
 - ✓ **SSAE 16 – Statements of Standards for Attestation Engagements**
 - ✓ **PCI DSS Level 1 – Payment Card Industry Data Security Standard**
 - ✓ **ISO 9001 2015 – Quality Management Certification**
 - ✓ **Cyber Insurance of \$15,000,000+**
 - ✓ **NCPA Approved**
 - ✓ **Compliant with new privacy regulations - PIPEDA (Canada) and CCPA (California)**



The market leader in customer support

Best-in-class support 24/7/365

We take the burden of customer service off of your team so you can focus more on what's important to you.

- **50,000+** customer service contacts per month
- Minimum **Satisfaction score of 90%** for all Member Services interactions.
- **85% of calls** answered within **30 seconds**
- Level 1 PCI compliant ensuring data security
- Multi-channel call center with in-house phone, email, web and in-app chat, social media & bilingual support.



Support & Account Management

- Account Management team will be 1st point of contact.
 - Regular touchpoints
 - New Features, Future enhancements, upgrades
 - KPI run-through: Transaction Growth, User Growth, YOY growth, Best/Worst performing zones (by trx volume)
 - #1 Goal is Success for your program
- Client Support works to enact any changes to program needed
- Member Services team will support city parkers 24x7x365
- Sales & AM work together for new solution implementations



VENDOR PROVIDED SIGNAGE

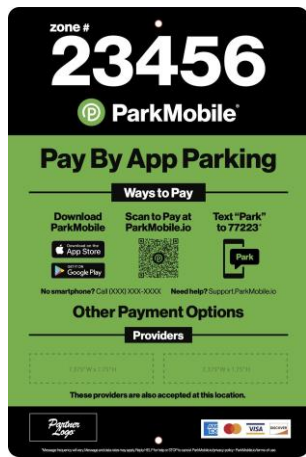


ParkMobile Provides High Impact Signage

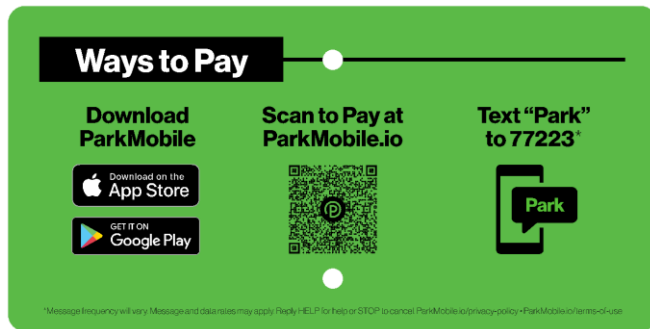
Signage includes permanent signs, stickers, and can even include temporary signage like A-frames.

It includes any visualizations that help drive awareness and adoption of mobile payment as an option.

12x18 Sign



Rider to Place Under Existing Sign



Rider sticker to go below
Multispace Meters (e.g. 8"x12")



On-Demand Signage

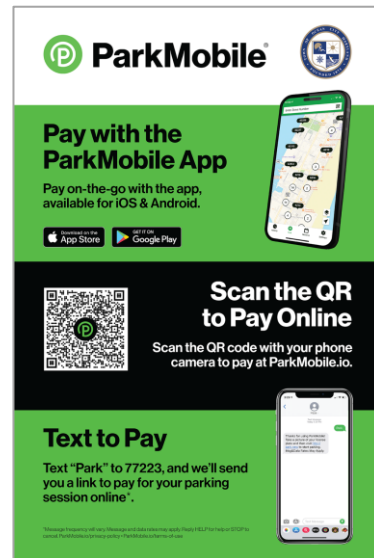
18x24 Sign



24x36 A-Frame



24x36 "Perks" A-Frame



28x44 "Windmaster"



High Impact Signage

Research shows **signage is the #1 way people learn about ParkMobile**

ParkMobile works closely with clients to deploy high impact signage around parking spots

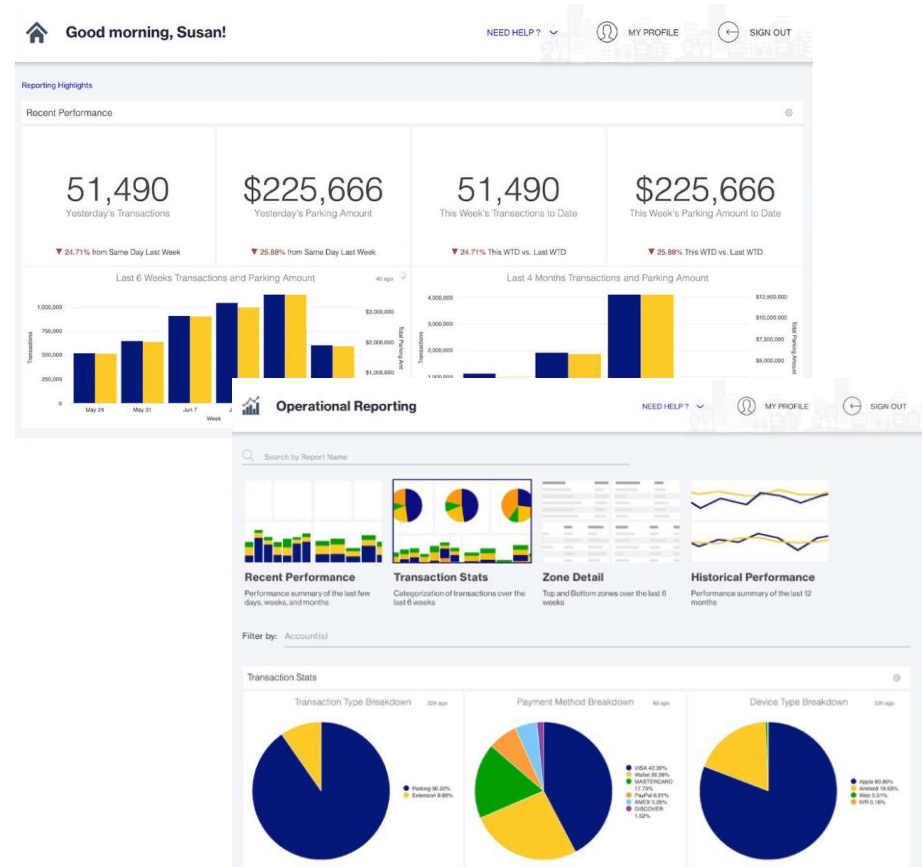


ParkMobile 360

Rate Management and Analytics

ParkMobile 360™ Analytics and Reporting

- Easy-To-Read Reporting Dashboard View
- Scheduled Reports Delivered to Your Inbox
- Filter By Date and Supplier
- Download ParkMobile 360 Reporting Data in Multiple Formats: (.xls, .csv, and .pdf)



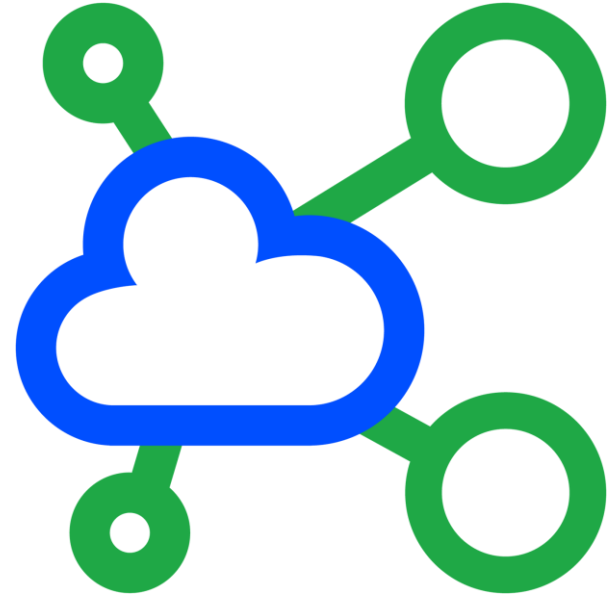
ParkMobile 360 – A comprehensive tool for all your parking data

Aggregate all hardware, data sources, and information from your parking operations in one place

- Improves enforcement processes and standardizes all transactional data within your Parking Operations.
- Real-time communication with every component of the parking operation.
- Improved visibility into inventory, transactions, and usage.

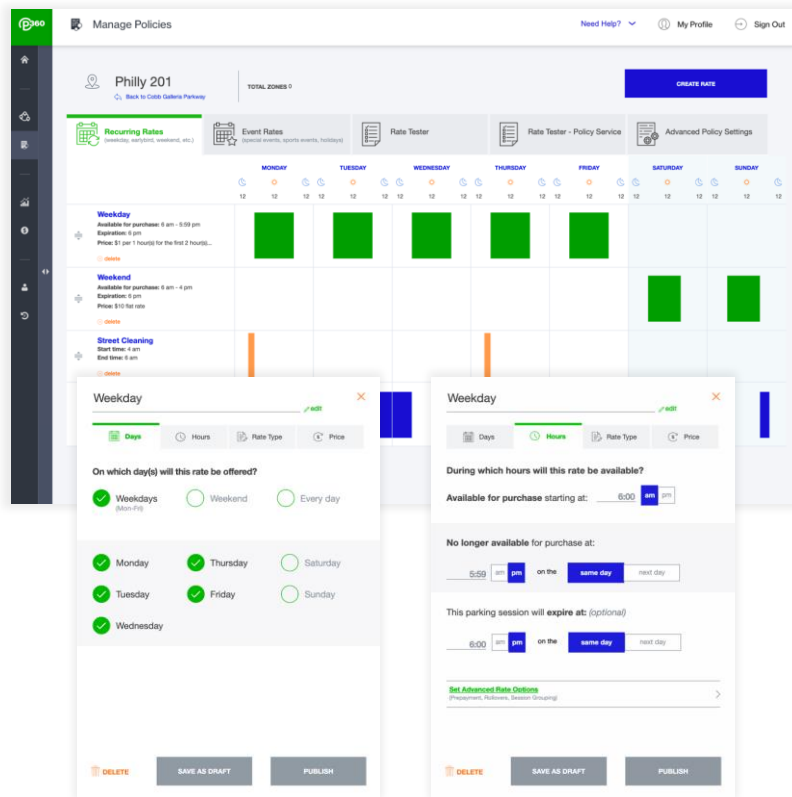
We offer API integration to all parties:

- Parking meter providers
- Mobile parking providers
- Enforcement platforms and control interface integrators



ParkMobile 360 Rate and Policy Management

- **Calendar View:** ParkMobile 360 shows daily, weekly and monthly calendar views of all parking policies, making it easy to visually see all parking rates and make the necessary adjustments.
- **Rate Creator:** A user can quickly create rates for specific days, weeks or months. If there's a festival, street cleaning or a weather event, a user can just change and update rates across different locations.
- **Policy Management Across Locations:** Complete view of rates and policies across multiple locations. A user can quickly apply policies from one location to another without having to rebuild a location's rate structure.
- **Rate Tester:** Before pushing out a rate change, test that rate to make sure it is working properly and avoid any potential customer service issues.



ParkMobile 360 Reporting



Payment Date Range:

is in the past x complete days

▼

15

▼

Filter

Clear Filters

Transaction Detail with Location Approved Only

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	ID	Order ID	Payment ID	Client ID	Customer Phone	Payment Amount	Insert Date	Payment Date	Approved	Parking Amount	Parking Vat Amount	Transaction Fee	Transaction Fee Vat A
1		947,344,102	897,860,834	57,269,349	0	\$0.00	2023-11-05 13:24:18	2023-11-06 06:02:04	Approved	\$0.00	\$0.00	\$0.00	\$0.00
2		947,246,827	897,706,811	29,400,527	0	\$0.00	2023-11-05 01:11:42	2023-11-05 13:06:06	Approved	\$0.00	\$0.00	\$0.00	\$0.00
3		946,215,726	897,549,853	35,436,573	0	\$16.35	2023-11-03 12:55:12	2023-11-04 22:57:29	Approved	\$16.00	\$0.00	\$0.35	\$0.00
4		946,215,416	896,862,350	35,436,573	0	\$6.35	2023-11-03 12:54:52	2023-11-03 22:57:13	Approved	\$6.00	\$0.00	\$0.35	\$0.00
5		946,213,114	898,388,866	35,436,573	0	\$36.35	2023-11-03 12:52:12	2023-11-06 21:57:16	Approved	\$36.00	\$0.00	\$0.35	\$0.00
6		941,178,136	891,137,075	56,817,665	0	\$1.35	2023-10-25 12:59:13	2023-10-25 20:01:30	Approved	\$1.00	\$0.00	\$0.35	\$0.00
7		940,685,658	890,529,600	33,850,481	0	\$5.35	2023-10-24 15:22:52	2023-10-24 23:02:05	Approved	\$5.00	\$0.00	\$0.35	\$0.00
8		940,334,152	890,599,159	55,637,831	0	\$23.35	2023-10-24 01:09:02	2023-10-25 07:11:09	Approved	\$23.00	\$0.00	\$0.35	\$0.00
9		940,334,146	890,533,483	55,637,831	0	\$15.35	2023-10-24 01:08:16	2023-10-24 23:12:13	Approved	\$15.00	\$0.00	\$0.35	\$0.00

Financial reports in PM360 clearly show:

- Payment Amount
- Parking Amount
- Transaction Fee.

Chapter 46 - TRAFFIC AND VEHICLES¹

Article/Division/Section:

ARTICLE I	<u>IN GENERAL</u>
46-1	<u>State statutes adopted</u>
46-2	<u>Parking and driving of motor vehicles on private property</u>
46-3	<u>Prohibiting motorized vehicles on public walkways and pathways</u>
46-4	<u>Snowmobile regulations</u>
46-5	<u>Authority to set speed limits on City streets</u>
46-6 – 46-25	<i>Reserved</i>
ARTICLE II	<u>PARKING</u>
46-26	<u>Removal of motor vehicles</u>
46-27	<u>Parking; restrictions; uniform parking fine</u>
46-28	<u>Parking of motor vehicles during snow removal periods</u>
46-29	<u>Parking using electronic payment systems (e-meters)</u>

ARTICLE I - IN GENERAL

Sec. 46-1 - State statutes adopted

The following state statutes are adopted and incorporated as if set out at length in this Code and shall be enforced within the city:

- (1) Minn. Stats. ch. 169.
- (2) Minn. Stats. ch. 170.
- (3) Minn. Stats. ch. 171.

(Code 1993, § 7-1.01)

State Law reference – Adoption by reference, Minn. Stats. § 471.62.

Sec. 46-2 - Parking and driving of motor vehicles on private property

- (a) *Purpose.* The city council has determined that the regulation of parking and driving motor vehicles on private property is necessary and desirable in order to assure adequate ingress and egress for fire trucks and other emergency vehicles to operate adequately in such areas and to otherwise provide for the government and good order in the city, the prevention of crime, the protection of private property, the benefit of residents, trade and commerce, and the promotion of health, safety, order, convenience and the general welfare.
- (b) *Parking restrictions.* No person shall stop, stand, or park a motor vehicle at any place

on any private driving area within the city where official signs prohibit such.

- (c) *Sign installation.* The official signs shall be installed after passage of a resolution by the city council stating the specific area on which parking is to be prohibited, after finding that the parking prohibition is necessary and desirable in order to protect private property and promote the health, safety, order, convenience and general welfare and that the area regulated is affected with the public interest.
- (d) *Driving restrictions.* No person shall operate a motor vehicle on any privately owned parking lot or area within the city at a speed greater than is safe and reasonable under the conditions of traffic existing and in no event shall any such vehicle be operated in excess of a speed of 15 miles per hour. All operation and driving of motor vehicles on parking lots shall be done in a careful manner so that no sudden starting or erratic movement of such vehicle is deliberately engaged in by the driver. It shall be unlawful for any person to operate any motor vehicle upon such lot in any manner that would constitute careless driving if done on a public street. No person shall engage in any drag racing or exhibition driving on any such parking lot or area.
- (e) *One-way traffic signs.* No person shall drive a motor vehicle into or out of a privately owned parking lot into a public street where official one-way traffic signs prohibit such driving. The official signs shall be installed after passage of a resolution by the city council stating the specific area on which driving is to be regulated and the terms of the regulation and finding that the regulation is necessary and desirable in order to protect private property and promote the health, safety, order, convenience and general welfare and that the area regulated is affected with the public interest.

(Code 1993, § 7-2.01)

Sec. 46-3 - Prohibiting motorized vehicles on public walkways and pathways

- (a) *Prohibited.* No person shall ride, propel or move a motorized vehicle upon any public walkway, pathway or sidewalk.
- (b) *Load limits.* No person shall drive any vehicle of any kind which has a gross weight on any single axle, (as defined in Minn. Stats. § 169.83) exceeding three tons, on any of the public streets in the city at a time when Ramsey County designates load limits for county roads. Contractors will be notified of weight restrictions by information provided on building permit forms.
- (c) *Exceptions.* The provisions of subsections [\(b\)](#) and [\(c\)](#) of this section shall not apply to fire apparatus, snowplowing equipment, buses, garbage trucks, road maintenance equipment or emergency vehicles of public utilities used incidental to making repairs.

(Code 1993, § 7-3.01)

Sec. 46-4 - Snowmobile regulations

- (a) Minn. Rules 6100.3300-6100.5800 are incorporated herein by reference.
- (b) No person shall operate a snowmobile in the city except on public trails on public

property specifically designated and posted for such use by the governmental agency having jurisdiction and control over the use of such property.

(Code 1993, § 7-7.01)

Sec. 46-5- Authority to set speed limits on City streets.

The city engineer may establish speed limits for city streets under the city's jurisdiction in accordance with the provisions set forth at Minnesota Statutes Section 169.14. The procedures relied upon to set speed limits pursuant to this section shall be kept by City Engineer and updated as needed.

(Ord. No. 21-03, § 1, 09-22-2021)

Secs. 46-6—46-25 - Reserved

ARTICLE II - PARKING²

Sec. 46-26 - Removal of motor vehicles

Any motor vehicle parked in violation of this chapter may be removed without notice to the owner or operator, by any employee of the county highway department, any police officer, or any person, firm or corporation employed or designated for this purpose by the city. The motor vehicle so removed may be towed to and stored in any parking lot or garage designated by the city or its policing agency. Payment of the towing and impound charges shall not relieve the owner or operator from payment of the fine or penalty for violation of this chapter or any other applicable ordinance of this city.

(Code 1993, § 7-6.01)

Sec. 46-27 - Parking; restrictions; uniform parking fine

- (a) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Passenger vehicle means a passenger automobile, pickup truck, van, and motorcycle.

Recreational vehicle means travel trailers including those that telescope or fold down, chassis-mounted campers, motor homes, tent trailers, and converted buses that provide temporary human living quarters. Recreational vehicle is a vehicle that is not used as the residence of the owner or occupant, is used while engaged in recreational or vacation activities, and is either self-propelled or towed on the highways incidental to the recreational or vacation activities.

Trailer means any vehicle designed for carrying property or passengers on its own structure and for being drawn by a motor vehicle.

Truck means every motor vehicle designed, used or maintained primarily for the transportation of property.

Street or public grounds means all public streets, highways, roads, alleys, lanes and park roads in the city and all public property in the city, whether owned by the city or some other public entity.

Vehicle means any passenger vehicle, recreational vehicle, trailer, truck, or other vehicle used or intended to be used for the transportation of persons or property, including all property or cargo located within, loaded upon or attached to any such vehicle.

(b) *Restrictions on parking of vehicles.*

- (1) No recreational vehicle, truck, unhitched trailer, bus or school bus shall be parked on any street or public grounds within the city for an additional time than is necessary to load or unload such recreational vehicle, truck, unhitched trailer, bus or school bus, not exceeding 90 minutes.
- (2) No vehicle shall be parked on any alley within the city except for normal pickup and delivery of passengers or commercial goods, not exceeding 30 minutes.
- (3) No passenger vehicle or hitched trailer in combination with a passenger vehicle shall be parked on any street or public grounds within the city for more than 48 consecutive hours.
- (4) No vehicle shall be parked on any street or public ground that has been designated a "No Parking" area or an area where parking has been restricted to certain hours or days, by motion or resolution of the city council, and posted as such.
- (5) No vehicle shall be parked on any boulevard within the city.
- (6) No person shall park a vehicle, except an authorized emergency vehicle, within an area designated a fire lane.
- (7) No vehicle shall be parked on any street or public grounds in front of a public or private driveway or alley or within five feet of any public or private driveway or alley.
- (8) No vehicle shall be parked on any public or private property, including commercial property, without the express or implied consent of the property owner or his or her agent and shall not remain parked in violation of the terms of such consent. The terms of such consent may be posted in a conspicuous place by the owner or his or her agent.
- (9) No vehicle shall be parked on any city street during snow removal, as described in [section 46-28](#).

(c) *Uniform parking fine.* The uniform fine for each violation of this section shall be set according to the City Fee Schedule.

(Code 1993, § 7-4.01; Ord. No. 08-05, § 1, 12-10-2008; Ord. No. 20-03 § 1, 2-26-2020)

Sec. 46-28 - Parking of motor vehicles during snow removal periods

- (a) *Purpose and policy.* The purpose of this section is to regulate the parking of motor vehicles on the public streets of the city during periods of snow removal. Any motor vehicle parked on a public street of this city during a period of snow removal, as specified in detail herein,

is declared to be a public nuisance which interferes with and impedes the orderly removal of snow from said streets, interferes with and impedes the safe movement of emergency and other vehicular traffic, and is thus a danger to the health, safety and welfare of the inhabitants of this city.

- (b) *Parking restrictions during snow removal.* Parking of a motor vehicle on an unplowed public street or within 30 feet of an intersection during a snow removal period shall be prohibited. The term "snow removal period" means:

1. For a maximum of 48 hours commencing after a snowfall where at least two inches of snow has accumulated on the public streets of this city, or
2. Until a street has been plowed full-width; whichever comes first.

- (c) A snow removal period is in effect if [section 46-28\(b\)\(2\)](#) has been satisfied and an additional two inches of snow falls during the same storm event.

(Code 1993, § 7-5.01; Ord. No. 20-03 § 2, 2-26-2020)

Sec. 46-29 - Parking using electronic payment systems (e-meters)

(a) **Purpose and Scope**

The purpose of this section is to establish regulations for managing parking through electronic payment systems, referred to as e-meters, which will operate via mobile applications provided by third-party vendors. This system is intended to enhance parking management and convenience while maintaining order and safety in public parking areas.

(b) **Definitions**

- (1) **E-meter:** A virtual parking meter system managed through a mobile application or similar electronic platform for collecting parking payments.
- (2) **Authorized Vendor:** A third-party provider approved by the city to operate e-meter services.
- (3) **Parking Zone:** Any street, lot, or area designated by the city for public parking that requires e-meter payments. The City Council will designate by resolution which streets, lots or areas are designated as parking zones, and for which dates and times the parking zones will be in effect.

(c) **Payment Requirements**

- (1) Motorists parking in a designated e-meter zone must register their vehicle's license plate and pay for parking via the authorized vendor's application.

- (2) Payment must be completed immediately upon parking and remain active for the duration of the parking period.

(d) Parking Enforcement

- (1) Vehicles found parked in an e-meter zone without an active payment record shall be subject to fines as determined by the City Fee Schedule.
- (2) Enforcement officers may verify compliance through electronic records provided by authorized vendors.

(e) Signage and Notification

- (1) The city shall install signage at designated e-meter parking zones to inform motorists of payment requirements and instructions for using the electronic system.
- (2) Signage must clearly state the parking zone information and details for accessing the payment application.

(f) Data Privacy

- (1) The city and authorized vendors must adhere to applicable data protection laws to ensure the privacy and security of motorists' information collected through e-meter systems.
- (2) Any data collected shall be used solely for parking management and enforcement purposes.

(g) Violations and Penalties

- (1) Failure to comply with e-meter payment requirements shall result in penalties as outlined in Sec. 46-27(c).
- (2) Repeat violations may result in additional enforcement actions, including towing or immobilization.

Footnotes:

¹ **State Law reference** – Traffic generally, Minn. Stats. ch. 169; powers of local authorities, Minn. Stats. § 169.04.

² **State Law reference** – Stopping, standing and parking, Minn. Stats. § 169.32 et seq.; authority to regulate standing or parking of vehicles, Minn. Stats. § 169.04.

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REQUEST FOR COUNCIL ACTION (RCA)

Meeting Date	February 5, 2025
Agenda Item	Policy C3
Attachment	Draft Ordinance
Submitted By	Jack Linehan, City Administrator

Item	City Commission Code Updates
Description	Following the January 8, 2025, Special Workshop, the City Council reached consensus on key elements regarding commissioner stipends and youth commissioners. Based on this discussion, staff has incorporated the following guidance into the proposed ordinance updates: • <u>Commissioner Compensation:</u> Commissioners will receive a \$50 stipend per meeting attended, provided they are present for the majority of the meeting. The stipend will be recorded through a sign-in process at each meeting. • <u>Commission Eligibility for Stipends:</u> The stipend will apply to all standing commissions but not to ad-hoc commissions or task forces. • <u>Chair and Officer Compensation:</u> All commissioners, including chairs and officers, will receive the same stipend amount, without additional compensation for leadership roles. • <u>Quorum Considerations:</u> Commissioners in attendance at an officially noticed commission meeting will still receive the stipend even if a meeting lacks quorum and is deemed unofficial. • <u>Tax Treatment:</u> Commissioners will be classified as employees, receiving a W-2, and the stipend will be treated as reportable income. Commissioners may opt to decline the stipend and serve on a voluntary basis. • <u>Youth Commissioner Role:</u> The revised ordinance establishes a youth commissioner position for each commission (except the Planning Commission). Youth commissioners will be between ages 16 and 18, serve one-year terms, and will be full voting members. They will receive the same \$50 per meeting stipend as adult commissioners and count toward quorum requirements. • <u>Term Start and Resignation Process:</u> Commissioner terms will begin upon appointment by the City Council, rather than on a fixed annual or quarterly schedule. Resignations must be formally accepted by the council before vacancies can be filled. • <u>Onboarding and Recruitment:</u> The council emphasized improving commissioner recruitment and onboarding processes, including encouraging current commissioners to assist in outreach.

	With these updates, staff will finalize the ordinance revisions and present them at the next workshop for further discussion.
Budget Impact	Estimated at \$21,000 annually, based on meeting attendance and commission structure.
Attachment(s)	• Draft Ordinance
Action(s) Requested	Staff recommends that the Falcon Heights City Council review the proposed ordinance updates and confirm alignment with the guidance provided during the January 8, 2025, Special Workshop.

Chapter 2 - ADMINISTRATION¹

Article/Division/Section:

ARTICLE I	<u>IN GENERAL</u>
2-1 – 2-18	<i>Reserved</i>
ARTICLE II	<u>CITY COUNCIL</u>
2-19	<u>Election and term of office</u>
2-20	<u>Salaries</u>
2-21	<u>Workers' compensation</u>
2-22 – 2-45	<i>Reserved</i>
ARTICLE III	<u>OFFICERS AND EMPLOYEES</u>
2-46 – 2-63	<i>Reserved</i>
ARTICLE IV	<u>DEPARTMENTS</u>
2-64 – 2-84	<i>Reserved</i>
ARTICLE V	<u>FINANCE</u>
2-85	<u>Fees and charges</u>
2-86 – 2-113	<i>Reserved</i>
ARTICLE VI	<u>BOARDS AND COMMISSIONS</u>
2-114	<u>City commissions</u>
2-115	<u>Duties, memberships, terms, compensation, officers and meetings</u>
2-116	<i>Reserved</i>
2-117	<u>Parks and recreation commission</u>
2-118	<u>Planning commission</u>
2-119	<u>Community engagement commission</u>
2-120	<u>Environment commission</u>
2-121 – 2-139	<i>Reserved</i>
ARTICLE VII	<u>BACKGROUND CHECKS</u>
2-140	<u>Applicants for city employment</u>
2-141	<u>Applicants for city licenses</u>
2-142 – 2-149	<i>Reserved</i>
ARTICLE VIII	<u>DOMESTIC PARTNERS</u>
2-150	<u>Purpose</u>
2-151	<u>Definitions</u>
2-152	<u>Registration of domestic partnership</u>
2-153	<u>Amendments</u>
2-154	<u>Termination of domestic partnership</u>

ARTICLE I - IN GENERAL

Secs. 2-1 – 2-18 - Reserved

ARTICLE II - CITY COUNCIL²

Sec. 2-19 - Election and term of office

- (a) *City elections.* The regular city elections shall be held on the first Tuesday after the first Monday in November in each odd-numbered year.
- (b) *Terms of mayor and councilmembers.* The terms of offices of mayor and the four city councilmembers shall be four years. The councilmember terms shall be staggered with two seats open each election.

(Code 1993, § 2-1.01(A), (B))

State Law reference – City elections and terms of office, Minn. Stats. § 412.02 et seq.

Sec. 2-20 - Salaries

- (a) *Salary of mayor.* The salary of the mayor shall be \$450.00 per month.
- (b) *Salaries of city councilmembers.* The salary of each city councilmember shall be \$300.00 per month.

(Code 1993, § 2-1.01(C), (D); Ord. No. 0-99-08, 11-3-1999)

State Law reference – Authority to fix salaries of governing body, Minn. Stats. § 415.11.

Sec. 2-21 - Workers' compensation

Pursuant to Minn. Stats. § 176.011, subd. 9, the elected officials of the city are hereby included in the coverage of the Minnesota Workers' Compensation Act (Minn. Stats. ch. 176).

(Code 1993, § 2-1.01)

Secs. 2-22 – 2-45 - Reserved

ARTICLE III - OFFICERS AND EMPLOYEES³

Secs. 2-46 – 2-63 - Reserved

ARTICLE IV - DEPARTMENTS

Secs. 2-64 – 2-84 - Reserved

ARTICLE V - FINANCE

Sec. 2-85 - Fees and charges

Fees and charges imposed or required by the city shall be as established by resolution, except as to such fees and charges as are required by state law to be established by ordinance. Any fee or charge fixed by ordinance as of the adoption date of this Code shall continue in full force and effect even though not published in this Code until altered by resolution or ordinance as provided in this section.

Secs. 2-86 – 2-113 - Reserved

ARTICLE VI - BOARDS AND COMMISSIONS

Sec. 2-114 - City commissions

(a) The city council has established the following commissions:

- (1) [Planning commission.](#)
- (2) [Parks and recreation commission.](#)
- (3) [Environment commission.](#)
- (4) [Community engagement commission.](#)

(Code 1993, § 2-4.01; Ord. No. 98-02, § 1, 4-8-1998; Ord. No. 07-07, § 1, 4-25-2007; Ord. No. 15-01, § 1, 2-11-2015)

Sec. 2-115 - Duties, membership, terms, ~~compensation~~, officers and meetings

(a) *Role of commissions; commissions composition.*

- (1) The commissions are designed to serve in an advisory capacity to the city council.
- (2) The city commissions shall not consist of more than seven members. The majority of members shall be residents of the city, unless otherwise designated in the administrative manual.

(b) *Specific duties.* Specific duties for each commission are included in the administrative manual.

(c) *Terms, vacancies, oaths.*

- (1) The term of office of all commission members shall be three years ~~from the date of their appointment by the City Council~~. No member shall serve more than two consecutive three-year terms unless otherwise specified.
- (2) Members shall hold office until their successors are appointed.

(d) *Removal.* Commission members shall be subject to removal with or without cause,

Deleted: Except for appointments to fill a vacancy, an appointment in any year shall be deemed effective as of January 1 of such year for purposes of computing the

Deleted: in the administrative manual.

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by a four-fifths vote of the city council. Failure to attend meetings regularly shall be one basis for removal.

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(e) Compensation. Compensation for the members shall be \$ 50 per meeting attended.

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(f) *Chairperson; officers.* Each commission shall elect a chairperson from among its appointed members for a term of one year. The commissions may create and fill such other offices as determined necessary.

(g) *Meetings, records, reports.* The commissions shall hold scheduled meetings, not less than one per calendar quarter. They shall adopt rules for the transaction of business and shall keep written public records of resolutions, recommendations and findings. On or before February 15 of each year, the commissions shall submit to the council work reports for the preceding calendar year.

(h) Youth Commissioner.

(1) Designation and Role. Each commission, except the Planning Commission, may include one designated youth commissioner seat as part of the total seven-member composition. The youth commissioner shall serve as a full voting member and contribute to all discussions and decisions of the commission.

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(2) Eligibility. A youth commissioner shall:

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- Be a resident of Falcon Heights.
- Be between the ages of 16 and 18 at the time of appointment.
- Be enrolled in high school or a recognized equivalent educational program.

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(3) Term and Appointment.

- The term of a youth commissioner shall be one year, with the option to be reappointed for up to two additional terms.
- Youth commissioners shall be appointed by the City Council following the standard application and interview process.

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(4) Compensation. Youth commissioners shall receive the same compensation as other commission members, per Sec. 2-115(e).

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(5) Participation and Voting. Youth commissioners shall have the same voting rights as other commissioners and shall count toward quorum requirements. They shall adhere to the same attendance and participation expectations as other commission members.

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(Code 1993, § 2-4.02; Ord. No. 15-01, § 2, 2-11-2015)

State Law reference – Minnesota Open Meeting Law, Minn. Stats. ch. 13D.

Sec. 2-116 - Reserved

Editor's note – Ord. No. 15-01, § 3, adopted February 11, 2015, repealed § 2-116 in its entirety. Former § 2-116 pertained to "Human rights commission," and was derived from Code 1993, § 2- 4.03.

Sec. 2-117 - Parks and recreation commission

The park and recreation commission shall serve in an advisory capacity to the city council on all policy matters relating to public parks and facilities and recreation programs.

(Code 1993, § 2-4.04)

Sec. 2-118 - Planning commission

- (a) The commission shall be the city planning agency authorized by Minn. Stats. § 462.354, subd. 1.
- (b) The duties of the planning commission are:
 - (1) To guide future development of land, services, and facilities;
 - (2) To ensure a safe, pleasant and economical environment for residential, commercial, and public activities; and
 - (3) To promote the public health, safety, and general welfare of the community.
- (c) These duties are to be carried out by:
 - (1) Establishing community objectives and policy;
 - (2) Making recommendations to the council regarding petitions and applications for rezoning, special use permits, etc.;
 - (3) Reviewing and making recommendations on all matters relating to or affecting the physical development of the city.

(Code 1993, § 2-4.05; Ord. No. 98-02, § 3, 4-8-1998)

Sec. 2-119 - Community engagement commission

The community engagement commission shall serve in an advisory capacity to the city council regarding the effective, meaningful and equal involvement of Falcon Heights residents in their community. The commission will identify opportunities to collaborate with community, educational, business and social services groups and organizations; identify ways to improve the city's public participation, identify under-represented groups, remove any barriers, and engage and promote increased participation for all residents, businesses, community and neighborhood organizations; review and recommend ways to improve the city's communications efforts so as to facilitate effective two-way communication between the city and all residents, businesses, community and neighborhood organizations; review and recommend ways to help improve resident emergency preparedness and crime prevention programs. The commission shall review

complaints of alleged human rights violations occurring within the city and secure equal opportunity for all residents of the city regarding public services, public accommodations, housing, employment and education.

(Ord. No. 07-07, § 2, 4-25-2007; Ord. No. 15-01, § 4, 2-11-2015)

Editor's note – Ord. No. 15-01, § 4, adopted February 11, 2015, amended § 2-119 to read as set out herein. Previously § 2-119 was titled "Neighborhood commission."

Sec. 2-120 - Environment commission

The environment commission shall serve in an advisory capacity to the city council on all policy matters relating to energy use, air quality, recreation and aesthetic appreciation, green infrastructure, water, solid waste, and environmental education.

(Ord. No. 07-07, § 3, 4-25-2007)

Secs. 2-121 – 2-139. - Reserved

ARTICLE VII - BACKGROUND CHECKS

Sec. 2-140 - Applicants for city employment

Purpose. The purpose and intent of this section is to establish regulations that will allow law enforcement access to Minnesota's computerized criminal history information for specified non- criminal purposes of city employment background checks.

Criminal history employment background investigations. The St. Anthony Police Department is hereby required, as the exclusive entity within the city, to do a criminal history background investigation on the applicants for all regular part-time or full-time positions in the City of Falcon Heights and other positions that work with children, vulnerable adults or require a valid driver's license as an essential qualification of the position. The city's hiring authority may conclude that a background investigation is not needed.

In addition to the St. Anthony Police Department, the city is also required to access criminal data by using the services provided by the bureau of criminal apprehension and paying the associated fee for positions that work with children under the Child Protection Background Check Act (Minn. Stat. § 299C.61 and .62).

In conducting the criminal history background investigation in order to screen employment applicants, the police department is authorized to access data maintained in the Minnesota Bureau of Criminal Apprehension's computerized criminal history information system in accordance with BCA policy. Any data that is accessed and acquired shall be maintained at the police department under the care and custody of the chief law enforcement official or his or her designee. A summary of the results of the computerized criminal history data may be released by the police department to the hiring authority, including the city council, the city administrator or other city staff involved in

the hiring process.

Before the investigation is undertaken, the applicant must authorize the police department by written consent to begin the investigation. The written consent must fully comply with the provisions of Minn. Stats. ch. 13 regarding the collection, maintenance and use of the information. Except for the positions set forth in Minn. Stats. § 364.09, the city will not reject an applicant for employment on the basis of the applicant's prior conviction unless the crime is directly related to the position of employment sought and the conviction is for a felony, gross misdemeanor, or misdemeanor with a jail sentence. If the city rejects the applicant for employment on this basis, the city shall notify the applicant in writing of the following:

- (1) The grounds and reasons for the denial.
- (2) The applicant complaint and grievance procedure set forth in Minn. Stats. § 364.06.
- (3) The earliest date the applicant may reapply for employment.
- (4) That all competent evidence of rehabilitation will be considered upon

reapplication. (Ord. No. 12-08, §§ 1, 2, 9-26-2012)

Editor's note – Ord. No. 12-08, §§ 1, 2, adopted Sept. 26, 2012, repealed § 2-140 and enacted a new § 2-140 to read as set out herein. Former § 2-140 pertained to purpose; procedures and derived from Ord. No. 06-05, § 1, adopted Dec. 13, 2006.

Sec. 2-141 - Applicants for city licenses

Purpose. The purpose and intent of this section is to establish regulations that will allow law enforcement access to Minnesota's computerized criminal history information for specified non- criminal purposes of licensing background checks.

Criminal history license background investigations. The St. Anthony Police Department is hereby required, as the exclusive entity within the city, to do a criminal history background investigation on the applicants for the following licenses within the city:

City licenses:

- Peddler, solicitor and transient merchant;
- Massage therapist;
- Owners of liquor establishments.

In conducting the criminal history background investigation in order to screen license applicants, the police department is authorized to access data maintained in the Minnesota Bureau of Criminal Apprehension's computerized criminal history information system in accordance with BCA policy. Any data that is accessed and acquired shall be maintained at the police department under the care and custody of the chief law

enforcement official or his or her designee. A summary of the results of the computerized criminal history data may be released by the police department to the licensing authority, including the city council, the city administrator or other city staff involved in the license approval process.

Before the investigation is undertaken, the applicant must authorize the police department by written consent to begin the investigation. The written consent must fully comply with the provisions of Minn. Stats. ch. 13 regarding the collection, maintenance and use of the information. Except for the positions set forth in Minn. Stats. § 364.09, the city will not reject an applicant for a license on the basis of the applicant's prior conviction unless the crime is directly related to the license sought and the conviction is for a felony, gross misdemeanor, or misdemeanor with a jail sentence. If the city rejects the applicant's request on this basis, the city shall notify the applicant in writing of the following:

- (1) The grounds and reasons for the denial.
- (2) The applicant complaint and grievance procedure set forth in Minn. Stats. § 364.06.
- (3) The earliest date the applicant may reapply for the license.
- (4) That all competent evidence of rehabilitation will be considered upon

reapplication. (Ord. No. 12-08, § 3, 9-26-2012)

Secs. 2-142 – 2-149 - Reserved

ARTICLE VIII - DOMESTIC PARTNERS

Sec. 2-150 - Purpose

The City of Falcon Heights authorizes and establishes a voluntary program of registration of domestic partners. The domestic partnership registry is a means by which unmarried, committed couples who reside or work in Falcon Heights and who share a life together may document their relationship.

Falcon Heights's Domestic Partnership Ordinance is a city ordinance and does not create rights, privileges, or responsibilities that are available to spouses under state or federal law. The City of Falcon Heights cannot provide legal advice concerning domestic partnerships. Applicants and registrants may wish to consult with an attorney for such advice including, but not limited to: wills, medical matters, finances and powers of attorney, children and dependents, medical and health care employment benefits.

(Ord. No. 11-03, § 1, 7-27-2011)

Sec. 2-151 - Definitions

The following words and phrases used in this Code have the meanings given in this section:

Domestic partner. Any two adults who meet all the following:

- (1) Are not related by blood closer than permitted under marriage laws of the state.
- (2) Are not married.
- (3) Are competent to enter into a contract.
- (4) Are jointly responsible to each other for the necessities of life.
- (5) Are committed to one another to the same extent as married persons are to each other, except for the traditional marital status and solemnities.
- (6) Do not have any other domestic partner(s).
- (7) Are both at least 18 years of age.
- (8) At least one of whom resides in Falcon Heights or is employed in Falcon Heights.

Domestic partnership. The term "domestic partnership" shall include, but not be limited to, upon production of valid, government-issued documentation, in addition to domestic partnerships registered with the City of Falcon Heights, and regardless of whether partners in either circumstance have sought further registration with the City of Falcon Heights:

- (1) Any persons who have a currently-registered domestic partnership with a governmental body pursuant to state, local or other law authorizing such registration. The term "domestic partnership" shall be construed liberally to include same-sex unions, regardless of title, in which two same-sex individuals are committed to one another as married persons are traditionally committed, except for the traditional marital status and solemnities.
- (2) Marriages that would be legally recognized as a contract of lawful marriage in another local, state or foreign jurisdiction, but for the operation of Minnesota law.

(Ord. No. 11-03, § 1, 7-27-2011)

Sec. 2-152 - Registration of domestic partnerships

- (a) The city clerk shall accept an application in a form provided by the city to register domestic partners who state in such application that they meet the definition of domestic partners.
- (b) The city clerk shall charge an application fee for the registration of domestic partners and shall charge a fee for providing certified copies of registrations, amendments, or notices of termination.
- (c) The city clerk shall provide each domestic partner with a registration certificate. The registration certificate shall not be issued prior to the third working day after the date of the application.
- (d) This application and certificate may be used as evidence of the existence of a domestic partner relationship.

- (e) The city clerk shall keep a record of all registrations of domestic partnership, amendments to registrations and notices of termination. The records shall be maintained so that amendments and notices of termination are filed with the registration of domestic partnership to which they pertain.
- (f) The application and amendments thereto, the registration certificate, and termination notices shall constitute government data and will be subject to disclosure pursuant to the terms of the Minnesota Government Data Practices Act.

(Ord. No. 11-03, § 1, 7-27-2011)

Sec. 2-153 - Amendments

The city clerk may accept amendments for filing from persons who have domestic partnership registrations on file, except amendments which would replace one of the registered partners with another individual.

(Ord. No. 11-03, § 1, 7-27-2011)

Sec. 2-154 - Termination of domestic partnership

Domestic partnership registration terminates when the earliest of the following occurs:

- (1) One of the partners dies; or
- (2) Forty-five days after one partner sends the other partner written notice, on a form provided by the city, that he or she is terminating the partnership and files the notice of termination and an affidavit of service of the notice on the other partner together with a fee with the city clerk.

(Ord. No. 11-03, § 1, 7-27-2011)

Footnotes:

¹ **State Law reference** – Statutory cities, Minn. Stats. ch. 412.

² **State Law reference** – City council generally, Minn. Stats. § 412.191.

³ **State Law reference** – City officers and employees generally, Minn. Stats. § 412.111 et seq.; municipal officers and employees, Minn. Stats. ch. 418; vacancies, resignations and removals from public office, Minn. Stats. ch. 351.

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REQUEST FOR COUNCIL ACTION (RCA)

Meeting Date	February 5, 2025
Agenda Item	Policy C4
Attachment(s)	Draft Legislative Priorities
Submitted By	Jack Linehan, City Administrator

Item	Legislative Priorities for 2025
Description	The Minnesota State Legislature is in session, and numerous bills may be coming that could impact Falcon Heights. Staff has collaborated with the League of Minnesota Cities (LMC), Metro Cities, and our legislators to identify areas where the Council may want to take official positions. The LMC has scheduled “City Day on the Hill” for Thursday, March 6, 2025. We plan to coordinate meetings with our District 66 legislators to discuss our legislative priorities. Item the City of Falcon Heights has advocated or could advocate for at the State level include: • State Funding for Community Park Development: Advocacy for state funding to improve and expand community park facilities. • Law Enforcement Assistance for Traffic Management and Community Public Safety During the Minnesota State Fair: This item stems from the State Fair Task Force. On average, the City of Falcon Heights has approximately five police calls per day. During the Minnesota State Fair, this escalates to nearly 50 calls per day. Data from a multi-year analysis shows an increase in traffic accidents and pedestrian accidents during the Minnesota State Fair. The City of Falcon Heights does not receive tax support or regular law enforcement support outside of the gates of the Fair, despite this increase in demand that the event draws. We would propose seeking assistance from the State, whether financially or in State Patrol resources, to ensure that we can provide safe pedestrian crossings to visitors and the burden of increased traffic enforcement isn’t born entirely by the Falcon Heights taxpayers. • Local Government Aid / Municipal Funding: Ensuring sustainable state funding for local government services. • Support for Local Control: Maintaining municipal authority over land use, zoning, and governance issues. • Infrastructure Investments: Advocacy for transportation and public works funding to support city infrastructure needs.

	• Public Safety Funding: Ensuring continued state support for local law enforcement and emergency services. Council members are asked to review the LMC and Metro Cities legislative priorities, as well as priorities they would like staff to focus on and to provide direction on advocacy efforts. The City Council may consider whether to support, oppose, or remain neutral on various issues.
Budget Impact	N/A
Attachment(s)	• LMC Priorities • Metro Cities Priorities
Action(s) Requested	The City Council is requested to discuss and provide guidance on Falcon Heights' legislative priorities for 2025.

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REQUEST FOR COUNCIL ACTION (RCA)

Meeting Date	February 5, 2025
Agenda Item	Policy C5
Attachment(s)	Administrative Manual Update from 8.26.20
Submitted By	Jack Linehan, City Administrator

Item	Immigration Enforcement Update
Description	As federal immigration enforcement activities are increasing, the request for how cities approach the issue is increasing. Council members have asked staff to bring forward a discussion on the topic. In 2017, a now former Mayor brought forward a request to consider the idea of Falcon Heights as a "Sanctuary City," but calling it a Welcoming Ordinance. In August 2020, the City received the same request from a now former councilmember to reconsider the idea. After an in-depth discussion, the City Council decided at that time that becoming a Sanctuary City was not needed because immigration status was not a factor in the delivery of city services. Neither the City of Saint Anthony Village Police Department nor Ramsey County Sheriff's Office engaged with Immigration and Customs Enforcement (ICE) unless court ordered. Neither agency asked immigration status of victims, witnesses or suspects in the course of providing services. These same policies were also followed by law enforcement agencies throughout the county and metro area. At that time, the City did not ask immigration status of persons requesting city services, the same as today, and does not base delivery of services on factors of sex, age, race, disability, orientation, nationality, or immigration status. The City only participates in ICE activities when formally requested in the course of following state and federal laws, such as the filing of I-9 forms as required of employers. The City promoted participation with all residents, regardless of immigration status, in the 2020 Census. In August 2020, the City Council approved an amendment to the City Council section of the Administrative Manual to include Standards Concerning Communication and Enforcement of Immigration Laws, stating, in short, that the City does not operate its programs for the purpose of enforcing federal immigration laws. The Administrative

	Manual amendment does state that the City will comply will all subpoenas or other court ordered requests related to the issue. This is an opportunity to review current practices and policies, making any necessary updates.
Budget Impact	N/ A
Attachment(s)	• Administrative Manual Update from 8.26.20
Action(s) Requested	The City Council is requested to discuss and provide guidance to Staff.

City of Falcon Heights Administrative Manual

Section I City Council

- A. Ethics Policy
- B. City Council Standing Rules
- C. Public Meeting Guidelines
- D. Standards Concerning Communication and
Enforcement of Immigration Laws**

D. STANDARDS CONCERNING COMMUNICATION AND ENFORCEMENT OF IMMIGRATION LAWS

I. Purpose

Although the City works cooperatively with the Department of Homeland Security, as it does with all state and federal agencies under relevant state and federal laws, the City does not operate its programs for the purpose of enforcing federal immigration laws.

II. In General

In conformity with state and federal law, when determining eligibility for, and providing general city services, city employees and officials shall:

- (1) Complete I-9 forms, question a person regarding the I-9 form and documents supporting the I-9 form, and may allow Homeland Security to audit the I-9 forms as required by law.
- (2) City employees shall request and inquire about immigration status only when specifically mandated to do so by law. As a corollary, City employees shall solicit evidence of a person's identity only when necessitated by the employee's work duties. City employees shall not discriminate against any current or potential service users based on race, sexuality, creed, religion, disabilities, immigration status, or any other identity factor.
- (3) Other than complying with lawful subpoenas, city employees and representatives shall not use city resources to detect or apprehend persons whose only violation of law is or may be being undocumented, being out of status, or illegally residing in the United States (collectively) undocumented.
- (4) A Minnesota issued driver's license and or a photo identity document issued by the person's nation of origin such as a driver's license, passport, or matricula consular are each adequate evidence of identity and the possession of either shall not subject the person to higher levels of scrutiny or different treatment. This paragraph does not apply to I-9 forms.

General city services means all city services except services specifically listed as public safety services in Section III.

III. Public Safety

In conformity with state and federal law, when performing public safety duties, city employees, shall:

- (1) Not perform any public safety action for the purpose of detecting the presence of undocumented persons, or to verify immigration status, including but not limited to questioning any person or persons about their immigration status.

(2) Shall not question, apprehend or detain any person for violations of federal civil immigration laws except when immigration status is an element of the crime or when enforcing 8 U.S.C. 1324(c).

All public safety conduct related to the communication and enforcement of civil immigration law shall be documented and made available to (a) the City Attorney, (b) City Council, and (c) the City Administrator. The report shall include any applicable Department of Homeland Security mission statement and operational guidelines, the reason for the dispatch of personnel, the name of the homeland security agent in charge, and the name of the officer authorizing the use of city personnel.

The City shall make all efforts to contract with public safety agencies, including the police that abide by the standards and practices of Public Safety Officers in this Section.

IV. Complaints and Discipline

Violation of this Policy shall be subject to disciplinary action under the appropriate union contract, civil service commission rules, or Falcon Heights Personnel Policy. It shall not be a violation of this chapter to require the completion of I-9 forms or to inquire into or disclose the immigration status of the complainant or witnesses if necessary as part of the investigation of a complaint of a violation of this chapter, or if deemed necessary by the appointing authority to administer discipline for such violations.

V. Subpoena

This policy does not prohibit city employees from responding to a properly issued subpoena.

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REQUEST FOR DISCUSSION

Meeting Date	February 5, 2025
Agenda Item	C6
Attachment	
Submitted By	Kelly Nelson, Administrative Services Director/Deputy Clerk

Item	2025 Programming Discussion
Description	Youth summer programming enrollment numbers have been steadily declining over the past several years. At the conclusion of 2023's summer programming, the Parks and Recreation Commission supported moving away from traditional paid programming to try offering free recreation from Curtiss Field, and to re-evaluate afterwards. Unfortunately, almost half of the organized free programming dates in 2024 were canceled due to rain and attendance was extremely low on the programming days that did occur. The Parks and Rec Commission has since directed Staff to begin establishing partnerships to promote field trips and camps that Bell Museum, Gibbs Farm, Roseville Schools ISD 623 and other local organizations already offer with the idea that the City could pay a portion of a Falcon Heights resident's enrollment fees by using a specific redemption code when enrolling. Hiring part-time staff has also proved challenging, at times in finding candidates, and at others, knowing enrollment levels and how many hours the City could offer part-time staff over the course of only six to eight weeks. This model allows the City to offer programming to residents, utilizing their staff, summer camps and facilities. The Parks and Rec Commission would still offer free programming but in the form of a board game night from City Hall or a movie in the park, as examples. Staff would like the Council to consider the City paying a portion of the enrollment fees for residents to attend summer camps and programs offered by community partners. An example could be a \$25 voucher towards partner programs. 100 vouchers would cost approximately \$2,500. The City budgets \$8,000 annually for part-time programming staff. The timing of this is coming now, as Parks Commission met on February 3rd. The City is getting our Spring 2025 newsletter out late February to share information about our police transition, and historically we've included summer programming information in this newsletter.

	If the Council supports this recommendation from Parks and Rec Commission, Staff will have further conversations and prepare to advertise programming opportunities.
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	Staff would like Council to consider paying a portion of the enrollment fees for residents to attend summer camps and programs offered by community partners.