

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

AGENDA
April 23, 2025 at 7:00 P.M.

- A. CALL TO ORDER: 7:04 pm
- B. ROLL CALL: GUSTAFSON ☒ LEEHY ☒ MEYER ☒
MIELKE ☒ WASSENBERG ☒
STAFF PRESENT: LINEHAN ☒
- C. APPROVAL OF AGENDA Leahy - 5-0
- D. PRESENTATION
1. Presentation from Ramsey County Commissioner Garrison McMurtrey and County Manager Ling Becker
- E. APPROVAL OF MINUTES: Wassenberg 5-0
1. March 5, 2025 City Council Workshop Minutes
2. March 12, 2025 City Council Regular Meeting Minutes
3. March 12, 2025 City Council Special Workshop Minutes
- F. PUBLIC HEARINGS:
- G. CONSENT AGENDA:
1. General Disbursements through 4/17/25: \$70,899.84
Payroll through 4/8/25: \$25,095.98
Wire Payments through 4/8/25: \$16,835.65
2. Approval of City Licenses
3. Approval of Change Order with American Environmental and Budget Amendment for Sewer System Maintenance
4. Approval of Transfer of \$100,000 from Fund 426 to Fund 313
5. Approval to Award Contract to GoodPointe Technology for Pavement Condition Assessment
- H. POLICY ITEMS: Mielke 5-0
1. Approval of Resolution 25-36 Approving the Final Site Plans and Authorizing Release of Bids for the Community Park Renovation Project
- I. INFORMATION/ ANNOUNCEMENTS:
- J. COMMUNITY FORUM:
Please limit comments to 3 minutes per person. Items brought before the Council will be referred for consideration. Council may ask questions for clarification, but no council action or discussion will be held on these items.

K. ADJOURNMENT:

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REQUEST FOR COUNCIL ACTION

Meeting Date	April 23, 2025
Agenda Item	Presentation D1
Attachment	Presentation
Submitted By	Jack Linehan, City Administrator

Item	Presentation from Ramsey County District 3 Commissioner Garrison McMurtrey and County Manager Ling Becker
Description	The Ramsey County Board is responsible for establishing county policies, goals, legislative function, appointments of officials and strategic priorities. Commissioner Garrison McMurtrey represents District 3 on the Ramsey County Board and was elected during the special election this spring. County Manager, Ling Becker, was appointed in 2024 . Commissioner McMurtrey and County Manager Becker would like to take this opportunity to introduce themselves to the City Council. Commissioner McMurtrey will present his priorities, mission and goals, which include creating more deeply affordable housing, investing in economic development, and ensuring county services are responsive to the needs of residents, and to share local updates. County Manager Becker, will present an update on the county's recent activity.
Budget Impact	N/ A
Attachment(s)	• Presentation
Action(s) Requested	No action is requested from the Council for this informational item.



Ramsey County District 3



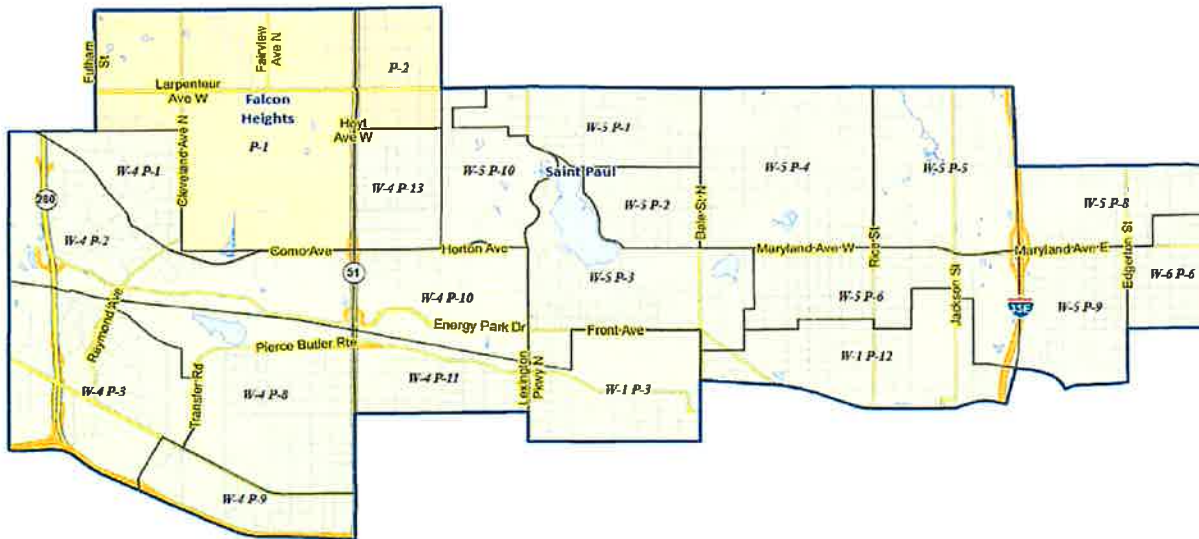
Ramsey County Board



- Sets the County's Vision, Mission, Values, Goals, and Strategic Priorities
- Provides Oversight of the County Budget and Approvals
- Responsible for Establishing County Policies, Legislative Functions, Appointments of Officials, Oversight of Land Use Planning, Social Services, Public Safety, and Infrastructure Development
- Represent District 3 on County Board
- Represent Ramsey County at the State and Federal Level

Commissioner Garrison McMurtrey

- Falcon Heights and Saint Paul neighborhoods of Payne/Phalen, North End/South Como, Como Park, Frogtown, Hamline-Midway and St. Anthony Park



My Committee and Commission Assignments

Ramsey County standing committees

- Budget Committee
- Economic Growth and Community Investment Service Team Committee Chair
- Housing and Redevelopment Authority Vice Chair
- Legislative Committee
- Regional Rail Authority

Other boards, committees and commissions

- County-Court Joint Committee
- Greater MSP Regional Partnership
- Joint Property Tax Advisory Committee
- Metropolitan Emergency Services Board
- Metropolitan Library Services Agency
- Metropolitan Mosquito Control District
- Ramsey County Dispatch / 800 MHz Subsystem Policy Committee
- Ramsey County Extension Committee
- Rethinking I-94 Committee

- Association of Minnesota Counties (AMC)
 - Board of Directors
 - District X Committee
 - Environment & Natural Resources Policy Committee
- National Association of Counties (NACo)
 - Community, Economic & Workforce Development Steering Committee
 - Large Urban County Caucus

My Priorities as County Commissioner

- Creating more deeply affordable housing
- Investing in economic development
- Ensuring county services are responsive to the needs of residents

County Manager Ling Becker

- Immigrant family.
- Early public sector career exposure – age 15.
- Public – Private Partnerships.
- Appreciation for city and county coordination.
- Economic and Workforce Development.
- Appointed County Manager September 1, 2024.
- Only person of color County Manager in the state of Minnesota.





Ramsey County



Ramsey County Vision Mission and Goals

Vision

A vibrant community where all are valued and thrive.

Mission

A county of excellence working with you to enhance our quality of life.

Goals

- Strengthen individual, family and community health, safety and well-being
- Cultivate economic prosperity and invest in neighborhoods with concentrated financial poverty
- Enhance access to opportunity and mobility for all residents and businesses
- Model fiscal accountability, transparency and strategic investments



WELL-BEING



PROSPERITY



OPPORTUNITY



ACCOUNTABILITY

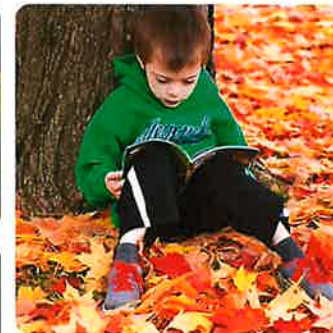
Our Ramsey County Values

Ramsey County is a welcoming, accessible, and inclusive organization. Our core values define our culture. They guide who we are as a county, our individual behaviors and operational decision making

- Investing in People
- Serving with Integrity
- Valuing Community
- Advancing Equity
- Empowering Leadership at All Levels

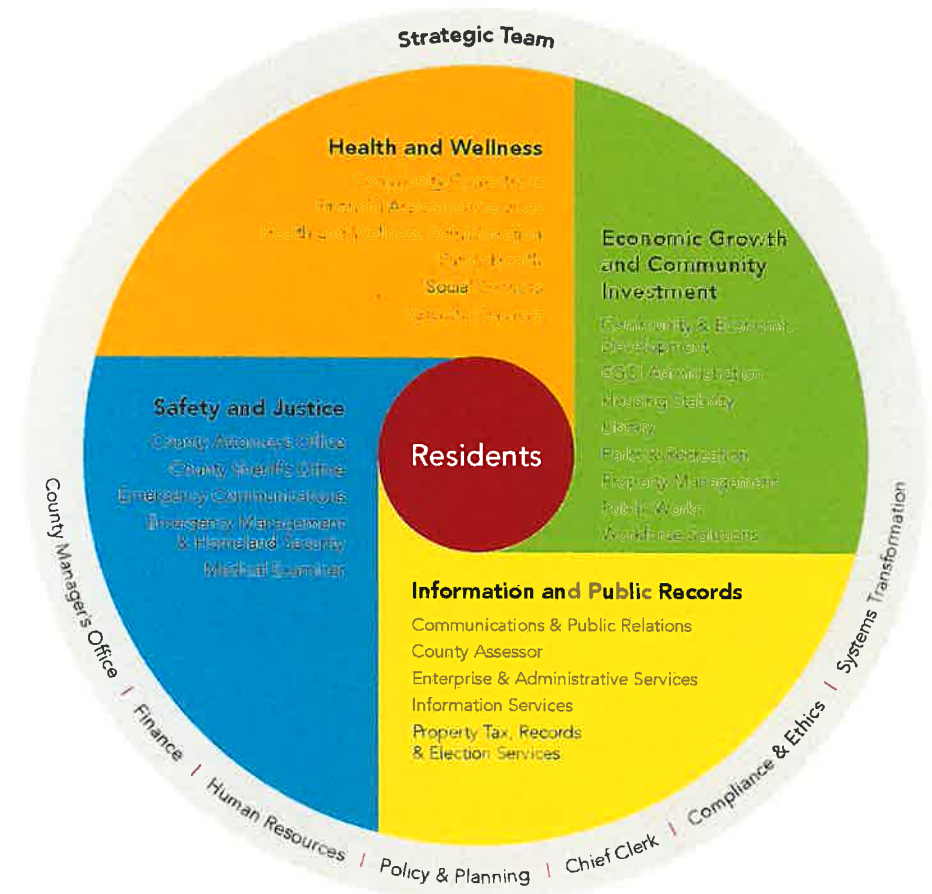


Our Services



Service Teams

Ramsey County's departments are organized into four Service Teams and a Strategic Team.



Ramsey County Strategic Priorities

Ramsey County's 2024-25 strategic plan advances the organization's [mission, vision and goals](#) of well-being, prosperity, opportunity, and accountability. It also reflects our overarching [values](#) guiding the work we do every day in service to a community of over 500,000 residents in the most racially diverse urban county in Minnesota. This plan builds on progress made in 2022-23 and outlines seven strategic priorities that include tangible, timebound goals and actionable strategies.

- › [Residents first: effective, efficient and accessible operations](#)
- › [Advancing racial and health equity and shared community power](#)
- › [Aligning talent attraction, retention and promotion](#)
- › [Putting well-being and community at the center of Justice System Transformation](#)
- › [Advancing a holistic approach to strengthen individuals and families](#)
- › [Responding to climate change and increasing community resilience](#)
- › [Intergenerational prosperity for racial and economic inclusion](#)



A photograph of the Marjorie Jahily Conservatory at night. The conservatory is a large, ornate glass and steel structure with a prominent dome. It is illuminated from within, and a large crowd of people is gathered in front of the entrance. The conservatory is surrounded by lush greenery and trees.

Ramsey County Updates

County Manager's Office



Ramsey County Update

- County leadership transitions.
- Uncertainties:
 - Federal Executive
 - State Budget
- Post COVID
 - Pivots for businesses, residents, and government
- Changing demographics
- Organizational Excellence and County Responsible Services
- 2026-27 Biennial Budget

One-Stop Center for Environmental Services, Education & Activities



Designed to make it easier to reduce waste, repair, reuse and recycle:

- Climate-controlled, covered drive-through for household hazardous waste & electronics.
- Self-service household recycling, scrap metal and food scraps drop-off.
- Fix-It Clinic and community education space.
- Product Reuse Room with free, reusable paint, automotive products, cleaners & more.

Opening Ahead of Schedule and Under Budget

- Center developed with extensive community input and feedback.
- \$29.7 million county investment opening ahead of schedule and under budget.
- Conveniently located from any location in Ramsey County: 1700 Kent Street off Larpenteur Avenue West, near Dale Street North in Roseville.
- Built with numerous sustainability features: geothermal heat, solar panels, EV charging stations, recycled materials used in its construction and landscaping.

Learn more at ramseycounty.us/EC



Opening Month Activities

- **Earth Day Giveaways***
Tues., April 22, 11 a.m. - 6 p.m.
- **Open House**
Thur., April 24, 6 - 8 p.m.
- **April Fix-It Clinic**
Sat., April 26, 10 a.m. - 1 p.m.

**First 200 participants*

Rice Creek Commons

- Rice Creek Commons is a redevelopment of the former Twin Cities Army Ammunition Plant (TCAAP), a site that has undergone extensive environmental cleanup. The JDA envisions the area as a hub for economic growth, sustainable development, and a mix of housing and commercial spaces.
- The total future development value of Rice Creek Commons, a 427-acre parcel, is estimated at \$1 billion.
- The Ramsey County Board of Commissioners has approved an amended purchase and sale agreement with Ryan Companies for the phased development of Outlot A at Rice Creek Commons. This agreement moves forward plans for a 10-acre commercial project on the northern portion of the 40-acre site in Arden Hills.



Park at RiversEdge

- The Park at RiversEdge is a transformative nine-acre urban park that will connect downtown Saint Paul to the Mississippi River.
- This innovative project will enhance public access to a national treasure, create a dynamic community gathering space and serve as a catalyst for \$800+ million in private investment.



KEY FEATURES

9+ acres of urban park space
A vibrant community hub for public events.

Expanded Mississippi River access
Direct connections from the downtown bluff to the riverfront.

Integrated trail systems
Linking downtown Saint Paul, the Mississippi River and regional trails.

Signature component of the River Balcony
A centerpiece for riverfront revitalization projects.

PUBLIC AND PRIVATE INVESTMENT

Public Funding Secured:

- \$26M from Ramsey County
- \$6.22M state appropriation for design and acquisition activities

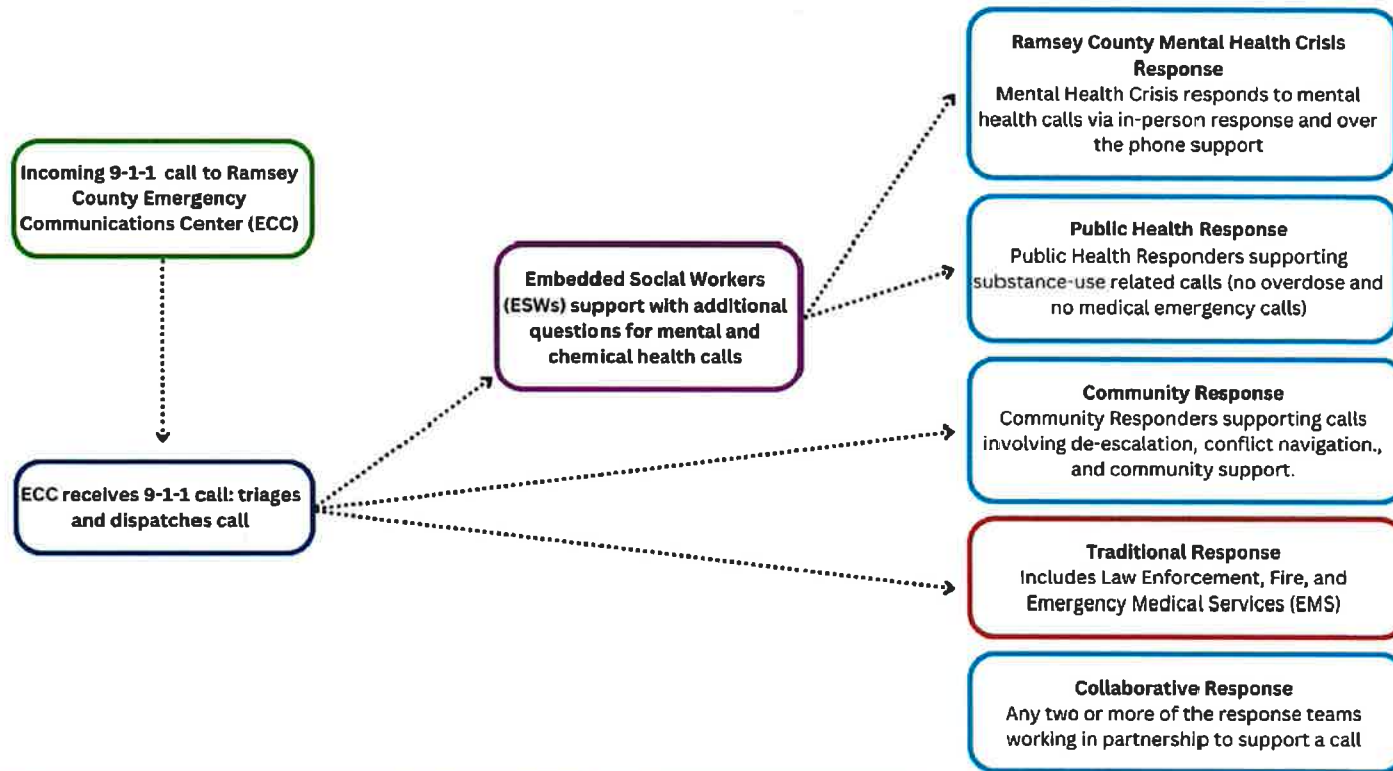
Additional Public Investment Needed:

- \$20M state funding to finalize park construction and drive private development.

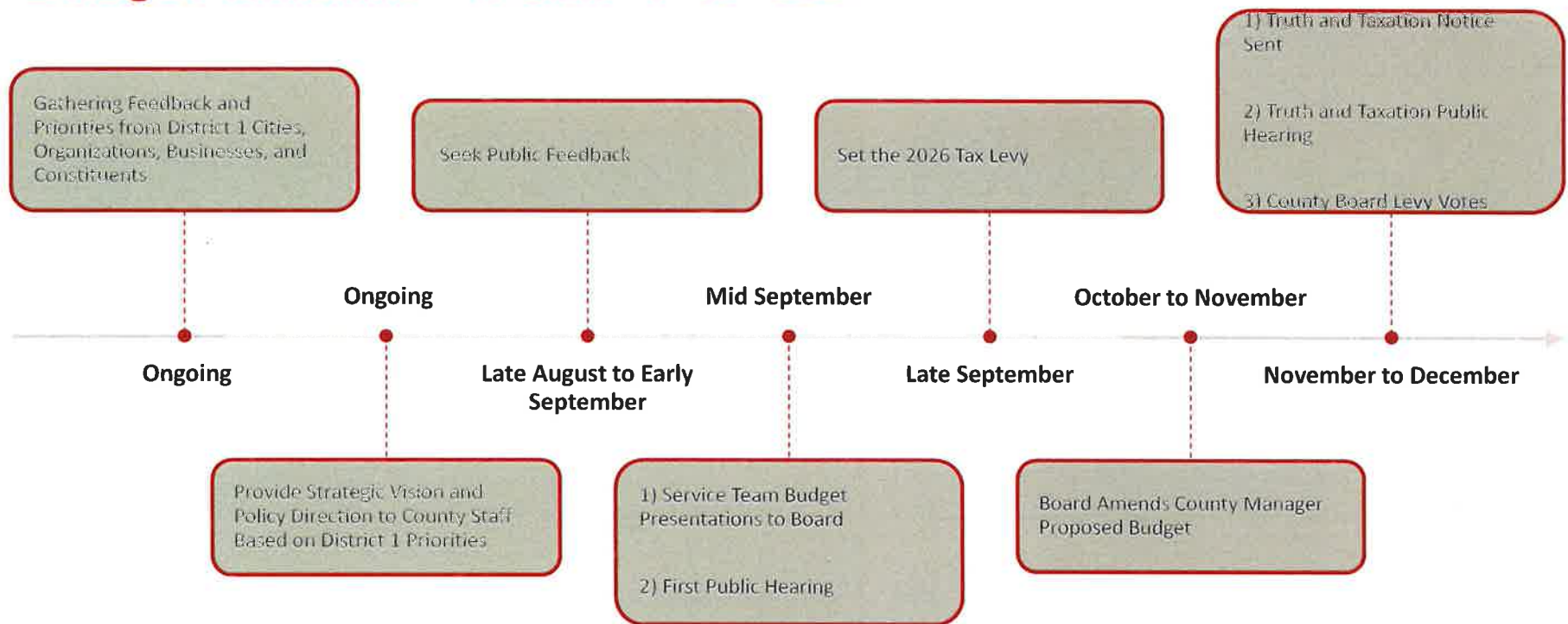
The completion of public funding is vital to unlocking hundreds of millions in private development, fostering job creation, expanding the tax base, and enhancing regional amenities.

Appropriate Response Initiative

Appropriate Responses Initiative (ARI) Call Structure



Budget Timeline – Public Process





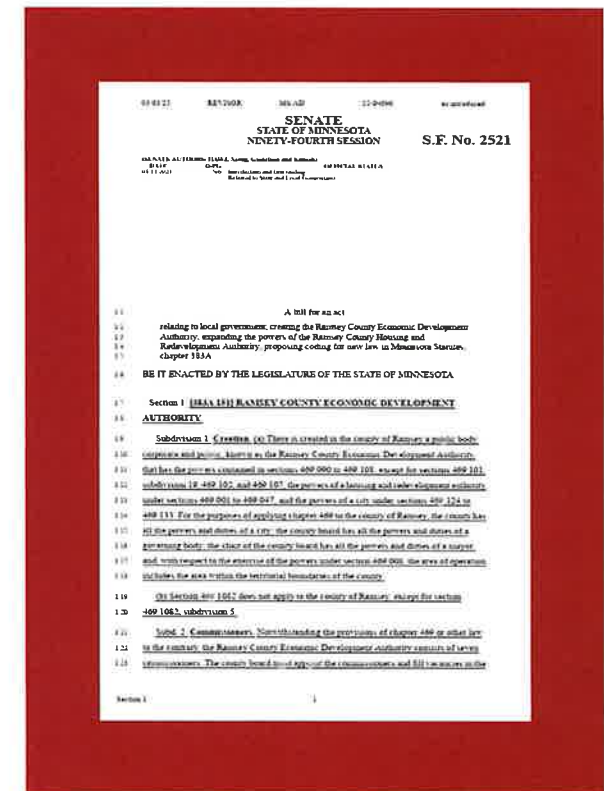
City – County Partnership

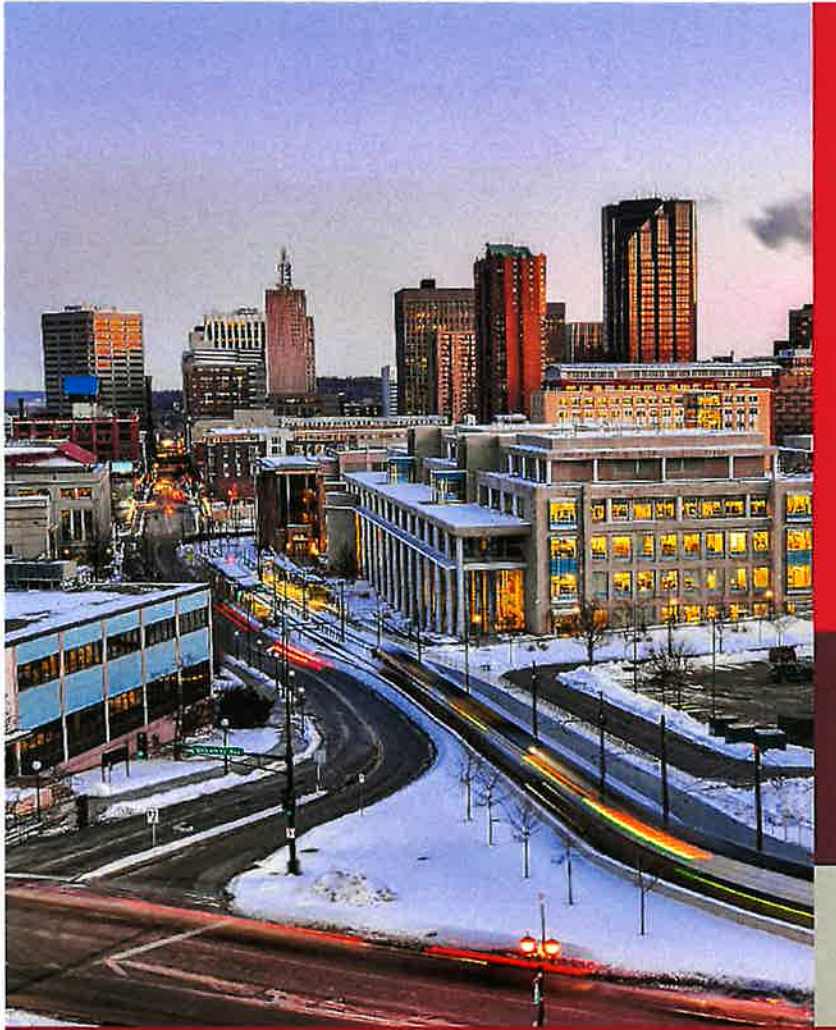


Ramsey County Community Economic Development

EDA Legislation

- Seeks to amend the HRA statutory language to expand authority to better support diversifying industries, communities, and emerging entrepreneurs
- Legislation would not impact the formula associated with HRA levy collection;
 - the max levy is State mandated, and Ramsey County already has their levy set at the max limit
- Cities would have the choice to opt-in to spending on EDA eligible activities
- If no opt-in, the existing HRA eligible activities would remain, but you would not receive the business support services that would be created from the HRA levy change





Ramsey County Community Economic Development (cont.)

Areas of need identified to strengthen the small business ecosystem:

- Capacity building of small business support organizations to meet current and future needs.
- More technical assistance/advisory services to better serve targeted geographies, communities and/or industries.
- Additional flexible capital to enable greater business retention, expansion and attraction.

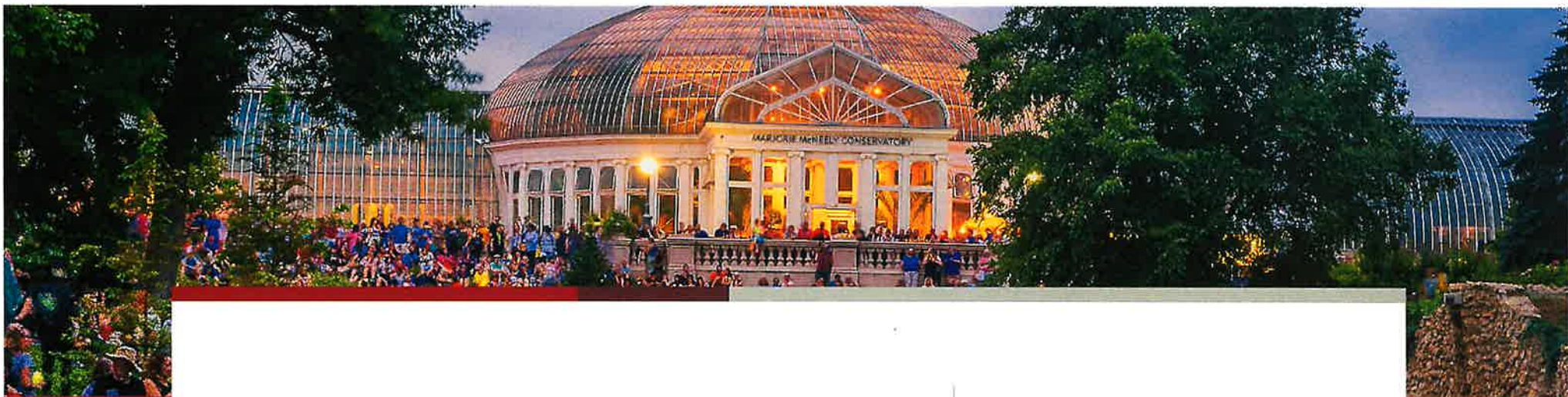
Increases flexibility in funding business programming.

- Currently General Levy supports \$345,000 business programming.

Ramsey County Community Economic Development (cont.)

Ramsey County Business Support Programs

- **Open to Business:** Provides direct technical assistance and other forms of support to small businesses
- **CEO Next:** Provides second-stage small business owners and founders with a group learning opportunity designed to enhance their ability to develop robust systems and expand both their operations and technical expertise
- **CEO Now:** Provides early-stage small business owners and founders with a group learning opportunity designed to enhance their ability to develop robust systems and expand both their operations and technical expertise
- **RamseyCountyMeansBusiness.com:** Provides small business owners, entrepreneurs, real estate developers, site selectors with an online portal showcasing Ramsey County's business landscape, economic and technical support services, workforce initiatives, and other business and economic development incentives/resources
- **Reimagination Resource Center:** Provides funding to create or develop the business community organizations (BCOs) capabilities needed to deliver technical assistance to Ramsey County's Commercial Corridors.



Local Updates

Commissioner McMurtrey



Housing

- Housing Stability (ex. Kimball Court, rental assistance)
- Prioritizing Deeply Affordable Housing
- Stabilization and Preservation of affordable housing(ex. \$5 million recently approved)
- Pathways to Homeownership

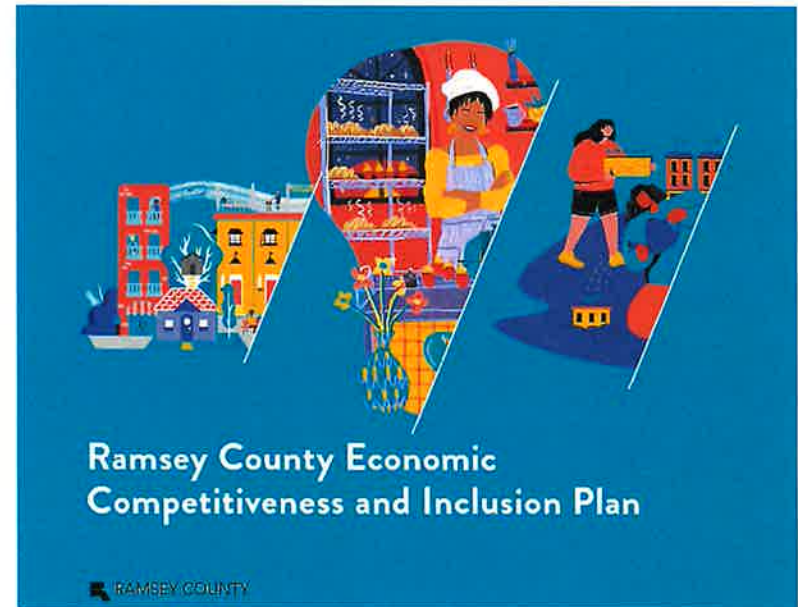


HeadingHome
RAMSEY

A regional initiative to end homelessness
in Saint Paul and Ramsey County

Economic Development

- Downtown St. Paul strategy
- D3 Small Business Advisory Council
- Workforce Development



D3 Public Works 2025

- Dale Street Construction
- Rice Street Construction
- Ongoing maintenance & repairs





Questions?



Commissioner Garrison McMurtrey

Email: garrison.mcmurtrey@co.ramsey.mn.us

Phone: 651-266-8378

Matt Hill, Principal Aide

Email: matt.hill@co.ramsey.mn.us

Phone: 651-266-9990

Beverly Hammond, Scheduler

Email: Beverly.hammon@co.ramsey.mn.us

Ramsey County Website: <https://www.ramseycounty.us/>

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

MINUTES

Wednesday, March 5 2025
6:30 P.M.

A. CALL TO ORDER: 6:33 PM

B. ROLL CALL: GUSTAFSON_X_ LEEHY____
Eric Meyer arrived at 7:24 PM.
MIELKE_X_ WASSENBERG_X_

STAFF PRESENT: LINEHAN_X_ JOHNSON_X_

C. POLICY ITEMS:

1. Continuation or Recap of the 2025 Council Goal Setting Session

Wassenberg expressed support for organizing topics into groups, suggesting that each group could be discussed during a dedicated workshop. Mielke emphasized the importance of prioritization in the process. Linehan outlined the next steps, which include a consultant review and presenting a rough draft at the April workshop. Following that, specific goals will be prioritized and assigned timelines.

2. State Fair Task Force (SFTF) Recommendation on E-Meter Street Parking

Linehan summarizes that the SFTF and the City Council met in February to discuss the implementation of E-Meters. The current proposal focuses on the Northome and Northeast Quadrant Neighborhoods – areas with existing free, one-sided street parking. Streets with existing permit-only or no-parking designations would remain unchanged. A map of the proposed areas was shared. Hamline Ave. and Larpenteur are excluded due to them being county-owned roads. Falcon Woods would remain a free, unrestricted parking area except for its existing permit zone. Other residential permit parking areas are only applicable during the workweek and are open on the weekends.

The Task Force and ParkMobile recommend issuing one complimentary 12-day pass per household through the ParkMobile app, valid across all parking zones. Residents would register a vehicle (tied to a license plate) to claim their pass. The thought is to allow residents to purchase extra passes, potentially at a discounted rate. A one-day parking pass would be \$25. Police and parking ambassadors would enforce compliance using license plate recognition. Non-registered vehicles may be ticketed.

There was discussion about the logistics of distributing codes:

- **Wassenberg** suggested mailing the codes proactively to all eligible addresses.
- **Linehan** noted that requiring residents to pick up codes would reduce misuse but increase staff workload. Mailing codes could be easier and promote higher utilization. Currently, they get an individualized letter with permits. Could use the

same idea and the city generates codes. Residents will sign-up through the app which will require them to fill in their license and registration.

- **Gustafson** emphasized that requiring residents to come to City Hall for a basic pass could create complications and long lines before the fair. Instead, only require in-person visits for additional passes and make available to request online as well.

Mielke explains the logic behind the program. People can't use ParkMobile to find open spaces. People will still drive around to look for parking spots. The fair charges for parking, so why shouldn't Falcon Heights. Other cities can add a sales tax to increase revenue, but Falcon Heights doesn't have a large commercial base. Wassenberg adds this would also encourage the use of park and rides. Mielke points out the complimentary resident pass would not guarantee a spot on the street; it will also not be tied to a zone and makes parking for residents available in all zones. Linehan adds the paid parking for fairgoers is only valid for one day.

There was also a discussion about zone management and enforcement:

- **Wassenberg** wonders how zones should be set up, and what kind of technology is needed to read plates for compliance.
- **Linehan** explains ParkMobile suggests 1 zone per block. Keep in mind the more zones, the more codes need to be generated, making it more cumbersome. ParkMobile can supply plate-reading technology for the ambassadors.
- **Mielke** wants to use ParkMobile's expertise on determining zones and pricing.
- **Gustafson** notes data from the pilot year could help refine zones and enforcement in the future.
- **Meyer** wonders if ambassadors are paid positions.
- **Linehan** explains ambassadors will be city employees, and would support enforcement and assist fairgoers, modeled after the St. Paul ambassador program. They can be an extension of SAPD. They will verify vehicles through the app, help guide visitors, and report violations to police.
- **Meyer** suggests scheduling ambassadors in shifts, having a supervisor and designated break areas (potentially coordinated with churches or local businesses).
- **Gustafson** notes pairing them up for safety and ending shifts at 8 PM.

The council continues to discuss details for the ambassadors, what kind of information is needed from Park Mobile before the public hearing, and having a rep available. They also discuss creating a FAQ.

The council and Linehan discuss revenue, costs, and future planning:

- A flat \$25 daily parking fee is proposed, with no added service fees. ParkMobile takes ~20% to cover marketing and administrative costs.
- Proceeds will go toward administrative overhead and the city's capital improvement fund, ultimately helping to reduce the tax burden.
- Examples of capital uses include roads, sewer upgrades, and parks.
- Tickets for violations will be \$100 and processed through the court system.
- Vehicles will only be towed if they create a safety hazard or remain unmoved for over 48 hours.
- The Council will need to adopt an annual ordinance establishing State Fair parking dates.

The Council stresses the need to keep the program simple and minimally disruptive in its first year. If successful, it may expand in the future. The emphasis remains on balancing revenue generation with convenience for residents and operational efficiency for staff.

3. Release of Request for Proposal (RFP) for Classification and Compensation Study Consultant

Linehan proposes releasing a Request for Proposals (RFP) for a classification and compensation study and asked the Council for clarification on the desired scope. He emphasized the importance of fair and equitable compensation, noting that the city is currently the only one in the area without an established classification and compensation system. Without pay ranges, it's difficult to complete the required pay equity reports for the state.

The proposed study would evaluate positions – not individuals – and recommend a point system or scale based on job descriptions.

Key questions for the RFP scope:

- Should the study be limited to full-time employees only, or should it also include part-time, seasonal staff, council members, and commissioners?
- Should the consultant also analyze the city's benefits package? Including this would increase both the cost and complexity of the study.

Council Discussion:

- **Meyer** asks how much has been budgeted for the study.
- **Mielke** suggests that the benefits analysis could be postponed until next year and that the city might gather benefit comparison data from other cities in the meantime.
- **Linehan** responds that data from the League of Minnesota Cities (LMC) could help benchmark benefits.
- **Gustafson** points out that compensation includes both salary and benefits, and external insight could be valuable.
- **Wassenberg** questions whether analyzing benefits was worth the additional cost, noting not all employees fully utilize them.
- **Gustafson** responds that the rising cost of benefits makes them a critical part of total compensation and worth examining.
- **Mielke** proposes asking for both options in the RFP, itemized separately, so the Council can decide based on cost.

Linehan adds that excluding benefits would simplify the study, but notes it's still important to understand what benefit offerings could make the city a more competitive and attractive employer. However, benefits analysis can become complex and time intensive. While pay equity remains the top priority, implementation could be costly depending on the findings.

The council agrees that classification and compensation data is important.

4. Future Agenda Topics

Linehan explains the goal-setting session will determine a number of future workshop

topics. There is also a public hearing scheduled for license revocation for a Falcon Heights business depending on communication received from the MN Department of Revenue.

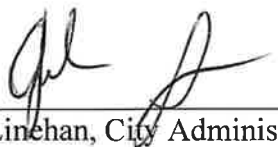
Mielke inquires about the upcoming community meeting regarding Dino's. Linehan explains that the meeting is intended for immediate neighbors to provide feedback on a potential drive-through proposal at the business's current location. Before moving forward with a formal application, the business is seeking preliminary input to gauge neighborhood sentiment. The process would involve a traffic study and the combination of adjacent lots, but the business owner wants to hear from neighbors first before committing to those expenses. The meeting will take place at City Hall. Linehan emphasizes that this is an informational meeting – residents will not vote, and the final decision rests with the business owner based on feasibility and community input. Gustafson notes that the proposal would likely require a variance or Planned Unit Development (PUD). Mielke expresses some concern, referencing the denial of Buhl's Caribou Coffee drive-through in the past.

D. ADJOURNMENT: 9:02 PM

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.


Randall C. Gustafson, Mayor

Dated this 23rd day of April, 2025


Jack Linehan, City Administrator

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

MINUTES
March 12, 2025 at 7:00 P.M.

- A. CALL TO ORDER: 7:02 PM
- B. ROLL CALL: GUSTAFSON_X_ LEEHY_X_ MEYER_X_
MIELKE_X_ WASSENBERG _

STAFF PRESENT: LINEHAN_X_ JOHNSON_X_

- C. APPROVAL OF AGENDA

Linehan draws attention to a late addition of Consent Agenda Item 8

Councilmember Meyer motions to approve the agenda;
Approved 4-0

- D. PRESENTATION
1. Office of Congresswoman Betty McCollum – Update on FY2026 Community Project Funding

Staff Member Charlie Hammond from the office of Congresswoman Betty McCollum provides an update regarding community project funding. He explains that Congress members can locate funding to request for community projects coming from municipalities in their district. Hammond provides a complete list of Community Project Funding secured by Congresswoman McCollum since 2022. While funding for 2026 is pending final passage, Staff Member Hammond recommends municipalities submit project proposals sooner rather than later. Once the 2026 application period is announced, there is a fast turnaround time between the announcement and the deadline.

Mayor Gustafson thanks Staff member Hammond for his attendance.

- E. APPROVAL OF MINUTES:
1. February 12, 2025 City Council Meeting Minutes

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

- F. PUBLIC HEARINGS:
1. ~~Consideration of Revocation of Municipal Business License~~

- G. CONSENT AGENDA:
1. General Disbursements through 3/5/25: \$97,148.44

Payroll through 2/25/25: \$27,472.39

Wire Payments through 2/25/25: \$17,206.14

2. Approval of Resolution 25-18 Selecting Cedar Forest as Picnic Shelter and Restroom Supplier for Community Park Renovation Project
3. Approval of Resolution 25-19 Approving the Joint Powers Agreement Among Members of the Ramsey County Geographic Information Systems Users Group
4. Approval of Resolution 25-20 Accepting Resignation of Jared Mehlhaff from the Environment Commission
5. Approval of Resolution 25-21 Approving a Contract with Electro Watchman, Inc for the Installation of a Lenel/S2 Netbox Access Control System for City Hall
6. Approval of Resolution 25-22 Authorizing the City to Accept Grant Funds Through the University of Minnesota Good Neighbor Fund
7. Approval of Resolution 25-23 Request for Proposal (RFP) for Classification and Compensation Study Consultant.
8. Approval of Resolution 25-24 Authorizing Husky Construction Inc. to be Awarded the 2025 Pavement Management Project Tree Removal Contract

Linehan explains Consent Agenda Item 2 and provides an updated quote with pricing from Cedar Forest. Some items were removed, and updated pricing was provided today. This brought the total cost down from \$350,000 to \$313,000. Consent Agenda Item 8 is part of the 2025 PMP project in the Falcon Woods neighborhood; there is some tree removal needed for stormwater improvements. The reason for a last-minute addition is the need to comply with environmental regulations, requiring trees to be removed sooner than anticipated. Public Works and Engineering will work with the residents in the neighborhood on the coordination. The trees are located in the stormwater easement. Mielke wonders how many trees will need to be removed. Linehan is unsure, but the tree's location determines the removal.

Gustafson thanks Jared for his time on the Environment Commission.

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

H: POLICY ITEMS:

I. INFORMATION/ANNOUNCEMENTS:

Leehy notes that on Monday, March 17, the Community Engagement Commission will have its first meeting of the year. There are two vacancies on the commission, and she recommends that residents apply.

Mielke explains that the Climate Action Team met last week, and other Falcon Heights organizations were brought in to help with the goal setting. She also attended the swearing in of the new Ramsey County Commissioner, for District 3.

Gustafson explains that some council members and Administrator Linehan attended LMC's Day at the Hill and met with Representative Leigh Finke to discuss local priorities. They also met Senator Clare Oumou-Verbeten to discuss regional priorities with Roseville and Lauderdale.

Linehan notes that on March 1, the SAPD officially transitioned to be the police agency for Falcon Heights. They had a Coffee with a Cop at Amber Union this morning. The AARP Tax Appointments at City Hall are fully booked. Public Works has American Environmental going around the city to clean and televise the main sewer, all the systems are cleared this year. Upper Cut is also going around trimming and removing boulevard trees. Currently, the City is working on getting a tree replacement program up and running, but there is not a one-for-one replacement.

The council points out hearing positive stories since the police transition.

J. COMMUNITY FORUM:

Please limit comments to 3 minutes per person. Items brought before the Council will be referred for consideration. Council may ask questions for clarification, but no council action or discussion will be held on these items.

Georgiana May - 1477 California Ave. W.

Georgiana wonders how large McCollum's funding requests can be. She suggest using funding for the implementation of the Climate Action Plan.

K. ADJOURNMENT: 7:26 PM

Councilmember Leehy motions to adjourn;
Approved 4-0



Randall C. Gustafson, Mayor

Dated this 23rd day of April, 2025



Jack Linehan, City Administrator

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CITY OF FALCON HEIGHTS
City Council Special Joint Workshop
City Council and State Fair Task Force
City Hall
2077 West Larpentour Avenue

MINUTES
Wednesday, March 12, 2025
7:30 P.M.

A. CALL TO ORDER: 7:33 PM

B. ROLL CALL: COUNCIL:
GUSTAFSON_X_ LEEHY_X_
MEYER_X_ MIELKE_X_ WASSENBERG_

STATE FAIR TASK FORCE
Allard_X_ May_X_ Brace_
Davis_X_ Hausman_ McGarthwaite_X_
Johnson_ Paulus_X_ Prather_X_ Porter_

STAFF PRESENT: LINEHAN_X_ JOHNSON_X_

C. POLICY ITEMS:

1. Continuation of Discussion on E-Meter Parking

Gustafson explains that the Council discussed this item at their latest Council Workshop and that they went through several questions. Both groups differed on how the free parking codes/passes will be disbursed to residents, and how many. Wassenberg advocated for a non-complicated method with the least amount of impact on residents and staff time, and the Council agreed. This item needs to be revisited, as the State Fair Task Force (SFTF) did not fully agree with this method.

McGarthwaite explains mailing a pass/code to every resident will not work, because not every resident always receives mail. Providing a free code to everyone can also lead to abuse, decreased value, and the codes still need to be registered and activated with ParkMobile.

Gustafson and Leehy wonder what the SFTF's goal of the e-meter parking program is. Mielke comments that the idea is to create a new revenue stream for Falcon Heights, to help cover expenses generated by the State Fair. If it is not generating revenue, it's not a worthwhile project to further explore.

McGarthwaite adds it's also a quality-of-life issue and she believes people who need to pay will take better care. It can also push parkers to Park & Rides and says all of the traffic also already impacts the quality of life of residents. Residents will need to pay for a second "residential permit;" worries about depleting the process. Leehy appreciates the process that has been thought out.

Allard believes the quality of life will always be questionable around fair time, but at least there will be a revenue stream.

Leehy wonders if the SFTF looked at other vendors as well. McGarthwaite notes this is the only vendor that was approached. ParkMobile has the largest number of users in Minnesota, and people are familiar with it.

May emphasizes the importance of finding a balance between maximizing revenue and not creating a hassle for residents. Limiting the number of permits issued to residents avoids taking up all the spots.

Davis wants to ensure the council is accepting of the offer made by SFTF to have e-meter parking during the State Fair and other major events. She wants the SFTF to work through the details. May adds this will benefit all residents of Falcon Heights. Northome and NE Quadrant have the highest density of parkers during the fair and so it makes sense to test the program there first. Following the pilot year, they can discuss the experience and potentially expand to other areas or add entities. Davis is fearful that giving too much parking away would take away the revenue.

Leehy notes there is no opposition, but she wants to ensure all the details are worked through before presenting it to residents. Gustafson agrees. The council wants to think of concepts and ideas further downstream, so they are trying to gather as much information as they can and to consider all impacts before presenting it to residents. Gustafson reiterates that the council is favorable to exploring the concept. Mielke adds that the point is to ease parking stress for the neighborhoods. Gustafson sees the concept as a positive, but there are also logistical issues that need to be worked out.

Linehan points out that the city would hire staff to work as parking ambassadors, as the St. Anthony Police Department (SAPD) prefers it not be officers who use the app. They will be notified by parking ambassadors that utilize the ParkMobile app of any parking violations. SAPD does not have the capacity to utilize the app, but they will be responsible for ticket enforcement.

McGarthwaite moves on to other areas they discussed, which were communications and staffing. Yes, it will be complicated for staff and residents, but the SFTF believes it will be first-year pains. Linehan has provided communication plans.

Leehy previously resided in Northome and did not feel like it was an inconvenience to acquire a parking permit/pass. There should be a specific timeframe, so it doesn't happen last minute.

Meyer believes people who are in need of parking passes will come into City Hall. He supports a mailing to make residents aware and offering an online application as well. He believes the price point for a second permit needs to be determined and agrees there should not be a third permit for residents.

Council and SFTF agree that there should be a State Fair guide again.

Gustafson asks ParkMobile about the enforcement of visitors who did not pay for parking.

Rob Stephens is the Regional Sales Manager for ParkMobile. He is familiar with smaller city parking regulations. There can be one 12-day code for residents that only needs to be entered once. Whereas visitors have to pay every single time they park. Regarding enforcement, there is a ParkMobile tool to check parking payments. It allows someone to check a plate against payment. Various integrations are possible. There is no extra cost for the enforcement. ParkMobile is the largest e-meter parking company in the US. He lists other places where ParkMobile is active. Because of the familiarity, it is a good e-meter parking program to use, because most people will already have the app on their phone. This makes it as easy as possible to ensure compliance. He likes the idea of having ambassadors to increase visibility on the street, which will also drive compliance.

Allard wonders how the pre-payment process works. Stephens explains the code is valid for one license plate for 12 days.

Stephens believed the one-time code would be most efficient for residents. Residents need to come to City Hall to acquire the code. Having as much inventory on the street for visitors is important.

May notes from a resident's standpoint, the parking will be the same with or without e-meter parking.

Gustafson adds that a communication method between SAPD and ambassadors needs to be determined.

Mielke suggests offering resident codes as early as possible, having a deadline the day before the fair, and making Saturdays available as well for residents to acquire a reservation. When residents come in, staff can apply the code to their license plate. They would never have to enter the code themselves.

Leehy suggests making the parking ambassador program available to teenagers and seniors of Falcon Heights and have them pair up. Prather adds teenagers are able to help users with the app.

Stephens explains there is also an account management team that can help with whatever process is decided.

Gustafson wonders how the zones should be determined. Stephens notes having different zones is easier, as for enforcement would utilize a list to cross-reference.

Linehan explains the process will be similar for staff for mailing them all out or having residents come in for a back-end perspective. Residents should be able to park in all zones, as parking will still be first come, first served.

Stephens points out it should be looked at it by zone and not by plate. The search function of the app does not allow searching by plate.

Davis wonders what is easier for the city, to purchase codes in bulk or to purchase them one at a time as residents come in. Stephens explains it's easier to acquire them all at once.

Gustafson wants to ensure that everyone is prepared to answer questions from the public for the March 26 public hearing.

All residents will be notified and will have to come into City Hall for one complimentary pass, and number two can be acquired for a certain dollar amount. But the second parking spot will need to be determined based on inventory.

McGarthwaite adds ParkMobile will provide signage for visitors to acquire day passes.

May says a lot of progress has been made and summarizes the decisions that have been made:

- Affected residents have the option to come into City Hall to get a resident pass.
- Visitors will have to purchase parking through ParkMobile.
- Training will be provided by ParkMobile.
- Ambassadors will be hired to check plates for compliance and they will inform SAPD of parking infraction; SAPD will do ticketing
- Signs will be provided by ParkMobile and additional communications will be done as well.

Meyer adds if there is a hard cap on the number of resident passes that are available, it would help determine the amount of second passes that can be offered. Allard notes it would be hard to determine how many people would need a pass. It is important to note that they are limited. Davis says to make the second pass first come, first served.

The Council and SFTF agree that this program does not rely on getting funding from the federal or state level.

McGarthwaite adds it might not feel welcoming, but people are not parking here to visit Falcon Heights, they are here to park their car to attend the State Fair. Leehy agrees that we can still be welcoming but can have perimeters.

Davis wonders how staff will keep track of residents' questions at the public hearing. Linehan thanks SFTF for their perspective, and answers staff will keep track. He highlights the importance of pushing details out to residents with communications.

Gustafson points to the list of available parking spots and states that if everyone wants a resident pass, parking may be a challenge.

Leehy raises concerns about apartment dwellers and their access to parking. Linehan seeks clarification on eligibility in the two designated neighborhoods—specifically, whether residents must live directly on the street or if living on an adjacent street within the zone also qualifies. Removing eligibility for those who live within the area but not directly on the street could reduce the number of available spaces. It's important to consider both who is impacted and who should be eligible. May notes the affected street. Leehy adds that apartment dwellers park on city streets in these neighborhoods.

Prather wonders about the timeline. Will the contract be multi-year? Linehan explains the proposal is a 3-year agreement as ParkMobile does have capital investments. If, after the first year, too many free passes were given out, the program could be rolled back. There are no significant contract costs other than user fees. ParkMobile takes a portion

from each day pass. If revenue goals are not reached after the first year, the city can determine not to proceed. Prather suggests pre-calculating the number of residents.

Stephens notes that they are confident in the success of their program, and the city will not incur contractual costs if it does not work out after one year. The more inventory that is available for visitors, the more revenue it will generate. Residents are aware of the fair and will support the program.

Prather points out that parking spots can be double or triple-booked.

Paulus believes it is not welcoming and isn't sure how e-meter parking would address the quality-of-life issues. While the revenue is a perk, she believes having the ambassador presence is helpful; fund a positive presence and help alleviate other issues. Charging for parking perpetuates the parking lot image of Falcon Heights.

Mielke suggests doing some audits of current parking on the streets.

D. ADJOURNMENT: 9:11 PM

Councilmember Meyer motions to adjourn;
Approved 4-0

McGarthwaite motions to adjourn;
6-0

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



Randall C. Gustafson, Mayor

Dated this 23rd day of April, 2025



Jack Linehan, City Administrator

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01-06053	OREILLY AUTO PARTS					
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01-112	PIONEER PRESS					
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I-325572540		LEGALS	107.80			
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01-06184	RAMSEY COUNTY - POLICE AND 911					
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I-62348		LUBRICANT		396.00				
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01-05166		GRAINGER, W. W., INC.						
I-9457081389		HEARING PROTECTION EQUIP		63.74				
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01-00864		HAYDEN, DEANNA						
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01-05060		MCQUEEN EQUIPMENT INC						
I-P64122		HOPPER PORT LATCH REPLACEMENT		86.05				
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		HOPPER PORT LATCH REPLACEMENT			602 4602-83025-000	SWEEPER PARTS/SUPPLIES		86.05
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01-05843			MN NCPERS LIFE INSURANCE				
I-458800052025	4/14/2025	APBNK	2025 LIFE INSURANCE DUE: 4/14/2025 DISC: 4/14/2025 2025 LIFE INSURANCE 2025 LIFE INSURANCE 2025 LIFE INSURANCE 2025 LIFE INSURANCE	112.00	1099: N 101 21709-000 204 21709-000 601 21709-000 602 21709-000	OTHER PAYABLE OTHER PAYABLE OTHER PAYABLE OTHER PAYABLE	77.12 1.60 24.96 8.32
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01-05273			MN PUBLIC EMPLOYEES INSURANCE				
I-1510731	4/14/2025	APBNK	MAY HEALTH/DENTAL INSURANCE DUE: 4/14/2025 DISC: 4/14/2025 MAY HEALTH/DENTAL INSURANCE	13,953.10	1099: N 101 4112-89000-000	MISCELLANEOUS	13,953.10
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01-06185			RAMSEY COUNTY				
I-PRRRV-003477	4/14/2025	APBNK	OVERLAPPING DEBT/MAJOR TAXPYR DUE: 4/14/2025 DISC: 4/14/2025 OVERLAPPING DEBT REPORT TOP TAX PAYERS IN CITY	95.00	1099: N 101 4112-89000-000 101 4112-89000-000	MISCELLANEOUS MISCELLANEOUS	30.00 65.00
=== VENDOR TOTALS ===				95.00			
01-06661			TAFT, STETTINIUS & HOLLISTER L				
I-6650109	4/14/2025	APBNK	LEGAL FEES CALL OF DEBT DUE: 4/14/2025 DISC: 4/14/2025 LEGAL FEES CALL OF DEBT	600.00	1099: N 306 4306-89000-000	MISCELLANEOUS	600.00
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	ELECT			209 4209-85020-000	STREET LIGHTING POWER	28.47
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	ELECT			209 4209-85020-000	STREET LIGHTING POWER	64.37
	ELECT			209 4209-85020-000	STREET LIGHTING POWER	40.85
	ELECT			209 4209-85020-000	STREET LIGHTING POWER	58.80
	ELECT			209 4209-85020-000	STREET LIGHTING POWER	2,450.49
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01-03108			CERTIFIED LABORATORIES				
I-9089075	4/16/2025	APBNK	AEROSOL RUBBER COATING DUE: 4/16/2025 DISC: 4/16/2025 AEROSOL RUBBER COATING WEED CONTROL	912.75	1099: N 101 4131-70110-000 101 4141-70100-000	SUPPLIES SUPPLIES	689.75 223.00
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01-06030			OLSON, ROLAND				
I-202504169168	4/16/2025	APBNK	FLEX REIMB DUE: 4/16/2025 DISC: 4/16/2025 FLEX REIMB FLEX REIMB FLEX REIMB	95.67	1099: N 101 21712-000 601 21712-000 602 21712-000	MEDICAL FLEX SAVINGS PAY MEDICAL FLEX SAVINGS PAY MEDICAL FLEX SAVINGS PAY	79.41 14.35 1.91
			=== VENDOR TOTALS ===	95.67			
01-06053			OREILLY AUTO PARTS				
I-3243-472934	4/16/2025	APBNK	TRANSAXL FLUIDFOR REDMAX MOWE DUE: 4/16/2025 DISC: 4/16/2025 TRANSAXL FLUIDFOR REDMAX MOWER	121.90	1099: N 101 4132-70120-000	SUPPLIES	121.90
			=== VENDOR TOTALS ===	121.90			
			=== PACKET TOTALS ===	1,250.32			

4/17/2025 2:23 PM
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01-05235 JAN-PRO CLEANING SYSTEMS							
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01-05912 JOHNSON, ELKE							
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		COFFEE WITH A COP		101 4116-89010-000	SPECIAL EVENTS		2.31
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01-05856 LINEHAN, JACK							
I-202504179169		TELEPHONE REIMB APRIL	60.00				
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C 01 SAMS CLUB MC/SYNCR							
I-202504179170		ZOOM/CONF/SUPPLIES/PAPERS/PAR	2,028.09				
4/17/2025	APBNK	DUE: 4/17/2025 DISC: 4/17/2025		1099: N			
		GAS TANK FOR AIR COMPRESSOR		101 4132-70120-000	SUPPLIES		275.49
		TRASH CANS FOR BATHROOMS		206 4206-70100-000	SUPPLIES/COPY COSTS		52.97
		OLIVIA'S MIDWEST CLIMATE REGIS		101 4137-80460-000	CLIMATE ACTION PLAN		125.00
		LIGHT PARTS AND AIR COMPRESSOR		101 4132-70120-000	SUPPLIES		67.84
		STANLESS STEEL METAL		101 4132-70120-000	SUPPLIES		279.88
		CHATCPT		101 4116-70100-000	SUPPLIES		20.00
		ZOOM		101 4116-70100-000	SUPPLIES		120.28
		OFFICE SUPPLIES		101 4112-70100-000	SUPPLIES		323.43
		INDUSTRIAL TRASH BAGS		101 4141-70100-000	SUPPLIES		42.99
		FED EX SHIPPING EXP		101 4112-70500-000	POSTAGE		17.15
		PIONEER PRESS NEWSPAPER		101 4116-70100-000	SUPPLIES		18.40
		STAR TRIBUNE SUBSCRIPTION		101 4116-70100-000	SUPPLIES		260.00
		AMAZON ANNUAL PRIME FEE		101 4112-70100-000	SUPPLIES		139.00
		COFFEE WITH A COP SPECIAL EVNT		101 4116-89010-000	SPECIAL EVENTS		60.66
		HANNAH:MNBROWNFIELDS CONF		101 4137-86100-000	CONFERENCES/EDUCATION/AS		225.00

4/17/2025 2:23 PM
 PACKET: 03369 APR 17 PAYABALES
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 2

-----ID-----			GROSS	P.O. #		
DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0301	SAMS CLUB MC/SYNCR	(** CONTINUED **)				
=====						
=== VENDOR TOTALS ===			2,028.09			
=====						
01-06548	TOLL - GAS & WELDING SUPPLY					
=====						
I-10611348		GAS CYLINDER & SPOOL GUN W CO	2,455.43			
4/17/2025	APBNK	DUE: 4/17/2025 DISC: 4/17/2025		1099: N		
		GAS CYLINDER & SPOOL GUN W CON		403 4403-91000-000	MACHINERY & EQUIPMENT	2,455.43
=====						
I-10611722		ARGON FLOWMETER W HOSE	129.99			
4/17/2025	APBNK	DUE: 4/17/2025 DISC: 4/17/2025		1099: N		
		ARGON FLOWMETER W HOSE		403 4403-91000-000	MACHINERY & EQUIPMENT	129.99
=====						
=== VENDOR TOTALS ===			2,585.42			
=====						
01-05870	XCEL ENERGY					
=====						
I-202504179171		ELECT	1,401.68			
4/17/2025	APBNK	DUE: 4/17/2025 DISC: 4/17/2025		1099: N		
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	16.64
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	62.84
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	12.19
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	66.66
		ELECT		101 4131-85020-000	ELECTRIC	726.06
		ELECT		101 4131-85010-000	TELEPHONE	481.30
		ELECT		101 4141-85020-000	ELECTRIC/GAS	24.37
		ELECT		101 4141-85020-000	ELECTRIC/GAS	11.62
=====						
=== VENDOR TOTALS ===			1,401.68			
=====						
=== PACKET TOTALS ===			8,799.65			

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

PAY PERIOD ENDING

4/08/2025

DIRECT DEPOSIT EFFECTIVE DATE

4/08/2025

EMP #	NAME	AMOUNT
(.006	JACK LINEHAN	2,842.02
01-1027	KELLY A NELSON	3,064.08
01-1029	ELKE JOHNSON	1,771.60
01-1136	ROLAND O OLSON	3,143.63
01-1162	ALYSSA LANDBERG	2,480.14
01-1028	HANNAH B LYNCH	3,360.91
01-1168	DEAN T POPE	1,649.60
01-1033	DAVE TRETSVEN	1,970.93
01-1143	COLIN B CALLAHAN	2,895.02

TOTAL PRINTED: 9 23,177.93

4-08-2025 4:46 AM PAYROLL CHECK REGISTER
 PAYROLL NO: 01 City of Falcon Heights

PAGE: 1
 PAYROLL DATE: 4/08/2025

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
1*	SIMONS, DAVID S	R	4/08/2025	1,918.05	094079

4-08-2025 4:46 AM PAYROLL CHECK REGISTER
 PAYROLL NO: 01 City of Falcon Heights

PAGE: 2
 PAYROLL DATE: 4/08/2025

*** REGISTER TOTALS ***

REGULAR CHECKS:	1	1,918.05
DIRECT DEPOSIT REGULAR CHECKS:	9	23,177.93
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	10	25,095.98

*** NO ERRORS FOUND ***

** END OF REPORT **

WIRE PAYMENTS

April 8 payroll

Fed With	9,588.74
St With	1,820.25
Pera	5,226.66
ICMA	200.00
	-
	16,835.65

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REQUEST FOR COUNCIL ACTION

Meeting Date	April 23, 2025
Agenda Item	Consent G2
Attachment	N/A
Submitted By	Kelly Nelson Administrative Services Director / Deputy Clerk

Item	Approval of City License(s)
Description	The following individuals/entities have applied for a <u>Massage Therapy License</u> for 2025. Staff have received the necessary documents for licensure. 1. Hong Xu Annis; Oriental Kung Fu Massage
	N/A
Attachment(s)	N/A
Action(s) Requested	Staff recommends approval of the City license applications contingent on background checks and fire inspections as required.

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REQUEST FOR COUNCIL ACTION

Meeting Date	April 23, 2025
Agenda Item	Consent G3
Attachment	Invoice
Submitted By	Colin Callahan, Public Works Director

Item	Approval of Change Order with American Environmental and Budget Amendment for Sewer System Maintenance
Description	The City's entire sanitary sewer system was cleaned and televised this year as part of our sanitary sewer maintenance schedule by American Environmental LLC. The City's sanitary sewer cleaning program is on a three-year rotating cleaning schedule where year 1 is east of Snelling, year 2 is west of Snelling, and year three is the entire city, which is this year. The City competitively bid the contract in a 2014 RFP, selecting American Environmental as the winner. Root intrusion is a common and unknown variable in determining cost. There was a significant amount of root infiltration that required cutting this year, increasing the cost beyond the budgeted amount and contract amounts. Additionally, the lift station located at Larpenteur Avenue and Coffman St. adopted a bi-annual cleaning of the pumps, floats, and wet well last year that was not monetarily added into the 2025 budget.
Budget Impact	\$13,614.75 in addition to the \$118,000 that was budgeted.
Attachment(s)	Invoice
Action(s) Requested	Staff recommends Falcon Heights City Council approve the request for additional funding and authorize a change order with American Environmental LLC for the services provided.

AMERICAN ENVIRONMENTAL, LLC.

Invoice # 4069

8925 County Rd. 43
Chaska, MN 55318
612-226-0516

Bill To:

City of Falcon Heights
2077 W. Larpenter Ave
Falcon Heights, MN 55113

Invoice Date

4/10/2025

P.O. Number	2025 Sewer Maintenance	Job Contact	Colin Callahan		
Project Name	Sewer Cleaning & Inspection	Unit	Quantity	Unit Price	Amount
Cleaning & CCTV Inspection of Sanitary Sewer Lift Station Cleaning Root Cutting	LF	69,317	1.75	121,304.75	
	LS	1	1,600.00	1,600.00	
	HRS	13	670.00	8,710.00	
Accepted payments include only cash or check. Please be advised we do not accept credit cards, ACH or any online payments at this time. If you are contacted by any party claiming to collect online payment this may be fraud. Special arrangements will only be approved by owner. Tony Traxler (612) 226-0516.		Total		\$131,614.75	
		Payments/Credits		\$0.00	
		Balance Due		\$131,614.75	

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ITEM FOR DISCUSSION

Meeting Date	April 23, 2025
Agenda Item	Consent #G4
Attachment	
Submitted By	Roland Olson, Finance Director

Item	Approval of Transfer of \$100,000 from Fund 426 to Fund 313												
Description	The debt on the 2021 G.O. Improvement Bonds in Debt Service Fund 313 shows a negative balance of approximately \$73,000 due to timing issues of when debt levy and assessment payments are received. On the other hand, the 2021 street project capital Fund 426 maintains a positive balance of over \$236,000 due to street expenditures being less than originally estimated. A transfer of funds from Fund 426 in the amount of \$100,000 is recommended to clear up this negative balance in Fund 313 before the City would go out for a bond review. The bond debt levy and assessment payments are not received until July and December. Fifty percent to be received in July and fifty percent to be received in December. It is estimated that a July debt levy payment of \$40,000 and a July assessment payment of \$13,000 would not be enough to remove the negative fund balance. Staff recommends a \$100,000 transfer of funds from Fund 426 2021 Street Improvements to Fund 313 2021 G.O. Improvement Debt Service Fund. That would leave approximately \$136,000 balance within the 2021 Street project Fund 426 to fund the estimated 2025 budgeted \$120,000 repair expenditures on the 2021 streets. Staff also recommends amending the associated budgets for these funds. <table><tr><td><u>Fund 426:</u></td><td>dr</td><td>cr</td></tr><tr><td>426-4426-97000</td><td>100,000</td><td></td></tr><tr><td><u>Fund 313:</u></td><td></td><td></td></tr><tr><td>313-000-39200</td><td></td><td>100,000</td></tr></table>	<u>Fund 426:</u>	dr	cr	426-4426-97000	100,000		<u>Fund 313:</u>			313-000-39200		100,000
<u>Fund 426:</u>	dr	cr											
426-4426-97000	100,000												
<u>Fund 313:</u>													
313-000-39200		100,000											
Budget Impact	Improves the fund balance position of the 2021 G.O. Improvement Bond Fund 313.												

Attachment(s)	
Action(s) Requested	Staff recommends council approval for transferring \$100,000 from Fund 426 2021 street project fund to Fund 313 2021 G.O. Debt Service Fund to improve the fund balance position.

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REQUEST FOR COUNCIL ACTION

Meeting Date	April 23, 2025
Agenda Item	Consent G5
Attachment	2022 PMP; Quote
Submitted By	Erik Henriksen, City Engineer

Item	Pavement Condition Assessment Quote
Description	Every three years the City hires a company to complete a pavement condition assessment on all of the City owned roads within the City. This information is used for asset management as well as for capital planning. In the past the City has contracted with GoodPointe Technology. The City contacted GoodPointe Technology and requested a quote to complete the pavement condition assessment in 2025.
Budget Impact	The contractor proposed to complete the assessment of roadways (approximately 14 miles) for a total not to exceed budget of \$5,500. Funding for the repairs would be from the Infrastructure Fund 419.
Attachment(s)	2022 PMP Quote
Action(s) Requested	Motion to award pavement condition assessment quote to GoodPointe Technology in the amount of \$5,500.00.

2022 PAVEMENT MANAGEMENT PLAN
CITY OF FALCON HEIGHTS, MINNESOTA

PAVEMENT MANAGEMENT PLAN
CITY OF FALCON HEIGHTS, MINNESOTA

March 2023

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 Professional engineer under the laws of the state of Minnesota.

Stephanie Smith
License Number 51837

P.E.

3/24/2023

Date

City of Roseville
2660 Civic Center Drive
Roseville, MN 55113
Phone: 651-792-7003
FAX: 651-792-7040

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I. INTRODUCTION

The City of Falcon Heights implemented a pavement management program in 2001 to assist in maintaining and monitoring the performance of the paved street network. This 13- mile long system is one of the City's largest investments that would have a significant dollar value if it were to be replaced today. The Governmental Accounting Standards Board (GASB) requires government agencies to report and account for their infrastructure assets.

In June 1999, GASB issued Statement 34 "Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments." Statement 34 establishes new requirements for the annual financial reports of state and local governments. As part of this new Statement, Governments will report all capital assets, including infrastructure, in the government-wide statement of net assets and will report depreciation expense.

If an agency is managing its infrastructure assets in an asset management system that has certain characteristics and the government agency can document that the assets are being preserved at or above a condition level established and disclosed by the Modified Approach for Reporting Infrastructure Assets. The qualifying agency is allowed to make disclosures about the infrastructure assets in required supplementary information that includes the physical condition of the assets and amounts spent to maintain and preserve them over time. The City of Falcon Heights' asset management program for its street network is based on the Modified Approach for Reporting Infrastructure Assets.

The software program ICON, which is developed and supported by Goodpointe Technology as a tool for pavement management, was used to inventory and rate the quality of the pavement on all sections of streets and alleys within the City in 2023. This system uses field surveys to identify distresses and rate the current condition. Both systems use the segment and distress information to determine the current Pavement Condition Index (PCI) for each segment. The software provides the City with the ability to determine future needs based on current and past maintenance strategies, and prioritize the appropriate rehabilitation at optimum times. Also, ICON has a Geographic Information System (GIS) interface to enable easy development of maps showing the results of the analysis.

II. FIELD SURVEY OF PAVEMENTS

The first step to set up a pavement management program is to assess the current condition of all pavements to be evaluated by the program. To accomplish this, each street and alley was broken out into segments, intersection to intersection, and a field survey and evaluation completed for each. There were a total of 152 street and alley segments within the City that were evaluated and will be included in the pavement management plan's ICON software database.

The Army Corps of Engineers' "Pavement Distress Identification Guide for Asphalt Surfaced Roads and Parking Lots" was used as a basis for the field survey of the segments. This manual shows types of distress and how to evaluate them. The manual was used as a reference to evaluate the different pavement distresses along each surveyed segment.

Each field survey consisted of evaluating random sample units along each segment. The randomness of the samples helps to ensure a non-partial look at each of the segments and to better determine an overall PCI rating. Completing a rating over a small isolated distressed area rather than rating the general condition of the entire street will give the appearance of a street that may need to be reconstructed when in reality it only needs minor spot repairs. The streets were evaluated for the distresses as shown on the sample Rating Form in the Appendix.

III. ICON SOFTWARE

When all field surveys were completed, the segment distress information was entered into the ICON software. The information entered into the software included a general description of each segment with a to-and-from location, length, and width of segment, last known construction date (as available), and field survey information, including date of inspection and the type and amount of distresses found. A generic date of January 1, 1980, was used for segments where accurate dates were not available. As future reconstruction projects are completed, these dates will be updated.

The ICON software used the survey data and created a database for each segment. This database was then used by ICON to rate the condition of the pavement and predict future pavement deterioration. These results were used to determine a pavement management plan and schedule.

IV. ICON RESULTS

ICON used the information gathered in the field to calculate a Pavement Condition Index (PCI) rating for each pavement segment. A PCI rating of 100 would be indicative of a newly constructed street with no distresses, while a rating of 0 would show a completely failed street. Segments then can be grouped into like categories of PCI ratings to help determine a schedule of maintenance, rehabilitation and reconstruction. The PCI groups chosen for the City of Falcon heights are as follows: 100 to 66 → Adequate; 65 to 36 → Marginal; 35 to 0 → Poor.

This initial PCI rating was based off of a standard Asphalt Pavement Deterioration Curve within the model. (This deterioration curve was created using test data and does not take into account local deterioration factors. A deterioration model specific to the City's pavement can be developed as future field surveys are taken. The software then can take into account the amount of deterioration during a specific period between field surveys. Field surveys should be taken once every three years for accurate modeling of the PCI

projections. Deterioration models specific to Falcon Heights will be completed in future phases of this pavement management program.

The City's streets were last rated in 2022. A weighted average PCI rating for the City's overall system at that time was calculated to be 69, based on a section's area and PCI rating. This average accurately shows the City's aggressive pavement rehabilitation and reconstruction efforts in the recent past. See Table 1: Street Segments in Alphabetical Order for current PCI ratings.

V. PAVEMENT MANAGEMENT STRATEGIES

The PCI rating information generated by the ICON software can be used to determine maintenance, rehabilitation and reconstruction action necessary for each street segment. There are several types of street rehabilitation measures that can be used to maintain or restore the condition of the pavement. Below is a brief description of each of these measures:

- Localized stopgap (safety), which might be applied to severe localized rutting, potholes, etc.;
- Localized preventive, which would be used to repair high severity fatigue cracking, cracking in small quantities, curb and gutter repairs and regular catch basin maintenance;
- Global preventative maintenance strategies that include crack seal;
- Pavement rehabilitation is used when the street is at an established critical rating or above. This might include applying overlays, milling and overlaying, or other surface reconstruction;
- Major reconstruction (below the critical rating), which would include cold in place recycling and reconstruction.

The street segments in the Adequate PCI category would only require localized repairs and global preventative maintenance. Street segments in the Marginal category would possibly require repairs and pavement rehabilitation. The street segments in the Poor category would require reconstruction.

The overall goal of this program is to maintain the City's pavement infrastructure to a high level of service. To maintain this high level of service within the system, we recommend the following:

- Maintain a Citywide average PCI rating of 75 or above.
- Replace curb and gutter that becomes cracked, settled or holds water.
- Inspect and repair catch basins and manholes on an annual basis.
- Schedule mill and overlay for any street section that falls below a PCI rating of 65.
- Schedule major rehabilitation or reconstruction for any street section that falls below a PCI rating of 35.

This can be done through the efforts discussed above. The City currently follows a systematic and crack sealing and curb and gutter replacement program that is a global preventative strategy for the entire pavement system. Along with crack sealing, the City's regular stopgap and localized preventative efforts should also be continued.

The goals for the City of Falcon Heights' pavement management program are based on a review of local pavement management practices by surrounding cities. Below is a brief summary of pavement management programs being used by other local government agencies.

Table Pavement Management Programs In Local Cities					
City	Rating Cycle	Software	Rating for Maintenance	Rating for Rehabilitation	Rating for Reconstruction
Arden Hills	3 years	GoodPointe	100-60	59-35	34-0
Chanhassen	3 years	GoodPointe	Maintaining all streets, worst ratings are prioritized for projects.		
Eagan	3 years	GoodPointe	100-56	55-36	35-0
Eden Prairie	3 years	GoodPointe	100-70	69-30	29-0
Golden Valley	3 to 4 years	Outside Consultant	Projects are done on a case by case basis with the level of street repair depending on needs.		
Minneapolis	3 years	MicroPAVER	100-65	64-55	54-0
Rochester	5 years	GoodPointe	100-46	45-25	24-0
Roseville	3 to 4 years	GoodPointe	100-60	59-35	34-0
St Paul		GoodPointe	Focus is on upgrading oiled streets to pavement. Prioritized by City officials, residents, and coordination with utilities.		
Woodbury	4 years	GoodPointe	100-60	59-35	34-0

VI. RECOMMENDATIONS

Field surveys of the pavement should be completed every three years in order to more accurately project the future PCI ratings and to help properly budget for future major reconstruction projects.

- Preventative Maintenance:

Concrete curb and gutter are an integral part of the City's pavement system. Cracked and settled concrete curb and gutter can provide a pathway for water to enter the pavement base materials. The City repairs and replaces cracked and settled concrete curb and gutter on an annual basis. This program appears to have been working well and should be continued.

While the City's storm sewer system is not technically a part of the pavement system, lack of catch basin maintenance can result in pavement base materials washing into the storm sewer system, leaving a void under the pavement, boulevard and sidewalk. These voids result in a sinkhole when the pavement collapses. An inspection and annual maintenance program has been implemented to prevent future sinkhole failures.

This should be performed as needed on all street segments within the Adequate category.

- Crack seal:

City staff reevaluated the City's crack sealing and seal coating plan in 2016. Changes to the plan the removal of seal coating until the issue of delamination is better studied.

The policy is to crack seal all mill and overlay roads within 10 years of their construction. Also this work should be performed as needed on all street segments within the Adequate and Marginal categories. Street segments recommended for major maintenance in the 5 year CIP are not included in the crack sealing projects.

- Mill and Overlay:

There are several maintenance practices that involve milling. An *edge mill* typically consists of grinding the old bituminous surface along the outer 8 feet of the street. This helps establish a uniform cross-section, especially in instances where the crown in the street is relatively flat. A *full width mill*, or resurfacing, is necessary when the upper surface layer of a pavement has deteriorated considerably. Significant surface pavement distresses and more extensive "thermal" cracking need to be removed and/or repaired with a full width and uniform depth milling process. Both edge mills and full-width mills are typically 1.5 to 2 inches thick, but can vary on a project by project basis.

Milling creates an even surface to ensure a uniform overall thickness for the new overlay. An asphalt overlay of 1.5 to 2 inches over the entire pavement width forms a

smooth crown, renews the street surface, restores structural capacity and proper drainage, and extends the life cycle of the original pavement up to 15 years.

A *full depth mill* can be used on a street that has already been reconstructed with a good base section, but the pavement has deteriorated to a point where seal coating or a standard mill and overlay is not effective. A pavement section with significant cracking will end up reflecting through the new pavement. The full depth of the pavement is ground up and removed. This process may also involve some subgrade soil corrections and some removal of aggregate base, if it has been contaminated or is sub-standard. The street is paved with the same thickness of new asphalt. This can extend the life cycle of the original pavement between 15 and 20 years.

Pavement can also be *reclaimed*, where approximately 8 to 10 inches of the existing asphalt and base are ground up in place. This forms a new more stable base without adding new material. The road is then paved with new asphalt. This is only recommended where there is not sufficient existing road base to provide the needed pavement structure. When there is curb and gutter on the road, material would need to be removed to ensure that the road elevation is consistent with the gutter once the new pavement thickness is added. This can extend the life cycle of the original pavement up to 20 years.

Mill and overlay is recommended for street segments in the Marginal Category.

We have put together a Capital Improvement Program map showing the projects recommended in the next 5 years. This program consists of Crack Seal and mill and overlay projects. These costs include engineering at 15% of the estimated construction cost.

5-Year Capital Improvement Program Estimated Costs				
Year	Crack Sealing Cost	Mill and Overlay Cost	Reclaim Cost	Total Cost
2022	\$25,000			\$25,000
2023		\$605,000	\$472,000	
2024		\$85,000		
2025		\$1,412,000		
2026				

Table 1. Direct Statements in Mathematical Order

[illegible]

1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 2579, 2580, 2581, 2582, 2583, 2584, 2585, 2586, 2587, 2588, 2589, 2590, 2591, 2592, 2593, 2594, 2595, 2596, 2597, 2598, 2599, 2600, 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2613, 2614, 2615, 2616, 2617, 2618, 2619, 2620, 2621, 2622, 2623, 2624, 2625, 2626, 2627, 2628, 2629, 2630, 2631, 2632, 2633, 2634, 2635, 2636, 2637, 2638, 2639, 2640, 2641, 2642, 2643, 2644, 2645, 2646, 2647, 2648, 2649, 2650, 2651, 2652, 2653, 2654, 2655, 2656, 2657, 2658, 2659, 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, 2669, 2670, 2671, 2672, 2673, 2674, 2675, 2676, 2677, 2678, 2679, 2680, 26

April 11, 2025

GoodPointe Technology, LLC
287 E. 6th Street, Suite 200
St. Paul, MN 55101

TASK 1. ASTM PCI PAVEMENT CONDITION SURVEY

Proposed Scope of Services

Under this task, GoodPointe will provide PCI data collection services for approximately 14 miles of selected roadways under the jurisdiction of the City of Falcon Heights.

The surface condition assessment for this project will be based upon the standard survey condition methodology as defined in the ASTM 6433-23, by the American Society for Testing and Materials. The assessment will provide a Pavement Condition Index (PCI) for each pavement section defined in this project based upon a 100% surface area survey. Scope includes data entry and calculation of ASTM PCI using ICON SaaS.

Project Deliverable

PCI Survey Results MS Excel spreadsheet (PCI, Survey Date, MapID)

Project Schedule

A project schedule will be provided based upon the extent of the project and the notice to proceed date for the project.

Source Data Required for this Project:

- 1) ESRI Shapefile Map (WGS84 format) with linear map features of pavements to be evaluated
- 2) Tabular (e.g. XLS) file of the indicating:
 - a. Street name
 - b. From street (limits)
 - c. To street (limits)
 - d. GIS Map ID
 - e. Length (measured in linear feet)
 - f. Surface Area (measured in square feet)
 - g. Surface Type (AC, PCC, etc.)
 - h. Latest Structural Project (e.g. Overlay, Reconstruction)
 - i. Date of Latest Structural project (e.g. 6/1/2021)
 - j. Latest Non-Structural Project (e.g. Seal coat)
 - k. Date of Latest Non-Structural Project (e.g. 6/1/2021)

Proposed Cost: \$5,500.00 (Not-to-exceed)

Project Authorization Signature Page:
Please sign, scan and return to tkadlec@goodpointe.com

RE: 2025 PCI Pavement Condition Survey of Falcon Heights Roadway Network.

Estimated Costs

This cost estimate is based on providing the services described under the Scope of Services, and Proposed Cost Schedule dated April 11, 2025, for the City of Falcon Heights, Minnesota. This cost estimate will not be exceeded without the additional authorization from the City.

The hourly or unit cost presented in this contract is based on the scope of services described and the assumption that the project will be completed within one year from the signature date. If the project cannot be completed within the proposed schedule due to circumstances beyond our control, revising the unit costs may be required for completion of the remaining tasks. Invoices will be submitted on a monthly basis in accordance with the progress achieved in this project. Terms on payment for services are due immediately upon receipt.

Authorization to Proceed:

Please proceed according to the described scope of services denoted in Exhibit A.1

Total Authorized Budget:

\$5,500.00

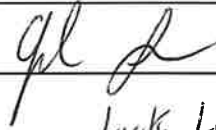
Date

4/23/25

Client

City of Falcon Heights, Minnesota

Authorized Signature



Name

Jack Linahan

Title

City Administrator

Date

April 11, 2025

Authorized Signature



Anthony J. Kadlec, President
GoodPointe Technology, LLC
287 E. 6th Street, Suite 200
St. Paul, MN 55101 USA

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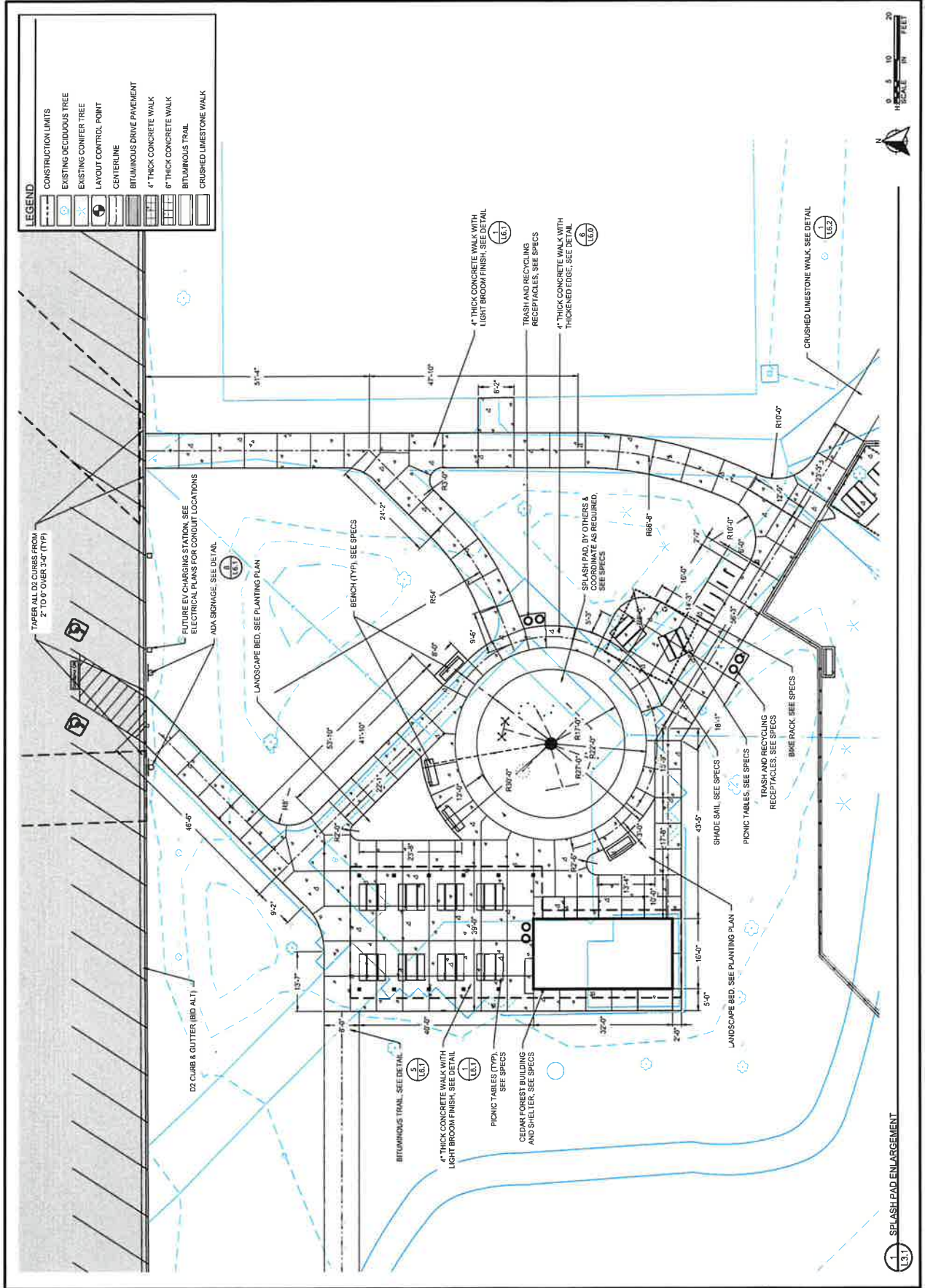


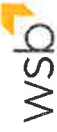
REQUEST FOR COUNCIL ACTION (RCA)

Meeting Date	April 23, 2025
Agenda Item	H1
Attachment(s)	See below
Submitted By	Jack Linehan, City Administrator

Item	Approval of Final Community Park Plans and Authorize Release of Bids
Description	<u>Overview</u> Staff and project manager WSB are requesting that the City Council approve the final plans for Community Park and authorize the release of bids for park construction. Bids will be handled by WSB and will be due on May 21st, at which point final pricing will be determined. WSB will then package the bids for approval at a following City Council meeting to begin demolition of current park amenities and construction of the new park, which remains on track for substantial completion in late 2025. <u>Background</u> At the February 12th City Council meeting, the City Council authorized the approval of the 50% plan set for Community Park. Since that approval, staff and our consultant, WSB, have been working to finalize plans for bid. The site plans as presented were developed using the core principles of: A) Keep costs low while improving park amenities. B) Protect and preserve healthy trees whenever possible, and replace if not C) Preserve and leave alone features that work well, such as the tennis courts, community garden, ball fields and other areas, while improving areas in need of repair. This includes removing the existing condemned park building, replacing the non-ADA compliant playground, and adding a small splashpad to improve park amenities. The final plans accomplish these goals. In regards to tree preservation, the plans minimize the removal of trees, and propose the planting of new trees to replace them. The proposed trees in the plans are placeholders, as the Environment Commission has requested a chance to review the plans. At the March 12th meeting, the City approved the purchase of a pre-fabricated park restroom and shelter building with Cedar Forest Products. Separate of this request will be a request to approve releasing a bid for a contractor to build and install the

	shelter/restroom structure. Additionally, the splash pad and playground will be contracted separately. <u>Next Steps</u> Following approval of plans by the City Council and authorization of the release of bids, WSB will solicit bids following state procurement policies and bid the contract. Once a low bidder is determined, a proposed contract will be brought to the City Council for final approval. The order for the restroom/shelter building has been placed, so most of the work will include demolition and sitework to prepare for the installation of the building, playground, splash pad, stormwater basin, and parking lot resurfacing.
Budget Impact	The total amount budgeted for this project was \$3.5 million in the 2025 Annual Budget. It was estimated that \$2 million would come from cash-on-hand, and the City would bond for the additional \$1.5 million needed to fund this project. The current final estimate is that the total project will come in near \$2.47 million. The City has a grant application in for \$350 thousand in support from the Minnesota Department of Natural Resources (DNR), which would help offset some of the proposed indirect costs to install rubber surfacing of the playground, add shade structures and build ornamental fencing. As this grant award will not be determined until July, and contracts related to the playground cannot begin until after grant agreements are completed in early Fall. To accommodate this timeline, all work relating to the playground is being bid as bid alternates, with the goal that we can award these after we know the status of the DNR grant.
Attachment(s)	• WSB Site Plans • Updated Budget Estimate • Resolution 25-36
Action(s) Requested	Staff recommends the City Council approve Resolution 25-36 Approving the Final Site Plans and Authorizing Release of Bids for the Community Park Renovation Project





SCALE: AS SHOWN
DESIGN BY: RMP
CHECK BY: RAS
DATE: 11/11/11

ELECTRICAL
emanuelson-podas
CONSULTING ENGINEERS

NO.	DATE	REVISION

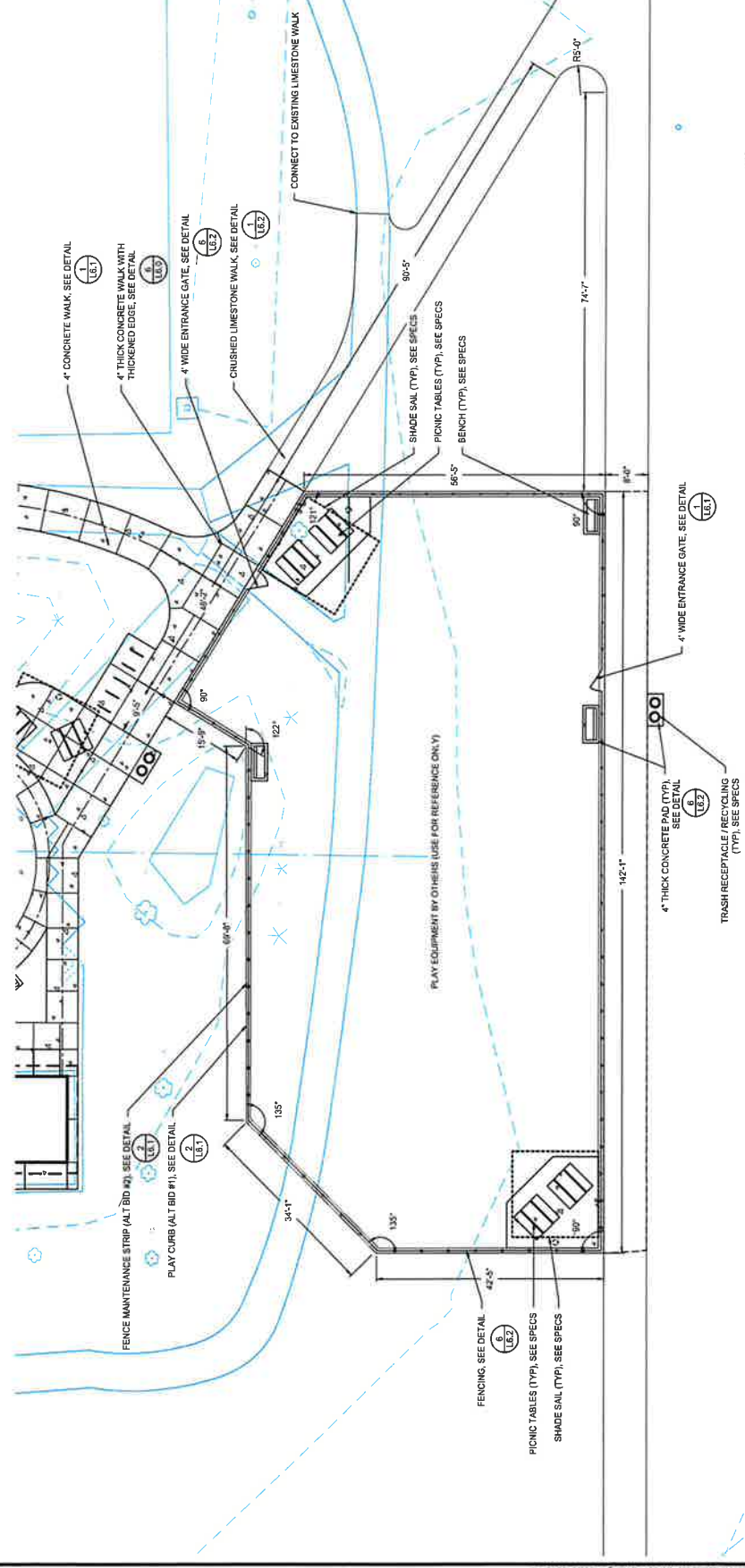
DATE: 11/11/11
PROJECT NO.: 02365-000
SHEET: L3.2

PLAYGROUND ENLARGEMENT

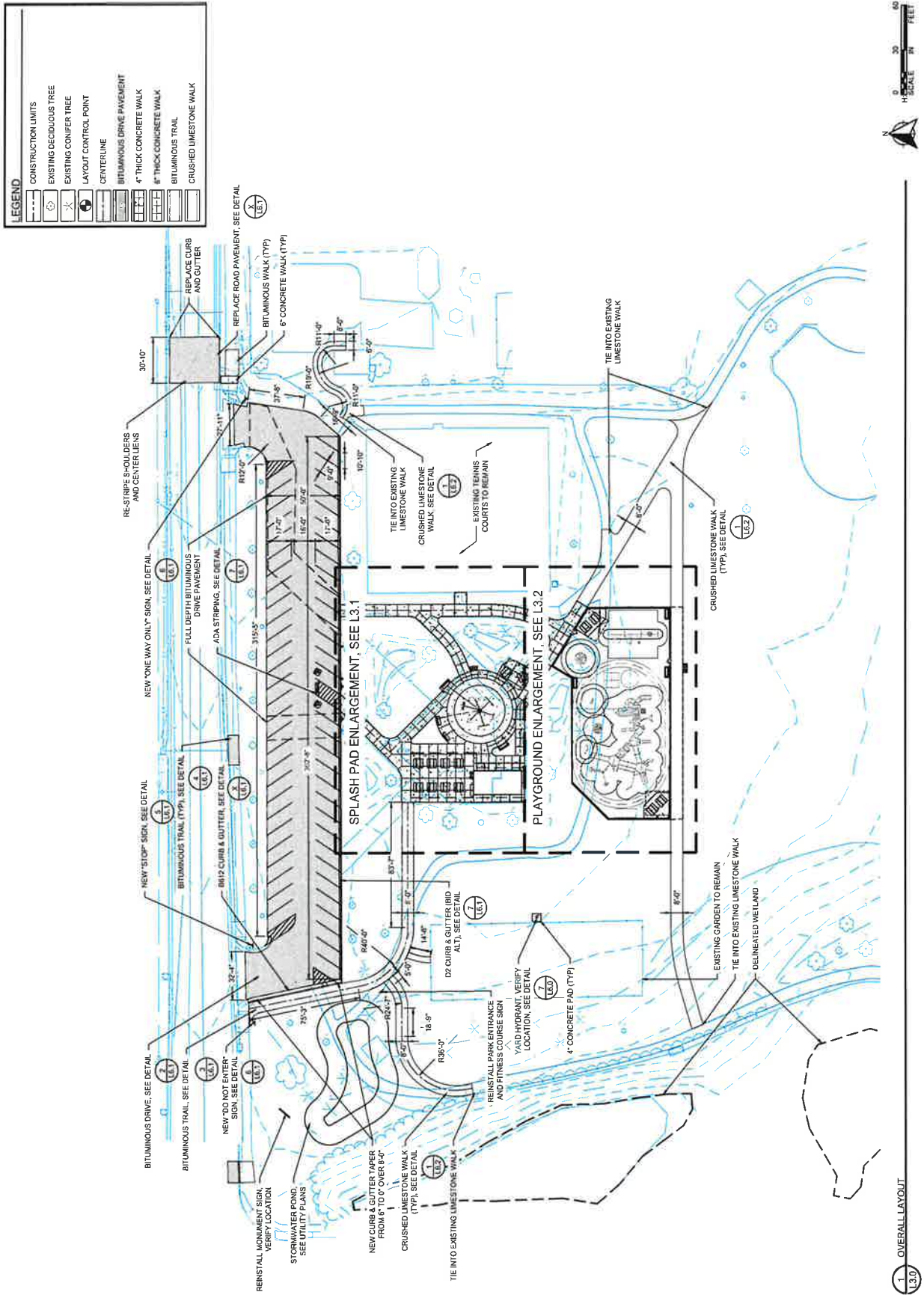
CITY OF FALCON
COMMUNITY PARK
FALCON HEIGHTS, MN

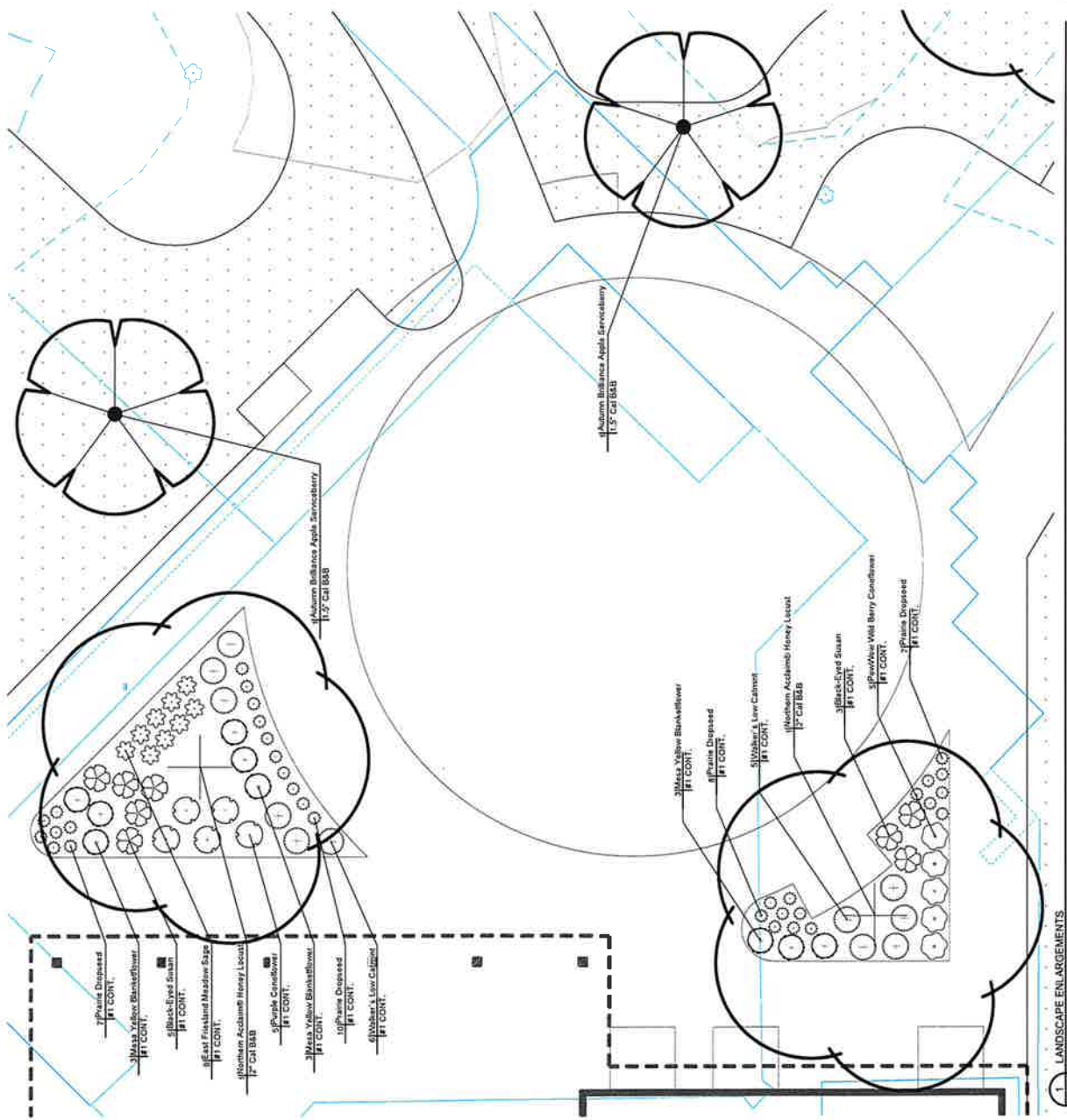
CLIENT PROJECT NO.: XXXXXX
WSB PROJECT NO.: 02365-000
SHEET: L3.2

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
---	CRUSHED LIMESTONE WALK



2 PLAYGROUND ENLARGEMENT (ALT BID)
L3.1





Falcon Heights Community Park Improvements

Falcon Heights, MN

Date: April 17, 2025 | WSB #023655-000

BASE BID ITEMS

No.	MNDot No.	Item Description	Units	Quantity	Estimated Unit Cost	Estimated Total Cost
1	2021.501	MOBILIZATION	LS	1	\$34,104.55	\$34,104.55
2	2101.501	CLEARING AND GRUBBING	LS	1	\$35,000.00	\$35,000.00
3	2104.501	REMOVE BUILDING	LS	1	\$30,000.00	\$30,000.00
4	2104.501	REMOVE PLAY CONTAINER, EQUIPMENT AND SURFACING	LS	1	\$9,500.00	\$9,500.00
5	2104.501	REMOVE EXISTING ELECTRICAL	LS	1	\$9,500.00	\$9,500.00
6	2104.502	REMOVE DRAINAGE STRUCTURE	EA	1	\$2,400.00	\$2,400.00
7	2104.502	REMOVE TRAFFIC SIGN	EA	1	\$100.00	\$100.00
8	2104.502	REMOVE & RELOCATE FITNESS COURSE SIGN	EA	1	\$500.00	\$500.00
9	2104.502	REMOVE & RELOCATE PARK MONUMENT SIGN	EA	1	\$500.00	\$500.00
10	2104.502	REMOVE & SALVAGE FITNESS EQUIPMENT	EA	1	\$500.00	\$500.00
11	2104.503	REMOVE CURB & GUTTER	LF	85	\$18.00	\$1,530.00
12	2104.503	REMOVE SEWER PIPE (SANITARY)	LF	320	\$10.00	\$3,200.00
13	2101.504	REMOVE CONCRETE PAVEMENT	SY	320	\$9.00	\$2,880.00
14	2104.504	REMOVE BITUMINOUS PAVEMENT	SY	2,735	\$7.00	\$19,145.00
15	2104.504	REMOVE AGGREGATE PAVEMENT	SY	560	\$5.00	\$2,800.00
16	2106.501	SITE GRADING	LS	1	\$85,000.00	\$85,000.00
17	2108.504	GEOTEXTILE FABRIC TYPE 5	S Y	2,580	\$3.00	\$7,740.00
18	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	10	\$190.00	\$1,900.00
19	2360.504	BITUMINOUS DRIVES (ON EXISTING SUBBASE) 3.5" THICK□	S Y	1,770	\$26.00	\$46,020.00
20	2360.504	BITUMINOUS DRIVES (WITH AGGREGATE BASE) 3.5" THICK□	S Y	480	\$35.00	\$16,800.00
21	2360.504	BITUMINOUS ROADWAY (WITH AGGREGATE BASE) 7" THICK□	S Y	130	\$55.00	\$7,150.00
22	2360.504	BITUMINOUS TRAILS (WITH AGGREGATE BASE) 3" THICK□	S Y	240	\$35.00	\$8,400.00
23	2451.507	COARSE FILTER AGGREGATE (CV)	C Y	11	\$85.00	\$935.00
24	2451.607	FILTER MEDIA SPECIAL	C Y	285	\$40.00	\$11,400.00
25	2501.502	12" RC PIPE APRON	EA	2	\$2,000.00	\$4,000.00
26	2501.502	TRASH GUARD FOR 12" PIPE APRON	EA	2	\$700.00	\$1,400.00
27	2502.503	4" PVC PIPE DRAIN (SOLID AND PERFORATED)	L F	120	\$20.00	\$2,400.00
28	2502.503	6" PVC PIPE DRAIN	L F	180	\$25.00	\$4,500.00
29	2502.503	6" PERF PE PIPE DRAIN	L F	150	\$25.00	\$3,750.00
30	2502.602	6" PVC PIPE DRAIN CLEANOUT	EA	4	\$500.00	\$2,000.00
31	2502.602	4" PVC PIPE DRAIN CLEANOUT	EA	1	\$500.00	\$500.00
32	2503.602	CONNECT TO EXISTING WATERMAIN	EA	1	\$1,500.00	\$1,500.00
33	2503.602	CONNECT TO EXISTING STORM SEWER	EA	2	\$1,500.00	\$3,000.00
34	2503.602	CONNECT TO EXISTING SANITARY SEWER SERVICE	EA	3	\$1,500.00	\$4,500.00
35	2503.602	SANITARY PIPE CLEANOUT	EA	3	\$500.00	\$1,500.00
36	2503.503	12" RC PIPE SEWER DES 3006 CL V	L F	100	\$80.00	\$8,000.00
37	2503.603	4" PVC SANITARY SERVICE PIPE	L F	320	\$30.00	\$9,600.00
38	2504.602	1" CURB STOP AND BOX	EA	1	\$2,000.00	\$2,000.00

39	2504.602	BLOWOFF VALVE	EA	2	\$1,000.00	\$2,000.00
40	2504.602	YARD HYDRANT	EA	1	\$2,500.00	\$2,500.00
41	2504.603	4" WATERMAIN DUCTILE IRON CL 52	LF	75	\$85.00	\$6,375.00
42	2504.603	1.25" HDPE SDR 7	LF	90	\$60.00	\$5,400.00
43	2504.603	2" HDPE SDR 7	LF	65	\$60.00	\$3,900.00
44	2504.608	WATERMAIN FITTINGS	LB	100	\$30.00	\$3,000.00
45	2506.502	CASTING ASSEMBLY	EA	1	\$1,200.00	\$1,200.00
46	2506.503	CONST DRAINAGE STRUCTURE DES 72-4020	LF	4	\$1,100.00	\$4,400.00
47	2506.602	CONST DRAINAGE STRUCTURE DESIGN SPEC 1	EA	1	\$12,000.00	\$12,000.00
48	2506.602	CONST DRAINAGE STRUCTURE DESIGN SPEC 2	EA	1	\$24,000.00	\$24,000.00
49	2511.504	GEOTEXTILE FILTER TYPE 4	SY	150	\$4.00	\$600.00
50	2511.507	GRANULAR FILTER	CY	0.6	\$60.00	\$36.00
51	2511.507	RANDOM RIPRAP CLASS III	CY	9	\$125.00	\$1,125.00
52	2521.518	4" CONCRETE PAVEMENT WITH BASE	SF	7,100	\$16.00	\$113,600.00
53	2521.518	6" CONCRETE PAVEMENT WITH BASE	SF	95	\$18.00	\$1,710.00
54	2521.518	CRUSHED STONE WALK	SF	6,000	\$8.00	\$48,000.00
55	2531.503	CONCRETE CURB & GUTTER DESIGN B612	LF	125	\$30.00	\$3,750.00
56	2545.501	SITE ELECTRICAL	LS	1	\$50,000.00	\$50,000.00
57	2564.602	SIGN PANELS TYPE SPECIAL	EA	5	\$200.00	\$1,000.00
58	2571.502	DECIDUOUS TREE - 2.0" CAL B&B	EA	21	\$500.00	\$10,500.00
59	2571.502	DECIDUOUS TREE - 1.5" CAL B&B	EA	3	\$500.00	\$1,500.00
60	2571.502	PERENNIALS - NO 1 CONT	EA	74	\$35.00	\$2,590.00
61	2573.502	STABILIZED CONSTRUCTION EXIT	EA	1	\$1,500.00	\$1,500.00
62	2573.502	STORM DRAIN INLET PROTECTION	EA	3	\$300.00	\$900.00
63	2573.503	SILT FENCE, TYPE MS	LF	360	\$3.00	\$1,080.00
64	2557.503	TREE PROTECTION FENCE	LF	1,200	\$2.50	\$3,000.00
65	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	LF	600	\$5.00	\$3,000.00
66	2574.504	EROSION CONTROL BLANKET CATEGORY 20	SY	470	\$1.50	\$705.00
67	2574.505	SEEDING – TYPE I SEED MIX	AC	1.3	\$8,000.00	\$10,400.00
68	2574.505	SEEDING – TYPE II SEED MIX	AC	0.1	\$13,000.00	\$1,300.00
69	2574.523	RAPID STABILIZATION METHOD 3	MGAL	6	\$300.00	\$1,800.00
70	2575.607	MULCH MATERIAL TYPE SPECIAL	CY	18	\$65.00	\$1,170.00
71	2582.601	PAVEMENT MARKINGS	LS	1	\$6,500.00	\$6,500.00
Subtotal:						\$716,195.55
Contingency (10%):						\$71,619.56
Total Base Bid:						\$787,815.11

ALTERNATE 1 BID ITEMS

No.	MNDot No.	Item Description	Units	Quantity	Estimated Unit Cost	Estimated Total Cost
1	2531.503	CONCRETE CURB & GUTTER DESIGN D212	LF	365	\$30.00	\$10,950.00
Subtotal:						\$10,950.00
Contingency (10%):						\$1,095.00
Total Alternate 1 Bid:						\$12,045.00

ALTERNATE 2 BID ITEMS

No.	MNDot No.	Item Description	Units	Quantity	Estimated Unit Cost	Estimated Total Cost
1	2021.501	MOBILIZATION	LS	1	\$6,350.00	\$6,350.00
2	2106.501	SITE GRADING	LS	1	\$3,500.00	\$3,500.00
3	2525.503	CONCRETE PLAY CURB WITH BASE	LF	360	\$50.00	\$18,000.00
4	2475.603	ORNAMENTAL FENCE DESIGN SPECIAL	LF	410	\$230.00	\$94,300.00
5	2521.518	4" CONCRETE PAVEMENT WITH BASE	SF	650	\$16.00	\$10,400.00
6	2574.505	SEEDING – TYPE I SEED MIX	AC	0.1	\$8,000.00	\$800.00
Subtotal:						\$133,350.00
Contingency (10%):						\$13,335.00
Total Alternate 2 Bid:						\$146,685.00

INDIRECT EXPENSES

1	RESTROOM BUILDING / SHELTER (ESTIMATED)	LS	1	\$600,000.00	\$600,000.00
2	PLAY EQUIPMENT AND EWF SURFACING (ESTIMATED)	LS	1	\$250,000.00	\$250,000.00
3	PLAY AREA RUBBER SURFACING ADD (ESTIMATED)	LS	1	\$180,000.00	\$180,000.00
4	SPLASH PAD (ESTIMATED)	EA	1	\$115,000.00	\$115,000.00
5	BENCH (ESTIMATED)	EA	7	\$1,100.00	\$7,700.00
6	PICNIC TABLE (ESTIMATED)	EA	14	\$2,000.00	\$28,000.00
7	BIKE RACK (ESTIMATED)	EA	5	\$750.00	\$3,750.00
8	TRASH/RECYCLING RECEPTACLE (ESTIMATED)	EA	4	\$2,500.00	\$10,000.00
9	WSB FEE	LS	1	\$329,817.00	\$329,817.00
Total Indirect Expenses:					\$1,524,267.00
Total Project Cost:					\$2,470,812.11

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

April 23, 2025

No. 25-36

**RESOLUTION APPROVING FINAL SITE PLANS AND AUTHORIZING RELEASE OF
BIDS FOR THE COMMUNITY PARK RENOVATION PROJECT**

WHEREAS, in 2014, WSB & Associates, Inc. (“WSB”) completed a Parks Master Plan Study, which included an analysis of Community Park; and

WHEREAS, the City of Falcon Heights engaged WSB in August 2023 to provide professional services related to the Community Park renovation project; and

WHEREAS, the City Council approved the 50% plan set for the Community Park renovation on February 12, 2025; and

WHEREAS, staff and WSB have finalized the plans for Community Park following the core principles of improving amenities while minimizing costs, preserving healthy trees wherever possible, and enhancing park features that are in need of repair; and

WHEREAS, the final site plans maintain existing park amenities where feasible, propose the removal of outdated or non-compliant features, and include the addition of new facilities such as a small splash pad and ADA-compliant playground equipment; and

WHEREAS, the final estimated total project cost is approximately \$2.47 million; and

WHEREAS, the City now desires to authorize the release of bids for construction activities related to the renovation of Community Park, including demolition, sitework, stormwater improvements, and resurfacing of the parking lot.

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

1. The final site plans for Community Park, as prepared by WSB, are hereby approved.
2. The City Administrator, in coordination with WSB, is authorized to release bids for the Community Park renovation project consistent with the approved final site plans.
3. The City Administrator is authorized to approve minor modifications to the plans as necessary to facilitate the bidding process, provided that substantial changes shall require additional City Council approval.
- 4.

ADOPTED this 23rd day of April, 2025, by the City Council of Falcon Heights, Minnesota.

Moved by: Mielke

Approved by: 
Randall C. Gustafson
Mayor

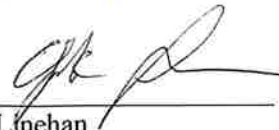
GUSTAFSON
LEEHY
MEYER
MIELKE
WASSENBERG

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In Favor

0

Against

Attested by: 
Jack Linehan
City Administrator