

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

AGENDA
September 10, 2025 at 7:00 P.M.

- A. CALL TO ORDER: 7:00 p
- B. ROLL CALL: GUSTAFSON X LEEHY MEYER X
MIELKE X WASSENBERG X
STAFF PRESENT: LINEHAN X
- C. APPROVAL OF AGENDA Meyer; Approved 4-0
- D. PRESENTATION
- E. APPROVAL OF MINUTES: Wassenber; Approved 4-0
1. August 13, 2025 City Council Regular Meeting Minutes
2. August 13, 2025 City Council Special Workshop Meeting Minutes
- F. PUBLIC HEARINGS:
- G. CONSENT AGENDA: Gustafson Gustafson; Approved 4-0
1. General Disbursements through 9/3/25: \$1,553.72
Payroll through 8/25/25: \$48,733.97
Wire Payments through 9/3/25: \$79,735.40
2. Authorization to Issue RFP for On-Call Emergency Sanitary Sewer Repairs
3. Approval of Resolution 25-83 Appointing Nuz Sanidad to the Environment Commission
4. Approval of Pay Estimate #4 to Bituminous Roadways, Inc. for the 2025 Pavement Management Project
- H. POLICY ITEMS:
1. 2025 Pavement Management Project (PMP) Declare Costs to Be Assessed and Call for Assessment Hearing
Mielke; Approved 4-0
- 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:

Mejr 4-0

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

MINUTES
August 13, 2025 at 7:00 P.M.

A. CALL TO ORDER: 7:04 PM

B. ROLL CALL: GUSTAFSON_X_ LEEHY_X_(arrived at 7:10 PM) MEYER_X_

MIELKE __X__ WASSENBERG_X_

STAFF PRESENT: LINEHAN_X_

C. APPROVAL OF AGENDA

D. PRESENTATION

1. Proclamation Honoring Roland Olson's Service to the City of Falcon Heights

Gustafson reads the proclamation honoring Roland Olson. The Council thanks Olson for all his service to the City of Falcon Heights. Linehan also thanks Olson and notes the city is working on the transition, as he has been a key part of the city's finances. Olson thanks the council and the city and provides his favorite memory of the falcon medallion hunt during a winter event.

E. APPROVAL OF MINUTES:

1. July 23, 2025 City Council Regular Meeting Minutes

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

F. PUBLIC HEARINGS:

G. CONSENT AGENDA:

1. General Disbursements through 8/7/25: \$545,534.67
Payroll through 7/27/25: \$26,178.12
Wire Payments through 7/27/25: \$17,161.45
2. Approval of Resolution 25-77 Approving the Be Active! Be Green! Park Bench Agreement
3. Approval of Pay Estimate #3 to Bituminous Roadways, Inc. for the 2025 Pavement Management Project
4. Authorization of Participation in MissionSquare 401(a) Retirement Plan for Qualifying Retiring Department Heads
5. Promotion of Assistant Finance Director Alyssa Landberg to the Position of Interim Finance Director
6. Appointment of Administrative Services Director Kelly Nelson as Falcon Heights' MetroINET Board of Directors Alternate

7. Approval of Resolution 25-79 Appointing David Smith to the Environment Commission
8. Approval of Resolution 25-80 Authorizing the Disposal of the Contents of in Community Park Building as Surplus
9. Approval of Creating Debt Service Fund 311 for the 2025 G.O. Tax Abatement and General Improvement Bond Series 2025A
10. Approval of Right-of-Entry Agreement Settlement – Private Residence on Moore St.

Mayor Gustafson motions to approve the consent agenda;
Approved 5-0

Linehan explains that with Olson's retirement, Landberg will be promoted to Interim Finance Director. She has been with the finance department as the Assistant Finance Director. Item 8 is to give staff the ability to officially dispose of any items at the Community Park Building that are unusable. The debt service fund (Fund 311) is needed to account for the financing of the G.O. Tax Abatement and Improvement Bonds Series 2025A.

Wassenberg gives a shoutout to staff for applying for and receiving the Be Active! Be Green! park bench grant, and their ability to find grant funding for the parks without burdening taxpayers.

H: POLICY ITEMS:

1. Approval of Amendment to the Administrative Manual - Minnesota State Fair Guidelines to Expand Parking Pass Variance Eligibility

The City's Administrative Manual serves as the guiding document surrounding the State Fair. In approving the policy in May, it was determined to only provide parking passes to residents "abutting a pay-by-mobile street". This means that those who do not have pay-by-mobile on their street but may rely on parking on pay-by-mobile streets are ineligible for a pass, and as such are ineligible to apply for a variance application.

Ineligible residents on Larpenteur, Hoyt, and other streets have raised concerns. A short-term solution would be to include language for residents who are otherwise ineligible for a pass, who may then also apply for a variance.

The Council sees this as a balancing short-term solution, one that the State Fair Task Force also supports. Meyer notes that having the data will be good for future years to make changes.

Councilmember Wassenberg motions to approve Resolution 25-81 Authorizing an Amendment to the Administrative Manual: Guidelines During the Minnesota State Fair;
Approved 5-0

Meyer wonders what the plan is for publicizing this change. Linehan explains that staff will contact residents who shared concerns; otherwise, it will be available for those who request it. Gustafson adds that information has also been shared in the e-newsletter.

2. Approval of Amendment to the Administrative Manual – Personnel Policy to Include Voluntary Participation in the Minnesota State Retirement System (MSRS) Health Care Savings Plan

Linehan explains that back in May, the city offered a voluntary early retirement incentive program (VERIP). Under the plan, the City covers the amount of single health insurance for 36 months. To facilitate this, the City should implement a Health Care Savings Plan to distribute these funds to participating employees, who are required to retire through PERA. The City has one participant. The Minnesota State Retirement System (MSRS) offers a health care savings plan, open to all government employees in Minnesota. MSRS requires the City to modify its personnel policy to include this language. The attached resolution authorizes this change and was written by the City attorney. The one requirement is that the participant needs to retire, but it can be a benefit to future staff.

Councilmember Leehy motions to approve Resolution 25-82 authorizing the amendment to the personnel policy to include a Health Care Savings Plan to eligible retiring employees;
Approved 5-0

I. INFORMATION/ ANNOUNCEMENTS:

Mielke explains the Environment Commission met on Monday and discussed boulevard trees. They also discussed the possibility of having food orders in green-to-go containers.

Meyer notes the Planning Commission had a joint workshop with the City Council to discuss processes around the Les Bolstad Golf Course. He feels the working relationship with the University of Minnesota has started strongly.

Leehy explains that the Community Engagement Commission will meet next week, where they will discuss Human Rights Day and the possibility of food distribution to address food insecurity.

Wassenberg notes the Parks Commission met and discussed the annual park audits, looking at what amenities could be improved or added, and also discussed community programming.

Gustafson recaps the joint workshop between the Planning Commission and City Council regarding the future of the Les Bolstad Golf Course. He highlights the creation of the visioning committee, which will assist the University in its creation of an RFP for potential developers. The State Fair will kick off next week. The city will mail out a special State Fair information mailer to all residents.

Linehan updates that staff are preparing for the State Fair. Public Works is preparing signage, letters with passes have been sent, and the second pass and variance requests are being processed. Parking ambassadors are being trained. Community Park renovations are in progress. Demolition has been delayed pending permits. Trees have been marked for removal, with efforts to preserve as many as possible. Equipment is being staged. The road construction project is nearing completion. Staff are working with Abdo on assessing the future of the financial department. The State Fair mailer will be sent out this week.

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.

Kristin Moeller – 1425 Hoyt Ave. W.

She is a long-time resident who enjoys the State Fair. She thanks the Council for voting on having the ability to apply for a variance for a pass. Kristin has questions regarding the State Fair parking rules. She expresses concerns about the impact of the program on residents on Hoyt Avenue.

Council responds that this will be analyzed once the program is finalized.

Mona McGarthwaite – 1412 Idaho Ave. W.

She thanks the council for their work. She recommends streamlining on social media.

Daniel Gardner – 1419 Hoyt Ave. W.

He reiterates that having physical passes that can be transferred between vehicles would be easier.

Amanda Faber - 1422 Larpenteur Ave. W.

They have 4 vehicles, and 1 driver has a large trailer. Parking is already difficult day-to-day, and they utilize side streets. She believes there needs to be consideration of how side streets can support the entire community.

Grace Wilson – Hoyt Ave. W.

Grace spoke about the proposed rezoning of the Les Bolstad Golf Course, emphasizing that the shift from open space to development is a significant concern for her. She expressed frustration with the process, stating that the council and the University appear to be prioritizing the interests of larger institutions over residents. Grace believes the sale is primarily intended to generate quick revenue to offset what she sees as poor financial management by the University's administration. She urged the council to consider amending the comprehensive plan so zoning does not automatically revert to single-family housing and encouraged them to carefully evaluate what zoning would best serve the community.

Georgiana May – 1477 California Ave. W.

Georgiana thanks Administrator Linehan, City staff, and the council for handling the pay-by-mobile program. She emphasizes that everyone is doing the best they can at this point. Once more data is known, it can be used to improve the program.

Gustafson reiterates that they take input from the community seriously.

K. ADJOURNMENT: 8:05 PM

Councilmember Meyer motions to adjourn;
Approved 5-0


Randall C. Gustafson, Mayor

Dated this 10th day of September, 2025


Jack Linehan, City Administrator

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

MINUTES

Wednesday, August 13, 2025
7:30 P.M.

A. CALL TO ORDER: 8:17 PM

B. ROLL CALL: GUSTAFSON_X_ LEEHY_X_
MEYER_X_ MIELKE_X_ WASSENBERG_X_

STAFF PRESENT: LINEHAN_X_

C. POLICY ITEMS:

1. 2026 Proposed Budget: Workshop #1
 - a. General Fund Budget Priorities & Preview

Linehan explains that the purpose of this workshop will be to present the Draft 2026 General Fund Budget to the City Council to allow staff time to incorporate changes. Next, he provides an overview of the budget meetings. The preliminary levy will be approved on September 24; following this, it can be lowered but not increased. The city's goal is to get the levy as accurate as possible. The final meeting is the Truth in Taxation on December 10.

The total proposed budget for the general fund is \$3.7 million, representing a 3% increase from 2025. The preliminary levy projection is a 6% - 13% increase. The police and staffing costs play a big role in expenses. Regarding revenue, Ramsey County is finalizing valuations. Over the years, home values have been increasing, which helps with keeping the levy low, but does mean residents see higher property taxes. Every \$25k increase is around 1% levy increase or \$15 per year to median home property taxes.

Wassenberg wonders what is incorporated into the general fund. Linehan responds that it's property taxes, fiscal disparities, local government aid, and permit revenues. The 2026 revenue forecast is around a 4% increase in Ramsey County. There is a 5% reduction in fiscal disparities. There are no cuts in local government aid. Lastly, there is a new revenue coming from ParkMobile. Final numbers will still need to be calculated.

Linehan explains in more detail the budget cost drivers. Debt service will have one year of overlapping debt. The 2021A bond's final levy year is 2026 (~\$80K), and 2025A starts in 2026 as well (~\$180K), increasing to \$60K. There are strategies to not having to levy for it. The police budget was \$1.6 million for 2025. As they move to a 24-hour model, they want to hire more staff, and Falcon Heights will be responsible for 30% of their total cost. Realistically, they will not be fully staffed. Looking at \$1.7

- \$1.8 million for 2026, an increase of \$150k. In 2025, police costs came in lower than budgeted. Linehan provides an update on police staffing. Fire services are looking at a 2.25% increase. The class & comp study results will be presented at a future meeting and will need to be incorporated into the budget. Other costs are operating costs for the Community Park renovation, such as water costs and staffing costs.

Leehy wonders if there are any cost changes related to the finance department changes. Linehan explains that Abdo just completed their assessment, and the current recommendation is to reduce the department to one full-time employee. This brings some savings but would be offset by consulting costs to assist; this is more flexible and more cost-effective than hiring staff in the finance department. The Abdo assessment will determine what the consultant can assist with in the finance department. Planning for Les Bolstad, Linehan recommends an increase in consulting services for \$60k. Another placeholder is \$30k in expanded social services for multi-family buildings to support third-party organizations, as counties are also seeing gaps in funding for these services.

Linehan presents requests from staff:

- Environmental:
 - o Energy rebates for residents
 - o Signs for bee lawns
- Comprehensive plan consultant. Cities are expected to kick off their 2050 comprehensive plans in 2026.
- Parks:
 - o Water source at Curtiss Field, but this might be a capital fund item
 - o Sandblasting the rusting picnic shelter at Community Park
 - o ADA bench pads

Linehan provides an overview of 2026 Capital Items:

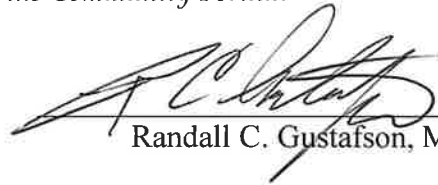
- Vehicles
 - o Street sweeper replacement. \$350k for diesel model, \$700k for electric.
- Hoyt/Hamline intersection crossing for the Chelsea School, per a request from St. Paul.
- Larpenteur/ Fry and Larpenteur/ Pascal Crossing in a potential partnership with Ramsey County.
- Roselawn mill & overlay in partnership with Roseville, from Cleveland to Snelling, is being moved to 2027 or 2028
- More cameras at Community Park and City Hall.
- Council Chambers space analysis, likely not a 2026 project
- Get Pressed Purchase
- Solar Panels at City Hall; timeline has moved up.

The Council discusses the food truck that has been located at the BP gas station with Administrator Linehan. Lastly, Linehan goes over the next steps. Leehy wonders about a page on the city website regarding the Les Bolstad Golf Course. Linehan answers that the staff has started a landing page, which will be built out over time.

D. ADJOURNMENT: 9:15 PM

Councilmember Mielke motions to adjourn;
Approved 5-0

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 10th day of September, 2025


Jack Linehan, City Administrator

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VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 TO/FROM ACCOUNTS SUPPRESSED

-----ID-----				GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----		DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
-00209		ADVANTAGE SIGNS AND GRAPHICS					
I-V0825-215		Parking Signs		181.20			
8/26/2025	APBNK	DUE: 8/26/2025 DISC: 8/26/2025			1099: N		
		Parking Signs			211 4211-73000-000	ADDITIONAL SIGNAGE	181.20
		=== VENDOR TOTALS ===		181.20			
-05966		CHRISTOPHER WRIGHTSON					
I-202508269277		Phone Reimbursement		20.00			
8/26/2025	APBNK	DUE: 8/26/2025 DISC: 8/26/2025			1099: N		
		Phone Reimbursement			211 4211-70300-000	AMBASSADOR SUPPLIES	20.00
		=== VENDOR TOTALS ===		20.00			
-05964		COLLEEN SMITH					
I-202508269278		Phone Reimbursement		20.00			
8/26/2025	APBNK	DUE: 8/26/2025 DISC: 8/26/2025			1099: N		
		Phone Reimbursement			211 4211-70100-000	SUPPLIES	20.00
		=== VENDOR TOTALS ===		20.00			
-05963		HENRY PRATT					
I-202508269276		Phone Reimbursement		20.00			
8/26/2025	APBNK	DUE: 8/26/2025 DISC: 8/26/2025			1099: N		
		Phone Reimbursement			211 4211-70300-000	AMBASSADOR SUPPLIES	20.00
		=== VENDOR TOTALS ===		20.00			
-05965		HENRY THOMAS					
I-202508269279		Phone Reimbursement		20.00			
8/26/2025	APBNK	DUE: 8/26/2025 DISC: 8/26/2025			1099: N		
		Phone Reimbursement			211 4211-70100-000	SUPPLIES	20.00
		=== VENDOR TOTALS ===		20.00			
-05961		KEVIN MOORHOUSE					
I-202508269275		Phone Reimbursement		20.00			
8/26/2025	APBNK	DUE: 8/26/2025 DISC: 8/26/2025			1099: N		
		Phone Reimbursement			211 4211-70300-000	AMBASSADOR SUPPLIES	20.00
		=== VENDOR TOTALS ===		20.00			

VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS		P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
-05960	SETH GREWE					
I-202508269274		Phone Reimbursement	20.00			
8/26/2025	APBNK	DUE: 8/26/2025 DISC: 8/26/2025		1099: N		
		Phone Reimbursement		211 4211-70300-000	AMBASSADOR SUPPLIES	20.00
=== VENDOR TOTALS ===			20.00			
=====						
-05959	SOFIE EDEVOLD					
I-202508269273		Phone Reimbursement	20.00			
8/26/2025	APBNK	DUE: 8/26/2025 DISC: 8/26/2025		1099: N		
		Phone Reimbursement		211 4211-70300-000	AMBASSADOR SUPPLIES	20.00
=== VENDOR TOTALS ===			20.00			
=====						
-07070	VIKING ELECTRIC					
I-S009478613.001		Bulbs for Gazebo	119.76			
8/26/2025	APBNK	DUE: 8/26/2025 DISC: 8/26/2025		1099: N		
		Bulbs for Gazebo		101 4141-70100-000	SUPPLIES	119.76
=== VENDOR TOTALS ===			119.76			
=====						
-05958	VIKTOR BRADFORD					
I-202508269272		Phone Reimbursement	20.00			
8/26/2025	APBNK	DUE: 8/26/2025 DISC: 8/26/2025		1099: N		
		Phone Reimbursement		211 4211-70300-000	AMBASSADOR SUPPLIES	20.00
=== VENDOR TOTALS ===			20.00			
=== PACKET TOTALS ===			460.96			

9/03/2025 3:26 PM
 PACKET: 03452 September 3 Payables
 VENDOR SET: 01
 BANK : APBNK US BANK

A / P CHECK REGISTER

PAGE: 1

**** CHECK LISTING ****

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0115	GOPHER STATE ONE CALL I-5080391	Locates August	R	9/03/2025		83.70CR	094461	83.70
05153	HOME DEPOT CREDIT SERVICES I-202509039282	Supplies	R	9/03/2025		64.79CR	094462	64.79
05967	LARRY HARTMANN I-202509039280	Phone Reimbursement	R	9/03/2025		20.00CR	094463	20.00
05451	MADISON NATIONAL LIFE I-1715069	INS CO INC LTD & STD Insurance Sept	R	9/03/2025		170.53CR	094464	170.53
05582	MENARDS I-202509039283	Supplies	R	9/03/2025		283.23CR	094465	283.23
06305	ROSEVILLE AREA SCHOOLS FACILITIES I-202509039284	FH Elementary Facility Rental	R	9/03/2025		30.00CR	094466	30.00
05968	SAMUEL HOLM I-202509039281	Phone Reimbursement	R	9/03/2025		20.00CR	094467	20.00
00935	ST PAUL REGIONAL WATER SERVICES I-202509039285	Water and Sanitary Sewer	R	9/03/2025		373.80CR	094468	373.80
05870	XCEL ENERGY I-941450534	Electricity	R	9/03/2025		12.38CR	094469	
	I-941454788	Electricity	R	9/03/2025		34.33CR	094469	46.71

* * T O T A L S : * *

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	9	0.00	1,092.76	1,092.76
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	9	0.00	1,092.76	1,092.76

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

IP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
84	NEIS, ADRIAN J	R	8/25/2025	423.13	094446
67	SIMONS, DAVID S	R	8/25/2025	1,750.65	094447
86	GREWE, SETH	R	8/25/2025	409.35	094448
89	SMITH, LEO	R	8/25/2025	284.23	094449
90	WRIGHTSON, CHRISTOPHER	R	8/25/2025	232.73	094450

*** REGISTER TOTALS ***

	REGULAR CHECKS:	5	3,100.09
DIRECT DEPOSIT	REGULAR CHECKS:	22	45,633.88
	MANUAL CHECKS:		
	PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT	MANUAL CHECKS:		
	VOIDED CHECKS:		
	NON CHECKS:		

	TOTAL CHECKS:	27	48,733.97

*** NO ERRORS FOUND ***

END OF REPORT **

IMP #	NAME	AMOUNT
1-0022	RANDALL C GUSTAFSON	293.07
1-0023	MELANIE M LEEHY	262.05
1-0027	ERIC G MEYER	262.05
1-0028	JAMES J WASSENBERG	262.05
1-0029	PAULA MIELKE	262.05
1-1006	JACK LINEHAN	2,842.02
1-1027	KELLY A NELSON	2,422.83
1-1029	ELKE JOHNSON	1,771.60
1-1136	ROLAND O OLSON	21,717.74
1-1162	ALYSSA LANDBERG	2,709.67
1-1028	HANNAH B LYNCH	2,836.21
1-1168	DEAN T POPE	1,682.49
1-1033	DAVE TRETSVEN	1,970.93
1-1143	COLIN B CALLAHAN	2,895.02
1-1171	HENRY A THOMAS	655.57
1-2282	SOFIE EDEVOLD	322.73
1-2283	LARRY HARTMANN	672.69
1-2284	COLLEEN SMITH	415.57
1-2285	VIKTOR BRADFORD	409.35
1-2287	KEVIN MOORHOUSE	399.73
1-2288	HENRY PRATT	245.73
1-2291	SAMUEL HOLM	322.73

TOTAL PRINTED:	22	45,633.88
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Wire Payments through 9/3/25

Federal Withholding	\$	37,404.38
State Withholding	\$	6,234.17
PERA	\$	4,896.85
ICMA	\$	31,200.00
Total Wire Payments	\$	79,735.40

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REQUEST FOR COUNCIL ACTION

Meeting Date	September 10, 2025
Agenda Item	Consent G2
Attachment	Request for Proposal, Professional Service Agreement
Submitted By	Erik Henriksen, City Engineer

Item	Authorization to Issue a Request for Proposals (RFP) for On-Call Emergency Sanitary Sewer Repair Services
Description	The City's sanitary sewer collection system occasionally requires immediate repair in the event of pipe failures, blockages, or other emergencies that can affect public health, safety, and the environment. To ensure timely response, staff is seeking authorization to issue a Request for Proposals (RFP) to secure an on-call contractor that can provide emergency sanitary sewer repair services. This assurance of a timely response with specialized contractors is a service many cities in the metro area secure. The contractor will be required to maintain 24/7 availability, respond to City notification within 25 minutes, and mobilize to the site within two hours of notification. Work will include excavation and replacement of damaged sanitary sewer pipe, bypass pumping, manhole repairs, blockage removal, and restoration of disturbed surfaces. The City intends to enter into a three-year agreement with the selected contractor, with the option to extend annually for up to three additional years.
Budget Impact	This contract will establish predetermined rates for labor, equipment, and materials to be used on an as-needed basis. Costs for emergency repair services will be charged to the City's sanitary sewer utility fund under existing maintenance and repair budgets. No direct budget amendment is required at this time.
Attachment(s)	Request for Proposal, Professional Service Agreement
Action(s) Requested	Authorize staff to issue a Request for Proposals (RFP) for On-Call Emergency Sanitary Sewer Repair Services.



September 12, 2025

Re: Emergency Sanitary Sewer Repair Services – Request for Proposals

Prospective Contractor:

I. Introduction

The City of Falcon Heights is requesting proposals from qualified contractors to provide on-call emergency sanitary sewer repair services. The purpose of this multi-year contract is to ensure the City has immediate access to skilled labor, equipment, and materials in the event of an emergency within the City's sanitary sewer collection system.

1. **Addenda/Clarifications.** Any changes to this RFP will be made by written addendum. Verbal modification will not be binding.
2. **Pre-Contractual Expenses.** The city will not be responsible for any pre-contractual expenses. Pre-contractual expenses are defined as expenses incurred by the Consultant in:
 - a. Preparing its proposal in response to this RFP;
 - b. Submitting that proposal to the city;
 - c. Negotiating with the city any matter related to this RFP; or
 - d. Any other expenses incurred by the Contractor prior to the date of execution of the Contract.
3. **Contract Award.** Issuance of this RFP and receipt of proposals does not commit the city to award a contract. The selected contractor will be required to enter into the City's standard agreement for on-call emergency sanitary sewer repair services (enclosed at the end of this RFP).
4. **Contact Person.** The Contractor's contact for specific questions regarding information in this RFP is:

Erik Henriksen, PE
Falcon Heights City Engineer
(651) 792-7048
erik.henricksen@cityofroseville.com



II. Scope of Services

The selected contractor will provide on-call emergency sanitary sewer repair services for the City's public sanitary sewer collection system. When an emergency occurs, the City will initiate work by contacting the contractor's designated emergency service line. Upon receiving notification, the contractor will be expected to mobilize immediately and arrive on-site within the response time requirements described in Section IV. Because sanitary sewer emergencies can directly impact public health, safety, and environmental quality, timely and effective response is essential.

Services under this contract may involve a range of emergency repair activities, including excavation and replacement of collapsed or damaged sewer pipe, emergency repairs to manholes and related appurtenances, installation and operation of bypass pumping systems, removal of blockages or debris within the collection system, and both temporary and permanent restoration of disturbed surfaces. The contractor will be responsible for furnishing all necessary labor, equipment, and materials to restore the system to proper function under emergency conditions, and all work shall conform with the most recent edition of Ten States Standards for Wastewater Facilities supplemented by the City's Standard Specifications and Details for Sanitary Sewer which are available upon request and provided contemporaneously with the final contract.

III. Obligations

The Contractor shall:

1. Provide all labor, equipment, and materials necessary to complete the work.
2. Ensure personnel are professional in appearance and conduct and abide by City policies.
3. Perform all repairs in accordance with applicable standards of practice, including Ten States Standards for Wastewater Facilities and the City's most recent specifications.
4. Ensure all foremen and assigned supervisors are familiar with and adhere to the City's guide specifications for sanitary sewer work, excavation, and restoration.
5. Work closely with City staff to ensure effective communication and coordination during repair operations. Work shall not cease until completed by the Contractor and reviewed and approved by the Public Works Director.

The City will:

1. Provide access to City properties as appropriate.
2. Designate a City project manager (typically the On-Call Utility Operator) to coordinate repairs.



3. Provide repair parts from City stock unless otherwise directed by the project manager.
4. Provide trucks and hauling support for spoil and fill material unless specifically requested from the Contractor.

IV. Emergency Response Requirements

Contractor must be available for immediate mobilization, 24 hours a day, 7 days a week, including holidays. Contractor must be able to respond to the City within twenty-five (25) minutes of receiving notification of the emergency and on-site within two (2) hours of notification by the City. The 2-hour mobilization time includes notification to 811 or to the individual utilities if that is the only way to get immediate response. Sanitary sewer line emergencies can directly impact public health, safety, and environmental quality; therefore, time is of the essence in response.

V. Contract Term

The City intends to enter into a three (3) year agreement with the selected contractor, with the option to extend annually for up to three (3) additional years upon mutual agreement.

VI. Proposal Submittal Requirements

Contractors must submit the following:

1. **Rate Sheet** – hourly labor rates (regular and overtime), equipment rates, material markups, mobilization costs, and any other applicable fees.
 - a. **Mock Scenario Pricing** – provide a cost estimate for responding to and repairing a collapsed 8-inch sanitary sewer main causing a backup. While it is understood that every scenario and response is unique and has its own challenges that can impact cost, assume the following general conditions and needs only:
 - i. Excavation and replacement of 20 linear feet of 8-inch pipe at a depth of 10 feet.
 - ii. Failure is in the road bed (not in a backyard easement)
 - iii. Temporary bypass pumping setup and removal
 - iv. Surface restoration (8" aggregate base and 3.5" asphalt patch)
 - v. Work conducted during the day
 - vi. Temporary traffic control for a one lane closure (local road)
2. **Experience** – summary of relevant emergency sanitary sewer repair experience, including at least three (3) recent similar type projects.



3. **Availability & Resources** – description of staff, equipment, and resources available to meet the 2-hour response requirement.

VII. Evaluation Criteria

Proposals will be evaluated on:

1. **Cost (60%)** – rate sheet and mock scenario pricing.
2. **Experience (20%)** – demonstrated qualifications and project history.
3. **Availability & Resources (20%)** – capacity to meet response requirements.

VIII. Submission Instructions

Proposals must be submitted electronically in PDF format by **4:00 PM on October 1, 2025** to:

Erik Henricksen, PE
Falcon Heights City Engineer
erik.henricksen@cityofroseville.com
651-792-7048

Late proposals will not be considered.

Sincerely,

Erik Henricksen, MN P.E.
Falcon Heights City Engineer

c: Colin Callahan, Public Works Director
Jack Linehan, City Administrator

Enclosures: Standard Agreement

PROFESSIONAL SERVICES AGREEMENT

AGREEMENT made this _____ day of _____, 2025, by and between the **CITY OF FALCON HEIGHTS**, a Minnesota municipal corporation ("City") and _____, a _____ ("Contractor").

IN CONSIDERATION OF THEIR MUTUAL COVENANTS, THE PARTIES AGREE AS FOLLOWS:

1. SCOPE OF SERVICES. The City retains Contractor to provide sanitary sewer emergency professional repair services on an as-needed basis consistent with the terms of the Agreement ("Services").

2. CONTRACT DOCUMENTS. The following documents shall be referred to as the "Contract Documents," all of which shall be taken together as a whole as the contract between the parties as if they were set verbatim and in full herein:

- A. This Professional Services Agreement;
- B. The City's Request for Proposal for Emergency Sanitary Sewer Repair Services, dated _____, 2025;
- C. The most recent edition of Ten States Standards for Wastewater Facilities;
- D. The City's Standard Specifications and Details for Sanitary Sewer;
- E. Contractor's Proposal dated _____, 2025 ("Proposal").

In the event of conflict among the provisions of the Contract Documents, the order in which they are listed above shall control in resolving any such conflicts, with Contract Document "A" having the first priority and Contract Document "E" having the last priority.

3. COMPENSATION. Contractor shall be paid by the City for the Services in accordance with the rates set forth in the Proposal, subject to annual adjustments by Contractor submitted to the City 30 days prior to the end of each year of the term of this Agreement and subject to City Council approval of the rate increases proposed by Contractor. Contractor shall submit a statement of the Services rendered within 30 days of completion of those Services. City shall make prompt payment for the Services within 35 days of receipt of Contractor's statements.

4. DOCUMENT OWNERSHIP. All reports, plans, models, software, diagrams, analyses, and information generated in connection with performance of this Agreement shall be the property of the City. The City may use the information for its purposes.

5. CHANGE ORDERS. All change orders, regardless of amount, must be approved in advance and in writing by the City. No payment will be due or made for work done in advance of such approval.

6. COMPLIANCE WITH LAWS AND REGULATIONS. In providing Services hereunder, Contractor shall abide by all statutes, ordinances, rules and regulations pertaining to the provisions of Services to be provided.

7. STANDARD OF CARE. Contractor shall exercise the same degree of care, skill, and diligence in the performance of the Services as is ordinarily possessed and exercised by a professional Contractor under similar circumstances. No other warranty, expressed or implied, is included in this Agreement. City shall not be responsible for discovering deficiencies in the accuracy of Contractor's Services.

8. INDEMNIFICATION. Contractor agrees, to the fullest extent permitted by law, to indemnify and hold the City, its officials, officers, agents, employees, and volunteers harmless from any damage, liability, or cost (including reasonable attorney's fees and costs of defense) to the extent caused by Contractor's negligent acts, errors, or omissions in the performance of the Services under this Agreement and those of his or her subcontractors or anyone for whom Contractor is liable. No supplemental agreement or work order may reduce or limit this obligation.

9. INSURANCE.

A. Contractor shall secure and maintain such insurance as will protect Contractor from claims under the Worker's Compensation Acts, and from claims for bodily injury, death, or property damage which may arise from the performance of Services under this Agreement. Such insurance shall be written for amounts not less than:

Commercial General Liability

Bodily Injury	
General and Automobile	\$2,000,000 each person
General and Automobile	\$2,000,000 each occurrence

Property Damage	
General and Automobile	\$2,000,000 each occurrence
General	\$2,000,000 aggregate

<i>Professional Liability</i>	\$1,000,000 each claim
-------------------------------	------------------------

The insurance coverages may be provided by a single policy or by a combination of policies, including umbrella or excess liability policies.

B. City and its officers, employees and agents shall be named Additional Insured on the above CGL and Auto liability policies.

C. The Contractor also agrees to maintain, at Contractor's expense, Professional Liability Insurance coverage insuring Contractor against damages for legal liability arising from a negligent act, error or omission in the performance of professional services required by this Agreement during the period of Contractor's Services and for one (1) year following the date of final completion of its Services. The professional liability insurance coverage shall provide limits of at least \$1,000,000 per claim and an annual aggregate. Coverage under such policy may not be subject to a deductible not to exceed \$200,000 per occurrence.

D. Prior to commencement of any work under this Agreement, Contractor will provide the City with certificates of insurance evidencing the required insurance coverage in a form acceptable to City. All policies of insurance shall contain a provision or endorsement that the coverage afforded will not be cancelled or reduced in limits by endorsement for any reason without at least 15 days prior written notice to the City of the intent to cancel. Contractor shall provide the City with evidence that such coverage will be renewed or replaced upon termination with insurance that complies with these provisions. Such evidence of insurance shall be in the form of the City Certificate of Insurance, and shall contain sufficient information to allow the City to determine whether there is compliance with these provisions. At the request of the City, Contractor shall, in addition to providing such evidence of insurance, promptly furnish Manager with a complete (and if so required, insurer-certified) copy of each insurance policy intended to provide coverage required hereunder. All such policies shall be endorsed to require that the insurer provide at least fifteen (15) days' notice to the City prior to the effective date of policy cancellation and nonrenewal. On Certificate of Insurance, Contractor's insurance agency shall certify that he/she has Error and Omissions coverage.

E. All policies of insurance required under this paragraph shall be issued by financial responsible insurers licensed to do business in the State of Minnesota, and all such insurers must be acceptable to the City. Such acceptance by the City shall not be unreasonably withheld or delayed. An insurer with a current A.M. Best Company rating of at least A:VII shall be conclusively deemed to be acceptable. In all other instances, the City shall have fifteen (15) business days from the date of receipt of Contractor's evidence of insurance to advise Contractor in writing of any insurer that is not acceptable to the City. If the City does not respond in writing within such fifteen (15) day period, Contractor's insurer(s) shall be deemed to be acceptable to the City.

F. The City shall, at any time during the period of this Agreement, have the right to require that Contractor secure any additional insurance, or additional feature to existing insurance, as the City may reasonably require for the protection of its interests or those of the public. In such event Contractor shall proceed with due diligence to make every good faith effort to promptly comply with such additional requirement(s).

10. INDEPENDENT CONTRACTOR. The City hereby retains Contractor as an independent contractor upon the terms and conditions set forth in this Agreement. Contractor is

not an employee of the City and is free to contract with other entities as provided herein. Contractor shall be responsible for selecting the means and methods of performing the work. Contractor shall furnish any and all supplies, equipment, and incidentals necessary for Contractor's performance under this Agreement. City and Contractor agree that Contractor shall not at any time or in any manner represent that Contractor or any of Contractor's agents or employees are in any manner agents or employees of the City. Contractor shall be exclusively responsible under this Agreement for Contractor's own FICA payments, workers compensation payments, unemployment compensation payments, withholding amounts, and/or self-employment taxes if any such payments, amounts, or taxes are required to be paid by law or regulation.

11. SUBCONTRACTORS. Contractor shall not enter into subcontracts for services provided under this Agreement without the express written consent of the City. Contractor shall comply with Minnesota Statutes § 471.425. Contractor must pay subcontractors for all undisputed services provided by subcontractors within ten (10) days of Contractor's receipt of payment from City. Contractor must pay interest of one and five-tenths percent (1.5%) per month or any part of a month to subcontractors on any undisputed amount not paid on time to subcontractors. The minimum monthly interest penalty payment for an unpaid balance of One Hundred Dollars (\$100.00) or more is Ten Dollars (\$10.00).

12. CONTROLLING LAW/VENUE. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota. In the event of litigation, the exclusive venue shall be in the District Court of the State of Minnesota for Hennepin County Minnesota.

13. MINNESOTA GOVERNMENT DATA PRACTICES ACT. Contractor must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to (1) all data provided by the City pursuant to this Agreement, and (2) all data, created, collected, received, stored, used, maintained, or disseminated by Contractor pursuant to this Agreement. Contractor is subject to all the provisions of the Minnesota Government Data Practices Act, including but not limited to the civil remedies of Minnesota Statutes Section 13.08, as if it were a government entity. In the event Contractor receives a request to release data, Contractor must immediately notify City. City will give Contractor instructions concerning the release of the data to the requesting party before the data is released. Contractor agrees to defend, indemnify, and hold City, its officials, officers, agents, employees, and volunteers harmless from any claims resulting from Contractor's officers', agents', City, partners', employees', volunteers', assignees' or subcontractors' unlawful disclosure and/or use of protected data. The terms of this paragraph shall survive the cancellation or termination of this Agreement.

14. COPYRIGHT. Contractor shall defend actions or claims charging infringement of any copyright or software license by reason of the use or adoption of any software, designs, drawings or specifications supplied by it, and it shall hold harmless the City from loss or damage resulting therefrom.

15. PATENTED DEVICES, MATERIALS AND PROCESSES. If the Contract requires, or the Contractor desires, the use of any design, devise, material or process covered by

letters, patent or copyright, trademark or trade name, the Contractor shall provide for such use by suitable legal agreement with the patentee or owner and a copy of said agreement shall be filed with the City. If no such agreement is made or filed as noted, the Contractor shall indemnify and hold harmless the City from any and all claims for infringement by reason of the use of any such patented designed, device, material or process, or any trademark or trade name or copyright in connection with the Services agreed to be performed under the Contract, and shall indemnify and defend the City for any costs, liability, expenses and attorney's fees that result from any such infringement.

16. RECORDS. Contractor shall maintain complete and accurate records of hours worked and expenses involved in the performance of Services.

17. ASSIGNMENT. Neither party shall assign this Agreement, or any interest arising herein, without the written consent of the other party.

18. WAIVER. Any waiver by either party of a breach of any provisions of this Agreement shall not affect, in any respect, the validity of the remainder of this Agreement.

19. ENTIRE AGREEMENT. The entire agreement of the parties is contained herein. This Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous agreements presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein.

20. OWNERSHIP OF DOCUMENTS All documents including Plans and Specifications prepared or furnished by Contractor (and Contractor's independent professional associates and Contractors) pursuant to this Agreement are instruments of service and the City will be provided with original record drawing copies.

21. NON-DISCRIMINATION. During the performance of this Agreement, the Contractor shall not discriminate against any employee or applicants for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation or age. The Contractor shall post in places available to employees and applicants for employment, notices setting forth the provision of this non-discrimination clause and stating that all qualified applicants will receive consideration for employment. The Contractor shall incorporate the foregoing requirements of this paragraph in all of its subcontracts for program work, and will require all of its subcontractors for such work to incorporate such requirements in all subcontracts for program work. The Contractor further agrees to comply with all aspects of the Minnesota Human Rights Act, Minnesota Statutes 363.01, et. seq., Title VI of the Civil Rights Act of 1964, and the Americans with Disabilities Act of 1990.

22. SURVIVAL. All express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.

23. NOTICES. Any notice given under this Agreement shall be deemed given on the third business day following the date the same is deposited in the United States Mail (registered or certified) postage prepaid, addressed as follows:

If to City:

City of Falcon Heights
2077 Larpenteur Ave. W.
Falcon Heights, MN 55113
Attention: City Administrator

If to Contractor:

Attn: _____

24. EFFECTIVE DATE AND TERM. This Agreement shall be effective upon execution by the City and Contractor, and the term of this Agreement shall be from the date of execution of this Agreement until three (3) years following commencement. The parties may extend this Agreement for an additional three (3) years upon mutual agreement.

25. TERMINATION. This Agreement may be terminated by the City for any reason or for convenience upon written notice to the Contractor. In the event of termination, the City shall be obligated to the Contractor for payment of amounts due and owing including payment for Services performed or furnished to the date and time of termination.

Dated: _____, 2025.

CITY OF FALCON HEIGHTS

BY: _____

Randy Gustafson

Its: Mayor

ATTEST: _____

Jack Linehan

Its: City Administrator

Dated: _____, 2025.

By: _____

[print name]

Its _____ [title]

**EXHIBIT “A”
To
Professional Service Agreement
City’s Climate Action Workplan**

(see following pages)

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REQUEST FOR COUNCIL ACTION

Meeting Date	September 10, 2025
Agenda Item	Consent G3
Attachment	Application and Resolution 25-83
Submitted By	Hannah Lynch, Community Development Coordinator

Item	Appointment of Nuz Sanidad to the Environment Commission
Description	City Staff and the Environment Commission Council Liaison have interviewed and recommend Nuz Sanidad for the Environment Commission. Nuz is a current student at the University of Minnesota and going into her senior year in Environmental Science Policy and Management. She has served with AmeriCorps as a Climate Fellow for Hamline Midway Coalition and will be a wonderful asset to furthering the environmental goals of the city.
Budget Impact	N/A
Attachment(s)	• Commission Application • Resolution 25-83 Appointing Nuz Sanidad to the Environment Commission
Action(s) Requested	Staff recommends approval of attached resolution appointing Nuz Sanidad to the Environment Commission.

City Commission Application**Submission #:** 4249771**IP Address:** 104.28.97.72**Submission Date:** 08/10/2025 10:27**Survey Time:** 10 minutes, 8 seconds

You have a new online form submission.

Note: all answers displaying "*****" are marked as sensitive and must be viewed after your login.

Please complete form below. Starred items are required. Press submit button to complete your application.**Date and Time**

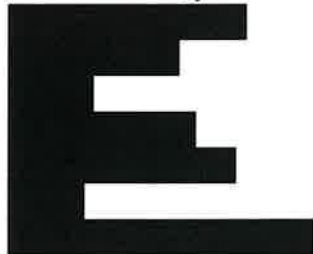
08/10/2025 10:21 AM

Full Name

Nuz Sanidad

Full Address

771 St. Anthony Avenue

**How Long At Above Address?**

771 St. Anthony Avenue

In Which Capacity Would You Like to Serve?

As an environmental commissioner, I'd like to be a youth voice and come to each meeting.

What is the Reason You Would Like to Serve?

Paula told me about the position, I think it'd be great experience for me. I love falcon heights and greater St. Paul- and I'd love to be a part of making it an even better place.

List Prior (Previous) Public Service

Americorps- climate fellow for Hamline Midway Coalition (HMC) Volunteer- communities united against police brutality, MN recovery connections, political campaign, MN Seed

Other Relevant Background (Other Comments)

I'm going into my senior year as an environmental science policy and management student at the university

Thank you,

Falcon Heights, MN

This is an automated message generated by Granicus. Please do not reply directly to this email.

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

September 10, 2025

No. 25-83

RESOLUTION APPOINTING NUZ SANIDAD TO THE ENVIRONMENT COMMISSION

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

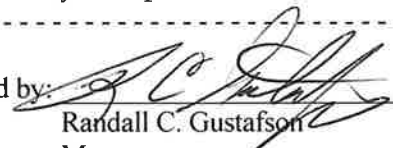
WHEREAS, City Staff and Commission Council Liaison have interviewed Nuz Sanidad and recommend appointment to the Falcon Heights Environment Commission.

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

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

ADOPTED by the Falcon Heights City Council this 10th day of September, 2025.

Moved by: Gustafson

Approved by: 
Randall C. Gustafson
Mayor

GUSTAFSON
LEEHY
MEYER
WASSENBERG
MIELKE

<u>4</u>	In Favor
<u>0</u>	Against

Attested by: 
Jack Linehan
City Administrator

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REQUEST FOR COUNCIL ACTION

Meeting Date	September 10, 2025
Agenda Item	G4
Attachment	Pay Estimate #4
Submitted By	Erik Henricksen, City Engineer

Item	Request approval of Pay Estimate #4 for the 2025 Pavement Management Project.
Description	Pay Estimate #4 is attached for the work on the 2025 Pavement Management Project. Pay Estimate #4 is in the amount of \$53,052.46 and includes the following work: • Utility Work • Paving • Striping The project engineer and contractor have reviewed and approved the estimate, and it is submitted for Council approval. With this pay estimate, the total amount paid to date on this project is \$1,174,004.59 or 97.79% (not including 5% retainage) of the original contract price.
Budget Impact	This project has the following financial implications for the City and property owners along the streets under this maintenance project: • Assessments levied in accordance with the City's assessment policy. • Use of Municipal State Aid (MSA) and street infrastructure funds to pay the City's portion of the project. • Expenditure of storm, water, and sanitary sewer fund dollars to pay for repairs needed to the existing utility system.
Attachment(s)	Pay Estimate #4
Action(s) Requested	Motion to approve Pay Estimate #4 for the 2025 Pavement Management Project.



CITY OF ROSEVILLE
2660 Civic Center Dr
Roseville, MN 55113

Page 1 of 8

Contract Number: FH25-01
Pay Request Number: 4

Project Number	Project Description
FH25-01	Falcon Heights 2025 Pavement Management Project

Contractor: Bituminous Roadways, Inc. 1520 Commerce Drive Mendota Heights, MN 55120	Vendor Number: Up To Date: 09/03/2025
--	--

Contract Amount		Funds Encumbered	
Original Contract	\$1,236,579.00	Original	\$1,236,579.00
Contract Changes	\$27,130.00	Additional	N/A
Revised Contract	\$1,263,709.00	Total	\$1,236,579.00

Work Certified To Date	
Base Bid Items	\$1,208,664.31
Change Order Items	\$27,130.00
Material On Hand	\$0.00
Total	\$1,235,794.31

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$55,844.70	\$1,235,794.31	\$61,789.72	\$1,120,952.13	\$53,052.46	\$1,174,004.59
Percent: Retained: 5%			Percent Complete: 97.79%		

This is to certify that the items of work shown in this certificate of Pay Estimate have been actually furnished for the work comprising the above-mentioned projects in accordance with the plans and specifications heretofore approved.

Approved By:

Erik Henriksen

Project Engineer

09/04/2025

Date

Approved By:

[2#first_name#3] [2#last_name#4]

Contractor

[2#obtained#5]

Date

Approved By

[3#first_name#6] [3#last_name#7]

Project Owner

[3#obtained#8]

Date



Payment Summary				
No.	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2025-06-05	\$563,334.21	\$28,166.71	\$535,167.50
2	2025-07-03	\$235,424.20	\$11,771.21	\$223,652.99
3	2025-08-01	\$381,191.20	\$19,059.56	\$362,131.64
4	2025-09-03	\$55,844.70	\$2,792.24	\$53,052.46

Funding Category Name	Funding Category Number	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
1-Falcon Woods	1	\$449,856.14	\$22,492.81	\$413,889.63	\$13,473.70	\$427,363.33
2 Northome	2	\$621,006.67	\$31,050.34	\$578,146.07	\$11,810.26	\$589,956.33
Sanitary Sewer		\$34,063.00	\$1,703.15	\$32,359.85	\$0.00	\$32,359.85
Storm Sewer	3	\$126,968.50	\$6,348.42	\$92,851.58	\$27,768.50	\$120,620.08
Water main - SPRWS		\$3,900.00	\$195.00	\$3,705.00	\$0.00	\$3,705.00

Pay request ASAP

Accounting Number	Funding Source	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
1	Municipal (MSAS > 5000) - Falcon Heights	\$13,473.70	\$514,295.00	\$514,295.00	\$427,363.33
2	Municipal (MSAS > 5000) - Falcon Heights	\$11,810.26	\$543,838.50	\$543,838.50	\$589,956.33
3	Local - Storm Sewer - Falcon Heights	\$27,768.50	\$129,118.50	\$101,988.50	\$120,620.08
4	Sanitary Sewer - Falcon Heights	\$0.00	\$57,857.00	\$57,857.00	\$32,359.85
5	Water Utility Fund	\$0.00	\$18,600.00	\$18,600.00	\$3,705.00

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
FH25-01	1	2021.501	MOBILIZATION	L S	\$55,000.00	1	0	\$0.00	1	\$55,000.00
FH25-01	2	2104.502	REMOVE FLARED END SECTION	EACH	\$250.00	5	1	\$250.00	5	\$1,250.00
FH25-01	3	2104.502	REMOVE MANHOLE OR CATCH BASIN	EACH	\$250.00	4	0	\$0.00	4	\$1,000.00
FH25-01	4	2104.502	REMOVE CASTING	EACH	\$100.00	27	0	\$0.00	27	\$2,700.00



Contract Item Status

Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
FH25-01	5	2104.502	SALVAGE CASTING	EACH	\$81.00	23	0	\$0.00	23	\$1,863.00
FH25-01	6	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	L F	\$5.00	150	0	\$0.00	0	\$0.00
FH25-01	7	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	\$2.00	300	0	\$0.00	666	\$1,332.00
FH25-01	8	2104.503	REMOVE SEWER PIPE (STORM)	L F	\$15.00	32	0	\$0.00	28	\$420.00
FH25-01	9	2104.503	SALVAGE WOOD RAIL FENCE	L F	\$25.00	25	0	\$0.00	25	\$625.00
FH25-01	10	2104.504	REMOVE CONCRETE PAVEMENT	S Y	\$15.00	140	0	\$0.00	70.8	\$1,062.00
FH25-01	11	2104.504	REMOVE BITUMINOUS PAVEMENT	S Y	\$10.00	240	0	\$0.00	1264.4	\$12,644.00
FH25-01	12	2104.603	REMOVE CONCRETE CURB	L F	\$7.00	5300	0	\$0.00	6295	\$44,065.00
FH25-01	13	2106.507	EXCAVATION - COMMON	C Y	\$25.00	130	0	\$0.00	265	\$6,625.00
FH25-01	14	2106.507	EXCAVATION - SUBGRADE	C Y	\$25.00	100	0	\$0.00	426	\$10,650.00
FH25-01	15	2106.507	SELECT GRANULAR EMBANKMENT (CV)	C Y	\$20.00	100	0	\$0.00	0	\$0.00
FH25-01	16	2123.61	STREET SWEEPER	HOURL	\$150.00	50	0	\$0.00	55	\$8,250.00
FH25-01	17	2130.523	WATER	MGAL	\$50.00	10	0	\$0.00	0	\$0.00
FH25-01	18	2211.507	AGGREGATE BASE (CV) CLASS 5	C Y	\$40.00	70	0	\$0.00	426	\$17,040.00



Contract Item Status

Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
FH25-01	19	2215.504	FULL DEPTH RECLAMATION	S Y	\$2.00	33700	0	\$0.00	32725.6	\$65,451.20
FH25-01	20	2215.507	HAUL FULL DEPTH RECLAMATION (LV)	C Y	\$5.50	3580	0	\$0.00	1998	\$10,989.00
FH25-01	21	2231.604	BITUMINOUS PATCHING MIXTURE	S Y	\$40.00	100	0	\$0.00	1381.2	\$55,248.00
FH25-01	22	2232.504	EDGE MILL BITUMINOUS SURFACE	S Y	\$10.00	100	0	\$0.00	22	\$220.00
FH25-01	23	2232.504	MILL BITUMINOUS SURFACE (1.5")	S Y	\$3.00	580	0	\$0.00	539	\$1,617.00
FH25-01	24	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	\$1.00	1740	0	\$0.00	1550	\$1,550.00
FH25-01	25	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	\$105.00	40	0	\$0.00	0	\$0.00
FH25-01	26	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C)	TON	\$87.50	3200	0	\$0.00	3020	\$264,250.00
FH25-01	27	2360.509	TYPE SP 12.5 NON WEARING COURSE MIXTURE (3,B)	TON	\$71.50	4260	0	\$0.00	3691.14	\$263,916.51
FH25-01	28	2433.603	SAW AND SEAL JOINT	L F	\$3.00	6750	7182.5	\$21,547.50	7182.5	\$21,547.50
FH25-01	29	2501.502	18" RC PIPE APRON	EACH	\$1,650.00	3	0	\$0.00	2	\$3,300.00
FH25-01	30	2501.502	24" RC PIPE APRON	EACH	\$1,850.00	2	1	\$1,850.00	3	\$5,550.00
FH25-01	31	2503.503	18" RC PIPE SEWER CLASS III	L F	\$125.00	16	0	\$0.00	24	\$3,000.00
FH25-01	32	2503.503	24" RC PIPE SEWER CLASS III	L F	\$140.00	16	0	\$0.00	0	\$0.00



Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
FH25-01	33	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	\$1,250.00	4	0	\$0.00	4	\$5,000.00
FH25-01	34	2503.602	INSPECTION HOLE	EACH	\$2,500.00	2	0	\$0.00	0	\$0.00
FH25-01	35	2504.602	REPAIR VALVE BOX	EACH	\$750.00	3	0	\$0.00	0	\$0.00
FH25-01	36	2504.602	SALVAGE GATE VALVE AND BOX	EACH	\$80.00	29	0	\$0.00	23	\$1,840.00
FH25-01	37	2504.602	VALVE BOX	EACH	\$4,000.00	3	0	\$0.00	0	\$0.00
FH25-01	38	2504.602	ADJUST GATE VALVE AND BOX	EACH	\$300.00	29	0	\$0.00	23	\$6,900.00
FH25-01	39	2506.502	ADJUST MANHOLE (FITTED STEEL RING)	EACH	\$150.00	2	0	\$0.00	0	\$0.00
FH25-01	40	2506.502	INSTALL CASTING	EACH	\$750.00	50	0	\$0.00	4	\$3,000.00
FH25-01	41	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 1	L F	\$850.00	8	0	\$0.00	8	\$6,800.00
FH25-01	42	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 2	L F	\$1,400.00	20	0	\$0.00	20	\$28,000.00
FH25-01	43	2506.602	ADJUST FRAME AND RING CASTING	EACH	\$500.00	23	0	\$0.00	33	\$16,500.00
FH25-01	44	2506.602001	MANHOLE CASTING R-3067 VB	EACH	\$700.00	4	0	\$0.00	4	\$2,800.00
FH25-01	45	2506.602	MANHOLE CASTING R-1733	EACH	\$500.00	13	0	\$0.00	21	\$10,500.00
FH25-01	46	2506.602	MANHOLE CASTING R-3067V	EACH	\$700.00	10	0	\$0.00	11	\$7,700.00



Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
FH25-01	47	2506.602	GROUT CATCH BASIN OR MANHOLE	EACH	\$700.00	5	0	\$0.00	0	\$0.00
FH25-01	48	2506.602	VALVE BOX CLEANOUT	EACH	\$150.00	29	0	\$0.00	26	\$3,900.00
FH25-01	49	2511.504	GEOTEXTILE FILTER TYPE 3	S Y	\$2.00	100	0	\$0.00	60	\$120.00
FH25-01	50	2511.607	RANDOM RIPRAP CLASS III - GRANITE	C Y	\$105.00	40	0	\$0.00	23	\$2,415.00
FH25-01	51	2521.518/0040	4" CONCRETE WALK	S F	\$9.00	600	0	\$0.00	572.5	\$5,152.50
FH25-01	52	2521.518	6" CONCRETE WALK	S F	\$14.00	650	152.55	\$2,135.70	500.4	\$7,005.60
FH25-01	53	2531.503	CONCRETE CURB AND GUTTER DESIGN B618	L F	\$30.00	3700	214	\$6,420.00	5078	\$152,340.00
FH25-01	54	2531.503	CONCRETE CURB AND GUTTER DESIGN D418	L F	\$30.00	1620	-129	(\$3,870.00)	1279	\$38,370.00
FH25-01	55	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	S Y	\$80.00	40	0	\$0.00	8	\$640.00
FH25-01	56	2531.603	UPCHARGE FOR HIGH EARLY CONCRETE CURB AND GUTTER	L F	\$3.00	100	0	\$0.00	24	\$72.00
FH25-01	57	2531.604	UPCHARGE FOR HIGH EARLY CONCRETE 6" DRIVEWAY PAVEMENT	S Y	\$9.00	40	0	\$0.00	0	\$0.00
FH25-01	58	2531.604	8" CONCRETE VALLEY GUTTER	S Y	\$125.00	10	0	\$0.00	23	\$2,875.00
FH25-01	59	2531.618	TRUNCATED RADIUS DOMES	S F	\$65.00	32	0	\$0.00	0	\$0.00



Contract Item Status

Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
FH25-01	60	2531.618	TRUNCATED DOMES	S F	\$65.00	30	0	\$0.00	62	\$4,030.00
FH25-01	61	2540.602	INSTALL TEMPORARY MAILBOXES	EACH	\$50.00	85	0	\$0.00	85	\$4,250.00
FH25-01	62	2557.603	INSTALL WOOD RAIL FENCE	L F	\$35.00	25	0	\$0.00	0	\$0.00
FH25-01	63	2563.601	TRAFFIC CONTROL	L S	\$10,000.00	1	0	\$0.00	0.75	\$7,500.00
FH25-01	64	2573.501	EROSION CONTROL SUPERVISOR	L S	\$6,750.00	1	0	\$0.00	0.75	\$5,062.50
FH25-01	66	2573.502	INLET PROTECTION TYPE B	EACH	\$150.00	46	0	\$0.00	46	\$6,900.00
FH25-01	67	2573.503	SEDIMENT CONTROL LOG TYPE COMPOST	L F	\$3.25	100	0	\$0.00	100	\$325.00
FH25-01	69	2575.6040001	TURF ESTABLISHMENT WITH HYDROSEED	S Y	\$9.00	3600	0	\$0.00	1311	\$11,799.00
FH25-01	70	2575.604	TURF ESTABLISHMENT WITH BLANKET	S Y	\$8.50	200	0	\$0.00	626	\$5,321.00
FH25-01	71	2582.503	4" SOLID LINE MULTI-COMPONENT	L F	\$1.75	72	118	\$206.50	118	\$206.50
FH25-01	72	2582.518	PAVEMENT MESSAGE MULTI-COMPONENT	S F	\$17.50	10	10	\$175.00	10	\$175.00
Base Bid Totals:								\$28,714.70		\$1,208,664.31

Project Category Totals			
Project	Category	Amount This Request	Amount To Date
FH25-01	BASE BID	\$28,714.70	\$1,208,664.31



Contract Change Item Status												
Project	CC	CC#	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
FH25-01	CO	1	73	2506.602	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 3	EACH	\$27,130.00	1	1	\$27,130.00	1	\$27,130.00
Contract Change Totals:										\$27,130.00		\$27,130.00

Contract Total	\$1,235,794.31
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Contract Change Totals			
Number	Description	Amount This Request	Amount To Date
1	FH25-01 Change Order #1	\$27,130.00	\$27,130.00

Material On Hand Additions					
Line	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line	Item	Description	Date	Added	Used	Remaining

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REQUEST FOR COUNCIL ACTION

Meeting Date	September 10, 2025
Agenda Item	Policy H1
Attachment	Resolution, Proposed Assessment Roll (to be provided at meeting)
Submitted By	Erik Henricksen, City Engineer

Item	Declare costs to be assessed and call for assessment hearing on the 2025 Pavement Management Project FH 25-01.
Description	It is the City's policy to assess a portion of street improvement costs. Per city assessment policy and state statute, the City holds public hearings to consider assessments for street improvement projects. This year's assessment proceeding is for the 2025 Pavement Management Project, which included improvements in the Falcon Woods neighborhood which includes Autumn St, Prior Ave N, Summer St, Moore St, Howell St N and Garden Ave, as well as the Northome neighborhood which includes California Ave W, Idaho Ave W, and Iowa Ave W. The next step in the assessment process is consideration of a resolution declaring costs to be assessed and setting a hearing date for the assessments. It is recommended that the assessment hearing be held at the regularly scheduled council meeting on October 8, 2025. The City follows the requirements of Chapter 429 of state statute for the assessment process. Once the assessment roll is adopted, the City allows for a 30-day pre-payment period. Following the pre-payment period, assessment rolls are certified to Ramsey County for collection. The City will have the rolls certified by November 15th in order to allow the County enough time to add the assessments to property taxes. The property owners can either pay the assessments in part or in full during the pre-payment period or have them added to their property taxes with an interest rate to be set by the City Council. The first installment of the assessment would be due in Spring 2026.
Budget Impact	Below is a Project Financing Summary detailing the projected actual project costs for this improvement. This project is being financed using the following funding sources: • Assessments levied in accordance with the City's assessment policy. • Use of Municipal State Aid (MSA) and street infrastructure funds to pay the City's portion of the project. • Expenditure of utility fund dollars to pay for repairs needed to the existing utility system.

The following table shows the projected project costs and funding breakdown for the project:

	Total Cost	Assessments	Street	MSAS	Sanitary	Storm	Water
Falcon Woods	\$528,925.07	\$189,360.17	\$180,827.45	\$158,737.45	-	-	-
Northome	\$700,726.38	\$217,302.76	\$273,126.08	\$210,297.55	-	-	-
Water (SPRWS)	\$3,900.00	-	-	-	-	-	\$3,900.00
Storm Sewer	\$126,968.50	-	-	-	-	\$126,968.50	-
Sanitary Sewer	\$35,063.00	-	-	-	\$ 35,063.00	-	-
Project Total	\$1,395,582.95	\$406,662.93	\$453,953.53	\$369,035.00	\$35,063.00	\$126,968.50	\$3,900.00

A portion of the costs for the project are proposed to be assessed. The following table compares the estimated assessment rates from the feasibility report to the assessment rates calculated based on the project costs. The assessments are significantly reduced from the estimated amount based on low bids received and savings realized during construction. Project costs include construction costs and engineering costs.

Neighborhood	Feasibility Report	Final Proposed
<i>Northome</i>	\$ 30.53/ft	\$ 22.47/ft
<i>Falcon Woods</i>	\$ 3,850.00/parcel	\$ 2,104.00/parcel

The Finance Director recommends the interest rate be set at 2.00% above the true interest rate, which is 3.484% as has been standard practice on previous assessments. Therefore, the recommended interest rate for the 2025 PMP Special Assessments is 5.484%.

Attachment Resolution 25-84

Action(s) Requested Approve Resolution declaring costs to be assessed and calling for assessment hearing on the 2025 Pavement Management Project on October 8, 2025.

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

September 10, 2025

No. 25-84

**RESOLUTION ORDERING ASSESSMENT HEARING FOR
2025 PAVEMENT MANAGEMENT PROJECT**

WHEREAS, on January 22, 2025, the City Council of the City of Falcon Heights held a public hearing for the purposes of accepting public comment on the proposed improvements associated with the 2025 Pavement Management Project (PMP) on the following streets and at the same meeting adopted Resolution Ordering the Improvement for the 2025 PMP;

The Falcon Woods neighborhood which includes Autumn St, Prior Ave N, Summer St, Moore St, Howell St N and Garden Ave, as well as the Northome neighborhood which includes California Ave W, Idaho Ave W, and Iowa Ave W and

WHEREAS, contracts have been let and the contract price for such improvement is \$1,236,579.00, and the expenses incurred or to be incurred in the making of such improvement amount to \$159,003.95 so that the total cost of the improvement will be \$1,395,582.95; and

WHEREAS, the City Administrator, with the assistance of the City Engineer, has calculated the proper amount to be specifically assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and has filed a copy of such proposed assessment in his office for public inspection; and

WHEREAS, the clerk has notified the council that such proposed assessment has been completed and filed in his/her office for public inspection,

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

1. The portion of the cost of such improvements to be paid by the City is hereby declared to be \$1,395,582.95 and the portion of the cost to be assessed against benefited property owners is declared to be \$406,662.93.
2. A hearing shall be held at 6:00 p.m. on the 8th day of October, 2025 at City Hall, located at 2077 Larpenteur Ave West, to pass upon such proposed assessment. All persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
3. The City Administrator is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and he shall state in the notice the total cost of the improvement. He shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.

4. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Administrator, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. An owner may at any time thereafter, pay to the County Auditor the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember upon a vote being taken thereon,

the following voted in favor thereof:

and Gustafson, meyer, Wassenberg and Mielke

and the following voted against the same: N/A (Leehy was absent)

WHEREUPON said resolution was declared duly passed and adopted.

Moved by: Mielke

Approved by: 
Randy Gustafson

Mayor

September 10, 2025

GUSTAFSON
LEEHY
MEYER
WASSENBERG
MIELKE

4 In Favor
0 Against

Attested by: 
Jack Linehan
City Administrator
September 10, 2025