

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

AGENDA

August 27, 2025 at 7:00 P.M.

7:01

A. CALL TO ORDER:

7:01

B. ROLL CALL: GUSTAFSON ☒ LEEHY ☒ MEYER ☐

MIELKE ☒ WASSENBERG ☒

STAFF PRESENT: LINEHAN ☒

C. APPROVAL OF AGENDA

D. PRESENTATION

1. DDA Classification and Compensation Study Presentation

E. APPROVAL OF MINUTES:

Wassenberg 4-0

1. August 6, 2025 City Council Workshop Meeting Minutes

F. PUBLIC HEARINGS:

G. CONSENT AGENDA:

1. General Disbursements through 8/22/25: \$68,476.69
Payroll through 8/11/25: \$22,156.15
Wire Payments through 8/22/25: \$16,550.52

Leehy 4-0

H. POLICY ITEMS: ~~Info~~ + Announcements

I. 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.

7

J. ADJOURNMENT:

BLANK PAGE



REQUEST FOR COUNCIL ACTION (RCA)

Meeting Date	August 27, 2025
Agenda Item	Presentation D1
Attachment(s)	Presentation
Submitted By	Jack Linehan, City Administrator & Kelly Nelson, Administrative Service Director

Item	DDA Human Resources, Inc. Classification and Compensation Study Presentation
Description	<u>Background:</u> The City currently does not have pay ranges, and in some cases, position descriptions. The classification and compensation study will help the City establish these and include a market analysis of similarly-sized cities within the metro area. The City released a Request for Proposal (RFP) to notify qualified consulting firms that the City was accepting proposals for a classification and compensation study to be conducted on all full-time positions employed by the City. In total, the city received 10 proposals from qualified firms and identified DDA Human Resources, Inc. as the highest-scoring firm. On April 9, 2025 City Council approved Resolution 25-32 to accept the proposal submitted by DDA Human Resources, Inc. to conduct a Classification & Compensation Study. <u>Overview of Study:</u> The goal of the Classification & Compensation Study is to establish a compensation system that is easy to administer and remains up-to-date, ensuring a competitive and equitable pay structure. It does NOT determine staffing needs, nor is it designed to cut costs or eliminate positions. All current full-time employees completed a Job Evaluation Tool (JET), which is a point factor system designed by DDA and designed specifically for the public sector. JET focuses on the job rather than the person and looks at 7 factors: qualifications, decision making, problem solving, relationships, effort (mental and physical), hazards, and environment.

	DDA looked at 17 comparable cities to Falcon Heights, taking into consideration the comparable cities' population size, geographic proximity, and from whom the city may lose employees, to gather data from. To consider a job position a match, at least 80% of the duties must match. In reviewing salary information, cities that either pay significantly more or less will not be used as data points (although the data will still be shared). In establishing salary ranges, a minimum pay rate, a maximum pay rate and a midpoint will be used to create a salary structure for the entire organization. The salary structure consists of 8 pay grades, each 2% to 4% apart, and 29.83% in total width. <u>Study Findings</u> DDA considers a +/- 10% to be the market value to allow for differences in variables such as time on the job, differences in skills, and prior experience, as examples. When comparing Falcon Heights' data against the market data, DDA found that no employees are paid above the salary range maximum, two employees are paid below the minimum, and that all positions, on average, would increase 2.4% (minimum) and 4.0% (maximum) according to the new pay structure. The cost to bring the two employees into the salary range would be \$6,921. The cost to bring all employees into the proposed pay structure would be \$20,792 (a 2.11% total payroll increase). Council should consider how quickly they would like to see these salary changes phased in (immediately, for 2026, or phased in over two years) for budgeting purposes in 2026 and beyond.
Budget Impact	TBD
Attachment(s)	• DDA Human Resources Class and Comp Study Findings
Action(s) Requested	Staff recommends that City Council confirm the salary structure and to recommend how to finalize placement of employees within the pay structure. Then, to consider how quickly they would like to implement the pay structure.



Classification and Compensation Study



DDA

Human Resources, Inc.
a David Drown Associates Company

Agenda

Who We Are

Project Plan/Goals

Findings and Analysis

Answer Questions

David Drown Associates

Over 25 years of
experience working
with cities and
counties in
Minnesota

With staff having
practical experience
in the public sector,
we understand local
government

We have worked with
over 450 government
clients

We base our business
on our clients'
needs. We expanded
to include HR to
assist our clients



Mark Goldberg

Over 25 years of compensation and classification experience

Over 10+ years in public sector. Former Compensation Manager

BA in Human Resources Management, Masters in Industrial and Labor Relations from Cornell



Project Goals

What this Study IS

- One that ensures jobs are **classified appropriately** and meet FLSA guidelines.
- One that ensures **pay is competitive and equitably** structured.
- One that provides **policies and procedures** to keep the compensation system up-to-date.
- One that develops a **compensation system** that is easy to understand and administer.

What this Study is NOT

- **NOT** a staffing needs study.
- **NOT** an organizational structure study.
- **NOT** a strategy designed to cut costs.
- **NOT** a strategy to eliminate positions.
- **NOT** a strategy to reduce or increase pay.

Market Analysis

- DDA has partnered with the City to select a group of 17 public sector organizations with whom the City competes for talent. Here are some factors that were considered when selecting this group:



Market Data

- DDA attempted to gather data from the following Organizations:

City
Arden Hills
Centerville
Circle Pines
Columbus
Deephaven
Elko New Market
Isanti
Lauderdale
Medina

City
Newport
Oak Grove
Oak Park Heights
Saint Anthony
Scandia
Wyoming
Saint Paul
Roseville

Market Analysis

- ▶ When DDA reviews the positions in other organizations, we only use the match if at least 80% of the duties are close to the position at the City
- ▶ In reviewing the salary information, if one of the organizations pays significantly more or less than the others, we will remove that data point from the analysis (but will still show the data) so the City can decide if they want to include the information
- ▶ The data and related analyses were reviewed by a Consultant who has been involved in the project and other staff members to ensure applicability, validity, accuracy, and consistency of the data

Market Data - Base Salary

Why is +/- 10% Considered the Market?

- ▶ While there is nothing definitive around the 10% value, using that as a baseline will allow the organization to encompass employees who are all fully skilled at their job but may be paid at different rates for various reasons.
- ▶ Differences could be due to some of the following factors:
 - ▶ Past Performance
 - ▶ Time in the job
 - ▶ Differences in skills
 - ▶ Amount of responsibility
 - ▶ Previous experience
 - ▶ Higher certification level

Findings and Analysis

► Market Comparison

- When DDA compares the market data collected, we find that the City using the **NEW** structure, on the average is:

	New Min of Structure compared w Benchmark Min	New Max of Structure compared w Benchmark Max
All Positions	2.4% higher	4.0% higher

- Based on these comparisons the City would be considered
 - “highly aligned with the market”

Job Evaluation

- ▶ What is job evaluation? A defined methodology to determine the relative value of jobs within an organization.
 - ▶ Provides an objective and documented method for job analysis and evaluation.
 - ▶ Provides the basis for determining pay.

Job Evaluation Tool(JET)

Falcon Heights selected the JET system which is a point factor system designed by DDA

- ▶ This system has 7 different factors, with several subfactors, that measures the impact of a job from multiple perspectives.
- ▶ JET was designed specifically for the public sector
- ▶ JET includes points for supervision, hazards and adverse working conditions.
- ▶ As with any job evaluation system, JET focuses on the job, not the person

JET System

1. Qualifications

2. Decision Making

3. Problem Solving

4. Relationships

5. Effort Mental and Physical

6. Hazards

7. Environment

JET Description

1

Only work content is considered.

2

Factors, such as performance or how long the employee has been in the job, are not included in evaluation of job.

Salary Structure Design

► Salary Ranges

- A salary range is the range of pay established by employers to pay employees performing a particular job or function
- Salary ranges have a minimum pay rate, a maximum pay rate, and a midpoint
- The salary range is determined by conducting a market analysis

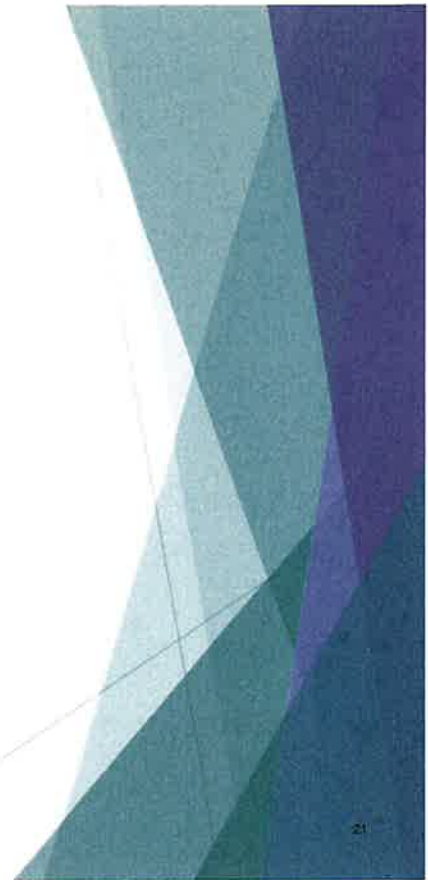
Salary Structure Design

► Salary Range Width

- This is the distance between salary range minimum and maximum.
- Range width varies widely by organization due to different compensation philosophies
- Some organizations have a philosophy of not allowing any employees to fall outside the salary range and will increase the structure to accommodate them, others want a very narrow range to minimize pay differences

Salary Structure Design

- ▶ Once the data is collected, we use it to create a salary structure for the entire organization.
- ▶ The structure has a series of salary ranges, and those ranges are based on how the City evaluates the job internally and the market information that was collected.
- ▶ There are usually several jobs in a salary range and that means that those jobs, while performing vastly different duties, are viewed by the City as being roughly at the same level.



Salary Structure Design

- ▶ There are 8 grades
- ▶ Grades vary from between 2%-4% apart from each other
- ▶ The range width is 29.83%, which is competitive in the market
- ▶ The details on what the new salary range looks like is on the next slide

Salary Structure Design

City of Falcon Heights

NEW Pay Plan Calibrated for 2025 Wages

% of Bench Avg >

NEW 102% 104%

	Steps									
		4.0%	3.5%	3.0%	3.0%	3.0%	2.75%	2.75%	2.5%	2.0%
Grade	1	2	3	4	5	6	7	8	9	10
1	\$29.00	\$30.16	\$31.22	\$32.15	\$33.12	\$34.11	\$35.05	\$36.01	\$36.91	\$37.65
2	\$31.03	\$32.27	\$33.40	\$34.40	\$35.43	\$36.50	\$37.50	\$38.53	\$39.50	\$40.29
3	\$33.20	\$34.53	\$35.74	\$36.81	\$37.92	\$39.05	\$40.13	\$41.23	\$42.26	\$43.11
4	\$35.53	\$36.95	\$38.24	\$39.39	\$40.57	\$41.79	\$42.94	\$44.12	\$45.22	\$46.12
5	\$38.01	\$39.53	\$40.92	\$42.14	\$43.41	\$44.71	\$45.94	\$47.20	\$48.38	\$49.35
6	\$40.67	\$42.30	\$43.78	\$45.09	\$46.45	\$47.84	\$49.16	\$50.51	\$51.77	\$52.81
7	\$46.78	\$48.65	\$50.35	\$51.86	\$53.41	\$55.02	\$56.53	\$58.08	\$59.54	\$60.73
8	\$56.13	\$58.38	\$60.42	\$62.23	\$64.10	\$66.02	\$67.84	\$69.70	\$71.44	\$72.87

Findings and Analysis

- ▶ There are no employees paid above the salary range maximum
- ▶ 2 employees are paid below the salary range minimum, with a cost to bring them into the salary range of \$6,921
- ▶ We provided several implementation options for the City, the one that was selected brought all employees into the closest next step (if they are not in the performance zone) to their current salary on January 1 then the employee would receive another step on their anniversary date
- ▶ Budget impact will be a 2.11% increase or \$20,792 in order to bring employees into the proposed structure (this includes the cost to bring employees to the salary range minimum)



Action Items

- ▶ Confirm salary structure
- ▶ Finalize placement of employees within proposed salary structure
- ▶ Decide on how quickly these salary changes could be phased in (immediately or 1-2 years)

Any Questions?





DDA

Human Resources, Inc.
a David Drown Associates Company

Thank You

- Mark Goldberg
- 612-920-3320 x114
- MarkG@daviddrown.com
- Tessia Melvin
- 612-920-3320 x103
- Tessia@daviddrown.com

BLANK PAGE

CITY OF FALCON HEIGHTS
City Council & Planning Commission Joint Workshop
City Hall
2077 West Larpenteur Avenue

MINUTES
Wednesday, August 6, 2025
6:30 P.M.

A. CALL TO ORDER: 6:34 PM

B. ROLL CALL: GUSTAFSON_X__ LEEHY_X__
 MEYER_X__ MIELKE_X__ WASSENBERG_X__

 TRACY____ BROOKS_X__
 ANDERSON_X__ PAYNTER____
 MOGEN_X__ SEIFERT_X__
 HALLOWANGER_X__

STAFF PRESENT: LINEHAN_X__ JOHNSON_X__ LYNCH_X__

C. POLICY ITEMS:

1. Les Bolstad Golf Course Sale Stakeholder Discussion

Linehan explained that staff will provide background information on current work and introduced Leslie Krueger, Assistant Vice President, from the University of Minnesota.

Lynch reported that on June 6, the University notified the City of its intent to sell the Les Bolstad Golf Course. She reviewed the site, noting that it is currently zoned P-1 (public land). Under City Code, if sold the property would revert to R-1 (single-family residential) zoning.

Lynch provided examples of similar redevelopment projects and their timelines, including:

- The Heights in St. Paul (former Hillcrest Golf Course)
- Century Ponds in Maplewood (former Ponds at Battle Creek Golf Course)
- Rice Creek Commons in Arden Hills (former Twin Cities Army Ammunition Plant)
- Highland Bridge in St. Paul (former Ford Motor Plant, still in progress)

Next steps include identifying stakeholders, establishing priorities, and determining the most important public outcomes. The discussion should also focus on how potential redevelopment could contribute to the quality of life in Falcon Heights.

Krueger stated that her goal was to provide context as the process begins. She noted that the University has worked with other cities, such as Rosemount, on the sale and redevelopment of University-owned land, but emphasized that each site is unique. She provided background on the Les Bolstad Golf Course, explaining that for the past

two decades the University has explored various options, including renovation studies and potential private operating partners. These efforts were unsuccessful, largely due to the significant capital investments required. The University is now pursuing a sale to avoid major capital costs, better align with its mission and finances, support strategic land use planning, and consider community redevelopment opportunities.

Krueger noted that golf course revenues have not been sufficient to cover capital needs, the site lacks an operating clubhouse, and golf operations do not align with the University's mission. Proceeds from a sale would be reinvested in facilities at the St. Paul campus. Next, she outlined the sale process: University administration will notify the Board of Regents of its intent to dispose of the property; the property will first be offered to the municipality, county, and state; if there is no interest, the University's real estate office will issue an RFP; and stakeholders will be engaged to identify an appropriate buyer and developer. The University will then negotiate purchase and sale agreements, followed by an extensive due diligence period for the buyer.

Linehan reported that, based on conversations with other organizations that have undertaken similar projects, it is important to identify stakeholders early in the process. He noted that the corridor study is not fully comprehensive, and that any subdivision of the property would go through the Planning Commission and then City Council. He emphasized the need for a unified voice and clear guidance.

Wassenberg asked if staff had developed a list of potential stakeholders. Linehan responded that no list had been created intentionally to avoid steering the discussion. He noted that St. Paul and Maplewood created advisory bodies similar to task forces for comparable projects, and that there is also the option to establish a formal body with defined authority. Wassenberg and Leehy expressed a preference for a smaller group to complete the preliminary work. Anderson agreed that it would be best to first discuss the desired outcomes before determining stakeholders.

Mogen noted that the City will not be purchasing the property and will need to work with a developer. He asked about the University's past experience with land sales and redevelopment. Krueger explained that the process is similar to the University's 435-acre project in Rosemount, where a master plan and land use plan were created, incorporating PUDs and multiple housing developers. She said the City of Rosemount had already completed environmental documentation to provide direction, and that developers presented their own visions, which were then refined with the City to align with local goals. When asked about the University's role in the RFP process, Krueger said the University used existing plans and design guidelines, while referring developers back to City codes and requirements.

Councilmember Mielke raised questions about staff involvement, and Krueger explained that University staff were engaged and worked with the City Council and Planning Commission. Linehan added that the City could consider completing a master plan prior to identifying a developer, which would require City funding. Discussion followed on the timing of forming an advisory board, with Linehan noting it would depend on the overall project schedule. McKenzie, the Director of Campus and Capital Planning, suggested the use of an Alternative Urban Areawide Review (AUAR), as Rosemount had done by hiring a planning firm to establish a baseline for development. Gustafson asked how Falcon Heights could assist the University in shaping the RFP.

Krueger responded that establishing a community vision, supported by information on infrastructure, would provide valuable direction to developers.

Meyer emphasized the importance of creating a clear picture of community goals, which would help attract a developer whose proposal aligns with local needs. He also asked about the scope of an AUAR. Krueger explained that the City would determine the level of environmental review and noted the University's goal of releasing an RFP in the near future. Mielke suggested adding recommendations to the corridor study, while Krueger proposed a co-hosted public meeting to identify community values that could be reflected in the RFP. Hallowanger added that developers often host their own community engagement sessions.

Mogen asked about the AUAR process in Rosemount and who determined development elements there. Krueger said the University had initially created its own vision but later shifted to a market-based approach when it determined direct real estate development was not aligned with its mission. Instead, land was sold in parts to developers who worked with the City. She clarified that the University does not have the resources to act as a developer and that its role will diminish once a buyer is selected, leaving the City with a greater role. Krueger also noted that the clubhouse on the golf course is designated as historic, and that the trolley path is part of the University Grove common areas and not included in the sale.

Discussion then turned to financing and infrastructure responsibilities. Meyer asked about city concessions such as TIF, and Linehan responded that those details would emerge during the due diligence process as infrastructure needs are identified. Councilmembers stressed the importance of outcomes that reflect Falcon Heights' character, with connections to surrounding cities through trail systems and more cohesive neighborhoods. Wassenberg noted the City's current disconnection and called for ways to reduce segmentation. Leehy raised the importance of involving Lauderdale, Roseville, Gibbs Farm, and the State in future conversations, while Wassenberg reminded the group to consider future Falcon Heights residents who do not yet have a voice. Other members emphasized sustainability, green development, and long-term community benefit.

Mogen urged that the project vision be forward-looking, while Leehy and Mielke pointed out that infrastructure impacts would extend to Lauderdale, Roseville, and Ramsey County, as the surrounding roads are county-owned. Gustafson referenced the corridor study, which included mixed housing and a small commercial district, and stressed the importance of creating a welcoming, connected community. Brooks added that a simple vision statement with clear goals would be helpful for developers, noting that growth in the tax base would also require expanded services.

Councilmembers also discussed the timing of the RFP. Krueger said the University hoped to issue it in the fall for a 60–75 day period, but emphasized that a successful sale and closing were the priority. Wassenberg asked about the University's trust in Falcon Heights to guide development, and Krueger affirmed that the corridor study aligned with community values. She also highlighted the University's climate plan, noting the importance of transportation, and described Falcon Heights as a valuable community for the University's workforce.

Further discussion included potential housing needs, with Krueger stating that while little student housing currently exists near the St. Paul campus, the University operates housing in Minneapolis with transit options to St. Paul. She noted that no additional planning for CTC housing had been completed. Councilmembers also discussed conservation easements, with Krueger saying she did not believe they were necessary given the urban setting.

Krueger concluded by stating that infrastructure information and a clear community vision would be most helpful to the University during the RFP process. Linehan added that public engagement and envisioning would continue as the RFP moves forward, and that the University's 2030 Master Plan will soon begin. Councilmembers discussed options for an advisory group, with some preferring a small, technical body and others suggesting representatives from commissions. Members agreed that determining the composition of the advisory group should be addressed at a future meeting.

The discussion closed with acknowledgment that the Les Bolstad Golf Course site is an opportunity for both the University and Falcon Heights, and that creating a clear vision and strong partnerships will be critical to guiding redevelopment.

2. City Code Updates

Lynch provided an overview of proposed code changes, beginning with updates to the definitions section. All definitions previously scattered throughout the code have been consolidated, and new definitions have been added where needed. Any definitions that contained specific rules were amended so that the rules now appear in the appropriate sections of code rather than in the definition itself.

She explained several key changes. Variances, Conditional Use Districts (CUD), and Planned Unit Developments (PUD) now include the right to appeal and a requirement that property taxes be current. Variances also add a public hearing requirement, which is not required by state law, but is strongly recommended. For PUDs, an expiration timeline is being considered, along with a new requirement for an informal meeting with the Planning Commission when a developer brings forward a PUD proposal. Additional clarifications have been made regarding accessory and utility buildings, setbacks, and rules for R-5 zoning districts, which are classified as high-density. Under the update, single-family homes in R-5 districts would follow R-1 zoning standards. The discussion then shifted to notification requirements. Meyer asked about distance thresholds, and Lynch noted that while state law requires 350 feet, the City typically uses 500 feet.

Lynch also reviewed new definitions for permeable and impervious surfaces. The code has been updated to allow driveways to be constructed with permeable materials, but plastic grid pavers filled with grass or gravel are not permitted. She noted that the Department of Natural Resources provides guidelines, and other cities typically do not grant stormwater credit for permeable pavers. Council discussed challenges in calculating permeable surface credit, with Mogen noting it may be difficult to enforce and Anderson and Wassenberg agreeing. Lynch suggested the provision could serve as an educational tool, while Mogen added it could be applied as a condition in variance approvals. Leehy and Meyer asked for clarification on where permeable surfaces are

allowed, and Lynch confirmed they are permitted throughout the city, except for driveways.

On boat and trailer storage, Lynch explained that updates would allow storage in driveways between April 1 and November 15, with storage in the side or rear yards permitted from November 15 to April 1. Wassenberg commented that this was a reasonable approach. A discussion followed on side yard storage, with Wassenberg suggesting a five-foot setback with screening. Lynch noted that under current rules, storing boats or trailers in driveways is out of compliance.

Trash can placement was also clarified. Cans may be placed in front of garages as long as they remain behind the front line of the main structure.

Lynch then raised questions about lawn maintenance, noting that some native bee lawns may appear unkempt. Mogen suggested requiring property owners to register their bee lawns with the City by submitting a planting list, after which the City could provide an official sign designating it as a native bee lawn. This, he said, would both promote pollinator-friendly lawns and align with the City's climate action plan. Council discussed setbacks, boulevard planting rules, and safety requirements. Lynch noted that boulevard plantings require City approval, and Wassenberg emphasized maintaining height restrictions at corners for visibility. Lynch clarified that a two-foot setback is required and vegetation taller than six inches is generally restricted, although bee lawns would be exempt from the height limit except for the setback requirement.

The conversation then turned to other topics. Wassenberg asked about clear-cutting, and Lynch responded that the definition is being relocated in the code. Lynch also noted updates related to farmers' markets, which are currently only allowed at Blaze Credit Union in B-2 zoning. The proposed changes would expand opportunities, allowing markets in R-5M districts with a special event permit. Mogen recommended also allowing them in B-3, while Wassenberg raised concerns about the current minimum lot size requirement of 10,000 square feet, pointing out that many Northome lots are closer to 5,000–6,000 square feet. With redevelopment at the golf course, he said, smaller lot sizes may need to be considered. Lynch agreed to research how other cities regulate duplex lot sizes and zoning standards.

The discussion closed with Council highlighting the importance of ensuring definitions and standards remain clear and practical.

D. ADJOURNMENT: 9:48 PM

Councilmember Leehy motions to adjourn;
Approved 5-0

Commissioner Brooks motions to adjourn;
Approved 5-0

Dated this 27th day of August, 2025



Jack Linehan, City Administrator



Randall C. Gustafson, Mayor

BLANK PAGE

8/13/2025 4:09 PM
 PACKET: 03437 AUG 13 PAYABLES
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 1

-----ID-----				GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----		DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
0209		ADVANTAGE SIGNS AND GRAPHICS					
I-VO 825-104		HYDRANT SIGNS AT SCHOOL	51.90				
8/13/2025	APBNK	DUE: 8/13/2025 DISC: 8/13/2025			1099: N		
		HYDRANT SIGNS AT SCHOOL			101 4132-75100-000	STREET SIGNS	51.90
		=== VENDOR TOTALS ===	51.90				
01-00875		BHE COMMUNITY SOLAR, LLC					
I-12208956		Solar Garden June	1,042.01				
8/13/2025	APBNK	DUE: 8/13/2025 DISC: 8/13/2025			1099: N		
		Solar Garden June			101 4137-85025-000	SOLAR ELECTRIC	1,042.01
		=== VENDOR TOTALS ===	1,042.01				
01-01023		BUHL GTA LP					
I-202508139260		1ST HALF PAY AS GO PYMT	22,481.08				
8/13/2025	APBNK	DUE: 8/13/2025 DISC: 8/13/2025			1099: N		
		1ST HALF PAY AS GO PYMT			415 4415-93000-000	DEBT PAY AS YOU GO PYMT	22,481.08
		=== VENDOR TOTALS ===	22,481.08				
01-03001		CAMPBELL KNUITSON					
I-333		July General Legal Matters	1,143.60				
8/13/2025	APBNK	DUE: 8/13/2025 DISC: 8/13/2025			1099: Y		
		July General Legal Matters			101 4114-80200-000	LEGAL FEES	1,143.60
		=== VENDOR TOTALS ===	1,143.60				
01-03089		CASH					
I-202508139261		CERTIFIED MAIL EXP	10.48				
8/13/2025	APBNK	DUE: 8/13/2025 DISC: 8/13/2025			1099: N		
		CERTIFIED MAIL EXP			424 4424-89000-000	MISCELLANEOUS	10.48
		=== VENDOR TOTALS ===	10.48				
01-03110		CENTURY LINK					
I-202508139263		Lift Station Auto Dialer July	76.77				
8/13/2025	APBNK	DUE: 8/13/2025 DISC: 8/13/2025			1099: N		
		Lift Station Auto Dialer July			601 4601-85011-000	TELEPHONE - LANDLINE	76.77
		=== VENDOR TOTALS ===	76.77				

8/13/2025 4:09 PM
 PACKET: 03437 AUG 13 PAYABLES
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 2

POST	DATE	BANK CODE	-----ID----- DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
3123			CINTAS CORPORATION				
I-4235423805	8/13/2025	APBNK	Floor Mats Svc 7/1 DUE: 8/13/2025 DISC: 8/13/2025 Floor Mats Svc 7/1	104.40	1099: N 101 4131-87010-000	CITY HALL MAINTENANCE	104.40
I-4236989303	8/13/2025	APBNK	Floor Mats Svc 7/16 DUE: 8/13/2025 DISC: 8/13/2025 Floor Mats Svc 7/16	104.40	1099: N 101 4131-87010-000	CITY HALL MAINTENANCE	104.40
I-4238467660	8/13/2025	APBNK	Floor Mats Svc 7/30 DUE: 8/13/2025 DISC: 8/13/2025 Floor Mats Svc 7/30	104.40	1099: N 101 4131-87010-000	CITY HALL MAINTENANCE	104.40
=== VENDOR TOTALS ===				313.20			
01-05171			FRA DOR INC				
I-2507187	8/13/2025	APBNK	Black Dirt DUE: 8/13/2025 DISC: 8/13/2025 Black Dirt	25.00	1099: N 101 4132-87010-000	BOULEVARD MAINTENANCE	25.00
=== VENDOR TOTALS ===				25.00			
01-05235			JAN-PRO CLEANING SYSTEMS				
I-137373	8/13/2025	APBNK	Janitorial Service August DUE: 8/13/2025 DISC: 8/13/2025 Janitorial Service August	550.00	1099: N 101 4131-87010-000	CITY HALL MAINTENANCE	550.00
=== VENDOR TOTALS ===				550.00			
01-05843			MN NCPERS LIFE INSURANCE				
-458800092025	8/13/2025	APBNK	Life Insurance September DUE: 8/13/2025 DISC: 8/13/2025 Life Insurance September Life Insurance September Life Insurance September Life Insurance September	96.00	1099: N 101 21709-000 204 21709-000 601 21709-000 602 21709-000	OTHER PAYABLE OTHER PAYABLE OTHER PAYABLE OTHER PAYABLE	63.84 1.60 22.56 8.00
=== VENDOR TOTALS ===				96.00			

8/13/2025 4:09 PM
 PACKET: 03437 AUG 13 PAYABLES
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 3

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
5273	MN	PUBLIC EMPLOYEES INSURANCE				
I-1540761		September Health & Dental Ins	11,816.30			
8/13/2025	APBNK	DUE: 8/13/2025 DISC: 8/13/2025		1099: N		
		September Health & Dental Ins		101 4112-89000-000	MISCELLANEOUS	11,816.30
=== VENDOR TOTALS ===			11,816.30			
01-06002	NINENORTH					
I-2025-115		Webstreaming/Cablecast July	854.25			
8/13/2025	APBNK	DUE: 8/13/2025 DISC: 8/13/2025		1099: N		
		Webstreaming/Cablecast July		101 4116-85050-000	CABLE TV	854.25
=== VENDOR TOTALS ===			854.25			
01-06030	ROLAND OLSON					
I-202508139259		JULY AND AUG MILEAGE REIM	79.31			
8/13/2025	APBNK	DUE: 8/13/2025 DISC: 8/13/2025		1099: N		
		JULY AND AUG MILEAGE REIM		101 4113-86010-000	MILEAGE	79.31
I-202508139262		FLEX PYMT	38.98			
8/13/2025	APBNK	DUE: 8/13/2025 DISC: 8/13/2025		1099: N		
		FLEX PYMT		101 21712-000	MEDICAL FLEX SAVINGS PAY	32.35
		FLEX PYMT		601 21712-000	MEDICAL FLEX SAVINGS PAY	5.85
		FLEX PYMT		602 21712-000	MEDICAL FLEX SAVINGS PAY	0.78
=== VENDOR TOTALS ===			118.29			
01-06024	ON SITE SANITATION					
I-1935888		Portable Toilets Curtiss Aug	260.00			
8/13/2025	APBNK	DUE: 8/13/2025 DISC: 8/13/2025		1099: N		
		Portable Toilets Curtiss Aug		601 4601-85080-000	PORTABLE TOILET PARKS	260.00
=== VENDOR TOTALS ===			260.00			
01-06184	RAMSEY COUNTY - POLICE AND 911					
I-EMCOM-012690		CAD Service July	349.45			
8/13/2025	APBNK	DUE: 8/13/2025 DISC: 8/13/2025		1099: N		
		CAD Service July		101 4122-81200-000	911 DISPATCH FEES	349.45
I-EMCOM-012706		911 Dispatch Svc July	2,325.91			
8/13/2025	APBNK	DUE: 8/13/2025 DISC: 8/13/2025		1099: N		
		911 Dispatch Svc July		101 4122-81200-000	911 DISPATCH FEES	2,325.91
=== VENDOR TOTALS ===			2,675.36			

8/13/2025 4:09 PM

A/P Regular Open Item Register

PAGE: 4

PACKET: 03437 AUG 13 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS		P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
5870	XCEL ENERGY					
I-202508139264		Electricity	3,371.62			
8/13/2025	APBNK	DUE: 8/13/2025 DISC: 8/13/2025		1099: N		
		Electricity		101 4121-85020-000	ELECTRIC	33.18
		Gas		101 4131-85030-000	NATURAL GAS	67.33
		Electricity		101 4131-85020-000	ELECTRIC	538.29
		Electricity		101 4141-85020-000	ELECTRIC/GAS	30.90
		Electricity		209 4209-85020-000	STREET LIGHTING POWER	2,368.52
		Electricity		209 4209-85020-000	STREET LIGHTING POWER	58.15
		Electricity		209 4209-85020-000	STREET LIGHTING POWER	70.64
		Electricity		209 4209-85020-000	STREET LIGHTING POWER	12.19
		Electricity		209 4209-85020-000	STREET LIGHTING POWER	27.25
		Electricity		209 4209-85020-000	STREET LIGHTING POWER	55.18
		Electricity		209 4209-85020-000	STREET LIGHTING POWER	20.90
		Electricity		209 4209-85020-000	STREET LIGHTING POWER	15.16
		Electricity		209 4209-85020-000	STREET LIGHTING POWER	73.93
=== VENDOR TOTALS ===			3,371.62			
=== PACKET TOTALS ===			44,885.86			

8/18/2025 12:07 PM
 PACKET: 03439 August 18 Payables
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 1

-----ID-----				GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----		DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
3352	SHAILA CUNNINGHAM						
I-202508189265		Yoga Instructor through 8/18	572.00				
8/18/2025	APBNK	DUE: 8/18/2025 DISC: 8/18/2025			1099: Y		
		Yoga Instructor through 8/18			201 4201-87700-000	INSTRUCTOR-SPECIALTY CLA	572.00
=== VENDOR TOTALS ===			572.00				
01-04000	EHLERS AND ASSOCIATES						
I-102368		TIF Reporting	4,641.25				
8/18/2025	APBNK	DUE: 8/18/2025 DISC: 8/18/2025			1099: N		
		TIF Reporting			414 4414-81900-000	OTHER PROFESSIONAL SERVI	2,320.63
		TIF Reporting			415 4415-81900-000	OTHER PROFESSIONAL SVCS	2,320.62
I-102411		TIF 1-3 Administration	1,475.00				
8/18/2025	APBNK	DUE: 8/18/2025 DISC: 8/18/2025			1099: N		
		TIF 1-3 Administration			414 4414-89000-000	MISC:TIF ADMIN FEES RAHS	1,475.00
=== VENDOR TOTALS ===			6,116.25				
01-05058	JOSH JORDAN						
I-202508189266		TKD Instructor through 8/28	601.60				
8/18/2025	APBNK	DUE: 8/18/2025 DISC: 8/18/2025			1099: Y		
		TKD Instructor through 8/28			201 4201-87700-000	INSTRUCTOR-SPECIALTY CLA	601.60
=== VENDOR TOTALS ===			601.60				
01-05836	JACK LINEHAN						
I-202508189267		Telephone Reimbursement Augus	60.00				
8/18/2025	APBNK	DUE: 8/18/2025 DISC: 8/18/2025			1099: N		
		Telephone Reimbursement August			601 4601-85015-000	CELL PHONE	60.00
=== VENDOR TOTALS ===			60.00				
01-06053	C'REILLY AUTO PARTS						
I-3243-483924		Oil Change for Z-Turns	64.95				
8/18/2025	APBNK	DUE: 8/18/2025 DISC: 8/18/2025			1099: N		
		Oil Change for Z-Turns			101 4141-74000-000	MOTOR FUEL & LUBRICANTS	64.95
I-3243-484700		Battery for F-250	145.98				
8/18/2025	APBNK	DUE: 8/18/2025 DISC: 8/18/2025			1099: N		
		Battery for F-250			101 4132-70120-000	SUPPLIES	145.98
=== VENDOR TOTALS ===			210.93				

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
5956		TRAFFIC AND PARKING CONTROL CO				

I-1807036		Shipping for Spin Alert	49.20			
8/18/2025	APBNK	DUE: 8/18/2025 DISC: 8/18/2025		1099: N		
		Shipping for Spin Alert		101 4132-75100-000	STREET SIGNS	49.20
=== VENDOR TOTALS ===			49.20			
=== PACKET TOTALS ===			7,609.98			

8/19/2025 2:18 PM
 PACKET: 03441 August 19 Payables
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 1

-----ID-----					GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----			DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
=====									
01-00161	ANCHOR PAPER COMPANY								
=====									
I-10773368-00		Paper Towel Dispenser			161.95				
8/19/2025	APBNK	DUE: 8/19/2025 DISC: 8/19/2025				1099: N			
		Paper Towel Dispenser				101 4131-70110-000	SUPPLIES		161.95
=====									
I-10777717-00		Paper Products & Trash Bags			300.36				
8/19/2025	APBNK	DUE: 8/19/2025 DISC: 8/19/2025				1099: N			
		Paper Products & Trash Bags				101 4131-70110-000	SUPPLIES		300.36
=== VENDOR TOTALS ===					462.31				
=====									
01-05957	CREATIVE HEATING & AIR CONDITI								
=====									
I-202508199268		Refund for Contractor License			38.99				
8/19/2025	APBNK	DUE: 8/19/2025 DISC: 8/19/2025				1099: N			
		Refund for Contractor License				101 32110-000	CONTRACTOR LICENSES		38.99
=== VENDOR TOTALS ===					38.99				
=====									
01-07282	SURPLUS SERVICES								
=====									
I-20042010		Trash Barrel Disposal			120.00				
8/19/2025	APBNK	DUE: 8/19/2025 DISC: 8/19/2025				1099: N			
		Trash Barrel Disposal				101 4141-87120-000	FACILITIES & GROUND MAIN		120.00
=== VENDOR TOTALS ===					120.00				
=====									
01-07432	TOFT'S OUTDOOR SUPPLY								
=====									
I-8043		Brush Disposal 8/12			165.00				
8/19/2025	APBNK	DUE: 8/19/2025 DISC: 8/19/2025				1099: N			
		Brush Disposal 8/12				101 4134-84010-000	TREE TRIMMING		165.00
=== VENDOR TOTALS ===					165.00				
=== PACKET TOTALS ===					786.30				

8/20/2025 3:22 PM
 PACKET: 03443 August 20 Payables
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 1

-----ID-----				GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----		DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====							
01-00259		AMERICAN ENGINEERING TESTING I					
I-INV-276048		Materials Testing		2,515.50			
8/20/2025	APBNK	DUE: 8/20/2025 DISC: 8/20/2025			1099: N		
		Materials Testing			424 4424-92400-000	FALCON WOODS PROJECT	2,515.50
		=== VENDOR TOTALS ===		2,515.50			
=====							
01-03103		CANON FINANCIAL SERVICES					
I-41617275		Copier Contract Charge August		163.59			
8/20/2025	APBNK	DUE: 8/20/2025 DISC: 8/20/2025			1099: N		
		Copier Contract Charge August			101 4131-87010-000	CITY HALL MAINTENANCE	163.59
		=== VENDOR TOTALS ===		163.59			
=====							
01-03110		CENTURY LINK					
I-202508209269		Landline Service August		70.62			
8/20/2025	APBNK	DUE: 8/20/2025 DISC: 8/20/2025			1099: N		
		Landline Service August			101 4141-85011-000	TELEPHONE - LANDLINE	70.62
		=== VENDOR TOTALS ===		70.62			
=====							
01-05166		GRAINGER, W. W., INC.					
I-9598006303		Materials for State Fair Sign		29.55			
8/20/2025	APBNK	DUE: 8/20/2025 DISC: 8/20/2025			1099: N		
		Materials for State Fair Signs			211 4211-73000-000	ADDITIONAL SIGNAGE	29.55
I-9598006311		Materials for State Fair Sign		64.18			
8/20/2025	APBNK	DUE: 8/20/2025 DISC: 8/20/2025			1099: N		
		Materials for State Fair Signs			211 4211-73000-000	ADDITIONAL SIGNAGE	64.18
I-9598006329		Materials for State Fair Sign		66.46			
8/20/2025	APBNK	DUE: 8/20/2025 DISC: 8/20/2025			1099: N		
		Materials for State Fair Signs			211 4211-73000-000	ADDITIONAL SIGNAGE	66.46
		=== VENDOR TOTALS ===		160.19			
=====							
01-05008		HUMANA INSURANCE CO					
I-673999285		Vision September		78.21			
8/20/2025	APBNK	DUE: 8/20/2025 DISC: 8/20/2025			1099: N		
		Vision September			101 4112-89000-000	MISCELLANEOUS	78.21
		=== VENDOR TOTALS ===		78.21			

8/20/2025 3:22 PM
 PACKET: 03443 August 20 Payables
 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. #		
POST DATE	BANK CODE	-----DESCRIPTION-----		DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====							
01-05928	JOHNSON LITHO	GRAPHICS OF EAU					
=====							
I-113434		State Fair Resource Mailer		1,923.42			
8/20/2025	APBNK	DUE: 8/20/2025 DISC: 8/20/2025			1099: N		
		State Fair Resource Mailer			101 4116-70420-000	NEWSLETTERS/INFORMATION	1,264.00
		State Fair Resource Mailer			101 4116-70500-000	POSTAGE	659.42
=== VENDOR TOTALS ===				1,923.42			
=====							
01-05856	JACK LINEHAN						
=====							
I-202508209270		Flight for ICMA National Conf		368.97			
8/20/2025	APBNK	DUE: 8/20/2025 DISC: 8/20/2025			1099: N		
		Flight for ICMA National Conf			101 4112-86100-000	CONFERENCES/EDUCATION/AS	368.97
=== VENDOR TOTALS ===				368.97			
=====							
01-05908	METRO-INET						
=====							
I-2907		August IT		4,441.00			
8/20/2025	APBNK	DUE: 8/20/2025 DISC: 8/20/2025			1099: N		
		August IT			101 4116-85070-000	TECHNICAL SUPPORT	4,441.00
=====							
I-2919		Adobe InDesign License		519.00			
8/20/2025	APBNK	DUE: 8/20/2025 DISC: 8/20/2025			1099: N		
		Adobe InDesign License			401 4401-90100-000	FURNITURE & EQUIPMENT	519.00
=== VENDOR TOTALS ===				4,960.00			
=====							
01-05870	XCEL ENERGY						
=====							
I-939904422		Electricity		24.55			
8/20/2025	APBNK	DUE: 8/20/2025 DISC: 8/20/2025			1099: N		
		Electricity			101 4141-85020-000	ELECTRIC/GAS	24.55
=== VENDOR TOTALS ===				24.55			
=== PACKET TOTALS ===				10,265.05			

8/22/2025 2:55 PM
 PACKET: 03445 August 22 Payables
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 1

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-07898	WSB					
=====						
I-R-023655-000-22		July Planning - Community Par	4,929.50			
8/22/2025	APBNK	DUE: 8/22/2025 DISC: 8/22/2025		1099: N		
		July Planning - Community Park		403 4403-91500-000	COMMUNITY PARK LAND/BUIL	4,929.50
=== VENDOR TOTALS ===			4,929.50			
=== PACKET TOTALS ===			4,929.50			

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

PAY PERIOD ENDING 8/10/2025
DIRECT DEPOSIT EFFECTIVE DATE 8/11/2025

EMP #	NAME	AMOUNT
.006	JACK LINEHAN	2,842.02
01-1027	KELLY A NELSON	2,422.83
01-1029	ELKE JOHNSON	1,771.60
01-1136	ROLAND O OLSON	3,142.94
01-1162	ALYSSA LANDBERG	2,592.11
01-1028	HANNAH B LYNCH	2,836.21
01-1168	DEAN T POPE	1,682.49
01-1033	DAVE TRETSVEN	1,970.93
01-1143	COLIN B CALLAHAN	2,895.02

TOTAL PRINTED: 9 22,156.15

8-11-2025 2:25 PM PAYROLL CHECK REGISTER
PAYROLL NO: 01 City of Falcon Heights

PAGE: 1
PAYROLL DATE: 8/11/2025

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
13	SIMONS, DAVID S	R	8/11/2025	1,750.65	094409

8-11-2025 2:25 PM PAYROLL CHECK REGISTER
PAYROLL NO: 01 City of Falcon Heights

PAGE: 2
PAYROLL DATE: 8/11/2025

*** REGISTER TOTALS ***

REGULAR CHECKS:	1	1,750.65
DIRECT DEPOSIT REGULAR CHECKS:	9	22,156.15
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	10	23,906.80

*** NO ERRORS FOUND ***

* END OF REPORT **