

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

AGENDA
September 24, 2025 at 7:00 P.M.

- A. CALL TO ORDER: 7:00 p.m.
- B. ROLL CALL: GUSTAFSON ☒ LEEHY ☒ MEYER ☒
MIELKE ☒ WASSENBERG ☒
STAFF PRESENT: LINEHAN ☒
- C. APPROVAL OF AGENDA Ledhy
- D. PRESENTATION
- E. APPROVAL OF MINUTES: Amended 5-0
1. August 27, 2025 City Council Regular Meeting Minutes
- F. PUBLIC HEARINGS:
- G. CONSENT AGENDA: Lastin 5-0
1. General Disbursements through 9/19/25: \$726,374.98
Payroll through 9/9/25: \$28,738.86
Wire Payments through 9/19/25: \$22,159.02
2. Approval of Resolution 25-85 Appointing Monika Chandler to the Environment Commission
- H. POLICY ITEMS: Wassenberg 5-0
1. Amendment of Debt Levy Schedule to Remove Series 2021A 5-0
2. Adoption and Certification of the 2026 Preliminary Levy Ledhy
3. Approval of Setting Truth in Taxation (TNT) Hearing Date of Wednesday, December 10th, 2025 at 7:00p.m. Meyer 5-0
- 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:

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

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

- A. CALL TO ORDER: 7:01 PM
- B. ROLL CALL: GUSTAFSON_X__ LEEHY_X__ MEYER __
MIELKE_X__ WASSENBERG_X__

STAFF PRESENT: LINEHAN_X__

- C. APPROVAL OF AGENDA

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

- D. PRESENTATION
1. DDA Classification and Compensation Study Presentation

Linehan explains that the City released a Request for Proposal (RFP) to notify qualified consulting firms that Falcon Heights was accepting proposals for a classification and compensation study. Currently, the City does not have pay ranges, and in some cases, position descriptions, which poses challenges. DDA Human Resources, Inc. was identified as the highest-scoring firm.

Mark Goldberg provides a background on DDA Human Resources, Inc., and outlines the goal of the project. 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. 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). Goldberg highlights study findings. 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.

Goldberg explains what a job evaluation is and why it is required for the pay equity report. He then explains the Job Evaluation Tool (JET) used to evaluate each position at the city, and not the individual in the position. Goldberg continues by showing the salary structure design for the city. The salary structure consists of 8 pay grades, each 2% to 4% apart, and 29.83% in total width. 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.

Linehan explains that each employee was asked to complete a JET, and then their supervisor did the same for the employee's position. He adds that the salary structure changes over time as the city implements cost-of-living adjustments (COLA). It's up to the city to determine when employees move up a step within the structure. He points out that the current step adjustments are aggressive at the start of employment, but there are barely any after 2 years of employment.

Wassenberg asks some clarifying questions. For example, new job positions or promotions are easy to add to the pay structure and are step adjustments based on tenure or job performance. Goldberg answers, there are point ranges in each pay grade that can be used for new positions. Step adjustments are often based on tenure but can be tied to job evaluation. The city can also choose not to implement a COLA each year.

Leehy wonders if this system incentivizes staff if it is not performance-based. Goldberg and Linehan explain that the structure provides the ability to hold back an employee if they are on a performance improvement plan or to accelerate them by moving them to the next grade if they are doing an outstanding job. He does point out that not doing it based on tenure, but on job performance, comes with risks.

Council discusses the implementation of the pay plan, as a 5% pay increase annually seems high when combining step adjustments with COLA. Linehan points out that adopting the pay plan would have annual cost adjustments with it, but they are predictable and can then be used to determine if a COLA is needed or not. It also establishes a pay range when hiring new staff. Implementing a pay plan is needed to comply with the next pay equity report. Goldberg suggests there is the option of making the step adjustments on an employee's anniversary rather than doing it all at once at the start of the year, to reduce the cost. There is also the option to freeze employees at their current step, but still implement a COLA.

Council thanks Golberg and DDA for their analysis.

E. APPROVAL OF MINUTES:

1. August 6, 2025 City Council Workshop Meeting Minutes

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

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

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

H. ~~POLICY ITEMS:~~ ANNOUNCEMENTS:

Mayor Gustafson motions to amend the agenda and replace Policy Items with
Announcements;
Approved 4-0

Leehy explains the Community Engagement Commission met to start discussing the Human Rights Day event, with a focus on food insecurity. There are vacancies on the commission. She addresses the racist and anti-Semitic flyers that were spread in neighborhoods and notes that love and peace overpower hatred and fear. She wants everyone to feel welcome in Falcon Heights. She also expresses condolences for Minneapolis and the shooting that happened at the Annunciation Church.

Mielke thanks Leehy for her words. She stopped by the ^{Meet} Appreciate the Teacher event at Falcon Heights Elementary and thanked the principal for her kind words and the police officers who were present. She has also been walking the neighborhoods and is receiving positive feedback on the pay-by-mobile parking program.

Linehan echoes Leehy's words. Staff continues to make modifications to the pay-by-mobile program as they receive feedback and also look at improvements for the future. The State Fair Task Force will have a survey again. The plan is to start demolition at the Community Park on September 8. The structure will start getting erected in mid-October. The playground installation and final touches will happen in the spring. The grand opening will likely occur in May 2026. The road construction at Northome is substantially completed. There are still punch list items remaining in Falcon Woods.

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.

Chuck Long - 1717 Albert St.

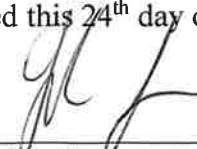
He thanks the city and residents for their prompt action and support in cleaning up the racial propaganda spread in the neighborhoods recently. He also commends the city for implementing the pay-by-mobile program during the State Fair. He doesn't understand why private businesses are allowed to sell parking during the State Fair and encourages the city to regulate it. Finally, he appreciates that the city is looking at potentially purchasing the former Get Pressed property. He suggests the City Council order the property owner to demolish the building as it continues to decay.

J. ADJOURNMENT: 8:07 PM

Mayor Gustafson motions to adjourn;
Approved 4-0


Randall C. Gustafson, Mayor

Dated this 24th 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
-05976	ABDO LLP					
I-511221		Assessment	5,900.00			
9/08/2025	APBNK	DUE: 9/08/2025 DISC: 9/08/2025		1099: N		
		Assessment		101 4112-80330-000	CONSULTANT	5,900.00
		=== VENDOR TOTALS ===	5,900.00			
-05941	ALL ENERGY SOLAR INC.					
I-INV-000224432		Roof Solar Panels Pymt #1	47,139.20			
9/08/2025	APBNK	DUE: 9/08/2025 DISC: 9/08/2025		1099: N		
		Roof Solar Panels Pymt #1		403 4403-91650-000	ROOF SOLAR PANELS	47,139.20
		=== VENDOR TOTALS ===	47,139.20			
-00028	ALLSTREAM					
I-21767384		Emergency Landline 8/23-9/22	168.40			
9/08/2025	APBNK	DUE: 9/08/2025 DISC: 9/08/2025		1099: N		
		Emergency Landline 8/23-9/22		101 4116-85010-000	TELEPHONE	168.40
		=== VENDOR TOTALS ===	168.40			
-00900	BEISSWENGER'S					
I-56493		Chain Sharpening	9.99			
9/08/2025	APBNK	DUE: 9/08/2025 DISC: 9/08/2025		1099: N		
		Chain Sharpening		101 4132-87000-000	REPAIR EQUIPMENT	9.99
		=== VENDOR TOTALS ===	9.99			
-07228	CITY OF ST ANTHONY					
I-4620		August Police Services	115,721.58			
9/08/2025	APBNK	DUE: 9/08/2025 DISC: 9/08/2025		1099: N		
		August Police Services		101 4122-81000-000	POLICE SERVICES	115,721.58
		=== VENDOR TOTALS ===	115,721.58			
-05886	KELLY & LEMMONS P.A.					
I-66134		August Prosecutions	2,500.00			
9/08/2025	APBNK	DUE: 9/08/2025 DISC: 9/08/2025		1099: Y		
		August Prosecutions		101 4123-80200-000	LEGAL FEES	2,500.00
		=== VENDOR TOTALS ===	2,500.00			

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

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
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-05853	ALYSSA LANDBERG					
I-202509089286		Reimbursement	19.86			
9/08/2025	APBNK	DUE: 9/08/2025 DISC: 9/08/2025		1099: N		
		Mileage Reimbursement		101 4113-86010-000	MILEAGE	9.38
		Certified Mail Reimbursement		101 4112-70500-000	POSTAGE	10.48
		=== VENDOR TOTALS ===	19.86			
=====						
-05440	LOFFLER COMPANIES, INC					
I-5110801		Copier Charge Overage Aug	205.99			
9/08/2025	APBNK	DUE: 9/08/2025 DISC: 9/08/2025		1099: N		
		Copier Charge Overage Aug		101 4112-87000-000	REPAIR OFFICE EQUIPMENT	205.99
		=== VENDOR TOTALS ===	205.99			
=====						
-05665	METROPOLITAN COUNCIL					
I-1192457		Oct Waste Water Services	61,055.44			
9/08/2025	APBNK	DUE: 9/08/2025 DISC: 9/08/2025		1099: N		
		Oct Waste Water Services		601 4601-85060-000	METRO SEWER CHARGES	61,055.44
		=== VENDOR TOTALS ===	61,055.44			
=====						
-05357	MINNESOTA POLLUTION CONTROL AG					
I-202509089287		Water Water Training & Exam	640.00			
9/08/2025	APBNK	DUE: 9/08/2025 DISC: 9/08/2025		1099: N		
		Water Water Training Reg		601 4601-86030-000	CONFERENCES & SCHOOLS	585.00
		Collection Systems Op Exam		601 4601-86030-000	CONFERENCES & SCHOOLS	55.00
		=== VENDOR TOTALS ===	640.00			
=====						
-05252	MN DEPARTMENT OF TRANSPORTATIO					
I-P00020331		Bituminous Plant Inspection	199.82			
9/08/2025	APBNK	DUE: 9/08/2025 DISC: 9/08/2025		1099: N		
		Bituminous Plant Inspection		424 4424-92400-000	FALCON WOODS PROJECT	199.82
		=== VENDOR TOTALS ===	199.82			
=====						
-06024	ON SITE SANITATION					
I-1946578		Portable Toilet Curtiss Field	74.28			
9/08/2025	APBNK	DUE: 9/08/2025 DISC: 9/08/2025		1099: N		
		Portable Toilet Curtiss Field		601 4601-85080-000	PORTABLE TOILET PARKS	74.28
		=== VENDOR TOTALS ===	74.28			

ENDOR SET: 01 City of Falcon Heights
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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
-06112	PIONEER PRESS					
I-0825572540		Legals July & August	202.95			
9/08/2025	APBNK	DUE: 9/08/2025 DISC: 9/08/2025		1099: N		
		Legals July & August		101 4111-70410-000	LEGAL NOTICES	202.95
		=== VENDOR TOTALS ===	202.95			
-05978	LEO SMITH					
I-202509089288		Phone Reimbursement	20.00			
9/08/2025	APBNK	DUE: 9/08/2025 DISC: 9/08/2025		1099: N		
		Phone Reimbursement		211 4211-70300-000	AMBASSADOR SUPPLIES	20.00
		=== VENDOR TOTALS ===	20.00			
-05374	TENNIS SANITATION LLC					
I-4418892		Recycling August	10,442.25			
9/08/2025	APBNK	DUE: 9/08/2025 DISC: 9/08/2025		1099: N		
		Recycling August		206 4206-82030-000	RECYCLING CONTRACTS	10,442.25
I-4418893		SWMT&CEC Charges Aug	73.16			
9/08/2025	APBNK	DUE: 9/08/2025 DISC: 9/08/2025		1099: N		
		SWMT&CEC Charges Aug		101 4131-87010-000	CITY HALL MAINTENANCE	73.16
		=== VENDOR TOTALS ===	10,515.41			
-05590	XCEL ENERGY					
I-202509089289		Refund of ROW Permit	452.98			
9/08/2025	APBNK	DUE: 9/08/2025 DISC: 9/08/2025		1099: N		
		Refund of ROW Permit		101 32240-000	OTHER PERMITS	452.98
		=== VENDOR TOTALS ===	452.98			
		=== PACKET TOTALS ===	244,825.90			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
-05235	JAN-PRO	CLEANING SYSTEMS				
I-138044		Janitorial Service September	550.00			
9/10/2025	APBNK	DUE: 9/10/2025 DISC: 9/10/2025		1099: N		
		Janitorial Service September		101 4131-87010-000	CITY HALL MAINTENANCE	550.00
		=== VENDOR TOTALS ===	550.00			
=====						
-05908	METRO-INET					
I-2971		September IT	4,441.00			
9/10/2025	APBNK	DUE: 9/10/2025 DISC: 9/10/2025		1099: N		
		September IT		101 4116-85070-000	TECHNICAL SUPPORT	4,441.00
		=== VENDOR TOTALS ===	4,441.00			
=====						
-05273	MN PUBLIC	EMPLOYEES INSURANCE				
I-1548509		October Health & Dental Ins	11,816.30			
9/10/2025	APBNK	DUE: 9/10/2025 DISC: 9/10/2025		1099: N		
		October Health & Dental Ins		101 4112-89000-000	MISCELLANEOUS	11,816.30
		=== VENDOR TOTALS ===	11,816.30			
=====						
-06024	ON SITE	SANITATION				
I-1948209		Portable Toilet Curtiss Sept	520.00			
9/10/2025	APBNK	DUE: 9/10/2025 DISC: 9/10/2025		1099: N		
		Portable Toilet Curtiss Sept		601 4601-85080-000	PORTABLE TOILET PARKS	520.00
I-1948210		Portable Toilet Comm Park Sep	260.00			
9/10/2025	APBNK	DUE: 9/10/2025 DISC: 9/10/2025		1099: N		
		Portable Toilet Comm Park Sept		601 4601-85080-000	PORTABLE TOILET PARKS	260.00
		=== VENDOR TOTALS ===	780.00			
=====						
-06661	TAFT STETTINIUS & HOLLISTER LL					
I-6810577		Legal Services - July	2,500.00			
9/10/2025	APBNK	DUE: 9/10/2025 DISC: 9/10/2025		1099: N		
		Legal Services - July		414 4414-81900-000	OTHER PROFESSIONAL SERVI	2,500.00
		=== VENDOR TOTALS ===	2,500.00			

ORDER: 00100 SEPTEMBER 10 PAYABLE
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 IE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION	
=====							
-05870	XCEL ENERGY						

I-942461411		Electricity	13.83				
9/10/2025	APBNK	DUE: 9/10/2025 DISC: 9/10/2025		1099: N			
		Electricity		209 4209-85020-000	STREET LIGHTING POWER	13.83	

I-942464971		Electricity	12.19				
9/10/2025	APBNK	DUE: 9/10/2025 DISC: 9/10/2025		1099: N			
		Electricity		209 4209-85020-000	STREET LIGHTING POWER	12.19	

I-942557989		Electricity	28.85				
9/10/2025	APBNK	DUE: 9/10/2025 DISC: 9/10/2025		1099: N			
		Electricity		209 4209-85020-000	STREET LIGHTING POWER	28.85	

I-942559009		Electricity	59.19				
9/10/2025	APBNK	DUE: 9/10/2025 DISC: 9/10/2025		1099: N			
		Electricity		209 4209-85020-000	STREET LIGHTING POWER	59.19	

=== VENDOR TOTALS ===			114.06				
=== PACKET TOTALS ===			20,201.36				

ORDER: 00100 SEPTEMBER 11 10:00:00
 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
=====						
-00875	BHE COMMUNITY SOLAR, LLC					
I-12210376		Solar Garden Elect July	1,420.84			
9/11/2025	APBNK	DUE: 9/11/2025 DISC: 9/11/2025		1099: N		
		Solar Garden Elect July		101 4137-85025-000	SOLAR ELECTRIC	1,420.84
		=== VENDOR TOTALS ===	1,420.84			
=====						
-01021	BITUMINOUS ROADWAYS INC					
I-202509119291		Pay Estimate #3 2025 Street	362,131.64			
9/11/2025	APBNK	DUE: 9/11/2025 DISC: 9/11/2025		1099: N		
		Pay Estimate #3 2025 Street		424 4424-92400-000	FALCON WOODS PROJECT	119,031.58
		Pay Estimate #3 2025 Street		424 4424-92400-000	FALCON WOODS PROJECT	224,871.93
		Pay Estimate #3 2025 Street		602 4602-92060-000	2025 STREET PROJECT	3,099.38
		Pay Estimate #3 2025 Street		601 4601-92400-000	2025 STREET PROJ- FALCON	15,128.75
I-202509119292		Pay Estimate #4 2025 Street	53,052.46			
9/11/2025	APBNK	DUE: 9/11/2025 DISC: 9/11/2025		1099: N		
		Pay Estimate #4 2025 Street		424 4424-92400-000	FALCON WOODS PROJECT	13,473.70
		Pay Estimate #4 2025 Street		424 4424-92400-000	FALCON WOODS PROJECT	11,810.26
		Pay Estimate #4 2025 Street		602 4602-92060-000	2025 STREET PROJECT	27,768.50
		=== VENDOR TOTALS ===	415,184.10			
=====						
-03001	CAMPBELL KNUTSON					
I-334		August General Legal Matters	1,324.80			
9/11/2025	APBNK	DUE: 9/11/2025 DISC: 9/11/2025		1099: Y		
		August General Legal Matters		101 4114-80200-000	LEGAL FEES	1,324.80
		=== VENDOR TOTALS ===	1,324.80			
=====						
-03110	CENTURY LINK					
I-202509119293		Lift Station Auto Dialer Sept	76.77			
9/11/2025	APBNK	DUE: 9/11/2025 DISC: 9/11/2025		1099: N		
		Lift Station Auto Dialer Sept		601 4601-85011-000	TELEPHONE - LANDLINE	76.77
		=== VENDOR TOTALS ===	76.77			
=====						
-05843	MN NCPERS LIFE INSURANCE					
I-458800102025		2025 Life Insurance Oct	96.00			
9/11/2025	APBNK	DUE: 9/11/2025 DISC: 9/11/2025		1099: N		
		2025 Life Insurance Oct		101 21709-000	OTHER PAYABLE	63.84
		2025 Life Insurance Oct		204 21709-000	OTHER PAYABLE	1.60
		2025 Life Insurance Oct		601 21709-000	OTHER PAYABLE	22.56
		2025 Life Insurance Oct		602 21709-000	OTHER PAYABLE	8.00
		=== VENDOR TOTALS ===	96.00			

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

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
-06053	O'REILLY AUTO PARTS					
I-3243-491782		Antifreeze	47.97			
9/11/2025	APBNK	DUE: 9/11/2025 DISC: 9/11/2025		1099: N		
		Antifreeze		101 4132-70120-000	SUPPLIES	47.97
=== VENDOR TOTALS ===			47.97			
=====						
-05870	XCEL ENERGY					
I-924794184		Electricity	70.39			
9/11/2025	APBNK	DUE: 9/11/2025 DISC: 9/11/2025		1099: N		
		Electricity		209 4209-85020-000	STREET LIGHTING POWER	70.39
I-942630083		Electricity	11.27			
9/11/2025	APBNK	DUE: 9/11/2025 DISC: 9/11/2025		1099: N		
		Electricity		209 4209-85020-000	STREET LIGHTING POWER	11.27
I-942635840		Gas	68.15			
9/11/2025	APBNK	DUE: 9/11/2025 DISC: 9/11/2025		1099: N		
		Gas		101 4131-85030-000	NATURAL GAS	68.15
I-942640324		Electricity	15.13			
9/11/2025	APBNK	DUE: 9/11/2025 DISC: 9/11/2025		1099: N		
		Electricity		209 4209-85020-000	STREET LIGHTING POWER	15.13
I-942674114		Electricity	242.93			
9/11/2025	APBNK	DUE: 9/11/2025 DISC: 9/11/2025		1099: N		
		Electricity		101 4131-85020-000	ELECTRIC	242.93
=== VENDOR TOTALS ===			407.87			
=== PACKET TOTALS ===			418,558.35			

9/18/2025 11:53 AM
 PACKET: 03461 September 18 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
259	AMERICAN ENGINEERING TESTING INC I-INV-281267	Materials Testing	R	9/18/2025		100.00CR	094504	100.00
03110	CENTURY LINK I-202509189294	Landline Svc Sept	R	9/18/2025		70.62CR	094505	70.62
03123	CINTAS CORPORATION I-4239912657 I-4241389266	Floor Mats Svc 8/13 Floor Mats Svc 8/27	R R	9/18/2025 9/18/2025		104.40CR 104.40CR	094506 094506	208.80
06290	CITY OF ROSEVILLE I-242504	Engineering July & August	R	9/18/2025		26,869.00CR	094507	26,869.00
00899	DDA HUMAN RESOURCES INC I-1044	Classification & Comp Study	R	9/18/2025		9,275.00CR	094508	9,275.00
05032	FOREST LAKE CONTRACTING INC I-7269	Public Works Lighting	R	9/18/2025		958.67CR	094509	958.67
05856	JACK LINEHAN I-202509189295	Telephone Reimbursement Sept	R	9/18/2025		60.00CR	094510	60.00
06002	NINENORTH I-2025-130	Webstreaming/Cablecast August	R	9/18/2025		1,026.25CR	094511	1,026.25
05925	SECURIAN LIFE INSURANCE COMPANY I-13689461-00 I-83604461-00 I-84125561-00 I-97346361-00	September Life Insurance August Life Insurance October Life Insurance July Life Insurance	R R R R	9/18/2025 9/18/2025 9/18/2025 9/18/2025		338.76CR 338.76CR 338.76CR 338.76CR	094512 094512 094512 094512	1,355.04
05981	RANDY SINGER I-202509189296	Payment for Sprinkler Damage	R	9/18/2025		306.42CR	094513	306.42
988	SUPERIOR SAND & GRAVEL I-36841	Disposal Fee	R	9/18/2025		30.00CR	094514	30.00
07432	TOFT'S OUTDOOR SUPPLY I-8352	Brush Disposal 9/8	R	9/18/2025		82.50CR	094515	82.50
05870	XCEL ENERGY I-942689822 I-942727786 I-942875219 I-942875642 I-942879908 I-943919729	Electricity Electricity Electricity Electricity Electricity Electricity	R R R R R R	9/18/2025 9/18/2025 9/18/2025 9/18/2025 9/18/2025 9/18/2025		67.21CR 76.30CR 31.72CR 30.92CR 2,191.99CR 48.93CR	094516 094516 094516 094516 094516 094516	2,447.07

9/18/2025 11:53 AM
 PACKET: 03461 September 18 Payables
 VENDOR SET: 01
 BANK : APBNK US BANK

A / P CHECK REGISTER
 **** CHECK LISTING ****

PAGE: 2

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
--------	-------------	------	---------------	---------------	----------	--------	--------------	-----------------

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	13	0.00	42,789.37	42,789.37
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:	13	0.00	42,789.37	42,789.37

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

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

PAY PERIOD ENDING

9/07/2025

DIRECT DEPOSIT EFFECTIVE DATE

9/09/2025

EMP #	NAME	AMOUNT
01-1006	JACK LINEHAN	2,842.02
01-1027	KELLY A NELSON	2,422.83
01-1029	ELKE JOHNSON	1,771.60
01-1162	ALYSSA LANDBERG	2,827.23
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
01-1171	HENRY A THOMAS	903.07
01-2282	SOFIE EDEVOLD	457.48
01-2283	LARRY HARTMANN	1,209.76
01-2284	COLLEEN SMITH	915.25
01-2285	VIKTOR BRADFORD	685.57
01-2287	KEVIN MOORHOUSE	685.57
01-2288	HENRY PRAIT	380.48
01-2289	LEO SMITH	419.98
01-2291	SAMUEL HOLM	457.48

TOTAL PRINTED: 17

25,361.97

9-09-2025 8:30 AM

PAYROLL CHECK REGISTER

PAGE: 1

PAYROLL NO: 01 City of Falcon Heights

PAYROLL DATE: 9/09/2025

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
1184	NEIS, ADRIAN J	R	9/09/2025	507.62	094487
1167	SIMONS, DAVID S	R	9/09/2025	1,750.65	094488
2286	GREWE, SETH	R	9/09/2025	638.69	094489
2290	WRIGHTSON, CHRISTOPHER	R	9/09/2025	479.93	094490

9-09-2025 8:30 AM

PAYROLL CHECK REGISTER

PAGE: 2

PAYROLL NO: 01 City of Falcon Heights

PAYROLL DATE: 9/09/2025

*** REGISTER TOTALS ***

REGULAR CHECKS:	4	3,376.89
DIRECT DEPOSIT REGULAR CHECKS:	17	25,361.97
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	21	28,738.86

*** NO ERRORS FOUND ***

** END OF REPORT **

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REQUEST FOR COUNCIL ACTION

Meeting Date	September 24, 2025
Agenda Item	Consent G2
Attachment	Application and Resolution 25-85
Submitted By	Hannah Lynch, Community Development Coordinator

Item	Appointment of Monika Chandler to the Environment Commission
Description	City Staff, Commission Vice-Chair, and the Environment Commission Council Liaison have interviewed and recommend Monika Chandler for the Environment Commission. Monika has worked for the Department of Agriculture for 25 years and has a wealth of knowledge on the impacts of vegetation in the community. Her extensive knowledge and commitment to Falcon Heights will be a great asset to the Environment Commission.
Budget Impact	N/A
Attachment(s)	• Commission Application • Resolution 25-85 Appointing Monika Chandler to the Environment Commission
Action(s) Requested	Staff recommends approval of attached resolution appointing Monika Chandler to the Environment Commission.

City Commission Application

Submission #: 4300388

IP Address: 172.58.9.188

Submission Date: 09/02/2025 11:52

Survey Time: 8 minutes, 12 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

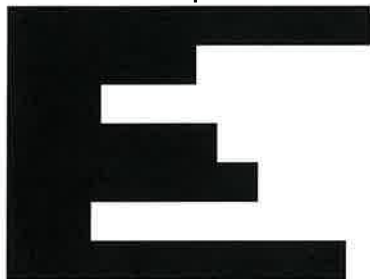
09/02/2025 12:00 PM

Full Name

Monika Chandler

Full Address

1580 Northrop Street

**How Long At Above Address?**

23 years

In Which Capacity Would You Like to Serve?

Environment Commission member

What is the Reason You Would Like to Serve?

I would like to learn about the current environmental status of Falcon Heights and future plans. I would like to help with planning research, development and implementation to improve our community.

List Prior (Previous) Public Service

I have worked for the Minnesota Department of Agriculture for 25 years.

Other Relevant Background (Other Comments)

I have a MS in horticulture and have worked with plants for 25 years. This can be helpful for understanding the positive and negative impacts of vegetation in our community.

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 24, 2025

No. 25-85

**RESOLUTION APPOINTING MONIKA CHANDLER 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, Commission Vice-Chair, and Commission Council Liaison have interviewed Monika Chandler 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 Monika Chandler 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 24th day of September, 2025.

Moved by: Gustafson

Approved by: 

Randall C. Gustafson
Mayor

GUSTAFSON
LEEHY
MEYER
WASSENBERG
MIELKE

5

In Favor

0

Against

Attested by: 

Jack Linehan
City Administrator

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REQUEST FOR COUNCIL ACTION

Meeting Date	September 24, 2025
Agenda Item	H1
Attachment	Supporting Document; Resolution 25-86
Submitted By	Alyssa Landberg, Interim Finance Director

Item	Reducing the Debt Levy Schedule and debt levy amount for the \$665,000 2021A GO Improvement Bond.
Description	The debt levy schedule for the \$665,000 2021A GO Improvement Bond needs to be amended. Sufficient funds exist in the fund for this bond resulting in the ability to reduce the payable 2026 levy amount for this bond by \$80,141.16 leaving \$0 to be levied for debt service for payable 2026 on this bond. This was the final year to be levied. With these amendments, the certified debt levy for the city's debt for payable 2026 will include only the 2025 G.O. & Tax Abatement Bonds.
Budget Impact	Reduce levy by \$80,141.16.
Attachment(s)	Supporting Document from Ramsey County Resolution 25-86
Action(s) Requested	Staff recommends reducing debt levy schedules and certifying the new bond levy amounts for payable 2026.

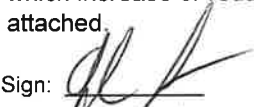
City of FALCON HEIGHTS

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BOND ISSUES	ORIGINAL PRINCIPAL	DATE ISSUED	LEVY YEAR 2025 PAYABLE 2026 DEBT LEVY	ADDITIONS OR REDUCTIONS BY RESOLUTION	CERTIFIED DEBT LEVY
GO 2021A	665,000	3/24/2021	80,141.16	-80,141.16	\$0.00
GO 2025A	1,885,000	7/24/2025	169,627.20		\$169,627.20
			\$249,768.36	-\$80,141.16	\$169,627.20

I hereby certify that the above schedule of bond levies to be spread on the payable 2026 tax rolls agrees with the City records and is true and correct. Copies of any resolutions which increase or reduce these levies are attached.

Sign:



Date:

9/24/2025

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

September 24, 2025

No. 25-86

**RESOLUTION AMENDING THE DEBT LEVY SCHEDULE FOR THE \$665,000 GO
IMPROVEMENT SERIES 2021A BOND**

WHEREAS, it is determined that there are sufficient funds for the \$665,000 GO Improvement Series 2021A Bond to reduce the 2025 tax levy amount for payable 2026.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Falcon Heights, that an irrevocable reduction in the 2025 tax levy for payable 2026 on the \$665,000 GO Improvement Series 2021A bond be reduced by \$80,141,16 down to \$0.

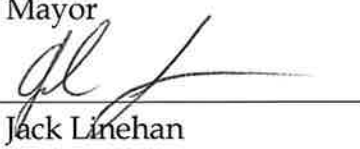
Adopted by the Falcon Heights City Council this 24th day of September, 2025.

Moved by: Wassenberg

Approved by: 

Randall C. Gustafson
Mayor

GUSTAFSON 5 In Favor
MEYER
WASSENEBERG 0 Against
LEEHY
MIELKE

Attested by: 

Jack Linehan
City Administrator

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ITEM FOR DISCUSSION

Meeting Date	September 24, 2025
Agenda Item	Policy H2
Attachment	Resolution 25-87
Submitted By	Jack Linehan, City Administrator

Item	Adoption and Certification of the 2026 Preliminary Levy						
Description	Each year, the City must set and certify to Ramsey County a preliminary levy by September 30th.						
	Details for the preliminary 2026 General Fund Budget:						
	1) The amount of LGA state aid was increased by an amount of \$1,302 by the Legislature for budget year 2025. LGA will increase from \$862,544 in 2025 to \$863,846 in 2026.						
	2) Fiscal Disparity distribution dollars for 2026 decreased by \$27,872 from the 2025 level.						
	3) Increase of \$138,976 expense for police services with St. Anthony Village.						
	4) An increase in the cost-of-living-adjustment for all employees of 3%.						
	5) Inclusion of a new job classification & compensation payment plan, which will be at a cost of approximately \$20,000.						
	6) A transfer of \$49,000 from Special Revenue Fund 211 – Parking Management. This is the surplus from the pay-by-mobile program. This brought the levy increase down an additional two percentage points.						
	Impacts to the Overall Property Tax Levy:						
		<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>Proposed 2026</u>	<u>Change</u>
	General Fund Levy	2,166,934	2,284,612	2,510,386	2,626,701	2,712,781	86,080
	Debt Service Levy	193,510	189,686	189,686	148,058	169,627	21,569
	TOTAL LEVY	2,360,444	2,474,298	2,700,072	2,774,759	2,882,408	107,649

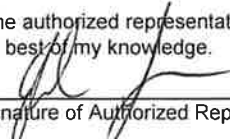
	Impacts on a Median Value Home in Falcon Heights: <table> <tr> <th></th><th><u>2022</u></th><th><u>2023</u></th><th><u>2024</u></th><th><u>2025</u></th><th><u>Proposed 2026</u></th><th><u>Change 2025 to 2026</u></th></tr> <tr> <td>Median Value Home</td><td>\$309,600</td><td>\$362,150</td><td>\$373,950</td><td>\$401,750</td><td>\$411,750</td><td>\$10,000</td></tr> <tr> <td>Taxable Median Value</td><td>\$299,570</td><td>\$357,504</td><td>\$370,366</td><td>\$391,358</td><td>\$402,258</td><td>\$10,900</td></tr> <tr> <td>Tax Capacity</td><td>\$2,995</td><td>\$3,575</td><td>\$3,704</td><td>\$3,914</td><td>\$4,023</td><td>\$109</td></tr> <tr> <td>City Tax Rate</td><td>38.741%</td><td>35.19%</td><td>36.94%</td><td>35.787%</td><td>37.305%</td><td>1.518%</td></tr> <tr> <td>City Taxes</td><td>\$1,161</td><td>\$1,257</td><td>1,368</td><td>\$1,401</td><td>\$1,501</td><td>\$100</td></tr> <tr> <td>Net Change</td><td>\$47</td><td>\$96</td><td>\$110</td><td>\$33</td><td>\$100</td><td></td></tr> </table> The 2026 proposed increase on a median value home is estimated to be \$100 per year or \$8.33 per month.							<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>Proposed 2026</u>	<u>Change 2025 to 2026</u>	Median Value Home	\$309,600	\$362,150	\$373,950	\$401,750	\$411,750	\$10,000	Taxable Median Value	\$299,570	\$357,504	\$370,366	\$391,358	\$402,258	\$10,900	Tax Capacity	\$2,995	\$3,575	\$3,704	\$3,914	\$4,023	\$109	City Tax Rate	38.741%	35.19%	36.94%	35.787%	37.305%	1.518%	City Taxes	\$1,161	\$1,257	1,368	\$1,401	\$1,501	\$100	Net Change	\$47	\$96	\$110	\$33	\$100	
	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>Proposed 2026</u>	<u>Change 2025 to 2026</u>																																																	
Median Value Home	\$309,600	\$362,150	\$373,950	\$401,750	\$411,750	\$10,000																																																	
Taxable Median Value	\$299,570	\$357,504	\$370,366	\$391,358	\$402,258	\$10,900																																																	
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City Taxes	\$1,161	\$1,257	1,368	\$1,401	\$1,501	\$100																																																	
Net Change	\$47	\$96	\$110	\$33	\$100																																																		
Budget Impact	Dependent upon adoption of the 2026 General Fund Budget.																																																						
Attachment(s)	Resolution 25-87 Certification of the Preliminary Levy for 2026																																																						
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve the attached resolution setting the Preliminary 2026 Tax Levy at \$2,882,408, an increase of 3.88%.																																																						

**COUNTY, CITY AND SPECIAL TAXING DISTRICT LEVY CERTIFICATION
FOR PROPOSED TAXES PAYABLE IN 2026**

FOR FALCON HEIGHTS:

LEVY PURPOSE	CERTIFIED PROPOSED LEVY
NET TAX CAPACITY BASED LEVIES	
1) General	\$ 2,712,781.00
2) Debt	\$ 169,627.20
3) Other (Please Specify)	
4)	
5)	
6)	
7)	
8)	
9)	
10) Total Net Tax Capacity Based Levies (Total 1 through 9)	\$ 2,882,408.20
MARKET VALUE BASED LEVIES	
11)	\$
12)	
13) Total Market Value Based Referendum Levies (Total 11 & 12)	\$
14) Total Certified Levy (Total 10 & 13)	\$ 2,882,408.20

I, the authorized representative of the above-mentioned Governmental Agency, certify that the foregoing information is accurate to the best of my knowledge.

	City Administrator	9/24/2025
_____ Signature of Authorized Representative	_____ Title	_____ Date
651-792-7600		
_____ Phone Number of Authorized Representative		

Please return this form to AskPropertyTax@co.ramsey.mn.us no later than September 30, 2025

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

September 24, 2025

No. 25-87

**RESOLUTION ADOPTING THE 2026 TAX LEVY FOR THE CITY OF FALCON
HEIGHTS, COUNTY OF RAMSEY, STATE OF MINNESOTA**

BE IT RESOLVED by the Mayor and City Council of the City of Falcon Heights, County of Ramsey, State of Minnesota, that the following sums of money be levied for the taxes payable 2026, upon the taxable property in the City of Falcon Heights, for the following purposes:

	CERTIFIED LEVY
GENERAL FUND	\$2,712,781
DEBT SERVICE	\$169,627
TOTAL LEVY	\$2,882,408

BE IT FURTHER RESOLVED that the City Administrator is hereby directed to transmit a certified copy of this Resolution to the County Auditor and should extend the tax levy in the amount of \$2,882,408 to be collected for the year 2026.

Moved by: Leehy

Approved by: _____

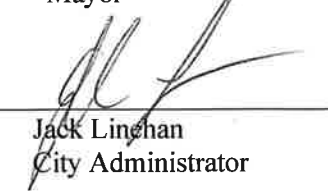

Randall C. Gustafson
Mayor

GUSTAFSON
MEYER
WASSENBERG
LEEHY
MIELKE

5 In Favor

0 Against

Attested by: _____


Jack Linahan
City Administrator

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REQUEST FOR COUNCIL ACTION

Meeting Date	September 24, 2025
Agenda Item	H3
Attachment	Supporting Documents; Resolution 25-88
Submitted By	Alyssa Landberg, Interim Finance Director

Item	Setting Truth in Taxation (TNT) Hearing
Description	Minnesota State Statute mandates the Truth in Taxation (TNT) process for local governments. The TNT process is designed to improve transparency and public participation in the budget process. By September 30 of each year, a city council adopts a “proposed levy.” This acts as a maximum limit, as the final levy adopted later cannot be higher than this amount. The City is then required to conduct a Truth in Taxation Hearing in December where the annual budget and levy will be discussed and the public is invited to speak. It is recommended that the City Council approve the meeting date of December 10, 2025, for the Truth in Taxation meeting to discuss the 2026 budget and levy.
Budget Impact	N/A
Attachment(s)	• Supporting Documents to Certify to Ramsey County • Resolution 25-88 Setting the Truth-in-Taxation Hearing Date
Action(s) Requested	Staff recommend that City Council set the Truth and Taxation hearing during the regular meeting of City Council at 7:00 p.m. on December 10, 2025.

Truth in Taxation (TNT) Public Hearing Information for Taxes Payable 2026

Information required to be published on TNT notice	
Taxing Authority Mailing Address	2077 Larpenteur Avenue W, Falcon Heights, MN 55113
Taxpayer Inquiry Phone Number <i>Ex: (651) 123-4567</i>	651-792-7600
Taxing Authority Website <i>Ex: RAMSEY.GOV</i>	www.falconheights.org
TNT Public Hearing Date and Time <i>Ex: November 25, 2024 6:00 PM</i>	December 10, 2025 7:00 PM
TNT Hearing Location Name <i>Ex: City Hall</i>	Falcon Heights City Hall
TNT Hearing Location Address <i>Ex: 123 Street, St. Paul, MN 55101</i>	2077 Larpenteur Avenue W, Falcon Heights, MN 55113

Please return this form to AskPropertyTax@co.ramsey.mn.us no later than September 30,
2025

CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION

September 25, 2025

No. 25-88

**RESOLUTION SETTING PUBLIC HEARING DATE FOR THE 2025 BUDGET AND
PROPERTY TAX LEVY**

WHEREAS, the City of Falcon Heights is required by State law to set a date and time for their annual budget adoption public hearing; known as a "Truth in Taxation" hearing; and

WHEREAS, Minnesota Statutes require approval of a preliminary property tax levy and preliminary budget on or before September 30th of each year; and

WHEREAS, the City Council has received the proposed budget document;

NOW THEREFORE BE IT RESOLVED that the Truth in Taxation Public Hearing will be held on December 10, 2025 at 7:00 PM.

Moved by: *Mayor*

Approved by: 

Randall C. Gustafson
Mayor

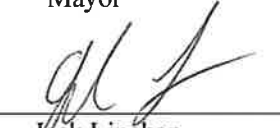
GUSTAFSON
MEYER
WASSENBERG
LEEHY
MIELKE

5

In Favor

0

Against

Attested by: 

Jack Linehan
City Administrator