

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

AGENDA - AMENDED
October 22, 2025 at 7:00 P.M.

A. CALL TO ORDER:

B. ROLL CALL: GUSTAFSON X LEEHY X MEYER X

MIELKE X WASSENBERG X

STAFF PRESENT: LINEHAN X

C. APPROVAL OF AGENDA

D. PRESENTATION

1. Roseville Area School District - Capital Project Levy for Technology Referendum

E. APPROVAL OF MINUTES:

1. September 10, 2025 City Council Regular Meeting Minutes
2. September 10, 2025 City Council Special Workshop Meeting Minutes

Meyer 5-0

F. PUBLIC HEARINGS:

G. CONSENT AGENDA:

1. General Disbursements through 10/17/25: \$380,391.23
Payroll through 10/7/25: \$22,375.98
Wire Payments through 10/17/25: \$22,878.65
2. Approval of City Licenses
3. Approval of Pay Estimate #5 to Bituminous Roadways, Inc. for the 2025 Pavement Management Project
4. Approval of Pay Estimate to Bituminous Roadways, Inc. for Repairs Made Related to 2021 Pavement Management Project
5. Approval of Resolution 25-96 Authorizing All Energy Solar Change Order for City Hall CT Cabinet Installation
6. Authorization of Inspection and Repairs for Plow Truck Units #16 and #12 Not to Exceed \$11,000
7. **Approval of Postage Meter Lease for City Hall**
8. **Approval of Ordinance 25-06 and Summary Ordinance 25-06 Amending the 2025 Fee Schedule to Add Fee for Lower Potency Hemp Retailer Registrations**

Gustafson 5-0

H. POLICY ITEMS:

1. Request for Proposals - Les Bolstad Golf Course Redevelopment Consultant
2. Consideration of Falcon Heights - Lauderdale Lions Club's Use of City Hall Parking Lot for Holiday Tree Sales and Approval of 2025 Holiday Tree Sales License

Mielke 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: *Leahy T-O*

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REQUEST FOR COUNCIL ACTION

Meeting Date	October 22, 2025
Agenda Item	Presentation D1
Attachment	
Submitted By	Jack Linehan, City Administrator

Item	Presentation from Roseville Area School District 623 –Capital Project Levy for Technology Referendum Presentation
Description	<p>The Roseville Area School District represents all of Falcon Heights as our school district. RAS has a question on the November 4, 2025 that states:</p> <hr/> <p style="text-align: center;">ISD No. 623 School District Question 1</p> <p>Approval of Capital Project Levy Authorization For Technology</p> <p>The school board of Independent School District No. 623 (Roseville Area Schools) has proposed a capital project levy authorization of 5.808% times the net tax capacity of the school district. The additional revenue from the proposed capital project levy authorization will be used to provide funds for the acquisition, installation, replacement, support and maintenance of software, computers, mobile devices, network connectivity, improved safety, security and cybersecurity systems, Wi-Fi networks, data storage, website updates, office and instructional technology, and to pay the costs of technology-related personnel and training. The proposed capital project levy authorization will raise approximately \$6,000,000 for taxes payable in 2026, the first year it is to be levied, and would be authorized for ten years. The estimated total cost of the projects to be funded over that time period is approximately \$60,000,000. Shall the capital project levy authorization proposed by the school board of Independent School District No. 623 be approved?</p> <p>Yes No</p> <p>BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE VOTING FOR A PROPERTY TAX INCREASE.</p> <hr/> <p>Representatives from the school district will present information on the proposed capital project levy for technology and answer questions from the City Council.</p>
Budget Impact	N/A

Attachment(s)	Provided at meeting
Action(s) Requested	No action is requested from the Council for this informational item.

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

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

A. CALL TO ORDER: 7:00 PM

B. ROLL CALL: GUSTAFSON_X_ LEEHY___ MEYER_X_

MIELKE_X_ WASSENBERG_X_

STAFF PRESENT: LINEHAN_X_

C. APPROVAL OF AGENDA

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

D. PRESENTATION

E. APPROVAL OF MINUTES:

1. August 13, 2025 City Council Regular Meeting Minutes
2. August 13, 2025 City Council Special Workshop Meeting Minutes

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

F. PUBLIC HEARINGS:

G. CONSENT AGENDA:

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

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

H. POLICY ITEMS:

1. 2025 Pavement Management Project (PMP) Declare Costs to Be Assessed and Call for Assessment Hearing

Administrator Linehan explains that the project is wrapping up, and some of the equipment in Falcon Woods remains, as the contractors have some final items to complete. 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 will have the rolls certified by November 15th in order to allow the County enough time to add the assessments to property taxes. Due to low bids received and cost savings throughout the project, the final assessment costs have come down 30 to 40% since the preliminary estimates. Letters will be mailed out before the 24th of September to comply with the notice requirements.

Councilmember Mielke motions to approve Resolution 25-84 Ordering Assessment
Hearing For 2025 Pavement Management Project;
Approved 4-0

I. INFORMATION/ANNOUNCEMENTS:

Wassenberg explains that he and some neighbors went out and stenciled storm drains to remind the community to keep the storm drains and waterways clean.

Meyer reminds folks about the Citywide Garage Sale on September 13. On Tuesday, September 16, there will be an open house related to the Les Bolstad Golf Course sale.

Mielke notes the Environment Commission met earlier that week and discussed boulevard trees. Staff mailed letters to eligible households to see if they would be interested in a boulevard tree. She wonders what the police response would be to protests happening at the University of Minnesota. Linehan responds that he will get clarification from the police department.

Gustafson thanks everyone for the calmness around the State Fair this year. There is currently a survey open for the community to share feedback. The League of Women Voters will host a candidate forum at City Hall tomorrow night, September 11. The open house related to the golf course sale will take place on September 16. Mielke thanks everyone involved as well for their efforts during the State Fair.

Linehan adds that the Golf Course Open House will be at City Hall to solicit commentary on the priority areas identified by the Vision Committee, consisting of 2 councilmembers and 2 planning commissioners. They have been working on identifying concepts and core principles. There will also be a survey available for residents that mirrors the open house. Next, the community feedback will be utilized to help write a goals and visioning document to be voted on by the Planning Commission and City Council and submitted to the University to be included in the RFP this October.

Demolition has started at Community Park. A minimum number of trees had to be removed. Next week, Roselawn will be closed for a week to remove and replace the collapsed sewer line. The contractor will be completing site work, and the shelter is expected to be delivered in mid-October. The playground is looking to be installed in the spring.

Staff is still putting numbers together related to the State Fair Pay-by-Mobile program. Once completed, this will be included in the agenda packet for the State Fair Task Force

meeting. There is also a post-State Fair survey open. Linehan adds that air space is outside of the city's jurisdiction.

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: 7:23 PM

Councilmember Meyer motions to adjourn the meeting;
Approved 4-0



Randall C. Gustafson, Mayor

Dated this 22nd day of October, 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, September 10, 2025
7:30 P.M.

A. CALL TO ORDER: 7:30 PM

B. ROLL CALL: GUSTAFSON_X_ LEEHY____
MEYER_X_ MIELKE_X_ WASSENBERG_X_

STAFF PRESENT: LINEHAN_X_ LANDBERG_X_

C. POLICY ITEMS:

1. 2026 Proposed Budget: Workshop #3
 - a. General Fund & Proposed Levy Update

Administrator Linehan explains that staff took the City Council's feedback to reduce the draft budget and levy from 10.7% to under 8% without cutting positions and programs. Staff is proposing a modified levy increase of 6.7% or a \$191K increase, which was achieved by:

- Reducing the debt levy by \$80K for the Series 2021A bond and using project funds & debt surplus for the remaining payments rather than levying for these funds. The city can do this because another bond was paid off before its due date. Staff will bring a resolution to the next council meeting.
- Transferring \$25K from the ParkMobile special revenue fund 211. This way, everyone benefits equally.

Staff handed out budget worksheets to help put the changes to the proposed budget into perspective. The median valued home in Falcon Heights increased \$10,000. Following the exclusions, the median taxable value is \$402,000, and 1% of the value is its taxing capacity. The city tax rate would be an increase of \$153 compared to the previous year, with a 6.7% levy increase. To lower the levy further, the city could use reserves. The city currently has 107% and the policy requires a minimum of 45%. Bond reviewers prefer 70%. Maintaining a high balance allowed the city to keep its AAA rating, but using fund balance to balance the budget is a tough practice, as it can create large increases in levy in the future in order to get the fund balance back up.

Gustafson is hesitant to use reserves. Speaking from experience, he explains that in the past, the city used up reserves and had to use capital funds on operating costs. The city was able to move away from that. He prefers not to set a precedent to use the reserves to fund the budget. It's worth looking at this year but not making it a common practice. Mielke agrees, emphasizing the

importance of attempting to reduce the city's tax levy where possible, as residents are already facing a school district levy and a proposed 9.7% levy from Ramsey County.

Linehan noted that while the city experienced savings in police costs last year, those expenses are expected to increase in the coming years as staffing levels grow. He also pointed out a reduction in fiscal disparities revenue, with the city receiving \$20,000 to \$30,000 less this year. Budget adjustments include the reduction of one full-time position, offset by increased use of consultants and contractors. He added that the goal is for the golf course redevelopment to be financially self-sustaining.

The Council expressed interest in keeping the annual property tax increase around \$100. Wassenberg noted that the city's tax rate remains within a reasonable range and emphasized not levying additional taxes for debt. He supports transferring funds from ParkMobile so the benefits are shared citywide. While \$153 may not seem excessive, he said it feels like a significant jump and supported modestly lowering it using reserves. With expected increases in police costs in the coming years, he added that the city should aim to prevent sharp levy hikes later.

Linehan highlighted that the city has been intentionally building reserves in preparation for park improvements. The city remains in a strong financial position, with all funds healthy, and could responsibly use some reserves even after completing the park renovation. Favorable investment returns have helped grow these savings. The park project cost includes \$1 million for land acquisition, a \$1 million bond, and \$1.5 million in cash for renovations.

Council members discussed whether additional scenarios could further reduce the levy. Linehan outlined two options: reducing expenditures in the consulting budget or using a general fund balance transfer. A \$75,000 transfer would lower the levy increase to under 4%, aligning with a \$100 annual increase. However, he cautioned that the city cannot continue covering operating expenses with savings.

Mielke expressed concern that moving from a \$33 increase in 2025 to \$153 in 2026 would be too steep. Linehan noted that the current year's budget is performing favorably, so some of those savings could be carried over. Gustafson added that maintaining a fund balance near 100% would still allow for sufficient operating funds, since revenues often come in later in the year. He said this approach would not be fiscally irresponsible.

Linehan explained that city policy sets a 45% fund balance target, so the current level is excellent. Some cities use a range-based policy that specifies what actions to take if balances exceed the target. Wassenberg agreed, suggesting the city could budget to maintain reserves below 100%, as they are already comfortably high. Meyer supported setting a range, such as 75–100%.

When asked about investments, Landberg explained that most investments mature on a rolling basis to ensure cash is available for park expenses. Typically,

matured investments are reinvested. The city's 4M fund also earns interest, similar to CDs. Linehan clarified that the 4M fund functions as the city's main account. Landberg added that, by law, the city can only hold secure investments such as CDs under \$250,000—not stocks or high-risk assets.

Meyer asked whether \$25,000 from ParkMobile was a conservative estimate. Linehan confirmed it was, noting that startup costs are retained in the fund to ensure the program remains self-sufficient without future transfers.

Linehan reiterated that a \$75,000 transfer would help bring down the levy. Gustafson said limiting a large jump in the tax rate would be beneficial. Linehan added that police costs are the primary driver of the rising budget, while other operational expenses have remained steady. The goal is not to cut staff but to reduce expenses where possible. Gustafson emphasized that the quality of police service justifies the cost, and Wassenberg agreed, noting the value of the city's police contract.

2. Review of Abdo Financial Solutions Process Evaluation for the Finance Department

Linehan explains Abdo Financial Solutions was hired to review processes in the Finance Department following the retirement of the Finance Director. They provided a recommendation on how to supplement staff. No need to hire an additional full-time employee for the finance department. Some processes could be modernized and made more efficient, only to keep one FTE in the finance department. The biggest recommendation is to upgrade the financial software; there is a substantial cost and staff time involved with that. Besides modernizing procedures, another big upgrade would be to outsource payroll. Currently, this is all done in-house by 1 person, which has its challenges. Another recommendation would be to source out benefits as well; this would be a substantial improvement from the current situation. There are other recommendations in the report. Council agrees that modernizing the finance department is very beneficial and creates efficiencies. Landberg agrees with the recommendations and would be happy to assist with the implementation. Linehan adds that modernizing the system would also help staff keep track of their budgets more easily. Linehan highlights the recommendations they are looking to implement; he is unsure what the costs are at the moment, but it would be less than paying an extra full-time employee.

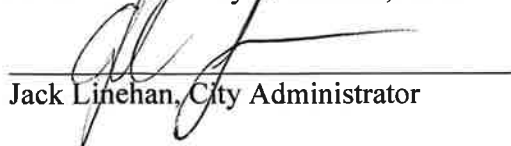
D. ADJOURNMENT: 8:23 PM

Councilmember Mielke motions to adjourn;
Approved 4-0



Randall C. Gustafson, Mayor

Dated this 22nd day of October, 2025



Jack Linehan, City Administrator

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

PAY PERIOD ENDING 10/05/2025
DIRECT DEPOSIT EFFECTIVE DATE 10/07/2025

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	3,059.49
01-1033	DAVE TRETSEVEN	1,970.93
01-1143	COLIN B CALLAHAN	2,895.02

TOTAL PRINTED: 8 20,625.33

10-07-2025 8:28 AM PAYROLL CHECK REGISTER
PAYROLL NO: 01 City of Falcon Heights

PAGE: 1
PAYROLL DATE: 10/07/2025

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
1167	SIMONS, DAVID S	R	10/07/2025	1,750.65	094557

10-07-2025 8:28 AM PAYROLL CHECK REGISTER
PAYROLL NO: 01 City of Falcon Heights

PAGE: 2
PAYROLL DATE: 10/07/2025

*** REGISTER TOTALS ***

REGULAR CHECKS:	1	1,750.65
DIRECT DEPOSIT REGULAR CHECKS:	8	20,625.33
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	9	22,375.98

*** NO ERRORS FOUND ***

** END OF REPORT **

10/13/2025 1:14 PM
 PACKET: 03470 October 13 Payables
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 1

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-00209	ADVANTAGE SIGNS AND GRAPHICS					
I-V0825-202		Signs	90.60			
10/13/2025	APBNK	DUE: 10/13/2025 DISC: 10/13/2025		1099: N		
		Signs		101 4132-75100-000	STREET SIGNS	90.60
=== VENDOR TOTALS ===			90.60			
=====						
01-00869	BENEFIT EXTRAS, INC					
I-1410988		Flex Admin Fee 4th Qtr	120.00			
10/13/2025	APBNK	DUE: 10/13/2025 DISC: 10/13/2025		1099: N		
		Flex Admin Fee 4th Qtr		101 4112-89000-000	MISCELLANEOUS	120.00
=== VENDOR TOTALS ===			120.00			
=====						
01-00879	BUSINESS IMAGES					
I-3436		Parking Ambassador Vests	533.00			
10/13/2025	APBNK	DUE: 10/13/2025 DISC: 10/13/2025		1099: N		
		Parking Ambassador Vests		211 4211-70300-000	AMBASSADOR SUPPLIES	533.00
I-3437		City Shirts	88.75			
10/13/2025	APBNK	DUE: 10/13/2025 DISC: 10/13/2025		1099: N		
		City Shirts		101 4112-70100-000	SUPPLIES	88.75
=== VENDOR TOTALS ===			621.75			
=====						
01-03001	CAMPBELL KNUTSON					
I-335		September General Legals	1,708.85			
10/13/2025	APBNK	DUE: 10/13/2025 DISC: 10/13/2025		1099: Y		
		September General Legals		101 4114-80200-000	LEGAL FEES	1,708.85
=== VENDOR TOTALS ===			1,708.85			
=====						
01-05115	GOPHER STATE ONE CALL					
I-5090393		Locates September	62.10			
10/13/2025	APBNK	DUE: 10/13/2025 DISC: 10/13/2025		1099: N		
		Locates September		601 4601-88030-000	LOCATES	62.10
=== VENDOR TOTALS ===			62.10			

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A/P Regular Open Item Register

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01-05166	GRAINGER, W. W., INC.					
I-9654647289		Safety Equipment	49.55			
10/13/2025	APBNK	DUE: 10/13/2025 DISC: 10/13/2025		1099: N		
		Safety Equipment		101 4131-70110-000	SUPPLIES	49.55
=== VENDOR TOTALS ===			49.55			
01-05058	JOSH JORDAN					
I-202510139303		Tae Kwon Do through 10/16/25	646.40			
10/13/2025	APBNK	DUE: 10/13/2025 DISC: 10/13/2025		1099: Y		
		Tae Kwon Do through 10/16/25		201 4201-87700-000	INSTRUCTOR-SPECIALTY CLA	646.40
=== VENDOR TOTALS ===			646.40			
01-05886	KELLY & LEMMONS P.A.					
I-66305		September Prosecutions	2,500.00			
10/13/2025	APBNK	DUE: 10/13/2025 DISC: 10/13/2025		1099: Y		
		September Prosecutions		101 4123-80200-000	LEGAL FEES	2,500.00
=== VENDOR TOTALS ===			2,500.00			
01-05273	MN PUBLIC EMPLOYEES INSURANCE					
I-1561168		Nov Health & Dental Insurance	11,816.30			
10/13/2025	APBNK	DUE: 10/13/2025 DISC: 10/13/2025		1099: N		
		Nov Health & Dental Insurance		101 4112-89000-000	MISCELLANEOUS	11,816.30
=== VENDOR TOTALS ===			11,816.30			
01-05991	NEW LOOK CONTRACTING, INC.					
I-202510139304		Community Park Pay Request #1	257,595.59			
10/13/2025	APBNK	DUE: 10/13/2025 DISC: 10/13/2025		1099: N		
		Community Park Pay Request #1		403 4403-91500-000	COMMUNITY PARK LAND/BUIL	257,595.59
=== VENDOR TOTALS ===			257,595.59			
01-06053	O'REILLY AUTO PARTS					
I-1799-449056		Fleet Maintenance -Air Filter	88.34			
10/13/2025	APBNK	DUE: 10/13/2025 DISC: 10/13/2025		1099: N		
		Fleet Maintenance -Air Filters		101 4132-70120-000	SUPPLIES	88.34
=== VENDOR TOTALS ===			88.34			

10/13/2025 1:14 PM
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A/P Regular Open Item Register

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01-06183	RAMSEY COUNTY	PROPERTY TAX					
=====							
I-202510139305		Repayment for TIF 1-3		50,378.32			
10/13/2025	APBNK	DUE: 10/13/2025 DISC: 10/13/2025			1099: N		
		Repayment for TIF 1-3			414 30113-000	TAX INCREMENTS	50,378.32
=== VENDOR TOTALS ===				50,378.32			
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01-06561	TILDEN FP	FALCON HEIGHTS APART					
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I-202510139306		1st Half Pay-as-you-go Paymen		49,731.14			
10/13/2025	APBNK	DUE: 10/13/2025 DISC: 10/13/2025			1099: N		
		1st Half Pay-as-you-go Payment			414 4414-93000-000	DEBT PAY AS YOU GO PYMT	49,731.14
=== VENDOR TOTALS ===				49,731.14			
=====							
01-06581	TRI-STATE	BOBCAT INC					
=====							
I-A54596		Filters for Bobcats		59.54			
10/13/2025	APBNK	DUE: 10/13/2025 DISC: 10/13/2025			1099: N		
		Filters for Bobcats			101 4132-87000-000	REPAIR EQUIPMENT	59.54
=== VENDOR TOTALS ===				59.54			
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01-05784	UPPER CUT	TREE SERVICES					
=====							
I-62		Tree Trimming		425.00			
10/13/2025	APBNK	DUE: 10/13/2025 DISC: 10/13/2025			1099: N		
		Tree Trimming			101 4134-84010-000	TREE TRIMMING	425.00
=== VENDOR TOTALS ===				425.00			
=====							
01-05870	XCEL	ENERGY					
=====							
I-946633919		Electricity		13.97			
10/13/2025	APBNK	DUE: 10/13/2025 DISC: 10/13/2025			1099: N		
		Electricity			209 4209-85020-000	STREET LIGHTING POWER	13.97
=====							
I-946807059		Electricity		12.45			
10/13/2025	APBNK	DUE: 10/13/2025 DISC: 10/13/2025			1099: N		
		Electricity			209 4209-85020-000	STREET LIGHTING POWER	12.45
=====							
I-946821745		Gas		67.69			
10/13/2025	APBNK	DUE: 10/13/2025 DISC: 10/13/2025			1099: N		
		Gas			101 4131-85030-000	NATURAL GAS	67.69
=====							
I-946825418		Electricity		14.44			
10/13/2025	APBNK	DUE: 10/13/2025 DISC: 10/13/2025			1099: N		
		Electricity			209 4209-85020-000	STREET LIGHTING POWER	14.44

10/13/2025 1:14 PM
 PACKET: 03470 October 13 Payables
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

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-----ID-----				GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----		DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
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01-05870	XCEL ENERGY	(** CONTINUED **)						
=====								
I-946825479		Electricity		339.04				
10/13/2025	APBNK	DUE: 10/13/2025 DISC: 10/13/2025			1099: N			
		Electricity			101 4131-85020-000	ELECTRIC		339.04
=====								
I-946865467		Electricity		67.30				
10/13/2025	APBNK	DUE: 10/13/2025 DISC: 10/13/2025			1099: N			
		Electricity			209 4209-85020-000	STREET LIGHTING POWER		67.30
=====								
I-946934883		Electricity		71.06				
10/13/2025	APBNK	DUE: 10/13/2025 DISC: 10/13/2025			1099: N			
		Electricity			209 4209-85020-000	STREET LIGHTING POWER		71.06
=====								
I-947048301		Electricity		67.90				
10/13/2025	APBNK	DUE: 10/13/2025 DISC: 10/13/2025			1099: N			
		Electricity			209 4209-85020-000	STREET LIGHTING POWER		67.90
=====								
I-947100629		Electricity		2,192.29				
10/13/2025	APBNK	DUE: 10/13/2025 DISC: 10/13/2025			1099: N			
		Electricity			209 4209-85020-000	STREET LIGHTING POWER		2,192.29
=====								
I-947166249		Electricity		30.77				
10/13/2025	APBNK	DUE: 10/13/2025 DISC: 10/13/2025			1099: N			
		Electricity			101 4121-85020-000	ELECTRIC		30.77
=====								
I-947253324		Electricity		5.77				
10/13/2025	APBNK	DUE: 10/13/2025 DISC: 10/13/2025			1099: N			
		Electricity			209 4209-85020-000	STREET LIGHTING POWER		5.77
=====								
=== VENDOR TOTALS ===				2,882.68				
=== PACKET TOTALS ===				378,776.16				

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-03111	CENTER FOR ENERGY AND ENVIRONM					
I-27410		Energy Squad Visits 3rd Qtr	235.00			
10/17/2025	APBNK	DUE: 10/17/2025 DISC: 10/17/2025		1099: N		
		Energy Squad Visits 3rd Qtr		101 4117-89070-000	ENERGY AUDIT INCENTIVE	235.00
=== VENDOR TOTALS ===			235.00			
=====						
01-03110	CENTURY LINK					
I-202510179308		Life Station Auto Dialer Oct	80.19			
10/17/2025	APBNK	DUE: 10/17/2025 DISC: 10/17/2025		1099: N		
		Life Station Auto Dialer Oct		601 4601-85011-000	TELEPHONE - LANDLINE	80.19
I-202510179309		Landline Oct	73.86			
10/17/2025	APBNK	DUE: 10/17/2025 DISC: 10/17/2025		1099: N		
		Landline Oct		101 4141-85011-000	TELEPHONE - LANDLINE	73.86
=== VENDOR TOTALS ===			154.05			
=====						
01-03123	CINTAS CORPORATION					
I-4242867341		Floor Mats Svc 9/10	122.19			
10/17/2025	APBNK	DUE: 10/17/2025 DISC: 10/17/2025		1099: N		
		Floor Mats Svc 9/10		101 4131-87010-000	CITY HALL MAINTENANCE	122.19
I-4244364192		Floor Mats Svc 9/24	122.19			
10/17/2025	APBNK	DUE: 10/17/2025 DISC: 10/17/2025		1099: N		
		Floor Mats Svc 9/24		101 4131-87010-000	CITY HALL MAINTENANCE	122.19
=== VENDOR TOTALS ===			244.38			
=====						
01-05933	ESCH CONSTRUCTION SUPPLY, INC					
I-INV94084		Supplies for Concrete Scarifi	71.85			
10/17/2025	APBNK	DUE: 10/17/2025 DISC: 10/17/2025		1099: N		
		Supplies for Concrete Scarifie		101 4132-70120-000	SUPPLIES	71.85
=== VENDOR TOTALS ===			71.85			
=====						
01-05166	GRAINGER, W. W., INC.					
I-9663521483		Vehicle Inspection Forms	117.44			
10/17/2025	APBNK	DUE: 10/17/2025 DISC: 10/17/2025		1099: N		
		Vehicle Inspection Forms		101 4132-70120-000	SUPPLIES	117.44
=== VENDOR TOTALS ===			117.44			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05993	KERN LANDSCAPE RESOURCES					
I-589087		Brush Disposal	162.00			
10/17/2025	APBNK	DUE: 10/17/2025 DISC: 10/17/2025		1099: N		
		Brush Disposal		101 4134-84010-000	TREE TRIMMING	162.00
I-589114		Brush Disposal	54.00			
10/17/2025	APBNK	DUE: 10/17/2025 DISC: 10/17/2025		1099: N		
		Brush Disposal		101 4134-84010-000	TREE TRIMMING	54.00
I-589115		Brush Disposal	27.00			
10/17/2025	APBNK	DUE: 10/17/2025 DISC: 10/17/2025		1099: N		
		Brush Disposal		101 4134-84010-000	TREE TRIMMING	27.00
=== VENDOR TOTALS ===			243.00			
=====						
01-05509	LEAGUE OF MN CITIES					
I-436002		APMP Conference	70.00			
10/17/2025	APBNK	DUE: 10/17/2025 DISC: 10/17/2025		1099: N		
		APMP Conference		101 4112-86100-000	CONFERENCES/EDUCATION/AS	70.00
=== VENDOR TOTALS ===			70.00			
=====						
01-05856	JACK LINEHAN					
I-202510179307		Phone Reimbursement Oct	60.00			
10/17/2025	APBNK	DUE: 10/17/2025 DISC: 10/17/2025		1099: N		
		Phone Reimbursement Oct		601 4601-85015-000	CELL PHONE	60.00
=== VENDOR TOTALS ===			60.00			
=====						
01-06003	MERRICK, INC					
I-1806		Plastic Bag Recycling	20.00			
10/17/2025	APBNK	DUE: 10/17/2025 DISC: 10/17/2025		1099: N		
		Plastic Bag Recycling		101 4137-89000-000	MISCELLANEOUS	20.00
=== VENDOR TOTALS ===			20.00			
=====						
01-06053	O'REILLY AUTO PARTS					
I-1799-453239		Plow Lights	142.49			
10/17/2025	APBNK	DUE: 10/17/2025 DISC: 10/17/2025		1099: N		
		Plow Lights		101 4132-70120-000	SUPPLIES	142.49
I-3243-495930		Plow Repair Supplies	66.99			
10/17/2025	APBNK	DUE: 10/17/2025 DISC: 10/17/2025		1099: N		
		Plow Repair Supplies		101 4132-70120-000	SUPPLIES	66.99

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-06053	O'REILLY AUTO PARTS	(** CONTINUED **)				
I-3243-496027		Supplies	22.97			
10/17/2025	APBNK	DUE: 10/17/2025 DISC: 10/17/2025		1099: N		
		Truck Supplies		101 4132-70120-000	SUPPLIES	6.99
		Batteries		101 4131-70110-000	SUPPLIES	15.98
I-3243-496172		Dump Truck Supplies	5.87			
10/17/2025	APBNK	DUE: 10/17/2025 DISC: 10/17/2025		1099: N		
		Dump Truck Supplies		101 4132-70120-000	SUPPLIES	5.87
		=== VENDOR TOTALS ===	238.32			
01-07432	TOFT'S OUTDOOR SUPPLY					
I-8592		Brush Disposal 10/7	100.00			
10/17/2025	APBNK	DUE: 10/17/2025 DISC: 10/17/2025		1099: N		
		Brush Disposal 10/7		101 4134-84010-000	TREE TRIMMING	100.00
		=== VENDOR TOTALS ===	100.00			
01-05752	UNIVERSAL TRUCK SERVICE LLC					
I-117288		D.O.T. Repair	29.98			
10/17/2025	APBNK	DUE: 10/17/2025 DISC: 10/17/2025		1099: N		
		D.O.T. Repair		101 4132-87000-000	REPAIR EQUIPMENT	29.98
		=== VENDOR TOTALS ===	29.98			
01-05870	XCEL ENERGY					
I-947480688		Electricity	31.05			
10/17/2025	APBNK	DUE: 10/17/2025 DISC: 10/17/2025		1099: N		
		Electricity		101 4141-85020-000	ELECTRIC/GAS	31.05
		=== VENDOR TOTALS ===	31.05			
		=== PACKET TOTALS ===	1,615.07			

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REQUEST FOR COUNCIL ACTION

Meeting Date	October 22, 2025
Agenda Item	Consent G2
Attachment	N/A
Submitted By	Kelly Nelson Administrative Services Director/ Deputy Clerk

Item	Approval of City License(s)
Description	<p>The following individuals/entities have applied for a <u>Municipal Business License</u> for 2025. Staff have received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Merwin Liquors Falcon Heights <p>The following individuals/entities have applied for a <u>Tobacco License</u> for 2025. Staff have received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Merwin Liquors Falcon Heights <p>The following individuals/entities have applied for a <u>Liquor License</u> for 2025. Staff have received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Merwin Liquors Falcon Heights <p>The following individuals/entities have applied for a <u>Bus Bench License</u> for 2026. Staff have received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. United States Bench Corporation <p>The following individuals/entities have applied for a <u>Liquor License</u> for 2026. Staff have received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Stout's Pub LLC
	N/A
Attachment(s)	N/A
Action(s) Requested	Staff recommends approval of the City license applications contingent on background checks and fire inspections as required.

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REQUEST FOR COUNCIL ACTION

Meeting Date	October 22, 2025
Agenda Item	G3
Attachment	Pay Estimate #5
Submitted By	Erik Henricksen, City Engineer

Item	Request approval of Pay Estimate #5 for the 2025 Pavement Management Project.
Description	<p>Pay Estimate #5 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:</p> <ul style="list-style-type: none"> • Utility Work • Restoration <p>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 \$1243,999.31 or 103.62% (not including 5% retainage) of the original contract price. The 3.62% over the original contract price was due to overage quantities of soil remediation, additional concrete curb and gutter, and utility work required during the project.</p>
Budget Impact	<p>This project has the following financial implications for the City and property owners along the streets under this maintenance project:</p> <ul style="list-style-type: none"> • 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 #5
Action(s) Requested	Motion to approve Pay Estimate #5 for the 2025 Pavement Management Project.



CITY OF ROSEVILLE
2660 Civic Center Dr
Roseville, MN 55113

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Contract Number: FH25-01
Pay Request Number: 5

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: 10/15/2025
--	--

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	\$1,282,342.96
Change Order Items	\$27,130.00
Material On Hand	\$0.00
Total	\$1,309,472.96

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$73,678.65	\$1,309,472.96	\$65,473.65	\$1,174,004.59	\$69,994.72	\$1,243,999.31
Percent: Retained: 5%			Percent Complete: 103.62%		

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

10/16/2025

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
5	2025-10-15	\$73,678.65	\$3,683.93	\$69,994.72

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	\$473,270.54	\$23,663.53	\$427,363.33	\$22,243.68	\$449,607.01
2 Northome	2	\$624,235.92	\$31,211.80	\$589,956.33	\$3,067.79	\$593,024.12
Sanitary Sewer		\$69,013.00	\$3,450.65	\$32,359.85	\$33,202.50	\$65,562.35
Storm Sewer	3	\$139,053.50	\$6,952.67	\$120,620.08	\$11,480.75	\$132,100.83
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	\$22,243.68	\$514,295.00	\$514,295.00	\$449,607.01
2	Municipal (MSAS > 5000) - Falcon Heights	\$3,067.79	\$543,838.50	\$543,838.50	\$593,024.12
3	Local - Storm Sewer - Falcon Heights	\$11,480.75	\$129,118.50	\$101,988.50	\$132,100.83
4	Sanitary Sewer - Falcon Heights	\$33,202.50	\$57,857.00	\$57,857.00	\$65,562.35
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	0	\$0.00	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	2	\$200.00	29	\$2,900.00



CITY OF ROSEVILLE
2660 Civic Center Dr
Roseville, MN 55113

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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	16	\$32.00	682	\$1,364.00
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	24	\$360.00	94.8	\$1,422.00
FH25-01	11	2104.504	REMOVE BITUMINOUS PAVEMENT	S Y	\$10.00	240	181	\$1,810.00	1445.4	\$14,454.00
FH25-01	12	2104.603	REMOVE CONCRETE CURB	L F	\$7.00	5300	25	\$175.00	6320	\$44,240.00
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	HOUR	\$150.00	50	22.7	\$3,405.00	77.7	\$11,655.00
FH25-01	17	2130.523	WATER	MGAL	\$50.00	10	10	\$500.00	10	\$500.00



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	18	2211.507	AGGREGATE BASE (CV) CLASS 5	C Y	\$40.00	70	9.2	\$368.00	435.2	\$17,408.00
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	34.5	\$1,380.00	1415.7	\$56,628.00
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	67	\$201.00	606	\$1,818.00
FH25-01	24	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	\$1.00	1740	150	\$150.00	1700	\$1,700.00
FH25-01	25	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	\$105.00	40	40	\$4,200.00	40	\$4,200.00
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	0	\$0.00	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	0	\$0.00	3	\$5,550.00
FH25-01	31	2503.503	18" RC PIPE SEWER CLASS III	L F	\$125.00	16	6	\$750.00	30	\$3,750.00



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	32	2503.503	24" RC PIPE SEWER CLASS III	L F	\$140.00	16	0	\$0.00	0	\$0.00
FH25-01	33	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	\$1,250.00	4	1	\$1,250.00	5	\$6,250.00
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	3	\$240.00	26	\$2,080.00
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	4	\$1,200.00	27	\$8,100.00
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	42	\$31,500.00	46	\$34,500.00
FH25-01	41	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 1	L F	\$850.00	8	3	\$2,550.00	11	\$9,350.00
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	16	\$8,000.00	49	\$24,500.00
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	2	\$1,000.00	23	\$11,500.00



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	46	2506.602	MANHOLE CASTING R-3067V	EACH	\$700.00	10	0	\$0.00	11	\$7,700.00
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	17	\$1,785.00	40	\$4,200.00
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	235	\$3,290.00	735.4	\$10,295.60
FH25-01	53	2531.503	CONCRETE CURB AND GUTTER DESIGN B618	L F	\$30.00	3700	23	\$690.00	5101	\$153,030.00
FH25-01	54	2531.503	CONCRETE CURB AND GUTTER DESIGN D418	L F	\$30.00	1620	0	\$0.00	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	84	\$252.00	108	\$324.00
FH25-01	57	2531.604	UPCHARGE FOR HIGH EARLY CONCRETE 6" DRIVEWAY PAVEMENT	S Y	\$9.00	40	35.6	\$320.40	35.6	\$320.40
FH25-01	58	2531.604	8" CONCRETE VALLEY GUTTER	S Y	\$125.00	10	12.6	\$1,575.00	35.6	\$4,450.00



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	59	2531.618	TRUNCATED RADIUS DOMES	S F	\$65.00	32	0	\$0.00	0	\$0.00
FH25-01	60	2531.618	TRUNCATED DOMES	S F	\$65.00	30	24	\$1,560.00	86	\$5,590.00
FH25-01	61	2540.602	INSTALL TEMPORARY MAILBOXES	EACH	\$50.00	85	5	\$250.00	90	\$4,500.00
FH25-01	62	2557.603	INSTALL WOOD RAIL FENCE	L F	\$35.00	25	25	\$875.00	25	\$875.00
FH25-01	63	2563.601	TRAFFIC CONTROL	L S	\$10,000.00	1	0.25	\$2,500.00	1	\$10,000.00
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	145	\$1,305.00	1456	\$13,104.00
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	3	\$5.25	121	\$211.75
FH25-01	72	2582.518	PAVEMENT MESSAGE MULTI-COMPONENT	S F	\$17.50	10	0	\$0.00	10	\$175.00
Base Bid Totals:								\$73,678.65		\$1,282,342.96

Project Category Totals			
Project	Category	Amount This Request	Amount To Date
FH25-01	BASE BID	\$73,678.65	\$1,282,342.96



CITY OF ROSEVILLE
2660 Civic Center Dr
Roseville, MN 55113

Page 8 of 8

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	0	\$0.00	1	\$27,130.00
Contract Change Totals:										\$0.00		\$27,130.00

Contract Total	\$1,309,472.96
-----------------------	-----------------------

Contract Change Totals			
Number	Description	Amount This Request	Amount To Date
1	FH25-01 Change Order #1	\$0.00	\$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	October 22, 2025
Agenda Item	G4
Attachment	FH 2021 PMP Repair Payment Request
Submitted By	Erik Henriksen, City Engineer

Item	Request approval of FH 2021 PMP Repair Payment Request.
Description	<p>On June 11, 2025, City Council approved a quote and contract with Bituminous Roadways, Inc. to perform 2021 PMP repairs in an amount not to exceed \$99,585.00. The contractor who performed the work originally filed bankruptcy and was unable to complete the final work.</p> <p>FH 2021 PMP Repair Payment Request is attached for the repair work and is in the amount of \$66,720.00 and includes the following work:</p> <ul style="list-style-type: none"> • Concrete curb and gutter repair • Manhole casting adjustment • Pavement patching <p>The project engineer and contractor have reviewed and approved the estimate, and it is submitted for Council approval. With this first and final pay estimate, the total amount paid to date on this project is \$66,720.00 or 63.6% (including retainage) of the original contract price. From the original quote, construction limits and scope of work were refined to limit costs incurred while maintaining the standard level of performance expected of PMP projects.</p>
Budget Impact	The cost of this work will be paid for by both funds reserved from the 2021 PMP project budget and the amount received from the performance bond the City was holding from the original 2021 PMP contractor. The City has budgeted \$125,000 annually for the past few budgets as a placeholder to complete this work.
Attachment(s)	FH 2021 Repairs Payment Request
Action(s) Requested	Motion to approve FH 2021 Repairs Payment Request in the amount of \$66,720.00 to Bituminous Roadways, Inc.

Application and Certificate For Payment

Page 1

To Owner: CITY OF FALCON HEIGHTS 2077 LARPEUR AVENUE W. FALCON HEIGHTS, MN 55113	Project: FALCON HGHTS 2021 REPAIRS VARIOUS FALCON HEIGHTS, MN	Application No: 1 Date: 10/07/2025 Period To: 09/30/25 Architect's Project No: Contract Date:
From (Contractor): BITUMINOUS ROADWAYS, INC. 1520 Commerce Drive Mendota Heights, MN 55120	Contractor Job Number: 2522186 Via (Architect):	
Phone: 651 686-7001	Contract For: 2021 PMP	

Contractor's Application For Payment

Change Order Summary		Additions	Deductions
Change orders approved in previous months by owner			
	Number	Date Approved	
Change orders approved this month	CR 1001	09/30/25	-11,100.00
Totals			-11,100.00
Net change by change orders			-11,100.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

Contractor: Pam Hague Date: 10/16/2025

Original contract sum	99,585.00
Net change by change orders	-11,100.00
Contract sum to date	88,485.00
Total completed and stored to date	66,720.00
Retainage	
0.0% of completed work	0.00
0.0% of stored material	0.00
Total retainage	0.00
Total earned less retainage	66,720.00
Less previous certificates of payment	0.00
Current payment due	66,720.00
Balance to finish, including retainage	21,765.00

Architect's Certificate for Payment

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the Amount Certified.

Amount Certified: \$ _____

Architect:

By: _____ Date: _____

This Certification is not negotiable. The Amount Certified is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Application and Certificate For Payment -- page 2

To Owner: CITY OF FALCON HEIGHTS
 From (Contractor): BITUMINOUS ROADWAYS, INC.
 Project: FALCON HGHTS 2021 REPAIRS

Application No: 1 Date: 10/07/25 Period To: 09/30/25
 Contractor's Job Number: 2522186
 Architect's Project No:

Item Number	Description	Unit Price	Contract Quantity	UM	Scheduled Value	Work Completed Previous Application		Work Completed This Period		Completed and Stored To Date			Retention	Memo
						Quantity	Amount	Quantity	Amount	Quantity	Amount	%		
NC C	Curb Replacement	180.0000	202.000	LF	36,360.00	.000	0.00	199.000	35,820.00	199.000	35,820.00	98.5	0.00	
NC F	Concrete Slab Replacement	75.0000	29.000	SF	2,175.00	.000	0.00	88.000	6,600.00	88.000	6,600.00	303.4	0.00	
TCH	Manhole Repair in (37 Each) - Area For Excavation Sha	1,850.0000	37.000	EAC	61,050.00	.000	0.00	18.000	29,700.00	18.000	29,700.00	48.6	0.00	
CO 1	CO 1 Credit: Manhole Repair	300.0000	-37.000	EAC	-11,100.00	.000	0.00	-18.000	-5,400.00	-18.000	-5,400.00	48.6	0.00	
Application Total					88,485.00		0.00		66,720.00		66,720.00		0.00	

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REQUEST FOR COUNCIL ACTION

Meeting Date	October 22, 2025
Agenda Item	G-5
Attachment	See below.
Submitted By	Hannah B. Lynch, Community Development Coordinator

Item	Approval of Resolution 25-96 Authorizing All Energy Solar Change Order for City Hall CT Cabinet Installation
Description	<p>On April 9, 2025, the City of Falcon Heights accepted the proposal from All Energy Solar for the removal and replacement of solar panels on City Hall. The original proposal for the full project was for \$117,848. The removal is currently ongoing, but during this time Xcel Energy inspected the current CT (current transformers) box on site and discovered it is not compatible with Xcel Energy's new connectors due to age. A new CT cabinet is needed to be installed outside the building for the solar panel installation to continue, per electrical code.</p> <p>The total cost of this service, including the install and labor for the new CT cabinet and to bring electric service to the new location is \$7,023.00, bringing the total new contract price to \$124,871.00.</p> <p>As a reminder, a large portion of this project is being funded by the Solar on Public Buildings grant and a federal tax credit payment, with the total out of pocket cost to the city being \$36,065.54 (including the additional \$7023 and the cost of the removal of the existing solar panels).</p>
Budget Impact	<ul style="list-style-type: none"> - The installation of the new CT panel will cost \$7023.00, funded from Capital.
Attachment(s)	<ul style="list-style-type: none"> - All Energy Solar – Change Order Form - Resolution 25-96 Authorizing All Energy Solar Change Order for City Hall CT Cabinet Installation
Action(s) Requested	Motion to approve Resolution 25-96 Authorizing All Energy Solar Change Order for City Hall CT Cabinet Installation

Change Order Form



Customer Name (First, Last)

Project Number

Falcon Heights City Hall

94961

Customer Install Address (Street, City, State, Zip)

2077 Larpenteur Ave W, Falcon Heights, MN 55113

Phone Number

Email

(651) 792-7613

hannah.b.lynch@falconheights.org

Description of Changes

Increase in cost due to Xcel Energy requirements to install a new CT cabinet. The existing CT cabinet is not compatible with Xcel Energy's connectors due to age. Install new CT cabinet outside and bring electric service to new location, per electrical code.

Previous Contract Amount: \$117,848.00

Change Order Amount: \$7,023.00

New Contract Amount: \$124,871.00

Customer: By Your signature below, You authorize the above-described changes from the original plans and specifications described in the original contract signed by You and All Energy Solar. You acknowledge that Installation will not continue until the sufficiency of funds has been verified and payment of required additional charges has been received by All Energy Solar. You will further acknowledge that all the terms and conditions of Your original Contract, including all payment terms and conditions, apply to this Change Order.

Customer Signature - Date

All Energy Solar Representative - Date

_____ / _____

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

October 22, 2025

No. 25-96

**RESOLUTION AUTHORIZING ALL ENERGY SOLAR CHANGE ORDER FOR CITY HALL
CT CABINET INSTALLATION**

WHEREAS, on April 9, 2025, the City Council of the City of Falcon Heights approved Resolution 25-34, authorizing the Mayor City Administrator to execute a contract with All Energy Solar for the removal of existing, and installation of new, solar panels on City Hall; and

WHEREAS, Xcel Energy has identified the City's existing CT cabinet is not compatible with Xcel Energy's connectors due to age; and

WHEREAS, the City of Falcon Heights needs a new CT cabinet to be installed outside of City Hall per electrical code to install the new solar panel array.

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

1. The City Council hereby approves the All Energy Solar change order in the amount of \$7,023.00 for the installation of a new CT cabinet at City Hall.

ADOPTED by the Falcon Heights City Council this 22nd day of October, 2025.

Moved by:

Gustafson

GUSTAFSON

LEEHY

MEYER

WASSENBERG

MIELKE

5 In Favor

0 Against

Approved by:

[Signature]
Randall C. Gustafson
Mayor

Attested by:

[Signature]
Jack Linehan
City Administrator

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ITEM FOR DISCUSSION

Meeting Date	October 22, 2025
Agenda Item	Consent G6
Attachment	Diagnostic Reports
Submitted By	Colin Callahan, Public Works Director

Item	-DOT inspection and necessary repairs of dump trucks Unit 16 and Unit 12
Description	<p>Unit 16/Unit 12</p> <p>It is required that commercial motor vehicles are inspected annually to ensure they are in good working order and comply with safety regulations. This helps reduce injuries, accidents, and fatalities on our roadways.</p> <p>See attached diagnostic reports</p>
Budget Impact	Up to \$11,000
Attachment(s)	See attachments
Action(s) Requested	Staff recommends Falcon Heights City Council approve the request for funding for DOT inspection, and necessary repairs

Universal Truck Service LLC
 2845 Long Lake Rd
 Roseville, MN 55113
 service@universaltruckservice.
 com
 651-639-0017



Estimate **616144**
Date: **10/2/2025**

Bill To
 City of Falcon Heights
 2077 W Larpenteur
 Falcon Heights, MN 55113
 P: 651-792-7600

Ship To **Remit Payment To**
 City of Falcon Heights Universal Truck
 2077 W Larpenteur Service
 Falcon Heights, MN 2845 Long Lake Rd
 55113 Roseville, MN
 55113

Service Order		Purchase Order	Service Writer	Authorizer	
616144			Perry, Andrew		
Item	Description		Quantity	Rate	Amount
Complaint:					
DOT: Truck State					
Cause: Customer request					
Labor	Recommended Correction: Chassis / Chassis / DOT: Truck State				\$165.00
Parts	DOT STICKER - DOTSTICKER - A		1	\$2.00	\$2.00
				Subtotal	\$167.00

Complaint:
 License plate light inop
 DOT

Cause: Damaged wiring (Inspection)

Labor	Correction: Chassis / Lighting & Electrical / Inspected light and found light fixture to be rusted. Unplugged light and checked for power at connector and found no power. Inspected wires and found three broken wires on side of box. Checked for power at wires and found proper 12v. Splice wiring back together and then installed a new license plate light with new hardware as old hardware broke while removing it. Tied and secured wiring so it would not chafe through again and tested license plate light, license plate light is working as intended now. tested stone light next to LP light and it is also working as it is tied into the same wiring for the light.			\$165.00	
Parts	LICENSE PLATE LIGHT - 26330 - A	1	\$6.95014	\$6.95	
Parts	16-14 AWG Power Phase[REG] Blue Polyolefin Sealed Crimp Butt Splice Connector (Blue Butt Connector) - 58590 - A	2	\$1.8376	\$3.68	
Parts	12-10 AWG Power Phase[REG] Yellow Polyolefin Sealed Crimp Butt Splice Connector (Yellow butt connector) - 58589 - A	2	\$1.8462	\$3.69	
Parts	HEAVY DUTY CABLE TIE- 15-1/4" X .30", 120LB - TRL-HD-BLK - A	1	\$0.701	\$0.70	
Parts	#10-24 x 1" Phillips Drive Pan Head Zinc Finish Steel Machine Screw - 1128981 - A	2	\$0.3036	\$0.61	
Parts	10-24 Zinc Plated Machine Screw Nut - 1136028 - A	2	\$0.165	\$0.33	

Item	Description	Quantity	Rate	Amount
Parts	M6 DIN 127 Mechanical Zinc Finish Split Lock Washer - 1140381 - A	2	\$0.4928	\$0.99
Subtotal				\$181.95

Complaint:

Right rear turn signal on box not flashing correctly
DOT

Cause: Old light (Inspection)

Labor	Recommended Correction: Chassis / Lighting & Electrical / Replace right tail light on box			\$165.00
Parts	Tail light (see picture) - 40BTT	1	\$166.779	\$166.78
Subtotal				\$331.78

Complaint:

Left steer axle tire from 2009

Cause: Old tire (Inspection)

Labor	Recommended Correction: Chassis / Tire & Wheels / Replace tire			\$165.00
Parts	315/80R22.5 steer axle tire load range L - 172051017 - A	1	\$776.825	\$776.83
Parts	TIRE DISPOSAL - TD13 - A	1	\$13.00	\$13.00
Subtotal				\$954.83

Complaint:

Transmission cooler lines seeping fluid

Cause: Old transmission cooler lines (Inspection)

Labor	Recommended Correction: Transmission / Automatic Transmission / Replace cooler lines			\$825.00
Parts	Transmission cooler line - GT 1290JT083 - O	1	\$51.446	\$51.45
Parts	Transmission cooler line - GT 1200JT077 - O	1	\$114.0425	\$114.04
Parts	CASTROL ALLISON TRANSYN TRANNY TRASMISSION FLUID (GALLON JUG) - 27101TCS - A	4	\$75.90	\$303.60
Subtotal				\$1,294.09

Complaint:

Drive axle tires are from 2008

Cause: Old tires (treads in notes) (Inspection)

Labor	Recommended Correction: Chassis / Tire & Wheels / Replace drive axle tires			\$330.00
Parts	11R22.5 COOPER PRO SERIES LHD - 172011003 - A	4	\$567.398	\$2,269.59
Parts	TIRE DISPOSAL - TD13 - A	4	\$13.00	\$52.00
Subtotal				\$2,651.59

Shop Supplies \$145.20

Item	Description	Quantity	Rate	Amount
Unit: 16	VIN: 2FZAAWBS9AAP9666	Labor		\$1,815.00
License Plate: 966785				
2010 Sterling L8500 series		Parts		\$3,766.24
Chassis: 35,751 Miles				
		Subtotal		\$5,726.44
		Exempt (0% of \$0.00)		\$0.00
		Total		\$5,726.44

*: Core charges not included in total. You will be charged for any core that is not in returnable condition. This charge may be applied on a separate invoice.

The items above are an estimate for needed repairs. The price listed may change at any time due to unforeseen conditions prior to repair. Freight charges may be added after authorization is given. I hereby authorize the above repair work to be completed with necessary materials. Universal Truck Service LLC and its employees may operate the vehicle for the purpose of testing, inspection or delivery at the customer's risk. An express mechanic's lien is acknowledged on the above vehicle to secure the amount of the repairs thereto. Universal Truck Service is not responsible for any component that is damaged or broken during repair. I agree that Universal Truck Service LLC is not responsible for loss or damage to vehicle or articles left in vehicle in case of fire, theft, vandalism, war, natural disasters or any other cause beyond our control

Universal Truck Service LLC
 2845 Long Lake Rd
 Roseville, MN 55113
 service@universaltruckservice.
 com
 651-639-0017



Estimate **616170**
Date: **10/2/2025**

Bill To
 City of Falcon Heights
 2077 W Larpenteur
 Falcon Heights, MN 55113
 P: 651-792-7600

Ship To
 City of Falcon Heights
 2077 W Larpenteur
 Falcon Heights, MN
 55113

Remit Payment To
 Universal Truck
 Service
 2845 Long Lake Rd
 Roseville, MN
 55113

Service Order		Purchase Order	Service Writer	Authorizer	
616170			Grausam, Matt		
Item	Description		Quantity	Rate	Amount
Complaint:					
DOT: Truck State					
Cause: Customer request					
Labor	Recommended Correction: Chassis / Chassis / DOT: Truck State				\$165.00
Parts	DOT STICKER - DOTSTICKER - A		1	\$2.00	\$2.00
				Subtotal	\$167.00

Complaint:					
Citr horn inop					
DOT					
Cause: * (Inspection)					
Labor	Recommended Correction: Chassis / Lighting & Electrical / Check and advise				\$165.00
				Subtotal	\$165.00

Complaint:					
Washer jets not spraying onto windshield well					
Cause: * (Inspection)					
Labor	Recommended Correction: Chassis / Chassis / Clean or replace washer jets.				\$82.50
				Subtotal	\$82.50

Complaint:					
Left upper plow marker light inop					
Cause: * (Inspection)					
Labor	Recommended Correction: Chassis / Lighting & Electrical / Check and advise				\$247.50

Item	Description	Quantity	Rate	Amount
Parts	plow light assembly KIT - 645WK - A	1	\$210.25	\$210.25
			Subtotal	\$457.75

Complaint:

Audible air leak from front of truck with key on
DOT

Cause: * (Inspection)

Labor	Recommended Correction: Chassis / Air System / Check for leaks, advise as needed			\$0.00
			Subtotal	\$0.00

Complaint:

Coolant reservoir empty

Cause: * (Inspection)

Labor	Recommended Correction: Engine / Cooling / Top off coolant, pressure test and check for leaks			\$165.00
Parts	FILTERS COOLANT - BW5137 - A	1	\$8.53946	\$8.54
			Subtotal	\$173.54

Complaint:

Unable to easily check left inner drive axle tire pressure
DOT

Cause: Valve stem touching brake drum (Inspection)

Labor	Recommended Correction: Chassis / Tire & Wheels / Adjust valve stem to check tire pressure			\$41.25
			Subtotal	\$41.25

Complaint:

One exhaust flex pipe and stack is rusted
DOT

Cause: Wear and Tear; Weathering **Type:** Other (Inspection)

Labor	Recommended Correction: Engine / Exhaust / Replace flex pipe and exhaust stack			\$495.00
Parts	4" exhaust flex pipe (per foot) - 562.U7240-10SS - A	1	\$192.33718	\$192.34
Parts	Exhaust stack - 562.U5436SA - A	1	\$63.25127	\$63.25
Parts	45 degree exhaust elbow with one end being 4inch ID - 104456A - A	1	\$23.685	\$23.69
Parts	4" PREFORMED BAND CLAMP - 562.U3104A - A	3	\$8.00016	\$24.00
			Subtotal	\$798.28

Complaint:

Muffler has holes in it

Cause: Rusted out muffler (Inspection)

Labor	Recommended Correction: Engine / Exhaust / Replace muffler			\$330.00
Parts	Muffler - M110148 - A	1	\$647.348	\$647.35
				49

Item	Description	Quantity	Rate	Amount
Parts	4" PREFORMED BAND CLAMP - 562.U3104A - A	2	\$8.00016	\$16.00
Parts	EXHAUST HANGER - PPUH100 - A	2	\$16.16964	\$32.34
Subtotal				\$1,025.69

Complaint:

Power steering fluid low
DOT

Cause: Low power steering fluid (Inspection)

Labor	Recommended Correction: Chassis / Steering / Top off, check for leaks in system			\$330.00
Parts	Power steering reservoir top oring - VMLT1264 - O	1	\$6.93	\$6.93
Subtotal				\$336.93

Complaint:

Audible air leak from rear of truck with brakes applied
DOT

Cause: * (Inspection)

Labor	Recommended Correction: Chassis / Air Brakes / Check for leaks, advise as needed.			\$165.00
Subtotal				\$165.00

Complaint:

Left drive axle mud flap torn up on bottom side

Cause: Damaged mud flap (Inspection)

Labor	Recommended Correction: Chassis / Chassis / Replace mud flap			\$165.00
Parts	MUD FLAP UTS 24" X 30" BLACK - 6390018 - A	1	\$14.99	\$14.99
Subtotal				\$179.99

Complaint:

Grease truck

Cause: Truck has not been greased in a while (Inspection)

Labor	Recommended Correction: Chassis / Chassis / Grease chassis			\$165.00
Parts	LITHIUM HIGH TEMP GREASE - GREASE TUBE - A	1	\$8.99	\$8.99
Subtotal				\$173.99

Complaint:

Engine oil pan beginning to rust through at back

Cause: Wear and tear, age (Inspection)

Labor	Recommended Correction: Engine / Lubrication / Replace engine oil pan and gasket			\$660.00
Parts	Engine oil pan - 4376431 - O	1	\$899.12419	\$899.12
Parts	OIL PAN GASKET - 5332563 - A	1	\$90.29457	\$90.29

50

Item	Description	Quantity	Rate	Amount
Subtotal				\$1,649.41
Complaint: Diagnose and build estimate				
Cause: (Inspection)				
Labor	Recommended Correction: /			\$165.00
Subtotal				\$165.00
Complaint: Engine fan not disengaging- will need to be diagnosed				
Cause: (Inspection)				
Labor	Recommended Correction: /			\$0.00
Subtotal				\$0.00
Complaint: Positive cable on alternator rubbed through on radiator pipe				
Cause: Not properly secured (Inspection)				
Labor	Recommended Correction: Engine / Electrical / Secure line so it does not rub, wrap rubbed section in electrical tape and loom			\$165.00
Subtotal				\$165.00
Complaint: Washer hose and pump harness should be secured so they don't contact fan				
Cause: Not secured (Inspection)				
Labor	Recommended Correction: Chassis / Lighting & Electrical / Secure hose and harness			\$41.25
Subtotal				\$41.25
Shop Supplies				\$283.80
Unit: 12 VIN: 1FDYS80E5WVA40976		Labor		\$3,547.50
License Plate: 179 452		Parts		\$2,240.08
1998 Ford L8513		Subtotal		\$6,071.38
Chassis: 68,779 Miles		Exempt (0% of \$0.00)		\$0.00
		Total		\$6,071.38

*: Core charges not included in total. You will be charged for any core that is not in returnable condition. This charge may be applied on a separate invoice.

The items above are an estimate for needed repairs. The price listed may change at any time due to unforeseen conditions prior to repair. Freight charges may be added after authorization is given. I hereby authorize the above repair work to be completed with necessary materials. Universal Truck Service LLC and its employees may operate the vehicle for the purpose of testing, inspection or delivery at the customer's risk. An express mechanic's lien is acknowledged on the above vehicle to secure the amount of the repairs thereto. Universal Truck Service is not responsible for any component that is damaged or broken during repair. I agree that Universal Truck Service LLC is not responsible for loss or damage to vehicle or articles left in vehicle in case of fire, theft, vandalism, war, natural disasters or any other cause beyond our control

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REQUEST FOR COUNCIL ACTION (RCA)

Meeting Date	October 22, 2025
Agenda Item	Consent G7
Attachment	Quotes
Submitted By	Kelly Nelson, Director of Administrative Services/Deputy Clerk

Item	Postage Meter Lease – City Hall
Description	<p>City Hall does not currently have a postage meter or mailing machine. Currently, considerable staff time is spent on mailings, which involves staff first driving to the nearest United States Postal Services location (and collecting mileage reimbursement to/from), then waiting in line to purchase rolls of stamps. Next, staff prints, folds, stuffs and seals every envelope by hand before applying a stamp.</p> <p>With larger projects, such as mailing State Fair parking hangtags or public hearings requiring notice of multifamily housing, considerable staff time is spent on mailings.</p> <p>A postage meter would simplify several steps in the mailing process, reducing staff time. Postage can be purchased and added to the postage meter via 7 different methods, all without leaving City Hall to accomplish, and the postage meter would weigh, seal and stamp all envelopes automatically in seconds, producing up to 50 letters per minute. Projects that have previously taken multiple days could realistically be done in hours (or less) with the help of a postage meter.</p> <p>Staff obtained three quotes to lease a postage meter from two companies.</p> <p>Pitney Bowes submitted a proposal for a 60-month lease on a SendPro C Auto postage meter. Although the monthly lease rate was the most competitive, no supplies are included in the monthly fee. The agreement does not outline the maintenance responsibilities of the machine either.</p> <p>LOFFLER Companies submitted two proposals, one involving the lease of a brand-new machine and the second, a refurbished machine. Both LOFFLER proposals would include maintenance plans and only differ in terms of the 100% satisfaction guarantee offered, which says that “If you are not totally satisfied with the equipment you have acquired from LOFFLER Companies, LOFFLER will, at your request, replace it without charge for a similar model. This guarantee is effective for a maximum of 5 years following the equipment delivery, except for refurbished models, which are covered for 3 years.”</p>

	<p>While the period of time to determine the City's satisfaction with the equipment is shorter with the refurbished machine, the risk remains relatively low with choosing it since LOFFLER would be required to provide a replacement machine if the refurbished model stopped working during the lease period; the City may just face the higher monthly lease rate for a new machine at that point if another refurbished model is unavailable.</p>			
	Pitney Bowes C-Series	60 months	Monthly Payment: \$148.73	Note: Rate excludes supplies such as ink cartridges and sealant. Maintenance of machine not stated.
	LOFFLER Companies Refurbished PostBase Vision Auto-Feed A5	63 months	Monthly Payment: \$159.51	<p>Note: 100% Satisfaction Guarantee is effective for 3 years.</p> <p>1 standard ink cartridge and 1 bottle of Seal It Solution included per month.</p> <p>Parts, labor and service included.</p>
	LOFFLER Companies New model PostBase Fusion Auto-Feed A5	63 months	Monthly Payment: \$235.40	<p>Note: 100% Satisfaction Guarantee is effective for 5 years.</p> <p>1 standard ink cartridge and 1 bottle of Seal It Solution included per month.</p> <p>Parts, labor and service included.</p>
	<p>After obtaining three quotes from two companies, Staff recommends that Council approve the 63-month lease for a refurbished PostBase Fusion Auto-Feed A5 postage meter from LOFFLER Companies, since it is one of the lower-priced options, but also includes onsite service and supplies provided monthly.</p> <p>Staff is bringing this as an amendment to the agenda due to timing; LOFFLER has one refurbished model in stock that we would need to act on quickly to purchase.</p>			
Budget Impact	The new three-year lease will cost the City \$159.51/month for 63 months.			
Attachment(s)	<ul style="list-style-type: none"> • Loffler lease quotes for both new and refurbished postage meters • Pitney Bowes lease quote 			
Action(s) Requested	Staff recommends the Falcon Heights City Council authorize the City Administrator to execute all necessary documents to lease the refurbished postage meter from Loffler.			

Specifications and Equipment Investment

FP PostBase Vision A5 - Refurbished: Investment Includes

- USPS® IMI Approved Meter
- Auto-Feeder
- Processing speed (up to) 50 lpm
- 10 lb. Integrated scale
- Envelope Sealer
- Feeding pendulum for thin letter stacks
- Letter thickness 0.40"
- 5" touchscreen with motorized tilting
- Quick select rate shortcuts 10
- Automatic postal rate downloads
- Vision360 - 3 Cost Accounts
- PIN code access protection
- Full set of USPS® rates and Extra Services
- Integrated label dispenser
- "Feed-Only" count mail pieces stamp
- Connected to MyFP Customer Portal

PostBase Vision Auto-Feed A5 Monthly Investment Included

- Maintenance Agreement Includes:
 - Parts & Labor
 - On Site Service
- 1 Standard Ink Cartridge
- 1 Bottle of Seal It Solution
- Meter Rental
- Delivery, Installation and Live-Web Training

	63 Month
PostBase Vision A5 Postage Meter:	\$ 159.51
Monthly Maintenance Agreement:	Included
Monthly Meter Rental:	Included
Delivery, Installation & Training:	Included



PostBase Fusion Auto-Feed A5

Features, Specifications and Equipment Investment

FP PostBase Fusion A5 - New: Investment Includes

- USPS® IMI Approved Meter
- Automatic Envelope Feeder
- Processing speed (up to) 50 lpm
- 10 lb. Integrated scale
- Envelope sealer
- Feeding pendulum for thin letter stacks
- Letter thickness 0.40"
- 5" touchscreen with motorized tilting
- Quick select rate shortcuts 10
- Automatic postal rate downloads
- Vision 360 Essential Reports - 10 Cost Accounts
- PIN code access protection
- Full set of USPS® rates and Extra Services
- Integrated label dispenser
- "Feed-Only" count mail pieces stamp
- Connected to MyFP Customer Portal

PostBase Fusion Auto-Feed A5 Monthly Investment Includes:

- Maintenance Agreement Includes:
 - Parts & Labor
 - On Site Service
- 1 Standard Ink Cartridge
- 1 Bottle of Seal It Solution
- Meter Rental
- Delivery, Installation and Live-Web Training

	63 Month
PostBase Fusion A5 Postage Meter:	\$ 235.40
Monthly Maintenance Agreement:	Included
Monthly Meter Rental:	Included
Delivery, Installation & Training:	Included





100% Satisfaction Guarantee

- If you are not totally satisfied with the equipment you have acquired from LOFFLER Companies, LOFFLER will, at your request, replace it without charge for a similar model.
- This guarantee is effective for a maximum of 5 years following the equipment delivery (except for certain home-office, facsimile, and refurbished models which are covered for 3 years.)*
- This guarantee applies only to equipment that has been continuously maintained from the date of installation under a LOFFLER Maintenance Agreement.
- This Guarantee assumes client is producing less than the monthly maximum recommended volume on an average basis. Client must be using Loffler-approved supplies (i.e. toner and staples), as well as manufacturer-approved medias. Device(s) must be located in an OEM approved environment. Does not apply to Hewlett Packard and Lexmark printers, phone systems or IT Services.

1	PTJA	PitneyShip Basic 1 User
1	PTJN	Single User Access
1	PTK1	Web Browser Integration
1	PTK2	SendPro C Series Shipping Integration
1	SJS2	Softguard For SendPro C500
1	STDsla	Standard SLA-Equipment Service Agreement (for SendPro C Auto)
1	ZH24	Manual Weight Entry
1	ZH29	HZ03 95 LPM Speed
1	ZHC5	SendPro C500 Base System Identifier
1	ZHD5	USPS Rates with Metered Letter
1	ZHD7	E Conf Services for Metered LTR. BDL
1	ZHD9	Retail Ground LOR
1	ZHWL	5lb/3kg Weighing Option for MP81

Your Payment Plan

Initial Term: 60 months	Initial Payment Amount:	
Number of Months	Monthly Amount	Billed Quarterly at*
60	\$ 148.73	\$ 446.19

*Does not include any applicable sales, use, or property taxes which will be billed separately.
If the equipment listed above is replacing your current meter, your current meter will be taken out of service once this lease commences.

- () Tax Exempt Certificate Attached
 () Tax Exempt Certificate Not Required
 (X) Purchase Power® transaction fees included
 () Purchase Power® transaction fees extra

Sales Information

Cynthia Volpe cynthia.volpe@pb.com

Account Rep Name

Email Address

PBGFS Acceptance

This Quotation is for budgeting and planning purposes only and is not legally binding. The supply of any goods or services is subject to a separate written order which will be issued by Pitney Bowes and will be subject to the terms and conditions incorporated therein.

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REQUEST FOR COUNCIL ACTION

Meeting Date	October 22, 2025
Agenda Item	Consent G-8
Attachment	See below.
Submitted By	Hannah Lynch, Community Development Coordinator

Item	Ordinance 25-06 Amending the 2025 Fee Schedule to Add Fee for Lower Potency Hemp Retailer Registrations
Description	<p>On December 11, 2024, the City of Falcon Heights adopted ordinances authorizing cannabis businesses to operate within the City. As part of that action, the City also amended its fee schedule to include registration fees for cannabis businesses following licensure with the State of Minnesota.</p> <p>It was recently identified that an additional fee category is needed for businesses seeking registration as lower-dose hemp edible retailers. The State of Minnesota has established a maximum local registration fee of \$125 for the initial registration and \$125 for each annual renewal.</p> <p>The attached draft fee schedule reflects the addition of this registration category and corresponding fees. The City's registration form has also been updated to allow applicants to indicate whether their business is a cannabis retailer or a lower-dose hemp edible retailer.</p> <p>Each new registration will cover a two-year period, meaning that the initial registration payment will include both the base registration fee and the first annual renewal fee. This ensures that all businesses are properly registered and in compliance with both state and local requirements prior to operation.</p>
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • Proposed City Fee Schedule • Updated City Registration form for Cannabis Businesses • Ordinance 25-06 Amending Fee Schedule • Summary Ordinance 25-06 Amending Fee Schedule
Action(s) Requested	Staff recommends that City Council adopt Ordinance 25-06 and Summary Ordinance 25-06 Amending the 2025 Fee Schedule to Add Fee for Lower Potency Hemp Retailer Registrations

CITY OF FALCON HEIGHTS
Proposed 2025 Fee Schedule

A. LICENSES

1. Business Licenses

<u>Item</u>	<u>Fee</u>
Bus Benches (Courtesy)	\$ 50.00 per bench
Gasoline Station Operator License	
Fewer than 15 hours	\$ 100.00
15-20 hours	\$ 400.00
20 hours or more	\$ 500.00
Municipal Business	
10,000 sq. ft. or less	\$ 100.00
10,001 sq. ft. or more	\$ 200.00
Precious Metal Dealer	
Investigation fee/general	\$ 1,500.00
Investigation fee/MN only	\$ 500.00
License fee	\$ 2,000.00
Restaurant	
Lunchroom	\$ 50.00
Fewer than 15 hours	\$ 100.00
15-20 hours	\$ 400.00
20 hours or more	\$ 500.00
Therapeutic Massage License	
Investigation fee	\$ 350.00
License fee	\$ 100.00
Home Occupation License	\$ 50.00
Retail Grocery License	\$ 50.00
Holiday Tree Sales License	\$ 50.00
Car Wash License	\$ 50.00

2. Liquor Licenses

<u>Item</u>	<u>Fee</u>
Bottle Club	\$ 300.00
Liquor, Off-Sale	\$ 310.00
Liquor, On-Sale	\$ 4,000.00
Liquor, Special Event	\$ 25.00
Liquor, Sunday	\$ 200.00
Malt Beverage, Off-Sale	\$ 150.00
Malt Beverage, On-Sale	\$ 500.00
Malt Beverage, On-Sale (with wine license)	\$ 1.00
Wine License	\$ 2,000.00
Temporary Liquor License	\$ 50.00
Background Checks (per license)	\$ 500.00

3. Other Licenses

<u>Item</u>	<u>Fee</u>
Amusement machines (per machine)	\$ 30.00
Tobacco	\$ 250.00
Contractor licenses	\$ 35.00
Peddlers and solicitors	
(For profit)	\$ 25.00 per individual
(Charitable)	Free, but license still required
Pedicab	\$50.00 per pedicab
	\$25.00 per driver
Refuse Haulers	\$ 100.00
Low-Density Rental License	\$ 50.00/per unit
High-Density Multifamily Rental License	
5-19 units per building	\$ 150.00
20-49 units per building	\$ 200.00
50-99 units per building	\$ 250.00
100+ units per building	\$ 300.00
Re-inspection	
(due to initial recheck failure or a no-show)	\$ 100.00 per occurrence
Cannabis and Hemp Business Registration	
(Initial)	\$ 500.00
(Renewal)	\$ 1000.00
Lower-Potency Hemp Edible Retailer Business Registration	
(Initial)	\$125.00
(Renewal)	\$125.00

B. PERMITS

1. Building permit fees:

Total Valuation	Fee
\$1.00 - \$500.00	\$29.50
\$501.00 - \$2,000.00	\$28.00 for first \$500, \$3.70/each additional \$100, to and including \$2000
\$2,001.00 - \$25,000	\$83.50 for first \$2000, \$16.55/each additional \$1000, to and including \$25,000
\$25,001.00 - \$50,000	\$464.15 for first \$25,000, \$12.00/each additional \$1000, to and including \$50,000
\$50,001.00 - \$100,000.00	\$764.15 for first \$50,000, \$8.45/each additional \$1000, to and including \$100,000.00
\$100,001.00 - \$500,000.00	\$1,186.65 for first \$100,000, \$6.45/each additional \$1000, to and including \$500,000

\$500,001.00 - \$1,000,000.00	\$3,886.65 for first \$500,000, \$5.50/each additional \$1,000, to and including \$1,000,000
\$1,000,001 and up	\$6,636.65 for first \$1,000,000, \$4.50/each additional \$1,000

326B.153 BUILDING PERMIT FEES.

Subd. 2. **Plan review.**

Fees for the review of building plans, specifications, and related documents submitted as required by section 326B.106 must be paid based on 65 percent of the building permit fee required in subdivision 1.

Other Inspections and Fees:

1. Inspections outside of normal business hours \$47.00 per hour¹ (minimum charge – two hours)
2. Re-inspection fees assessed under provisions of Section 305.8 \$47.00 per hour¹
3. Inspections for which no fee is specifically indicated \$47.00 per hour¹ (minimum charge – one-half hour)
4. Additional plan review required by changes, additions or revisions to plans \$47.00 per hour¹ (minimum charge – one-half hour)
5. For use of outside consultants for plan checking and inspections, or both actual costs²

¹Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.

²Actual costs include administrative and overhead costs.

**Building Permits are subject to the State Surcharge*

2. Relocation of structure or building: \$ 150.00
3. Demolition or removal of structure: \$ 1.25/1,000 cubic ft.; minimum \$ 50.00
4. Residential Solar Installation
Flat fee: \$200
State Surcharge: \$1.00
5. Mechanical permit fees
 - a. Residential Work
Base Fee \$50.00

State Surcharge \$1.00

Furnace/Boiler (warm air or hot water heating system)
\$70.00 New
\$40.00 Replacement
\$30.00 Unit heaters

Air conditioning and refrigeration

\$50.00 New

\$30.00 Replacement

Other Items

\$35.00 Gas line/piping

\$40.00 Duct work

\$45.00 Wood burning furnace per unit

\$40.00 Swimming pool heater per unit

\$35.00 Air exchanger with duct work per unit

\$35.00 Gas or oil space heater per unit

\$35.00 Gas direct vent heater per unit

\$35.00 Gas fireplace log or heater per unit

\$35.00 Gas hot water heater for domestic hot water (only if replacing gas

line)

b. Commercial Work

Gas piping, refrigeration, chilled water, pneumatic control, ventilation, exhaust, hot water, steam, and warm air heating systems.

This fee shall be \$50 plus 1-1/4 percent (1.25%) of the total valuation of the work. Value of the work must include the cost of installation, alteration, addition, and repairs, including fans, hoods, HVAC units and heat transfer units, and all labor and materials necessary for installation. In addition, it shall include all material and equipment supplied by other sources when those materials are normally supplied by the contractor.

6. Plumbing Permit Fees

\$35.00 base fee plus \$10.00 per fixture installed, \$ 1.00 state surcharge

7. Right of Way Permit Fees

<u>Item</u>	<u>Fee</u>
Registration fee	\$ 25.00
Hole	\$400.00
Trench	\$400.00 + \$40.00 per 100 lineal feet or portion thereof
Boring	\$400.00 + \$ 40.00 per 100 lineal feet or portion thereof
Obstruction	\$50.00 + \$ 0.20 per lineal foot

Small Cell Wireless

Permit fee	\$ 100.00
Rent on City structure	\$ 150.00 per year
Maintenance for colocation	\$ 25.00 per year

Monthly electrical services	
Radio node less than 100 watts	\$ 73.00 per month
Radio node over 100 watts	\$ 182.00 per month

8. Sewer Connection or Repair \$ 50.00

9. Water Connection

<u>Meter Size</u>	<u>Fee</u>
3/4"	\$ 62.00
1"	\$ 115.00
1-1/2"	\$ 265.00
2"	\$ 470.00
3"	\$ 1,080.00

10. Street Opening Fee \$ 25.00 (plus cost of permit)

11. Zoning Permit

<u>Item</u>	<u>Fee</u>
Fence	\$50.00
Temporary Sign	\$50.00
Permanent Sign (each)	\$ 50.00
Residential driveway	\$ 40.00
Commercial driveway	Subject to Building Permit Fees

12. Mobile Storage Structure/Dumpster Permit

<u>Location</u>	<u>Fee</u>
On private property	
14 days	\$ 10.00
30 days	\$ 20.00
On public street	
72 hours	\$ 10.00
(Permits may be renewed once in a 90 calendar-day period)	

13. Chicken Permit (first time and subsequent applications) \$ 50.00

14. Beekeeping Permit (first time and subsequent applications) \$50.00

C. PLANNING FEES*

<u>Item</u>	<u>Fee</u>
Comprehensive Plan Amendment	\$ 500.00
Conditional Use Permit	\$ 500.00
Design Review	
(when required by code)	\$ 50.00
Lot Split (one lot into two)	\$ 500.00
Planned Unit Development	\$ 500.00
Rezoning/Zoning Amendment	\$ 500.00

Subdivision (>1 new lot)	\$ 500.00 + \$ 100.00/lot created
Variance	\$ 500.00
Tax Increment Finance (TIF)	
Application Fee	\$5,000.00 Non-Refundable
Escrow	\$10,000.00

*Fee plus actual cost billed by contractors or city consultant fees.

D. FACILITY RENTAL FEES

Private use of public facilities is permitted on a space-available basis. Reservations and damage deposits are required for private use of the following community facilities. Discounted rates are available for weekly bookings:

Park Facility Rental Amenities & Fees

		Rental Fees	
Facility	Amenities available	Half Day 9am-3pm / 4pm-10pm	Full Day 9am-10pm
Community Park Upper Picnic Area (2050 Roselawn Ave; corner of Roselawn and Cleveland)	4 Picnic tables Trash receptacles Parking lot (50 vehicle capacity) plus off-street parking	\$20 + tax*	\$35 + tax*
Community Park East Picnic Area (near playground)	3 Picnic tables Trash receptacles Portable toilet Parking lot (50 vehicle capacity) plus off-street parking	\$20 + tax*	\$35 + tax*
Community Park Lower Picnic Area (Southwest corner of park)	2 Picnic tables 1 BBQ grill Trash receptacles Portable toilet Parking lot (50 vehicle capacity) plus off-street parking	\$20 + tax*	\$35 + tax*
Curtiss Field Picnic Area (near playground) 1551 W. Iowa Ave.	2 picnic tables 1 BBQ Grill Portable ADA bathroom Parking lot (10 spots); there's also on-street parking	\$20 + tax*	\$35 + tax*
The Grove 1600 Coffman Street	2 picnic tables 1 BBQ grill Trash receptacles NO RESTROOM Limited on-street parking	\$20 + tax*	\$35 + tax*
Play Kit Rental	Includes variety of balls, Frisbees, and other play equipment	\$15 + tax*	
Set up/Tear Down	\$25		

Disclaimers:

- A damage deposit (\$200-400, or as determined by the City Administrator) is required for park facility rentals. The deposit must be made in a separate form from the payment and will be refunded upon return of facility key and inspection of the facilities.

- *Nonprofit organizations must provide a copy of a Tax Exempt form (MN Dept. of Rev, IRS, W9 or MN Dept. of Taxation)
- Key pick up must be arranged two (2) days prior to scheduled event. Keys may be picked up at City Hall.
 - Regular business hours: Monday –Friday 8:00am-4:30pm
 - Summer hours (Memorial Day-Labor Day): 7:30am- 5:00pm Monday-Thursday, Friday 8:-noon
- Keys can be returned during business hours to City Hall. After hours drop-off is available via the drop box outside the main entrance.
- Rental permits will be issued once payment is received. Staff cannot reserve the facility without payment.
- If you plan on bringing any outside equipment (i.e. inflatable devices, dunk tanks etc.) into the park, you must disclose this to a city employee during the reservation process. The City may require documentation such as a hold harmless agreement or certificate of insurance naming the City has an additional insured.

City Hall Facility Rental Fees

	Capacity	Rental Fees		
		3 hours	Half Day 9am-3pm/4pm-10pm	Full Day 8am-10pm
Council Chambers Full room (includes kitchen facility)	150 75 Seated	\$125.00 + tax*	\$200.00 + tax*	\$275.00 + tax*
Partial Council Chambers (Front or Back Half)	75 30 Seated	\$60.00 + tax*	\$115.00 + tax*	\$175.00 + tax*
Kitchen Facility	10 6 Seated	\$30.00 + tax*	\$60.00 + tax*	\$75.00 + tax*
Conference Room	8 maximum	\$35.00 + tax*	\$70.00 + tax*	\$125.00 + tax*
Set Up Fee (government entities exempt; subject to staff availability)	\$30.00			

Disclaimers:

- A \$200 refundable damage deposit is required for City Hall rentals. The deposit must be made in a separate form from the payment and will be refunded upon return of facility key and inspection of the facilities.
- *Nonprofit organizations must provide a copy of a Tax Exempt form (MN Dept. of Rev, IRS, W9 or MN Dept. of Taxation)
- Key pick up must be arranged two (2) days prior to scheduled event. Keys may be picked up at City

Hall.

- Regular business hours: Monday –Friday 8:00am-4:30pm
- Summer hours (Memorial Day-Labor Day): 7:30am- 5:00pm Monday-Thursday, Friday 7:30am-noon.
- Keys can be returned during business hours to City Hall. After hours drop-off is available via the drop box outside the main entrance.
- Rental permits will be issued once payment is received. Staff cannot reserve the facility without payment.
- City Hall cannot be rented for private social gatherings.

Field/Court/Rink Rental Fees

Discounted rates are available for Multi-day bookings (see below)

Individual/Group type	Single Day Use		Multi-day Use (weekly fee)
	3 hour block	Additional hours	
Resident	\$20 + tax	\$10/hour + tax	-
Non-resident	\$30 + tax	\$10/hour + tax	-
Youth organizations (must be open to youth aged 2-18 in Falcon Heights)	\$20 + tax	\$10/hour + tax	2 days/week: \$35 3 days/week: \$50 4 days/week: \$65 5 days/week: \$80 6+ days/week: \$100
Adult organizations	\$30 + tax	\$10/hour + tax	2 days/week: \$40 3 days/week: \$55 4 days/week: \$70 5 days/week: \$85 6+ days/week: \$105
Play Kit Rental (Includes variety of balls, Frisbees, and other play equipment)	\$15 + tax		
Setup / Tear Down	\$25.00		

Disclaimers:

- Fees apply only for games and practices. Tournaments or special events/services are subject to additional fees.
- Field/Court/Rink use permits will be issued when payment and application are received.
- All short term rentals (1-5 times) entitle the customer to use of the field as is; anything additional will be the customer's responsibility (i.e. striping the field or providing bases.)
- Special request of services will be dealt with on a case by case basis and may include extra fees. All requests should be discussed with the Parks and Recreation Department at 651-792-7617.

CURTISS FIELD

1551 Iowa Avenue Falcon Heights, MN 55113

COMMUNITY PARK

2050 Roselawn Ave Falcon Heights, MN 55113

THE GROVE

1600 Coffman Street, Falcon Heights, MN 55113

E. FACILITY USE BY PUBLIC SERVICE ORGANIZATIONS

1. Public facilities are available for use on a reservation basis.
2. The following shall be allowed use of public facilities but set up/tear down fees apply:
 - a. Specifically listed local organizations:
 - League of Women Voters
 - Senior Citizen Groups (Falconeers, Roseville Area Seniors)
 - Ramsey County League of Local Governments
 - League of Minnesota Cities/ Association of Metropolitan Municipalities
 - Watershed management organizations
 - Scouts, Brownie Troops, 4-H, Campfire
 - Neighborhood Groups (e.g. Grove Association, Maple Knoll Courtyard Homeowner's Association)
 - 55 Alive Mature Driving Class
 - Cable Commission
 - Developers when presenting to neighbors
 - Legislators for informational (non-campaign) meetings, except after the filing date and before the November election of a legislative election year unless requested by a majority of the city council
 - Northeast Youth and Family Service
 - Lauderdale and Falcon Heights Lions Club
 - Roseville Rotary Club
 - Party Precinct caucuses, legislated district conventions and county conventions under the requirements of MN State Statute 202A.192
 - AARP Tax Services
 - Hobby groups or clubs that meet the following criteria:
 - Falcon Heights based (A minimum of 25% of on-going members or participants are Falcon Heights residents).
 - Non-profit
 - Open membership
 - Founded on a hobby
 - Actively reaches out to include people of different ages, especially youth, to encourage intergenerational exchanges of information
 - Encourages a community service and/or benefit component
 - Falcon Heights neighborhood or community groups whose activities are open to all and for the sole purpose of developing, fostering and strengthening neighborhood and community well-being.
 - b. Any organization that meets the above guidelines yet uses a facility more than twice a year shall be charged \$100 per year.
 - c. The organization or group cannot be a private, business, political, or religious organization.
 - d. Any organization denied free use under this policy as defined in this section may appeal to the city council.

F. MISCELLANEOUS FEES

<u>Item</u>	<u>Fee</u>
Agendas (City Council or Commissions) ¹	\$ 15.00/year
City Council Minutes ¹	\$ 35.00/year
Commission Minutes ¹	\$ 20.00/year
New Resident Handbook	\$1.00 printing fee
Single copies	\$ 0.25 + tax/page for first 100 pages
Assessment search	\$ 20.00
Maps	\$ 6.50
Open burning permit (no charge for recreational fires)	\$ 25.00
Returned Check Fee	\$ 25.00
Credit/Debit card convenience fee	2.95% per transaction; Minimum fee of \$3.99 per transaction

The charges apply only when hard copies are mailed. These documents can be viewed free of charge on the website or at City Hall.

G. FALSE ALARM FEES**1. Fire False Alarms (at an address or property within one calendar year)**

- \$ 0 for first false alarm
- \$ 175 for second false alarm
- \$ 300 for third false alarm
- \$ 400 for fourth false alarm
- \$ 500 for fifth and subsequent false alarm

2. Security False Alarms (at an address or property within one calendar year)

- \$ 0 for first false alarm
- \$ 60 for second false alarm
- \$ 100 for third false alarm
- \$ 200 for fourth false alarm
- \$ 300 for fifth false alarm
- \$ 400 for sixth false alarm
- \$ 500 for seventh and subsequent false alarm

3. Penalties and Assessment

Penalties for late payment and assessment of unpaid fees are the same as stipulated for unpaid utility fees in the city code.

H. VEHICLE EMERGENCY RESPONSE

The fee for emergency personnel response to accidents is \$350.00/vehicle.

I. PARKING FEES

<u>Item</u>	<u>Fee</u>
Application fee to designate "residential area" permit parking	\$ 200.00
Annual residential area parking permits First two vehicles	\$ 15.00/vehicle

Third and subsequent vehicles	\$ 25.00/vehicle
Lost permit/parking pass replacement	\$ 5.00
Temporary parking permit (up to 3 weeks)	\$ 3.00/vehicle
Temporary parking permit for 5 or more vehicles for a one-time/one-day event	\$ 25.00
Parking zones paid parking	\$ 25.00
Parking fine	
September 16 th - August 14 th	\$50.00/violation
August 15 th - September 15 th	\$100.00/violation

J. SANITARY SEWER

The sanitary sewer fee for residential units is \$38.50 per quarter plus \$0.0252739 per cubic foot of water usage during the months of November – January. For apartment units, the rate will be \$38.50/unit/quarter plus \$0.0252739 per cubic foot of water used in November. For residential units, this will serve as the maximum fee for other quarters throughout the year, but the actual amount billed may be lower depending on water usage. For commercial units, the fee is \$0.0252739 per cubic foot of water usage during each month.

K. STORM DRAINAGE

The fee for storm drainage is \$28.25 per quarter for residential units and \$268.64 per acre for commercial and apartment units.

L. HYDRANT WATER

The fee for hydrant water is 6% surcharge of the water bill.

M. RECYCLING

The recycling charge is \$15.75 per quarter for residential units.

N. STREET LIGHTING

The street lighting fee is \$6.00 per quarter for residential units and \$0.02 per lineal foot frontage for commercial properties monthly.

O. FEES FOR UNSPECIFIED REQUESTS

A private party or public institution (hereinafter applicant) making a request to the City for approval of a project or for public assistance must cover the City's consultants' costs associated with reviewing the request. Prior to having the request considered by the City, the applicant must deposit an escrow fee in an amount that is estimated to cover the City's consultants' costs as determined by the City Administrator. If the City's consultants' costs exceed the initial escrow deposited by the applicant, an additional escrow fee will be required to cover the additional costs. The City shall use the applicant's fees to cover the City's actual consultants' costs in reviewing the request regardless of the City's action on the applicant's request. If the applicant's escrow fees exceed the City's actual consultants' costs for reviewing the request, the remaining escrow fees shall be refunded to the applicant.

P. SNOW AND ICE REMOVAL

Cost of abatement¹.

¹This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.

CITY OF FALCON HEIGHTS
RAMSEY COUNTY, MINNESOTA

ORDINANCE NO. 25-06

**AN ORDINANCE AMENDING THE FEE/RATE SCHEDULE FOR
THE CITY OF FALCON HEIGHTS RELATIVE TO HEMP BUSINESS
REGISTRATION FEES**

THE CITY COUNCIL OF FALCON HEIGHTS ORDAINS:

SECTION 1. The City of Falcon Heights Fee Schedule attached hereto as Exhibit A and incorporated herein by reference is hereby adopted.

SECTION 2. This ordinance shall be effective upon passage.

ADOPTED this 22nd day of October 2025, by the City Council of Falcon Heights, Minnesota.

CITY OF FALCON HEIGHTS

BY:



Randall C. Gustafson, Mayor

ATTEST:



Jack Linehan, City Administrator

SUMMARY ORDINANCE NO. 25-06

**CITY OF FALCON HEIGHTS
RAMSEY COUNTY, MINNESOTA**

**AN ORDINANCE AMENDING THE FEE/RATE SCHEDULE FOR THE CITY OF
FALCON HEIGHTS RELATIVE TO HEMP BUSINESS REGISTRATION FEES**

Pursuant to Minnesota Statutes Section 412.191, in the case of a lengthy ordinance, a summary may be published. While a copy of the entire ordinance is available without cost at the office of the City Clerk, the following summary is approved by the City Council and shall be published in lieu of publishing the entire ordinance:

The purpose of this ordinance is to amend the City Fee/Rate Schedule for hemp business registration fees.

This ordinance shall be effective upon passage.

APPROVED for publication by the City Council of the City of Falcon Heights, Minnesota this 22nd day of October, 2025.

CITY OF FALCON HEIGHTS

BY: 
Randall C. Gustafson, Mayor

ATTEST:


Jack Linahan, City Administrator

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REQUEST FOR COUNCIL ACTION (RCA)

Meeting Date	October 22, 2025
Agenda Item	Policy H1
Attachment(s)	Request for Proposals
Submitted By	Jack Linehan, City Administrator

Item	RFP for Les Bolstad Golf Course Redevelopment Planning Consultant
Description	<p>At the October 1, 2025 City Council workshop, staff presented a draft overview and timeline for hiring a planning and land use consultant to assist the City with the University of Minnesota's redevelopment process for the Les Bolstad Golf Course.</p> <p>Following the University's release of its RFP for an interested buyer on October 15th, 2025 the City anticipates needing technical expertise to evaluate and guide the local review process, including:</p> <ul style="list-style-type: none"> • Land use and zoning review; • Environmental review and documentation (AUAR/EAW); • Transportation and infrastructure analysis; • Community engagement and facilitation; and • Concept and master planning assistance. <p>The proposed RFP seeks qualified planning and urban design firms to provide on-call and project-based consulting services to support the City's efforts in these areas.</p> <p>The consultant will serve as an extension of City staff, working closely with the City Administrator, City Planner, City Attorney, and regional partners such as the Metropolitan Council, Ramsey County, and the University of Minnesota.</p> <p>The proposed RFP outlines a timeline for release on October 24, 2025, with proposals due November 21, 2025, and a contract award anticipated on December 10, 2025. The City budget includes \$60,000 in 2026 for this work, and staff will pursue grant funding and external cost-sharing opportunities as they become available.</p>

	A draft RFP document is attached for Council review and approval. A sample professional services agreement is included as well.
Budget Impact	The City has budgeted a maximum of \$60,000 for this in 2026. We will be pursuing grants and other support as well.
Attachment(s)	<ul style="list-style-type: none"> • Draft RFP
Action(s) Requested	Move to authorize staff to release the Request for Proposals (RFP) for Planning and Land Use Consulting Services related to the Les Bolstad Golf Course redevelopment, as presented.



October 22, 2025

REQUEST FOR PROPOSAL

The City of Falcon Heights

**Planning and Land Use Consulting Services
Les Bolstad Golf Course Redevelopment**

Issue Date: October 24, 2025

Proposal Due Date: November 21, 2025 – 4:00 PM

Prepared By:
Jack Linehan, City Administrator
City of Falcon Heights
2077 Larpenteur Ave West
Falcon Heights, MN 55113
jack.linehan@falconheights.org
651-792-7611

Request for Proposal

TABLE OF CONTENTS

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SECTION 4: PROPOSAL FORM AND CONTENT

SECTION 5: EVALUATION CRITERIA

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SECTION 7: CONFLICT OF INTEREST

SECTION 1

INTRODUCTION

SECTION 1 — INTRODUCTION

The City of Falcon Heights, Minnesota invites qualified planning and urban design consultants, firms, or teams to submit proposals to provide comprehensive planning and land use consulting services for the redevelopment of the Les Bolstad Golf Course. Located at 2275 Larpenteur Avenue, in the City of Falcon Heights ("Property").

The University of Minnesota has announced its intent to seek a private development partner for the Property, and the City seeks a consultant to guide its review and planning process. The consultant will serve as an extension of City staff, providing technical expertise in land use planning, zoning, transportation, design review, environmental assessment, and community engagement.

Background

Falcon Heights ("The City that Soars") is a first-ring suburb located between St. Paul and Minneapolis with a population of approximately 5,400. The Les Bolstad Golf Course, located adjacent to the University of Minnesota's St. Paul Campus, represents one of the most significant redevelopment opportunities in the City's history. The redevelopment process is anticipated to include land use and zoning review, environmental documentation (AUAR/EAW), transportation and infrastructure analysis, community engagement, and conceptual and master planning phases.

SECTION 2

PROCESS

2-1 Requests for Proposal

The City of Falcon Heights invites qualified individuals or firms to submit proposals for land use consulting services, as described in the scope of work set forth in Section 3 of this Request for Proposals (RFP).

2-2 Schedule (tentative)

- | | |
|--|----------------------------------|
| • Council Workshop | • October 1, 2025 |
| • Council Authorization to Release RFP | • October 23, 2025 |
| • RFP Issued | • October 24, 2025 |
| • Proposals Due | • November 21, 2025 (4:00 PM) |
| • Consultant Interviews | • November 24 – December 5, 2025 |
| • Council Award of Contract | • December 10, 2025 |
| • Work Commences | • December 15, 2025 |

2-3 Official Contact

Questions regarding the scope of services shall be directed to:

Jack Linehan, City Administrator
City of Falcon Heights
2077 Larpenteur Ave West
Falcon Heights, MN 55113
jack.linehan@falconheights.org
651-792-7611

2-4 Proposal Due Date:

Submit one (1) digital PDF copy clearly labeled: "RFP for Les Bolstad Golf Course Planning and Land Use Consulting Services." Proposals must be received by 4:00 PM on Friday, November 21, 2025. Late or faxed proposals will not be accepted.

2-5 Cancellation, Delay or Suspension of Solicitation: Rejection of Proposals

The City may cancel, delay or suspend this solicitation if in the best interest of the City as determined by the City. The City may reject any or all proposals, in whole or in part, if

in the best interest of the City as determined by the City. The City reserves the right to reject any or all proposals.

2-6 **Incurred Costs**

The City is not liable for any costs incurred by a proposer in the preparation and/or presentation of a proposal. The City is not liable for any cost incurred by a proposer in protesting the City's selection decision.

2-7 **Confidentiality of Information**

All information and data furnished to the proposer by the City and all other documents to which the proposer's employees have access during the preparation and submittal of the proposal shall be treated as confidential to the City. Any oral or written disclosure to unauthorized individuals is prohibited.

Once a proposal has been accepted and is presented to the City Council for approval, it will be determined a public document and non-private information will be shared and published online, including the response to this proposal.

SECTION 3

SCOPE OF SERVICES

The City of Falcon Heights welcomes proposals from individuals or firms in response to specific work products identified below.

3-1 **Scope of Work and Deliverables**

The City seeks consulting services to assist in guiding planning, design, and policy decisions related to redevelopment of the Les Bolstad Golf Course. Specific services may include:

A. Land Use and Zoning Review

- Evaluate zoning compatibility and recommend land use designations.
- Prepare staff reports, findings, or draft amendments to zoning or comprehensive plan documents as needed.
- Identify regulatory conflicts and opportunities for creative site design and mixed-use development.

B. Environmental and Infrastructure Analysis

- Assist with or administer the Alternative Urban Areawide Review (AUAR) or Environmental Assessment Worksheet (EAW).
- Review environmental and transportation studies, ensuring consistency with state and regional requirements.
- Coordinate with Metropolitan Council, Ramsey County, and University of Minnesota staff.

C. Urban Design and Concept Planning

- Provide concept plans, visualizations, and master plan alternatives illustrating potential development scenarios.
- Evaluate design impacts on adjacent neighborhoods, transportation corridors, and open space systems.

D. Community Engagement

- Provide support for community workshops, public open houses, and stakeholder meetings.
- Prepare materials for Council, Commission, and public presentations.

E. Policy and Implementation Guidance

- Recommend cooperative boundary or intergovernmental agreements as needed.
- Identify funding and grant opportunities supporting sustainable and equitable redevelopment.
- Advise on strategies for affordable housing, transportation, and open space integration.

SECTION 4

PROPOSAL FORM AND CONTENT

4-1 Proposal Submittal

Proposals shall be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content and cost effectiveness of the proposal.

4-2 Proposal Form and Content

Proposals should include the following items in their proposals addressing the scope of work in Section 3. Proposal and cost schedule shall be valid and binding for ninety (90) days following the proposal due date and will become part of the contract that is negotiated with the City.

The following will be considered minimum contents of the proposal and must be submitted in the order listed:

1. **Cover Letter** — Signed by an authorized official. Include contact information and a statement of the firm's interest and availability.
2. **Firm Qualifications** — Description of the firm's background, years in business,

examples of past projects and relevant experience with large-scale, golf course or university-related redevelopment projects.

3. Project Understanding and Approach — Narrative describing the proposer's understanding of the project and proposed methodology.

4. Key Personnel — Identify project manager and key staff with resumes and descriptions of their roles.

5. References — Minimum of three (3) references for similar projects, including contact information.

6. Fee Schedule — Provide a detailed cost proposal and hourly rate schedule.

7. Timeline — Proposed work schedule aligned with Section 2 milestones.

8. Appendices — Include any supplemental information.

SECTION 5

EVALUATION CRITERIA

- 5-1 The City shall evaluate the proposal on criteria including, but not limited to, the following list (in no order of priority):
1. Understanding of Falcon Heights' goals and project scope;
 2. Demonstrated experience with comparable planning and redevelopment projects;
 3. Quality and completeness of the proposal;
 4. Qualifications of key staff;
 5. Cost competitiveness and value to the City; and
 6. Demonstrated ability to work collaboratively with elected officials, staff, and the public.

SECTION 6

CONTRACT ETHICS

- 6-1 No elected official or employee of the City who exercises any responsibilities in the review, approval, or implementation of the proposal or contract shall participate in any decisions, which affects his or her direct or indirect personal or financial interest.
- 6-2 It is a breach of ethical standards for any person to offer, give or agree to give any City employee or council member, or for any City employee or council member to solicit, demand, accept, or agree to accept from another person or firm, a gratuity or an offer of employment whenever a reasonably prudent person would conclude that

such consideration was motivated by an individual, group or corporate desire to obtain special, preferential, or more favorable treatment than is normally accorded to the general public.

- 6-3 The firm shall not assign any interest in this contract and shall not transfer any interest in the same without the prior written consent of the City.
- 6-4 The firm shall not accept any client or project that places it in a conflict of interest with its representation of the City of Falcon Heights. If such a conflict of interest is subsequently discovered, the City shall be promptly notified.

SECTION 7

CONFLICT OF INTEREST

- 7-1 Indicate whether you or your firm currently represents, or has represented any client where representation may conflict with your ability to serve as a land use consultant for the City of Falcon Heights.
- 7-2 Indicate if you or your firm currently represents any real estate developers doing business with, or anticipating doing business with, the City of Falcon Heights.
- 7-3 Indicate whether you currently represent any other local units of government having jurisdiction within, or contiguous to the City of Falcon Heights.
- 7-4 Indicate what procedures your firm would utilize to identify and resolve conflicts of interest.

SECTION 8

CONTRACT AWARD

Following evaluation, the City will negotiate a professional services agreement with the selected consultant. A Sample Contract (Appendix A) is included and will govern the terms and conditions of the engagement.

**EXHIBIT A
(ATTACHED)**

PROFESSIONAL SERVICES AGREEMENT

PROFESSIONAL SERVICES AGREEMENT ("Agreement" or Contract") made this _____ day of _____, 202_, by and between the **CITY OF FALCON HEIGHTS**, a Minnesota municipal corporation ("City") and _____, a _____ ("Consultant").

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

1. SCOPE OF SERVICES. The City retains Consultant planning and land use consulting services to guide the City's review and planning process in connection with the Les Bolstad Golf Course Redevelopment.

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. City Request for Proposal for Planning and Land Use Consulting Services Les Bolstad Golf Course Redevelopment, dated October 22, 2025
- C. Insurance Certificate;
- D. Consultant's Proposal, dated _____ ("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 "D" having the last priority.

3. COMPENSATION. Consultant shall be paid by the City in accordance with the Proposal. Consultant shall bill the City as the work progresses. Payment shall be made by the City within thirty-five (35) days of receipt of an invoice. Consultant invoices must include detailed information concerning the services performed, individual performing the service and amount of time billed for services on a daily basis.

4. DOCUMENT OWNERSHIP. All reports, plans, models, 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, Consultant shall abide by all statutes, ordinances, rules and regulations pertaining to the provisions of services to be provided.

7. STANDARD OF CARE. Consultant 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 consultant 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 Consultant's services.

8. INDEMNIFICATION. Consultant shall indemnify and hold harmless the City, its officers, agents, and employees, of and from any and all claims, demands, actions, causes of action, including costs and attorney's fees, arising out of or by reason of the execution or performance of the services provided for herein and further agrees to defend at its sole cost and expense any action or proceeding commenced for the purpose of asserting any claim of whatsoever character arising hereunder.

9. INSURANCE. Consultant shall secure and maintain such insurance as will protect Consultant from claims under the Worker's Compensation Acts, automobile liability, 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	\$2,000,000 each occurrence/aggregate
Automobile Liability	\$2,000,000 combined single limit
Professional Liability	\$2,000,000 each occurrence/aggregate

The City shall be named as an additional insured on the general liability policy on a primary and non-contributory basis.

The Consultant shall secure and maintain a professional liability insurance policy. Said policy shall insure payment of damages for legal liability arising out of the performance of professional services for the City, in the insured's capacity as Consultant, if such legal liability is caused by a negligent act, error or omission of the insured or any person or organization for which the insured is legally liable. The policy shall provide minimum limits of One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) aggregate with a deductible maximum of One Hundred Twenty-Five Thousand Dollars (\$125,000).

Before commencing work, the Consultant shall provide the City a certificate of insurance evidencing the required insurance coverage in a form acceptable to City. The certificate shall provide that such insurance cannot be cancelled until thirty (30) days after the City has received written notice of the insurer's intention to cancel this insurance.

10. INDEPENDENT CONTRACTOR. The City hereby retains Consultant as an independent contractor upon the terms and conditions set forth in this Agreement. Consultant is not an employee of the City and is free to contract with other entities as provided herein. Consultant shall be responsible for selecting the means and methods of performing the work. Consultant shall furnish any and all supplies, equipment, and incidentals necessary for Consultant's performance under this Agreement. City and Consultant agree that Consultant shall not at any time or in any manner represent that Consultant or any of Consultant's agents or employees are in any manner agents or employees of the City. Consultant shall be exclusively responsible under this Agreement for Consultant'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. Consultant shall not enter into subcontracts for services provided under this Agreement without the express written consent of the City. Consultant shall comply with Minnesota Statutes § 471.425. Consultant must pay subcontractors for all undisputed services provided by subcontractors within ten (10) days of Consultant's receipt of payment from City. Consultant 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 Ramsey County Minnesota.

13. MINNESOTA GOVERNMENT DATA PRACTICES ACT. Consultant 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 Consultant pursuant to this Agreement. Consultant 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 Consultant receives a request to release data, Consultant must immediately notify City. City will give Consultant instructions concerning the release of the data to the requesting party before the data is released. Consultant agrees to defend, indemnify, and hold City, its officials, officers, agents, employees, and volunteers harmless from any claims resulting from Consultant's officers', agents', city's, 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. Consultant 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 Consultant desires, the use of any design, devise, material or process covered by letters, patent or copyright, trademark or trade name, the Consultant 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 Consultant 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. Consultant 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. NONDISCRIMINATION. All Contractors and subcontractors employed shall comply with all applicable provisions of all federal, state and municipal laws which prohibit discrimination in employment to members of a protected class and all rules and regulations, promulgated and adopted pursuant thereto. The Contractor will include a similar provision in all subcontracts entered into for the performance of this contract.

20. 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.

2 1. NOTICES. All notices, demands or requests required or permitted to be made pursuant to or under this Agreement must be in writing and deemed valid if sent by registered mail, return receipt requested, or delivered by overnight delivery service providing written evidence of delivery, or by hand delivery by a reputable independent courier providing written evidence of delivery, addressed as follows:

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

CONSULTANT:

Attention: _____

Either party may change the designated recipient of notice by so notifying the other party in writing.

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

[Remainder of page intentionally left blank]
[Signature pages to follow]

Dated: _____, 20__.

CITY OF FALCON HEIGHTS

BY: _____
_____, Mayor

AND: _____
_____, City Clerk

Dated: _____, 20__.

BY: _____

Print Name: _____

Its: _____

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REQUEST FOR COUNCIL ACTION

Meeting Date	October 22, 2025
Agenda Item	H2
Attachment	
Submitted By	Kelly Nelson Director of Administrative Services / Deputy Clerk

Item	Consideration of Falcon Heights – Lauderdale Lions Club’s Use of City Hall Parking Lot for Holiday Tree Sales and Approval of 2025 Holiday Tree Sales License
Description	<p>The Falcon Heights – Lauderdale Lions Club has a long-standing tradition of selling holiday trees for the past 42 years from Community Park, utilizing the former park building to process payments inside, and a space near the parking lot to display the trees outdoors from mid-November until all trees have sold or by December 25.</p> <p>Due to the current construction taking place in Community Park and the unlikelihood of having electricity and a finished space to sell the trees from, the Lions Club is seeking Council approval to sell the trees from City Hall this year.</p> <p>A northern portion of the parking lot, adjacent to the Maple Court townhomes, would act as a display area for the trees, while the small conference room inside City Hall would act as the sales area.</p> <p>The space would be reserved beginning on November 12, with tree sales starting on November 28 and ending when trees are sold out, no later than December 22.</p> <p>Hours of operation are from 10:00 to 4:00 PM on opening day, Friday, November 28 (City Hall is closed on this date). Then, regular hours thereafter would be between 4:30 and 7:30 PM Monday – Friday, 10:00 AM to 6:00 PM on Saturdays, and 12:00 to 6:00 PM on Sundays.</p> <p>City Hall would be closed for regular city business during the Lions Club’s hours of operation, but there would be some overlap with programming and meetings held during the weekdays.</p> <p>Staff is seeking the Council’s support to allow the Falcon Heights – Lauderdale Lions Club to sell holiday trees from City Hall this year, while Community Park is undergoing renovation, and Council’s approval of their 2025 Holiday Tree Sales License.</p> <p style="text-align: center;">The following individuals/entities have applied for <u>Holiday Tree Sales</u> for 2025. Staff have received the necessary documents for licensure.</p> <p style="text-align: center;">1. Falcon Heights – Lauderdale Lions Club</p>
Budget Impact	N/A

Attachment(s)	
Action(s) Requested	Staff recommends approval of the Falcon Heights – Lauderdale Lions Club’s request to sell holiday trees from City Hall and approval of their 2025 Holiday Tree Sales license application.