

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

**AGENDA**  
November 12, 2025 at 7:00 P.M.

- A. CALL TO ORDER: 7:05
- B. ROLL CALL: GUSTAFSON ☒ LEEHY ☒ MEYER ☒  
MIELKE ☒ WASSENBERG ☒  
STAFF PRESENT: LINEHAN ☒ Lynch ☒
- C. APPROVAL OF AGENDA Leahy 5-0
- D. PRESENTATION  
1. Presentation from St. Anthony Police Department Chief Jeff Spiess - Police Services Reintroduction and Partnership Update
- E. APPROVAL OF MINUTES: Meyer 5-0  
1. September 23, 2025 City Council Joint Meeting with Planning Commission  
2. September 24, 2025 City Council Regular Meeting Minutes  
3. October 1, 2025 City Council Workshop Meeting Minutes
- F. PUBLIC HEARINGS:
- G. CONSENT AGENDA: 5-0 Gustafson  
1. General Disbursements through 11/7/25: \$493,325.58  
Payroll through 10/21/25: \$23,350.27  
Payroll through 11/4/25: \$21,740.61  
Wire Payments through 11/4/25: \$36,737.95  
2. Approval of City Licenses  
3. Approval of Resolution 25-97 to Approve Abstract of Votes Cast  
4. Approval of Resolution 25-98 Authorizing Change Order #1 with New Look Contracting, Inc. for Community Park Improvements Project FH-01  
5. Approval of Resolution 25-99 Amending the City of Falcon Heights Personnel Policy to Clarify Participation in the MSRS Health Care Savings Plan  
6. Authorization of Interconnect Usage Agreement with the City of Roseville to Provide Sanitary Sewer Service to Community Park  
7. Approval of Resolution 25-100 Authorizing Acceptance of a Proposal with Abdo Workforce Solutions for Full-Service Payroll Processing and Support  
8. Approval of Resolution 25-101 Authorizing the Application for the Minnesota Department of Natural Resources ReLeaf Community Forestry Grant
- H. POLICY ITEMS:

Mielke  
5-0

1. Consideration of Conditional Use Permit Request at Falcon Heights Town Square for a Child Daycare Center
2. Approval of Edits to the Falcon Heights Admin Manual Regarding Commissioner Stipend

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. CLOSED SESSION:

1. Annual Performance Evaluation for City Administrator Jack Linehan - Pursuant to Minn. Stat. 13D.05, subd. 3(a).

J: ADJOURNMENT:

8:15 PM

Leehy  
5-0

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## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	November 12, 2025
<b>Agenda Item</b>	Presentation D1
<b>Attachment</b>	
<b>Submitted By</b>	Jack Linehan, City Administrator

<b>Item</b>	Presentation from St. Anthony Police Department Chief Jeff Spiess – Police Services Reintroduction and Partnership Update
<b>Description</b>	<p>On March 1, 2025, the City transitioned to the St. Anthony Police Department as our police services provider. St. Anthony Police Department Chief Jeff Spiess will attend the meeting to provide an overview of the partnership to date, and answer questions from the City Council. He plans to cover:</p> <ul style="list-style-type: none"> <li>• Our approach to reintroduction to the community</li> <li>• Feedback we’ve received from community members</li> <li>• Community engagement events we’ve been a part of</li> <li>• Some call data and traffic data</li> <li>• Hiring updates</li> <li>• Answer questions</li> </ul> <p>Chief Spiess will present a formal annual report to the Community in Spring 2026 as is included in the contract, but this is an opportunity for a more informal presentation and discussion on the transition and reintroduction to-date.</p>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	N/A
<b>Action(s) Requested</b>	No action is requested from the Council for this informational item.

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

**MINUTES**  
September 23, 2025 at 7:00 P.M.

**A. CALL TO ORDER: 7:04 P.M.**

**B. ROLL CALL:**

Mike Tracy <u>X</u>	Laura Paynter <u>X</u>
Jacob Brooks <u>X</u>	Rick Seifert <u>X</u>
Jim Mogen <u>X</u>	Jeremy Hallowanger <u>X</u>
Jake Anderson <u>X</u>	

Randy Gustafson <u>X</u>	Melanie Leehy <u>X</u>
Eric Meyer <u>X</u>	Jim Wassenberg <u>X</u>
Paula Mielke <u>X</u>	

City Administrator Jack Linehan X  
Staff Liaison Hannah Lynch X

**C. APPROVAL OF AGENDA**

*A motion was made by Commissioner Paynter to approve the agenda. Agenda was approved by consent.*

**D. APPROVAL OF MINUTES**

1. June 24, 2025 – Workshop
2. August 6, 2025 – Joint Workshop with City Council

*A motion was made by Commissioner Siefert to approve minutes from June 24, 2025 and August 6, 2025. Minutes were approved by consent.*

**E. PUBLIC HEARING** – *Tracy notes there is no public hearing scheduled, but they will allow public comment at the next item on the agenda.*

**F. NEW BUSINESS**

1. Approval of Les Bolstad Golf Course Sale Goals and Guiding Principles  
Mayor Gustafson proposes a community forum proponent as part of the agenda item, to allow the public to provide comments.

Staff Liaison Lynch presented the updated Goals and Guiding Principles for the Les Bolstad Golf Course redevelopment. She provides a background on the property and how the city created the goals and guiding principles document,

that will be included in the RFP for the developers released by the University. She explains a vision committee would help better guide future developers than a master plan for the property. Developers chosen by the University will come to the city for subdivision of parcels and rezoning. Seven key topics were outlined: connectivity, green space, self-sustaining development, housing mix, sustainability, commercial uses, and development funding.

She summarized results from the public open house and online survey, noting that green space ranked as the top community priority, followed by connectivity and sustainability. Lynch explains the next steps, finalizing goals & principles document for the RFP. The University will be issuing the RFP and choosing a developer. The planning process will then begin, which includes an environmental review, working with developers, and other organizations such as the watershed, utilities, etc. there will be many opportunities for public input.

*Tracy opens the topic up for public comment. Resident comments:*

- *Bob Haight – 1477 California – Would like the Planning Commission to develop 3-5 land use alternatives with specifics and quantify how they perform.*
- *Colleen Wilson – 2202 Folwell – Requested information about how the golf course will be maintained in the time between the sale and the development. Suggested a guiding principle around that timeframe and process to ensure the land is kept free from trash and fencing is placed around it.*
- *Bob Cudeck – 2203 Folwell – Would like the City to coordinate with Luther Seminary to keep the two developments in sync. Link the walking paths/green space. He is concerned about Hoyt becoming increasingly busy and would like to coordinate the traffic and impact on the City with the surrounding cities.*
- *Tom Fisher – Minnesota Design Center – Is working to develop a plan for the golf course redevelopment with his team to support the guiding principles, achieve comprehensive plan goals, preserve ½ of the site for green space, and provide a maximum value to the University and City of Falcon Heights.*
- *Larry Overske – Roseville Resident – prior basketball player for the University of Minnesota, a golf coach, and a member of the golf club for over 50 years. He pointed to the contamination at the Hillcrest golf course as a concern and is also concerned about the over 100 years of history the city and University will lose. Stated the University will lose donors over this decision.*
- *Kevin Campbell – 1722 Pascal – Would like the City to consider require electric only at the new development: no natural gas. They would also like to see electric lines buried.*
- *Karen Tang – 2108 Folwell - Would like to see a mix of housing types to increase accessibility to residents of different walks of life and to create a diverse community. Would like to see higher density and possibly a small grocery store and/or café.*

Gustafson points out that the University made the decision to put the property up for sale as it no longer aligns with their goals. The goals and principles document created is to help guide developers create a development that reflects the community's wants and needs.

Leehy wonders if the University has had any opportunities for the public to provide comments or a tool that residents have to address the university directly. Linehan explains that city staff have been working with university staff and will notify residents of any upcoming opportunities.

Leslie Krieger, Assistant Vice President for Planning, Space, and Real Estate at the University of Minnesota, explains there is an online portal where residents can ask questions directly to the Board of Regents and make comments.

Leehy wonders at what point a Master Plan is needed. Linehan answers, once a developer is identified it would be a good time to work with the developer, a consultant and the city on a joint Master Plan. The City has done some legwork with the Larpenteur Corridor Study.

Meyer appreciates all the input but wonders where schools fit into this. Linehan explains it is broadly incorporated in the document as one of the services that will be provided once the developments is online. The school district will be an important stakeholder. The city will help facilitate that every government body providing a service to the area will be ready. Wassenberg adds this was discussed by the committee, and once the master plan will be developed it will be clearer how many developments and population there will be.

Wassenberg notes synergy between comments, such as the various land use scenarios might be something the Minnesota Design Center could include. He also stresses the importance of connectivity.

Mielke wants to ensure that funding for the environmental impact mitigation will also come from the developer and will not just fall on the city and grants.

Leehy wonders if the property will be sold to one developer or multiple. Krieger explains the intend is to sell to a master developer, and then they can decide to subdivide. The benefit is they will plan the entire property and create a comprehensive look. Tracy adds Highland Bridge is an example of a development by a master developer.

The Commission and Council discussed edits and clarifications to the document, including:

- Adding "schools" under self-sustaining development to address educational impacts.
- Inserting language on environmental mitigation under development funding.
- Adding "St. Paul" under connectivity for regional trail linkages.
- Modifying "Housing Mix" to include "quality and thoughtful design."
- Clarifying the definition of light industrial uses as enclosed, small-scale operations (e.g. breweries, commercial kitchens).
- Including "pollinator-friendly" plantings under sustainability.
- Removing numerical ranking of principles and reformatting as bullet points.



- Adding language encouraging developers to minimize construction impacts and act as good neighbors during the building process.

*After discussion, a motion was made by Commissioner Seifert, seconded by Commissioner Mogen, to approve the Les Bolstad Golf Course Goals and Guiding Principles as amended. Motion passed unanimously.*

*A motion was then made by Councilmember Mielke, to approve the same document as recommended by the Planning Commission. Motion passed unanimously.*

#### **G. INFORMATION AND ANNOUNCEMENTS**

1. Staff Liaison Report - Staff Liaison Linehan thanked all participants and stated the amended document would be sent to the University of Minnesota.
2. Council Liaison Report - Councilmembers commended staff and volunteers for their work. No additional items were reported.

#### **H. PUBLIC COMMENTS**

- Ginny Allen - 1490 Idaho Ave. W. - Commented that the City needs to make sure any consultant the City uses is of equal level and expertise/power as the developer.
- Additional public comment urged the City to remain flexible and realistic about development costs.

#### **I. ADJOURN**


*A motion was made by Commissioner Paynter and seconded by Commissioner Hallowanger to adjourn the meeting.*

*Councilmember Meyer motions to adjourn the meeting.*

*Meeting was adjourned by consent at 8:38 PM.*

  
Randall C. Gustafson, Mayor

Dated this 12<sup>th</sup> day of November, 2025

  
Jack Linehan, City Administrator

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

**MINUTES**  
September 24, 2025 at 7:00 P.M.

A. CALL TO ORDER: 7:00 PM

B. ROLL CALL: GUSTAFSON\_X\_ LEEHY\_X\_ MEYER\_X\_

MIELKE\_X\_ WASSENBERG\_X\_

STAFF PRESENT: LINEHAN\_X\_

C. APPROVAL OF AGENDA

Councilmember Leehy motions to approve the agenda;  
Approved 5-0

D. PRESENTATION

E. APPROVAL OF MINUTES:

1. August 27, 2025 City Council Regular Meeting Minutes

Mielke suggests one edit: to correct the "Appreciate the Teacher Event" to "Meet the Teacher Event".

Councilmember Mielke motions to approve the minutes as amended;  
Approved 5-0

F. PUBLIC HEARINGS:

G. CONSENT AGENDA:

1. General Disbursements through 9/19/25: \$726,374.98

Payroll through 9/9/25: \$28,738.86

Wire Payments through 9/19/25: \$22,159.02

2. Approval of Resolution 25-85 Appointing Monika Chandler to the Environment Commission

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

H. POLICY ITEMS:

1. Amendment of Debt Levy Schedule to Remove Series 2021A

Linehan explains that the 2021 bond was used for the 2021 pavement management project. It is a 7-year bond that is not callable early. Due to the low interest, it currently has enough funds to not require a debt levy in the final year, which is 2026. Project funds will be used to continue to make remaining payments.

Councilmember Wassenberg motions to approve Resolution 25-86 Amending The Debt Levy Schedule For The \$665,000 Go Improvement Series 2021a Bond;  
Approved 5-0

2. Adoption and Certification of the 2026 Preliminary Levy

Linehan explains that each year, the City must set and certify to Ramsey County a preliminary levy by September 30th. Some details from the 2026 General Fund Budget:

- The amount of LGA state aid was increased by an amount of \$1,302 by the Legislature for budget year 2025. LGA will increase from \$862,544 in 2025 to \$863,846 in 2026.
- Fiscal Disparity distribution dollars for 2026 decreased by \$27,872 from the 2025 level.
- Increase of \$138,976 expense for police services with St. Anthony Village.
- An increase in the cost-of-living-adjustment for all employees of 3%.
- Inclusion of a new job classification & compensation payment plan, which will be at a cost of approximately \$20,000.
- A transfer of \$49,000 from Special Revenue Fund 211 – Parking Management. This is the surplus from the pay-by-mobile program. This brought the levy increase down an additional two percentage points.

City staff have worked on lowering the levy by transferring from the reserves and creating a capital expense for a planning consultant for the Les Bolstad Golf Course. The impact on a median-value home is estimated to be \$100 per year. Council appreciates the ability to keep the levy low.

Councilmember Leehy motions to approve Resolution 25-87 Adopting The 2026 Tax Levy For The City Of Falcon Heights, County Of Ramsey, State Of Minnesota;  
Approved 5-0

3. Approval of Setting Truth in Taxation (TNT) Hearing Date of Wednesday, December 10<sup>th</sup>, 2025 at 7:00p.m.

Councilmember Meyer Motions To Approve Resolution 25-87 Resolution Setting Public Hearing Date For The 2025 Budget And Property Tax Levy;  
Approved 5-0

I. INFORMATION/ANNOUNCEMENTS:

Wassenberg explains Fall Fest will be on Saturday, October 11, from 1 to 3 PM at Falcon Heights Elementary. There will be fun fall activities for everyone.

Council appreciates that an event will be hosted at the school and in the Northeast Quadrant.

Mielke notes the State Fair Task Force met last week, and they started reviewing the post-fair survey. Mielke attended an event by the Hamline-Midway Coalition, an organization working on improving pedestrian and bike safety in the Hamline-Midway area. During the event, they walked along Snelling and discussed how the cities could be better connected and how to improve walkability and bikeability. All comments were compiled into a recommendation.

Gustafson thanks everyone for their participation in the joint meeting of the Planning Commission and City Council and for creating a Goals and Guiding Principles document for the University to be used in their RFP for finding a developer for the Les Bolstad Golf Course property.

Linehan explains that the University is planning to release the RFP in the next few weeks. They will review responses; if there is a viable developer, this will be brought to the Board of Regents. Then there will most likely be a multi-year contingency. Roselawn over by Community Park is open again. The old collapsed sanitary line was removed, replaced, and connected to Roseville. Contractors are now working on grading and getting the site ready for concrete. Then the park shelter will be delivered and built. In the spring, the playground will be installed, as well as the resurfacing of the parking lot.

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.*

*Mike McGregor -1884 Sheldon St. – He commends the police for picking up the racial flyers that were spread through the city. He received 2 parking hang tags. He is frustrated with the program. He attended the State Fair, used the parking tag to park closer to the fair, and received a parking ticket. He then received a letter from the St. Antony Police Department stating that the ticket would be dismissed. Mike continues to express his frustration with the program, and requested an apology from various parties.*

K. ADJOURNMENT: 7:33 PM

Councilmember Wassenberg motions to adjourn;  
Approved 5-0



Randall C. Gustafson, Mayor

Dated this 12<sup>th</sup> day of November, 2025



Jack Linehan, City Administrator

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

**MINUTES**  
Wednesday, October 1, 2025  
6:30 P.M.

A. CALL TO ORDER: 6:35 PM

B. ROLL CALL:           GUSTAFSON\_\_X\_\_ LEEHY\_\_X\_\_  
                              MEYER\_\_X\_\_ MIELKE\_\_ WASSENBERG\_\_X\_\_

STAFF PRESENT:    LINEHAN\_\_X\_\_ NELSON\_\_X\_\_

C. POLICY ITEMS:

1. Review of Revised Draft of City Code Chapter 105 - City Inspections

City Administrator Linehan introduces the proposed changes and says feedback was taken from a previous workshop to further amend the air conditioning provisions to have applicability; further refinement was done.

Administrative Services Director Nelson explains that City Council, Staff, the Fire Marshal and the City Attorney have all reviewed the previous draft and goes on to summarize the current proposed changes to Council, which they feel should be close to a final version. Nelson states that a number of proposed changes are simply done to modernize, update and to use consistent language throughout. She adds that one larger change is to add air conditioning supply requirements, so that if air conditioning is provided by an owner, it must be kept in working order and capable of keeping at least one habitable room at 80 degrees or below during stated dates. Finally, Nelson says that another larger proposed change is in the rental inspections section (Sec. 105-94) of City Code. Currently, City Code says that inspections of multifamily dwellings are of common areas; the proposed change would add wording to reflect that individual units may be subject to inspection. This would require permission from the owner or occupant, but wording was also added to state actions the City may take if entry is refused.

Council Member Wassenberg says his understanding has increased over the last few days and that Sections 603.1 and 603.2 go together to state that air conditioning will not be required, but it must be maintained.

Mayor Gustafson says the comments from the attorney are easy to understand and that the changes are not overly burdensome but make certain that their properties work for their tenants.

Council Member Leehy says the language is compliant, whether it's a tenant, a landlord, a property manager, or the City Inspector reading and understanding the wording.

Linehan says he spoke to Council Member Mielke, who is out sick, and Mielke asked about

considering changing the seasonal requirements of Section 603.3 to go from May 15 through September 30.

Linehan says that we could have swings either way, where on or by October 1, your heat has already been on for several weeks. Or, we could have an October 1<sup>st</sup> where you still need your air conditioning.

Council Member Meyer asks if you can write something into the Admin Manual to outline flexibility.

Linehan says that it would be a situation of administrative discretion. If a landlord says they turned the heat on, but it takes a week for the boiler to fire up, then the situation would likely be remedied by a reinspection and there would not be a penalty

Meyer asks if this affects new equipment only and new licenses only.

Gustafson and Leehy say that it's for all properties.

Wassenberg adds that these changes shouldn't affect many landlords because it isn't requiring new equipment to be provided; it is just mandating that provided equipment must be kept in working order.

Gustafson wonders if wording could be added to reflect that the stated dates for heat and air conditioning requirements are weather-dependent and may be affected by climate change. If it's unseasonably warm in the fall, air conditioning should continue to be provided.

Linehan says it would be hard to enforce.

Councilmembers voice various suggestions to add wording to reflect how unseasonably warm or cold weather may affect whether air conditioning or heat is required outside of the stated dates.

Meyer adds that it will be 89 degrees this coming Saturday, October 4, and you would want the air conditioning on.

Gustafson suggests giving property owners flexibility to react to current conditions and says that he is not a fan of putting things in City Code that do not offer flexibility.

Linehan suggests adding wording to Section 603.3 Seasonal Enforcement so that it reads, "these standards apply from May 15 to September 15 each year, except when temporary shutdown is required for reasonable maintenance or repair purposes, OR weather conditions warranted as determined by the Fire Marshal." Linehan does not want to leave it open-ended for interpretation but also recognizes the need for some flexibility.

Meyer asks if the dates have to be included at all.

Linehan says that this now mirrors state law, and state law lists these dates. The dates make it crystal clear when someone is in violation.

Meyer adds that exceeding the temperature range would also be crystal clear.



Linehan says it is harder to know which system is needed if you have fluctuations. It could be 45 degrees overnight and then warm up to 82 degrees during the day. That would make it harder to know which system would be needed.

Wassenberg says it's probably best to have something that applies to both heating and cooling and states that exception may be given due to unseasonable temperatures, as determined by the Fire Marshal.

Linehan says that if October 1 is a day in which heat is needed, then unusually warm temperatures on October 15 may not warrant or be feasible to ask for air conditioning to be provided.

Linehan adds that Mielke shared that CTC shared in their recent newsletter that window air conditioning units would be coming out September 30, as an example of landlords needing a date, making a case that dates are needed in City Code. We will also be a test case for air conditioning in Minnesota so it's best to mirror how heat is done because it has already passed state law and has a lot of case law with it. Knowing that we are being experimental, we should not deviate too much for now and can make changes in the future.

Wassenberg feels this is a mild ordinance. If landlords provide air conditioning, it just needs to work.

Leehy reiterates that it can take time for systems to switch over from heat to air conditioning.

Meyer would be supportive of changing the air conditioning dates Mielke proposed, but then it would affect the heat dates.

Linehan says that the start date of heat enforcement mirrors state law, so we can't switch that date. State law's stated dates are October 1 to April 30, which is why we updated those dates.

In regard to having two weeks between heat and air conditioning requirement dates, Linehan says that if the Fire Marshal says that length of time is unreasonable, then we can make adjustments.

Wassenberg adds that property owners will likely watch the forecast as they always have and determine which system is needed and when.

Leehy asks Nelson if the feedback makes sense.

Nelson says that it does and adds that although the air conditioning supply section of City Code is new, the heat supply portion has always included dates, which have not been an issue. Furthermore, under Enforcement and Penalties (Sec. 105-97 (5), the wording reads "Violations of Section 603, *the air conditioning maintenance standards*, may result in fines...." Nelson emphasizes that the word "may" is used instead of "will," allowing discretion from the Fire Marshal.

Linehan tells Council that there will be an Open House held this fall with property owners to help advise them of the proposed changes.

Wassenberg adds that it would be beneficial to get their feedback, although practical

application may not go into effect for another six months (when air conditioning is needed).

Linehan says that we are hoping to adopt all changes to City Code at once and there is one section of proposed changes that would go into effect more quickly, which is Rental Inspections. Linehan says the majority of changes are to reinspections, which could affect property owners in 2026. If someone is a no-show at a scheduled fire inspection, then we could charge a fee.

Gustafson asks if the proposed City Code changes can be mailed to all property owners during the license renewal process.

Linehan said we can include a QR code to invite commentary and feedback.

Leehy recommends simplifying how the draft is presented, without the comments provided.

Linehan says that it will be considerably cleaned up. Strikethroughs will show what is being deleted, and underlined portions will show what is being added. That is how we format for Ordinances.

Nelson suggests reformatting the RCA as well to become a summary guide to include.

Linehan says our goal is to adopt the changes before 2026 but asks if it is generally supported by Council to seek owner feedback before then.

Council supports seeking constructive feedback and input before they are asked to adopt the changes.

Gustafson says the document is largely making things clearer rather than making many changes.

Meyer asks how tenants will be notified.

Gustafson says that it is required of the landlord to notify tenants when they sign or renew a lease how they can contact the Minnesota Attorney General and of City Code.

Linehan adds that the City will also hold a series of Renter's Rights events, and we can use those opportunities to help inform renters as well, including offering sessions in various languages.

## 2. Class & Compensation Implementation Plan

Linehan summarizes that during Council's regular meeting on August 27, Council heard a presentation from David Drown & Associates Human Resources (DDA), summarizing their study's findings. Since then, Linehan has used those numbers as a guide for budgeting purposes.

Linehan says that prior employees would leave their position for more pay elsewhere and then the City would have to increase the pay being offered to fill that vacant role.

Under the proposed Class & Compensation Plan, staff would still receive a COLA. To

implement the plan, the staff's anniversary date would be their step adjustment date, and there would be a 10-step plan. There is about a 29% range between the ten steps. Linehan says we currently do this unofficially. Current practice provides an annual COLA and then merit increases at 6-months, 18-months, 5-years and 10-years. There are no steps beyond ten years.

The why behind this is the operational why. It attracts, retains and compensates good employees. The second part is that we have to do a pay equity report every three years. While the City has not failed pay equity when reporting, our current system has its challenges as it mirrors the state's job match system, and it does not always work well for certain positions. Linehan says the short-term financial implications are not a lot; it's actually fairly inexpensive to implement. But what it will mean for employees is that we won't pay them less. What becomes more expensive for the city is in years six through ten.

Meyer says it makes more sense to have a graduated increase over time rather than these sporadic increases at certain times. There is not much financial incentive for employees to currently stay beyond five years. As a city, we value keeping people around rather than training new employees on a regular basis.

Leehy asks for clarification regarding current pay steps and where they currently end.

Meyer says that after your five-year merit increase, there is one at 10 years. And, merit increases end at 10 years.

Linehan says the change with the new step system is that we would have established pay ranges and they would be totally predictable. He then walks Council through a model of the 10 steps to show how the pay would increase across ten years.

Leehy asks if we'd have to bring it to Council to approve for each employee on their anniversary.

Linehan recommends being transparent and having ten separate Consent Agenda items (one per each full-time employee on their anniversary).

The challenge we have with awarding it annually is if an employee is hired on December 15 and then receives a step increase on January 1. We might have to require them to be employed for 12 months prior to their step increase.

He adds that we do not have to give someone a step increase if they are not performing satisfactorily.

Leehy prefers to award on the anniversary hire date.

Wassenberg says that for the long term, awarding on January 1 for all employees who have been on staff for 12 months or more makes it easier to predict for budgeting purposes.

Meyer agrees with Wassenberg that annually in January seems easier to implement, but wonders how far in advance Linehan feels comfortable doing performance reviews before January 1.

Councilmembers discuss the performance review component and that doing all of those at once to be able to provide a step increase for all at the same time is challenging.

Wassenberg shares that he previously had reservations of step increases and COLA adjustments being stacked. He then looked at federal and state employees to see what their step programs are like and realized that they have similar percentage step increases in addition to COLA. That drove home to him that the public sector and private sector are very different. And, it's a little different in the way that this is arranged; the COLA moves the scale. If individuals stay with the City, they could regularly receive 6% every year (if COLAs remain around 3%). But, if someone leaves the City, then the range resets. The amount the City would pay for a new employee only moves up by a COLA, not by a COLA and a step. In the private sector, if you give someone a raise, then that kind of becomes the expectation for that position.

Linehan says that he reached out to City Administrators in the 17 comp cities that were used in the survey and annual adjustments are the standard. However, it is split between having automatic increases and having a performance review. We have more steps, but we have smaller increases between the steps. Ours starts a little more aggressively and becomes less aggressive as time goes on, but this was a choice from the City; we could consider doing it the same across the steps. Linehan walks the Council through how the job assessments were done and says that we do have a points system for the positions.

Gustafson says that when we rehire a position, we'd have a salary range for it.

Linehan adds that the pay scale would help identify pay equity issues if the candidate wants pay beyond that job's range. DDA could then help us spec a new job description for a position at any point since we can't pay outside the range.

Wassenberg says that it keeps salaries in line so the city budget is not growing at a rate above inflation, but rewards individual people for years of service.

Linehan says that, if at any point, the increases exceed the budget, then pay freezes are an option.

Leehy asks how many staff are salaried versus hourly.

Linehan responds that most are hourly, and three are salaried.

Gustafson asks what the next step is, and Linehan says that he will find out if an ordinance is needed and likely bring it to Council in December with the budget. At the November workshop, Council will discuss the part-timers, including the Council, and that would be on the same timeline to bring forward at a meeting in December.

### 3. Planning Consultant RFP

Linehan says that we are still very early in the process, but if we are to look ahead, we will need to supplement our staff through the development process of the Les Bolstad Golf Course. Although we may not yet fully know how we would like to utilize a planning consultant, areas may include administering the AUAR/EAW process, environmental reviews, grant writing, and assisting with continued community engagement. The city would like to begin preparing a draft of an RFP/RFQ so that we mirror the University's timeline and release the RFP/RFQ on October 23.

Gustafson asks how specific we should write the RFP/RFQ since we don't currently know what the future holds.

Linehan said the biggest immediate need is bringing in an architect and having this person in our corner. And, once the building actually begins, we will need additional consultants at that point.

Linehan talks about whether it's best to release an RFP or RFQ, saying that RFQs are based on qualifications. Most other cities have done RFPs.

Wassenberg prefers an RFP since that will include their qualifications as part of it.

Meyer suggests placing an emphasis on community feedback and incorporating that into the plan.

Leehy said it's important if they've interacted with communities rather than just staff.

Gustafson said that he looks at this as step one. There will come a time when permits will need to be reviewed. But, we aren't at that point; we don't even have concepts developed at this point.

Linehan said that the tentative plan is to bring this as an agenda item on October 22.

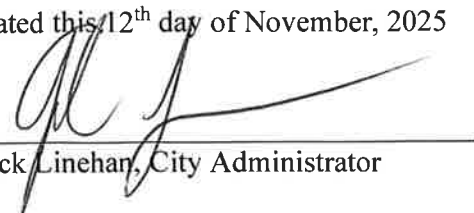
D. ADJOURNMENT: 8:48 PM

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

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

  
Randall C. Gustafson, Mayor

Dated this 12<sup>th</sup> day of November, 2025

  
Jack Linehan, City Administrator

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

PAY PERIOD ENDING 10/19/2025  
DIRECT DEPOSIT EFFECTIVE DATE 10/21/2025

EMP #	NAME	AMOUNT
01-0022	RANDALL C GUSTAFSON	293.07
01-0023	MELANIE M LEEHY	262.05
01-0027	ERIC G MEYER	262.05
01-0028	JAMES J WASSENBERG	262.05
01-0029	PAULA MIELKE	262.05
01-2292	JACOB BROOKS	46.17
01-2293	JAMES MOGEN	46.17
01-2297	ADAM KEESTER	46.17
01-2298	DAVID SMITH	46.17
01-2299	JACOB ANDERSON	46.17
01-2302	MICHAEL TRACY	46.17
01-2303	LAURA PAYNTER	92.35
01-1006	JACK LINEHAN	2,842.02
01-1027	KELLY A NELSON	2,945.42
01-1029	ELKE JOHNSON	1,771.60
01-1162	ALYSSA LANDBERG	2,827.23
01-1028	HANNAH B LYNCH	2,836.21
01-1168	DEAN T POPE	1,754.38
01-1033	DAVE TRETSVEN	1,970.93
01-1143	COLIN B CALLAHAN	2,895.02

TOTAL PRINTED: 20 21,553.45

10-21-2025 9:38 AM PAYROLL CHECK REGISTER  
PAYROLL NO: 01 City of Falcon HeightsPAGE: 1  
PAYROLL DATE: 10/21/2025

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
2301	PELLEGRINI, JOHN	R	10/21/2025	46.17	094587
1167	SIMONS SR., DAVID S	R	10/21/2025	1,750.65	094588

10-21-2025 9:38 AM PAYROLL CHECK REGISTER  
PAYROLL NO: 01 City of Falcon HeightsPAGE: 2  
PAYROLL DATE: 10/21/2025

\*\*\* REGISTER TOTALS \*\*\*

REGULAR CHECKS:	2	1,796.82
DIRECT DEPOSIT REGULAR CHECKS:	20	21,553.45
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	22	23,350.27

\*\*\* NO ERRORS FOUND \*\*\*

\*\* END OF REPORT \*\*

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

PAY PERIOD ENDING 11/02/2025  
DIRECT DEPOSIT EFFECTIVE DATE 11/04/2025

EMP #	NAME	AMOUNT
01-1006	JACK LINEHAN	3,041.13
01-1027	KELLY A NELSON	2,422.83
01-1029	ELKE JOHNSON	1,771.60
01-1162	ALYSSA LANDBERG	2,827.23
01-1028	HANNAH B LYNCH	2,836.21
01-1168	DEAN T POPE	1,754.38
01-1033	DAVE TRETSEVEN	2,206.23
01-1143	COLIN B CALLAHAN	2,895.02

TOTAL PRINTED: 8 19,754.63

11-04-2025 8:34 AM PAYROLL CHECK REGISTER  
PAYROLL NO: 01 City of Falcon Heights

PAGE: 1  
PAYROLL DATE: 11/04/2025

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
1167	SIMONS SR., DAVID S	R	11/04/2025	1,985.98	094615

11-04-2025 8:34 AM PAYROLL CHECK REGISTER  
PAYROLL NO: 01 City of Falcon Heights

PAGE: 2  
PAYROLL DATE: 11/04/2025

\*\*\* REGISTER TOTALS \*\*\*

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DIRECT DEPOSIT REGULAR CHECKS:	8	19,754.63
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	9	21,740.61

\*\*\* NO ERRORS FOUND \*\*\*

\*\* END OF REPORT \*\*



10/24/2025 12:08 PM  
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 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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01-00209		ADVANTAGE SIGNS AND GRAPHICS					
I-V1025-193		Parking Signs		118.84			
10/24/2025	APBNK	DUE: 10/24/2025 DISC: 10/24/2025			1099: N		
		Parking Signs			101 4132-75100-000	STREET SIGNS	118.84
=== VENDOR TOTALS ===				118.84			
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01-00259		AMERICAN ENGINEERING TESTING I					
I-INV-292210		Materials Testing		1,231.00			
10/24/2025	APBNK	DUE: 10/24/2025 DISC: 10/24/2025			1099: N		
		Materials Testing			419 4419-83010-000	PAVEMENT MANAGEMENT	1,231.00
=== VENDOR TOTALS ===				1,231.00			
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01-03103		CANON FINANCIAL SERVICES					
I-41952245		Copier Contract October		163.59			
10/24/2025	APBNK	DUE: 10/24/2025 DISC: 10/24/2025			1099: N		
		Copier Contract October			101 4131-87010-000	CITY HALL MAINTENANCE	163.59
=== VENDOR TOTALS ===				163.59			
=====							
01-03123		CINTAS CORPORATION					
I-4247301154		Floor Mats Svc 10/22		122.19			
10/24/2025	APBNK	DUE: 10/24/2025 DISC: 10/24/2025			1099: N		
		Floor Mats Svc 10/22			101 4131-87010-000	CITY HALL MAINTENANCE	122.19
=== VENDOR TOTALS ===				122.19			
=====							
01-06290		CITY OF ROSEVILLE					
I-242531		Engineering September		11,187.14			
10/24/2025	APBNK	DUE: 10/24/2025 DISC: 10/24/2025			1099: N		
		Engineering September			101 4133-80100-000	ENGINEERING SERVICES	75.44
		Engineering Sept Crack Sealing			419 4419-80100-000	ENGINEERING	252.86
		Engineering Sept Falcon Woods			424 4424-80100-000	ENGINEERING	6,262.06
		Engineering Sept 2021 PMP			426 4426-80100-000	ENGINEERING	507.33
		Engineering Sept Les Bolstad			419 4419-92087-000	LES BOLSTAD GOLF COURSE	4,089.45
=== VENDOR TOTALS ===				11,187.14			

10/24/2025 12:08 PM  
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A/P Regular Open Item Register

PAGE: 2

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01-05718	GOODPOINT TECHNOLOGY, INC					
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I-4631		Pavement Condition Survey #1	3,920.00			
10/24/2025	APBNK	DUE: 10/24/2025 DISC: 10/24/2025		1099: N		
		Pavement Condition Survey #1		419 4419-83010-000	PAVEMENT MANAGEMENT	3,920.00
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I-4638		Pavement Condition Survey #2	980.00			
10/24/2025	APBNK	DUE: 10/24/2025 DISC: 10/24/2025		1099: N		
		Pavement Condition Survey #2		419 4419-83010-000	PAVEMENT MANAGEMENT	980.00
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=== VENDOR TOTALS ===			4,900.00			
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01-05008	HUMANA INSURANCE CO					
=====						
I-673999274		Vision Nov	139.04			
10/24/2025	APBNK	DUE: 10/24/2025 DISC: 10/24/2025		1099: N		
		Vision Nov		101 4112-89000-000	MISCELLANEOUS	139.04
=====						
=== VENDOR TOTALS ===			139.04			
=====						
01-04434	LANDSCAPE STRUCTURE INC					
=====						
I-INV-171058		Community Park Splash Pad	56,757.27			
10/24/2025	APBNK	DUE: 10/24/2025 DISC: 10/24/2025		1099: N		
		Community Park Splash Pad		403 4403-91500-000	COMMUNITY PARK LAND/BUIL	56,757.27
=====						
=== VENDOR TOTALS ===			56,757.27			
=====						
01-05509	LEAGUE OF MN CITIES					
=====						
I-435989		APMP Conference	15.00			
10/24/2025	APBNK	DUE: 10/24/2025 DISC: 10/24/2025		1099: N		
		APMP Conference		101 4112-86100-000	CONFERENCES/EDUCATION/AS	15.00
=====						
=== VENDOR TOTALS ===			15.00			
=====						
01-05451	MADISON NATIONAL LIFE INS CO I					
=====						
I-1728352		LTD&STD Insure Oct & Nov	341.06			
10/24/2025	APBNK	DUE: 10/24/2025 DISC: 10/24/2025		1099: N		
		LTD&STD Insure Oct & Nov		101 4112-89000-000	MISCELLANEOUS	341.06
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=== VENDOR TOTALS ===			341.06			

10/24/2025 12:08 PM  
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 DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 3

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01-05908	METRO-INET					
I-3030		October IT	4,441.00			
10/24/2025	APBNK	DUE: 10/24/2025 DISC: 10/24/2025		1099: N		
		October IT		101 4116-85070-000	TECHNICAL SUPPORT	4,441.00
=== VENDOR TOTALS ===			4,441.00			
=====						
01-05252	MN DEPARTMENT OF TRANSPORTATIO					
I-P00020595		Concrete Plant Inspections	152.23			
10/24/2025	APBNK	DUE: 10/24/2025 DISC: 10/24/2025		1099: N		
		Concrete Plant Inspections		424 4424-92400-000	FALCON WOODS PROJECT	152.23
=== VENDOR TOTALS ===			152.23			
=====						
01-05843	MN NCPERS LIFE INSURANCE					
I-458800112025		2025 Life Insurance November	96.00			
10/24/2025	APBNK	DUE: 10/24/2025 DISC: 10/24/2025		1099: N		
		2025 Life Insurance November		101 21709-000	OTHER PAYABLE	63.84
		2025 Life Insurance November		204 21709-000	OTHER PAYABLE	1.60
		2025 Life Insurance November		601 21709-000	OTHER PAYABLE	22.56
		2025 Life Insurance November		602 21709-000	OTHER PAYABLE	8.00
=== VENDOR TOTALS ===			96.00			
=====						
01-05973	NORTH SUBURBAN COMMUNICATIONS					
I-2025-530		2025 Coop Svc NSCC Jul-Sept	2,939.70			
10/24/2025	APBNK	DUE: 10/24/2025 DISC: 10/24/2025		1099: N		
		2025 Coop Svc NSCC Jul-Sept		101 4116-85050-000	CABLE TV	2,939.70
=== VENDOR TOTALS ===			2,939.70			
=====						
01-05927	DEAN POPE					
I-202510249311		Tree Inspector Recertificatio	25.00			
10/24/2025	APBNK	DUE: 10/24/2025 DISC: 10/24/2025		1099: N		
		Tree Inspector Recertification		101 4134-89000-000	MISCELLANEOUS	25.00
=== VENDOR TOTALS ===			25.00			

10/24/2025 12:08 PM

A/P Regular Open Item Register

PAGE: 4

PACKET: 03475 October 24 Payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-06184	RAMSEY COUNTY	- POLICE AND 911				
I-EMCOM-012834		CAD Services Sept	349.45			
10/24/2025	APBNK	DUE: 10/24/2025 DISC: 10/24/2025		1099: N		
		CAD Services Sept		101 4122-81200-000	911 DISPATCH FEES	349.45
I-EMCOM-012850		911 Dispatch Sept	2,325.91			
10/24/2025	APBNK	DUE: 10/24/2025 DISC: 10/24/2025		1099: N		
		911 Dispatch Sept		101 4122-81200-000	911 DISPATCH FEES	2,325.91
=== VENDOR TOTALS ===			2,675.36			
01-05870	XCEL ENERGY					
I-946624313		Electricity	12.19			
10/24/2025	APBNK	DUE: 10/24/2025 DISC: 10/24/2025		1099: N		
		Electricity		209 4209-85020-000	STREET LIGHTING POWER	12.19
I-946754184		Electricity	33.89			
10/24/2025	APBNK	DUE: 10/24/2025 DISC: 10/24/2025		1099: N		
		Electricity		209 4209-85020-000	STREET LIGHTING POWER	33.89
I-946756409		Electricity	70.64			
10/24/2025	APBNK	DUE: 10/24/2025 DISC: 10/24/2025		1099: N		
		Electricity		209 4209-85020-000	STREET LIGHTING POWER	70.64
=== VENDOR TOTALS ===			116.72			
=== PACKET TOTALS ===			85,421.14			

10/31/2025 3:06 PM  
 PACKET: 03477 October 31 Payables  
 VENDOR SET: 01 City of Falcon Heights  
 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 1

-----ID-----		GROSS		P.O. #		
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01-06005    BAILEY NURSERIES						
I-INV0734076		Boulevard Trees	3,881.35			
10/31/2025	APBNK	DUE: 10/31/2025 DISC: 10/31/2025		1099: N		
		Boulevard Trees		101 4134-84030-000	TREE PLANTING	3,881.35
I-INV0734089		Boulevard Trees	239.78			
10/31/2025	APBNK	DUE: 10/31/2025 DISC: 10/31/2025		1099: N		
		Boulevard Trees		101 4134-84030-000	TREE PLANTING	239.78
=== VENDOR TOTALS ===			4,121.13			
=====						
01-03122    CITY OF ST PAUL						
I-IN63745		Asphalt Mix - 11	150.98			
10/31/2025	APBNK	DUE: 10/31/2025 DISC: 10/31/2025		1099: N		
		Asphalt Mix - 11		101 4132-75000-000	BITUMINOUS PATCHING	150.98
I-IN63880		Asphalt Mix - 11	150.98			
10/31/2025	APBNK	DUE: 10/31/2025 DISC: 10/31/2025		1099: N		
		Asphalt Mix - 11		101 4132-75000-000	BITUMINOUS PATCHING	150.98
=== VENDOR TOTALS ===			301.96			
=====						
01-05153    HOME DEPOT CREDIT SERVICES						
I-202510319312		Supplies	106.43			
10/31/2025	APBNK	DUE: 10/31/2025 DISC: 10/31/2025		1099: N		
		Bench Supplies - Grove		101 4141-87120-000	FACILITIES & GROUND MAIN	66.48
		Mailbox Supplies		424 4424-89000-000	MISCELLANEOUS	39.95
=== VENDOR TOTALS ===			106.43			
=====						
01-05582    MENARDS						
I-202510319313		Watering Bags for New Trees	265.17			
10/31/2025	APBNK	DUE: 10/31/2025 DISC: 10/31/2025		1099: N		
		Watering Bags for New Trees		101 4134-84030-000	TREE PLANTING	29.97
		Watering Bags for New Trees		101 4134-84030-000	TREE PLANTING	235.20
=== VENDOR TOTALS ===			265.17			
=====						
01-05252    MN DEPARTMENT OF TRANSPORTATIO						
I-P00020604		Concrete Plant Inspections	71.83			
10/31/2025	APBNK	DUE: 10/31/2025 DISC: 10/31/2025		1099: N		
		Concrete Plant Inspections		424 4424-92400-000	FALCON WOODS PROJECT	71.83
=== VENDOR TOTALS ===			71.83			

10/31/2025 3:06 PM  
 PACKET: 03477 October 31 Payables  
 VENDOR SET: 01 City of Falcon Heights  
 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 2

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
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01-05753	MWP RECREATION					
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I-2025500		Community Park Improvements	168,606.00			
10/31/2025	APBNK	DUE: 10/31/2025 DISC: 10/31/2025		1099: N		
		Balance - Shelter		403 4403-91500-000	COMMUNITY PARK LAND/BUIL	156,781.00
		Engineering Drawings		403 4403-91500-000	COMMUNITY PARK LAND/BUIL	2,000.00
		Changes/Additions to Shelter		403 4403-91500-000	COMMUNITY PARK LAND/BUIL	9,825.00
		=== VENDOR TOTALS ===	168,606.00			
=====						
01-07898	WSB					
=====						
I-R-023655-000-24		Sept Planning - Community Par	12,248.00			
10/31/2025	APBNK	DUE: 10/31/2025 DISC: 10/31/2025		1099: N		
		Sept Planning - Community Park		403 4403-91500-000	COMMUNITY PARK LAND/BUIL	12,248.00
		=== VENDOR TOTALS ===	12,248.00			
=====						
01-07191	ZAHL PETROLEUM MAINTENANCE CO.					
=====						
I-223241		Manual Style Rack Bar Lock	228.00			
10/31/2025	APBNK	DUE: 10/31/2025 DISC: 10/31/2025		1099: N		
		Manual Style Rack Bar Lock		101 4132-87000-000	REPAIR EQUIPMENT	228.00
		=== VENDOR TOTALS ===	228.00			
=====						
01-07194	ZARNOTH BRUSH WORKS					
=====						
I-0203952-IN		Sweeper Brooms	645.00			
10/31/2025	APBNK	DUE: 10/31/2025 DISC: 10/31/2025		1099: N		
		Sweeper Brooms		602 4602-83025-000	SWEEPER PARTS/SUPPLIES	645.00
		=== VENDOR TOTALS ===	645.00			
		=== PACKET TOTALS ===	186,593.52			

11/06/2025 9:31 AM  
 PACKET: 03480 November 6 Payables  
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 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	
01-00028	ALLSTREAM						
I-21919976		Emergency Landline 10/23-11/2	168.63				
11/06/2025	APBNK	DUE: 11/06/2025 DISC: 11/06/2025		1099: N			
		Emergency Landline 10/23-11/22		101 4116-85010-000	TELEPHONE	168.63	
		=== VENDOR TOTALS ===	168.63				
01-00295	AVR, INC						
I-323369		Bench Pad - Grove	817.50				
11/06/2025	APBNK	DUE: 11/06/2025 DISC: 11/06/2025		1099: N			
		Bench Pad - Grove		101 4141-87120-000	FACILITIES & GROUND MAIN	817.50	
I-324246		Sidewalk Repair	450.00				
11/06/2025	APBNK	DUE: 11/06/2025 DISC: 11/06/2025		1099: N			
		Sidewalk Repair		419 4419-92005-000	SIDEWALK IMPROVEMENTS	450.00	
I-324620		Sidewalk Repair	492.50				
11/06/2025	APBNK	DUE: 11/06/2025 DISC: 11/06/2025		1099: N			
		Sidewalk Repair		419 4419-92005-000	SIDEWALK IMPROVEMENTS	492.50	
		=== VENDOR TOTALS ===	1,760.00				
01-00875	BHE COMMUNITY SOLAR, LLC						
I-12210883		Solar Garden Electric Sept	1,146.69				
11/06/2025	APBNK	DUE: 11/06/2025 DISC: 11/06/2025		1099: N			
		Solar Garden Electric Sept		101 4137-85025-000	SOLAR ELECTRIC	1,146.69	
		=== VENDOR TOTALS ===	1,146.69				
01-03117	CITY OF LITTLE CANADA						
I-20697		3rd Quarter Inspector Mileage	395.11				
11/06/2025	APBNK	DUE: 11/06/2025 DISC: 11/06/2025		1099: N			
		3rd Quarter Inspector Mileage		101 4117-81210-000	BUILDING INSPECTORS	395.11	
		=== VENDOR TOTALS ===	395.11				
01-07228	CITY OF ST ANTHONY						
I-4644		October Police Services	115,721.58				
11/06/2025	APBNK	DUE: 11/06/2025 DISC: 11/06/2025		1099: N			
		October Police Services		101 4122-81000-000	POLICE SERVICES	115,721.58	
		=== VENDOR TOTALS ===	115,721.58				

11/06/2025 9:31 AM  
 PACKET: 03480 November 6 Payables  
 VENDOR SET: 01 City of Falcon Heights  
 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 2

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
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01-05933	ESCH CONSTRUCTION SUPPLY, INC					
I-INV95251		Drum Shafts - Replacement Par	116.74			
11/06/2025	APBNK	DUE: 11/06/2025 DISC: 11/06/2025		1099: N		
		Drum Shafts - Replacement Part		101 4132-87000-000	REPAIR EQUIPMENT	116.74
I-INV95252		Drum Shafts-Credit Memo CM471	5.50			
11/06/2025	APBNK	DUE: 11/06/2025 DISC: 11/06/2025		1099: N		
		Drum Shafts-Credit Memo CM4716		101 4132-87000-000	REPAIR EQUIPMENT	5.50
=== VENDOR TOTALS ===			122.24			
=====						
01-05115	GOPHER STATE ONE CALL					
I-5100393		Locates October	101.25			
11/06/2025	APBNK	DUE: 11/06/2025 DISC: 11/06/2025		1099: N		
		Locates October		601 4601-88030-000	LOCATES	101.25
=== VENDOR TOTALS ===			101.25			
=====						
01-05204	IWORQ					
I-214129		Software Management & Support	4,900.00			
11/06/2025	APBNK	DUE: 11/06/2025 DISC: 11/06/2025		1099: N		
		Software Management & Support		401 4401-90100-000	FURNITURE & EQUIPMENT	4,000.00
		Payment Processing & Support		401 4401-90100-000	FURNITURE & EQUIPMENT	900.00
=== VENDOR TOTALS ===			4,900.00			
=====						
01-05928	JOHNSON LITHO GRAPHICS OF EAU					
I-114005		Newsletter & Postage	3,874.83			
11/06/2025	APBNK	DUE: 11/06/2025 DISC: 11/06/2025		1099: N		
		Newsletter		101 4116-70420-000	NEWSLETTERS/INFORMATION	3,097.00
		Postage		101 4116-70500-000	POSTAGE	777.83
=== VENDOR TOTALS ===			3,874.83			
=====						
01-05853	ALYSSA LANDBERG					
I-202511069315		Mileage & Postage Reimburse	31.96			
11/06/2025	APBNK	DUE: 11/06/2025 DISC: 11/06/2025		1099: N		
		Mileage Reimbursement Oct		101 4113-86010-000	MILEAGE	13.72
		Certified Mail Reimbursement		101 4112-70500-000	POSTAGE	18.24
=== VENDOR TOTALS ===			31.96			



11/06/2025 9:31 AM  
 PACKET: 03480 November 6 Payables  
 VENDOR SET: 01 City of Falcon Heights  
 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 3

-----ID-----				GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----		DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====							
01-06006	METRO SOUND & LIGHTING INC						
=====							
I-360063		Assisted Listening Repair		2,797.00			
11/06/2025	APBNK	DUE: 11/06/2025 DISC: 11/06/2025			1099: N		
		Assisted Listening Repair			401 4401-90100-000	FURNITURE & EQUIPMENT	2,797.00
=== VENDOR TOTALS ===				2,797.00			
=====							
01-05665	METROPOLITAN COUNCIL						
=====							
I-1196386		Dec Waste Water Services		61,055.44			
11/06/2025	APBNK	DUE: 11/06/2025 DISC: 11/06/2025			1099: N		
		Dec Waste Water Services			601 4601-85060-000	METRO SEWER CHARGES	61,055.44
=== VENDOR TOTALS ===				61,055.44			
=====							
01-07299	KELLY NELSON						
=====							
I-202511069316		Mileage Reimbursement Oct		56.00			
11/06/2025	APBNK	DUE: 11/06/2025 DISC: 11/06/2025			1099: N		
		Mileage Reimbursement Oct			101 4112-86010-000	MILEAGE & PARKING	56.00
=== VENDOR TOTALS ===				56.00			
=====							
01-06002	NINENORTH						
=====							
I-2025-166		Webstreaming/Cablecast Oct		1,143.25			
11/06/2025	APBNK	DUE: 11/06/2025 DISC: 11/06/2025			1099: N		
		Webstreaming/Cablecast Oct			101 4116-85050-000	CABLE TV	1,143.25
=== VENDOR TOTALS ===				1,143.25			
=====							
01-06024	ON SITE SANITATION						
=====							
I-1977588		Portable Toilet Curtiss		260.00			
11/06/2025	APBNK	DUE: 11/06/2025 DISC: 11/06/2025			1099: N		
		Portable Toilet Curtiss			601 4601-85080-000	PORTABLE TOILET PARKS	260.00
=== VENDOR TOTALS ===				260.00			
=====							
01-06112	PIONEER PRESS						
=====							
I-1025572540		October Legals		79.20			
11/06/2025	APBNK	DUE: 11/06/2025 DISC: 11/06/2025			1099: N		
		October Legals			101 4111-70410-000	LEGAL NOTICES	79.20
=== VENDOR TOTALS ===				79.20			

11/06/2025 9:31 AM  
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 DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 4

-----ID-----				GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----		DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====							
01-06185	RAMSEY COUNTY						
I-PRRRV-003841		Special Assessment Fees	582.50				
11/06/2025	APBNK	DUE: 11/06/2025 DISC: 11/06/2025			1099: N		
		Special Assessment Fees			306 4306-94900-000	BOND FEES	291.25
		Special Assessment Fees			313 4313-94900-000	BOND FEES	291.25
		=== VENDOR TOTALS ===	582.50				
=====							
01-06314	REHDER FORESTRY CONSULTING						
I-506		Forestry Consultant Aug-Oct	1,076.15				
11/06/2025	APBNK	DUE: 11/06/2025 DISC: 11/06/2025			1099: N		
		Forestry Consultant Aug-Oct			101 4134-80330-000	FORESTRY CONSULTANT	1,076.15
		=== VENDOR TOTALS ===	1,076.15				
=====							
01-06305	ROSEVILLE AREA SCHOOLS						
I-2526-1746		Falcon Heights Elem Fall Fest	325.00				
11/06/2025	APBNK	DUE: 11/06/2025 DISC: 11/06/2025			1099: N		
		Falcon Heights Elem Fall Fest			101 4116-89010-000	SPECIAL EVENTS	325.00
		=== VENDOR TOTALS ===	325.00				
=====							
01-00935	ST PAUL REGIONAL WATER SERVICE						
I-202511069317		Water & Sanitary Sewer	189.73				
11/06/2025	APBNK	DUE: 11/06/2025 DISC: 11/06/2025			1099: N		
		Community Park Water			101 4141-85040-000	WATER	42.89
		Community Park Sanitary Sewer			601 4601-85075-000	CITY BUILDINGS SANITARY	12.83
		City Hall Water			101 4131-85040-000	WATER	113.60
		City Hall Sanitary Sewer			601 4601-85075-000	CITY BUILDINGS SANITARY	20.41
		=== VENDOR TOTALS ===	189.73				
=====							
01-05374	TENNIS SANITATION LLC						
I-4497145		Recycling October	10,442.25				
11/06/2025	APBNK	DUE: 11/06/2025 DISC: 11/06/2025			1099: N		
		Recycling October			206 4206-82030-000	RECYCLING CONTRACTS	10,442.25
I-4497146		SWMT&CEC Charges Oct	73.16				
11/06/2025	APBNK	DUE: 11/06/2025 DISC: 11/06/2025			1099: N		
		SWMT&CEC Charges Oct			101 4131-87010-000	CITY HALL MAINTENANCE	73.16
		=== VENDOR TOTALS ===	10,515.41				

11/06/2025 9:31 AM  
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A/P Regular Open Item Register

PAGE: 5

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05870	XCEL ENERGY					
I-949802527		Electricity	12.16			
11/06/2025	APBNK	DUE: 11/06/2025 DISC: 11/06/2025		1099: N		
		Electricity		101 4121-85020-000	ELECTRIC	12.16
I-949808797		Electricity	34.50			
11/06/2025	APBNK	DUE: 11/06/2025 DISC: 11/06/2025		1099: N		
		Electricity		101 4141-85020-000	ELECTRIC/GAS	34.50
I-950795521		Electricity	12.19			
11/06/2025	APBNK	DUE: 11/06/2025 DISC: 11/06/2025		1099: N		
		Electricity		209 4209-85020-000	STREET LIGHTING POWER	12.19
I-950908866		Electricity	66.32			
11/06/2025	APBNK	DUE: 11/06/2025 DISC: 11/06/2025		1099: N		
		Electricity		209 4209-85020-000	STREET LIGHTING POWER	66.32
=== VENDOR TOTALS ===			125.17			
=== PACKET TOTALS ===			206,427.14			

11/07/2025 12:00 PM  
 PACKET: 03483 November 7 Payables  
 VENDOR SET: 01 City of Falcon Heights  
 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 1

-----ID-----				GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION	
=====							
01-05886	KELLY & LEMMONS P.A.						
=====							
I-66510		October Prosecutions	2,500.00				
11/07/2025	APBNK	DUE: 11/07/2025 DISC: 11/07/2025		1099: Y			
		October Prosecutions		101 4123-80200-000	LEGAL FEES	2,500.00	
=== VENDOR TOTALS ===			2,500.00				
=====							
01-05440	LOFFLER COMPANIES, INC						
=====							
I-5168977		Copier Charge October	206.15				
11/07/2025	APBNK	DUE: 11/07/2025 DISC: 11/07/2025		1099: N			
		Copier Charge October		101 4112-87000-000	REPAIR OFFICE EQUIPMENT	206.15	
=== VENDOR TOTALS ===			206.15				
=====							
01-05585	METROPOLITAN AREA MANAGEMENT A						
=====							
I-2362		October Meeting	35.00				
11/07/2025	APBNK	DUE: 11/07/2025 DISC: 11/07/2025		1099: N			
		October Meeting		101 4112-86100-000	CONFERENCES/EDUCATION/AS	35.00	
=== VENDOR TOTALS ===			35.00				
=====							
01-05273	MN PUBLIC EMPLOYEES INSURANCE						
=====							
I-1568809		Dec Health & Dental Insurance	11,816.30				
11/07/2025	APBNK	DUE: 11/07/2025 DISC: 11/07/2025		1099: N			
		Dec Health & Dental Insurance		101 4112-89000-000	MISCELLANEOUS	11,816.30	
=== VENDOR TOTALS ===			11,816.30				
=====							
01-06024	ON SITE SANITATION						
=====							
I-1935887		Portable Toilet Community Par	260.00				
11/07/2025	APBNK	DUE: 11/07/2025 DISC: 11/07/2025		1099: N			
		Portable Toilet Community Park		601 4601-85080-000	PORTABLE TOILET PARKS	260.00	
I-1968140		Portable Toilet Community Par	1.33				
11/07/2025	APBNK	DUE: 11/07/2025 DISC: 11/07/2025		1099: N			
		Portable Toilet Community Park		601 4601-85080-000	PORTABLE TOILET PARKS	1.33	
I-1977589		Portable Toilet Comm Park - C	65.00				
11/07/2025	APBNK	DUE: 11/07/2025 DISC: 11/07/2025		1099: N			
		Portable Toilet Comm Park - CM		601 4601-85080-000	PORTABLE TOILET PARKS	65.00	
=== VENDOR TOTALS ===			326.33				
=== PACKET TOTALS ===			14,883.78				

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## REQUEST FOR COUNCIL ACTION

Meeting Date	November 12, 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>Liquor License</u> for 2026. Staff have received the necessary documents for licensure.</p> <ol style="list-style-type: none"> <li>1. Dino's Gyros</li> </ol> <p>The following individuals/entities have applied for a <u>Restaurant License</u> for 2026. Staff have received the necessary documents for licensure.</p> <ol style="list-style-type: none"> <li>1. Dino's Gyros</li> </ol> <p>The following individuals/entities have applied for a <u>Multifamily Rental Dwelling License</u> for 2026. Staff have received the necessary documents for licensure.</p> <ol style="list-style-type: none"> <li>1. Xerxes Avenue LLC; 1800 Larpenteur Ave. W.</li> <li>2. Xerxes Avenue LLC; 1818 Larpenteur Ave. W.</li> <li>3. Donald Sobania Minn Trust; 1510 Larpenteur Ave. W.</li> <li>4. 1707 Tatum LLC; 1707 Tatum Street</li> <li>5. Midtown 2500, LLC; 1561 Idaho Ave.</li> <li>6. Midtown 2500, LLC; 1634 Snelling Ave. N.</li> <li>7. Midtown 2500, LLC; 1642 Snelling Ave. N.</li> <li>8. 1717 Fry Company Ltd. Partnership; 1687 Fry Street</li> <li>9. 1717 Fry Company Ltd. Partnership; 1697 Fry Street</li> <li>10. 1717 Fry Company Ltd. Partnership; 1707 Fry Street</li> <li>11. 1717 Fry Company Ltd. Partnership; 1717 Fry Street</li> <li>12. Legacy Apartments, LLC; 1845 Larpenteur Ave. W.</li> <li>13. Edwards Properties; 1504 Larpenteur Ave. W.</li> <li>14. Family Empire Holdings; LLC, 1855 Larpenteur Ave. W.</li> <li>15. Sagstetter Properties LLC; 1830 Larpenteur Ave. W.</li> </ol>
	N/A
Attachment(s)	N/A

<b>Action(s) Requested</b>	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

<b>Meeting Date</b>	November 12, 2025
<b>Agenda Item</b>	Consent G3
<b>Attachment</b>	Resolution 25-97
<b>Submitted By</b>	Jack Linehan, City Administrator

<b>Item</b>	Approval of Resolution 25-97 to Canvass Election Results																		
<b>Description</b>	<p>The City is required to hold a meeting to accept and approve election results for the years that the City holds an election. I have attached a resolution to accept the results with certified results provided by Ramsey County Elections.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Candidate(s)</th><th>Totals</th></tr> </thead> <tbody> <tr style="background-color: #c6e0b4;"> <td><b>Council Member at Large (Elect 2)</b></td><td></td></tr> <tr> <td style="text-align: right;">Georgiana May</td><td style="text-align: right;">1,137</td></tr> <tr> <td style="text-align: right;">Jim Mogen</td><td style="text-align: right;">1,074</td></tr> <tr> <td style="text-align: right;">Jeremy Hallowanger</td><td style="text-align: right;">391</td></tr> <tr> <td style="text-align: right;">Eric Meyer</td><td style="text-align: right;">94</td></tr> <tr> <td style="text-align: right;">Write-In</td><td style="text-align: right;">18</td></tr> <tr> <td colspan="2"><b>Total Number of Persons Voting: 1,489</b></td></tr> <tr> <td colspan="2"><b>Voters Registered: 3,225</b></td></tr> </tbody> </table>	Candidate(s)	Totals	<b>Council Member at Large (Elect 2)</b>		Georgiana May	1,137	Jim Mogen	1,074	Jeremy Hallowanger	391	Eric Meyer	94	Write-In	18	<b>Total Number of Persons Voting: 1,489</b>		<b>Voters Registered: 3,225</b>	
Candidate(s)	Totals																		
<b>Council Member at Large (Elect 2)</b>																			
Georgiana May	1,137																		
Jim Mogen	1,074																		
Jeremy Hallowanger	391																		
Eric Meyer	94																		
Write-In	18																		
<b>Total Number of Persons Voting: 1,489</b>																			
<b>Voters Registered: 3,225</b>																			
<b>Budget Impact</b>	N/A																		
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Certified Results from Ramsey County Elections</li> <li>• Resolution 25-97 Approving the 2025 Election Results</li> </ul>																		
<b>Action(s) Requested</b>	Staff would recommend approval of attached resolution and Abstract.																		

Abstract of Votes Cast  
In the Precincts of the City of Falcon Heights  
State of Minnesota  
at the Municipal and School District General Election  
Held Tuesday, November 4, 2025  
as compiled from the official returns.

Summary of Totals  
City of Falcon Heights  
Tuesday, November 4, 2025 Municipal and School District General Election

Number of persons registered as of 7 a.m.	3225
Number of persons registered on Election Day	32
Number of accepted regular, military, and overseas absentee ballots and mail ballots	210
Number of federal office only absentee ballots	0
Number of presidential absentee ballots	0
Total number of persons voting	1489

Summary of Totals  
City of Falcon Heights  
Tuesday, November 4, 2025 Municipal and School District General Election

**KEY TO PARTY ABBREVIATIONS**

NP - Nonpartisan

Council Member At Large (Falcon Heights) (Elect 2)

NP	NP	NP	NP	WI
Eric Meyer	Jeremy Hallowanger	Georgiana May	Jim Mogen	WRITE-IN
94	391	1137	1074	18

Detail of Election Results  
City of Falcon Heights  
Tuesday, November 4, 2025 Municipal and School District General Election

Precinct	Persons Registered as of 7 A.M.	Persons Registered on Election Day	Total Number of Persons Voting
62 0060 : FALCON HEIGHTS P-1	1556	17	671
62 0070 : FALCON HEIGHTS P-2	1669	15	818
City of Falcon Heights Total:	3225	32	1489

Detail of Election Results  
City of Falcon Heights  
Tuesday, November 4, 2025 Municipal and School District General Election

Office Title: Council Member At Large (Falcon Heights) (Elect 2)

Precinct	NP Eric Meyer	NP Jeremy Hallowanger	NP Georgiana May	NP Jim Mogen	W/ WRITE-IN
62 0060 : FALCON HEIGHTS P-1	44	196	510	474	4
62 0070 : FALCON HEIGHTS P-2	50	195	627	600	14
Total:	94	391	1137	1074	18

We, the legally constituted county canvassing board, certify that we have herein specified the names of the persons receiving votes and the number of votes received by each office voted on, and have specified the number of votes for and against each question voted on, at the Municipal and School District General Election held on Tuesday, November 4, 2025

As appears by the returns of the election precincts voting in this election, duly returned to, filed, opened, and canvassed, and now remaining on file in the office of the City of Falcon Heights Clerk. Witness our official signature at Falcon Heights City Hall in Rdmsy County this 12th day of November 2025.

  
Member of canvassing board

  
Member of canvassing board

  
Member of canvassing board

  
Member of canvassing board

  
Member of canvassing board

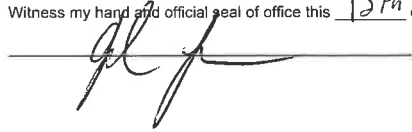
Member of canvassing board

Member of canvassing board

State of Minnesota  
City of Falcon Heights

I, Jack Kirchan, Clerk of the City of Falcon Heights do hereby certify the within and foregoing 5 pages to be a full and correct copy of the original abstract and return of the votes cast in the City of Falcon Heights Municipal and School District General Election held on Tuesday, November 4, 2025.

Witness my hand and official seal of office this 12<sup>th</sup> day of November, 2025.



CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION

November 12, 2025

No. 25-97

---

**RESOLUTION APPROVING ABSTRACT OF VOTES CAST IN THE PRECINCTS  
OF THE CITY OF FALCON HEIGHTS STATE OF MINNESOTA AT THE  
GENERAL ELECTION HELD TUESDAY, NOVEMBER 4, 2025**

WHEREAS, the City of Falcon Heights held a municipal election on November 4, 2025;  
and

WHEREAS, the abstract of votes cast are attached and incorporated into this resolution;

NOW, THEREFORE, BE IT RESOLVED that the Falcon Heights City Council, sitting as  
members of the canvassing board, approve the abstract of votes cast attached to this  
resolution.

Passed and Adopted by the Council on this 12<sup>th</sup> day of November 2025.


---

Moved by: Gustafson

Approved by:   
Randall C. Gustafson  
Mayor

GUSTAFSON  
MEYER  
WASSENBERG  
LEEHY  
MIELKE

5 In Favor  
0 Against

Attested by:   
Jack Linehan  
City Administrator



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## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	November 12, 2025
<b>Agenda Item</b>	G4
<b>Attachment</b>	See below.
<b>Submitted By</b>	Kelly Nelson, Administrative Services Director

<b>Item</b>	Approval of Resolution 25-98 Authorizing Change Order #1 with New Look Contracting, Inc. for Community Park Improvements Project FH-01
<b>Description</b>	<p>On May 28, 2025, the City of Falcon Heights accepted the proposal from New Look Contracting, Inc. for the Falcon Heights Community Park Improvements Project FH-01. The original proposal for the full project was for \$855,830 for their base bid. Two alternate bids were also provided at that time and were separate from the base bid amount.</p> <p>As work has progressed, the estimated completion date has now been updated to reflect June 1, 2026, and additional expenses were identified, resulting in an increase of \$20,952.51.</p> <p>The expenses resulted from:</p> <ul style="list-style-type: none"> <li>• Adding saw cutting and gravel patching of the parking lot for the new sanitary and storm crossings</li> <li>• Modifications of the NW storm structure in Roselawn to fit new storm pipe and avoid the current gas main</li> <li>• Additional depth of asphalt pavement within Roselawn for both the street pathing and trail patching.</li> <li>• Replacement of storm pipe to comply with Department of Labor and Industry (DoLI) requirements</li> <li>• Material revision of B612 curb and gutter to B624 to match existing conditions in Roselawn as part of the utility improvements.</li> </ul>
<b>Budget Impact</b>	<ul style="list-style-type: none"> <li>- The additional expenses will result in \$20,952.51 funded from Capital. The project remains within budget.</li> </ul>
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>- WSB – Change Order Letter</li> <li>- Resolution 25-98 Authorizing Change Order #1 with New Look Contracting, Inc. for Community Park Improvements Project FH-01</li> </ul>
<b>Action(s) Requested</b>	Motion to approve Resolution 25-98 Authorizing Change Order #1 with New Look Contracting, Inc. for Community Park Improvements Project FH-01



November 4, 2025

Mr. Jack Linehan  
City Administrator, City of Falcon Heights  
2077 Larpenteur Avenue W  
Falcon Heights, MN 55113

Re: Construction Change Order No. 1  
Falcon Heights Community Park Improvements  
City Project No. FH-01  
WSB Project No. 023655-000

Mr. Linehan,

Attached you will find Change Order #1 for the aforementioned project which has been signed by WSB and the Contractor and is ready for formal execution by the City. Please review and, if acceptable to you, sign and date the Owner section of the Change Order form. Once processed, please keep for your records and return a copy for WSB and New Look (scanned document is fine).

The following bulleted list provides a summary of Change Order #1:

- Completion Date has been revised to June 1, 2026.
- Item 1 relates to sawcutting and gravel patching of the parking lot for the new sanitary and storm sewer crossings.
- Item 2 relates to modifications of the NW storm structure in Roselawn to fit new storm pipe and avoid the current gas main (not located as part of the utility locate).
- Item 3 relates to additional depth of asphalt pavement within Roselawn for both the street patching and trail patching.
- Item 4 relates to the replacement of storm pipe to comply with DoLI requirements.
- Item 5 relates to material revision of B612 curb and gutter to B624 to match existing conditions in Roselawn as part of the utility improvements.

Let me know if you have any questions or wish to discuss further.

Sincerely,

WSB

Bob Slipka  
Project Manager

Attachments:  
Change Order #1

CC:  
Jason Marquette, New Look Contracting

178 E 9TH STREET | SUITE 200 | SAINT PAUL, MN | 55101 | 651 286 8450 | WSBENG.COM

## Change Order

### PROJECT:

Falcon Heights Community Park  
City of Falcon Heights  
2077 Larpenteur Ave. W.  
Falcon Heights, MN 55113

### CHANGE ORDER #:

1

Date: 11/4/2025

City Project No: FH-01

WSB Project No: 023655-000

### TO CONTRACTOR:

New Look Contracting  
Attn: Jason Marquette  
14045 Northdale Blvd  
Rogers, MN 55374

DISTRIBUTION TO: ☐ Consultant  
☐ Contractor  
☐ Owner  
☐ Other

Contract Summary to Date					
Change In Contract Amount:			Change in Contract Time:		
Original Contract Sum:	\$	855,830.00	Original Contract Completion Date:		12/1/2025
Net Change from Previous Change Orders:	\$	-	Change in Working Days from Previous Change Orders:		0 Days
Contract Price Prior to This Change Order:	\$	855,830.00	Completion Date Prior to This Change Order:		12/1/2025
Net Change from This Change Order:		\$20,952.51	Increase in Time for This Change Order:		182 Days
Current Total Contract Sum:	\$	876,782.51	Current Contract Completion Date:		6/1/2026


The contractor is hereby notified that the contract documents are changed as follows:

Contract Changes						
No.	Description	Qty.	Unit	Unit Price	ADD	DEDUCT
1	ADD: SAWCUT & CLASS 5 FOR UTILITY CROSSING AT PARKING LOT	1	LS	\$2,377.76	\$ 2,377.76	\$ -
2	ADD: MODIFY NW STORM INTAKE STRUCTURE	1	LS	\$2,955.00	\$ 2,955.00	\$ -
3	ADD: ADDITIONAL THICKNESS OF ASPHALT AT STREET/TRAIL	1	LS	\$9,724.19	\$ 9,724.19	\$ -
4	ADD: REMOVE/REPLACE STORM PIPE PER DoLI COMMENTS	1	LS	\$4,542.56	\$ 4,542.56	\$ -
5	ADD: MODIFICATION OF CURB FROM B612 TO B624	1	LS	\$1,353.00	\$ 1,353.00	\$ -
6					\$ -	\$ -
7					\$ -	\$ -
TOTAL CHANGE ORDER ADDS AND DEDUCTS:					\$ 20,952.51	\$ -
NET CHANGE ORDER TOTAL:					\$ 20,952.51	ADD

NOT VALID UNTIL SIGNED BY THE CONSULTANT, CONTRACTOR AND OWNER

### Consultant:

WSB & Associates, Inc.  
701 Xenia Ave. South - Suite 300  
Minneapolis, MN 55416



Signature  
Bob Silpka, PLA

Name (Printed)

11/4/2025

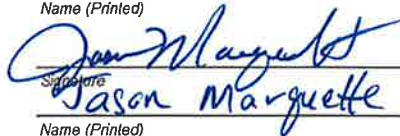
Date

Project Manager

Title

### Contractor:

New Look Contracting  
14045 Northdale Blvd  
Rogers, MN 55374



Signature

Jason Marquette

Name (Printed)

11-4-2025

Date

Owner

Title

### Owner:

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

Signature

Date

Name (Printed)

Title

**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

November 12, 2025

No. 25-98

**RESOLUTION AUTHORIZING CHANGE ORDER #1 TO NEW LOOK CONTRACTING, INC.  
FOR COMMUNITY PARK IMPROVEMENTS PROJECT FH-01**

**WHEREAS**, on May 28, 2025, the City Council of the City of Falcon Heights approved Resolution 25-60, authorizing the Mayor and City Administrator to execute a contract with New Look Contracting, Inc. for their base bid in the amount of \$855,830.00 for improvements to be made at Community Park; and

**WHEREAS**, New Look Contracting has identified an additional \$20,952.51 in improvements to be made resulting from modifications of the NW storm structure, additional depth of asphalt patching needed, and material revisions for curb and gutter to match existing within Roselawn Avenue; and

**WHEREAS**, the project completion date has also been revised to now be stated as June 1, 2026.

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

1. The City Council hereby approves change order #1 to New Look Contracting, Inc. in the amount of \$20,952.51 for the additional improvements needed for the Community Park Improvements Project FH-01.

**ADOPTED** by the Falcon Heights City Council this 12<sup>th</sup> day of November, 2025.

Moved by:

Gustafson

GUSTAFSON

LEEHY

MEYER

WASSENBERG

MIELKE

5 In Favor

0 Against

Approved by:

  
Randall C. Gustafson  
Mayor

Attested by:

  
Jack Linhan  
City Administrator

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## REQUEST FOR COUNCIL ACTION (RCA)

Meeting Date	November 12, 2025
Agenda Item	Consent G5
Attachment(s)	Resolution 25-99
Submitted By	Jack Linehan, City Administrator

<b>Item</b>	Approval of Resolution 25-99 Amending the City of Falcon Heights Personnel Policy to Clarify Participation in the Minnesota State Retirement System (MSRS) Health Care Savings Plan
<b>Description</b>	<p>The Minnesota State Retirement System (MSRS) offers a health care savings plan, open to all government employees in Minnesota. The City Council approved Resolution 25-82 on 8-13-2025 authorizing the participation in the program, and modifying the personnel policy using the required language from MSRS. MSRS is now requiring the City to further modify the language to remove “active employees”. This is to provide additional clarity on who is eligible, which for the City is only eligible participants in our voluntary early retirement incentive program. The City has one participant in the program who will be receiving contributions towards their healthcare savings plan (HCSP), but the MSRS is requiring this change before contributions can be made.</p> <p>The attached resolution authorizes this change.</p>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>Resolution 25-99</li> </ul>
<b>Action(s) Requested</b>	The City Council is requested to approve Resolution 25-99 authorizing the amendment to the personnel policy to clarify the language in the Health Care Savings Plan to eligible employees.

CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION

No. 25-99

Date: November 12, 2025

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**RESOLUTION AMENDING THE CITY OF  
FALCON HEIGHTS PERSONNEL POLICY**

**WHEREAS**, the Falcon Heights previously adopted an early retirement incentive policy for all employees;

**WHEREAS**, the City desires to provide a health care savings to be administered by the Minnesota State Retirement System as provided in Exhibit A ("HCSP Policy") for eligible employees who select an early retirement option through an early retirement policy established by the City;

**WHEREAS**, the City Council previously adopted Resolution 25-82, establishing language in Section IV Employee Benefits of the Falcon Heights Personnel Policy to include language for a HCSP Policy;

**WHEREAS**, the Minnesota State Retirement System is requiring a modification to remove "to its active employees" as a clarification;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Falcon Heights, Minnesota, that Section IV. Employee Benefits of the Falcon Heights Personnel Policy is amended to reflect Exhibit A of the HCSP Policy as modified below in strikethrough.

**ADOPTED** by the Falcon Heights City Council on November 12, 2025.

  
\_\_\_\_\_  
Randy Gustafson, Mayor

ATTEST:

  
\_\_\_\_\_  
Jack Linehan, City Administrator/Clerk



## **EXHIBIT A**

### **HEALTH CARE SAVINGS PLAN**

Employees of the City of Falcon Heights who have selected early retirement under a City of Falcon Heights early retirement policy ("Eligible Employees") may participate in the Health Care Savings Plan ("HCSP") administered by the Minnesota State Retirement System ("MSRS") in lieu of health care coverage under the City's group insurance plan or a reimbursement to the employee for the cost of insurance that the employee obtains on their own as provided under the applicable early retirement policy.

The City will make payments to MSRS for the city's contribution toward single health coverage for the lowest cost provider offered by the City ~~to its active employees~~ for a period of thirty-six (36) months following the employee's retirement date.

The payments by the City to the HCSP will be made on a quarterly basis.

Eligibility for health insurance reimbursement under this policy will cease if the retired employee is covered under another employer's group health plan or the City terminates group insurance coverage for all of its employees.

Upon the employee's death, contributions owed but not yet paid to the HCSP will be paid in cash to the employee's estate.

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## REQUEST FOR COUNCIL ACTION (RCA)

Meeting Date	November 12, 2025
Agenda Item	Consent G6
Attachment	Stormwater Maintenance Agreement
Submitted By	Jack Linehan, City Administrator

<b>Item</b>	Authorization of Interconnect Usage Agreement with the City of Roseville to Provide Sanitary Sewer Service to Community Park
<b>Description</b>	<p>The cities of Falcon Heights and Roseville previously had an informal agreement that allowed Falcon Heights to extend our sewer lateral under Roselawn to Roseville's sanitary line. Our nearest sewer line ends to the east on Roselawn at Autumn Street, and the cost to extend the lateral to Autumn was significantly more than the cost to reconnect to Roseville's line across Roselawn and pay Roseville monthly sewage disposal rates.</p> <p>The agreement formalizes a sanitary sewer interconnection so Roseville can provide service to Falcon Heights' Community Park. The connection will be made by extending a Falcon Heights service line from the Park to a Roseville sanitary sewer main, and must meet Roseville connection standard.</p> <p>Because the Park's water is supplied by Saint Paul Regional Water Services (SPRWS), Roseville will use SPRWS water-usage data to calculate sanitary sewer charges and will bill Falcon Heights directly under Roseville's current Penalty and Fee Schedule.</p> <p>The agreement is effective upon execution, and Roseville allowed the connection to occur during construction while this agreement was drafted. If Falcon Heights later installs its own sanitary sewer main to the Park property line, the Park must connect to that main within 180 days of availability or this agreement terminates; the agreement also terminates if service to the Park is abandoned under Roseville standards. This may come in to effect if we extend the northwestern line to service portions of the Les Bolstad redevelopment in the future, which has not been determined at this time. The City of Falcon Heights would have responsibility to remove the abandoned lateral line from under Roselawn if this were to occur.</p>
<b>Budget Impact</b>	Cost to install the sewer connection was included as part of the contract award to the contractor. Ongoing sanitary sewer charges will be billed by Roseville based on SPRWS usage data at rates set in Roseville's Penalty and Fee Schedule; costs will be budgeted within Park operations/utilities. It is anticipated to be fairly low use as it will primarily be flushing

<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>Sanitary Sewer System Interconnection Agreement – Community Park (Roseville–Falcon Heights)</li> </ul>
<b>Action(s) Requested</b>	Approve the Sanitary Sewer System Interconnection Agreement – Community Park between the City of Roseville and the City of Falcon Heights, and authorize the Mayor and City Administrator to execute the agreement on behalf of the City of Falcon Heights.

## SANITARY SEWER SYSTEM INTERCONNECTION AGREEMENT

This Sanitary Sewer System Interconnection Agreement (this "Agreement") is made and entered into as of the \_\_\_\_ day of \_\_\_\_\_, 2025, by and between the City of Roseville ("Roseville") and the City of Falcon Heights ("Falcon Heights"), both Minnesota municipal corporations.

**WHEREAS**, Roseville and Falcon Heights each own and operate a municipal sanitary sewer utility providing sanitary sewer service to their citizens; and

**WHEREAS**, Falcon Heights is in need of sanitary sewer service to serve its Community Park property, which is located at 2050 Roselawn Avenue (PID 162923320059) (the "Park Property"); and

**WHEREAS**, Falcon Heights and Roseville would like to interconnect their sanitary sewer services so that Roseville can service the Park Property with its sanitary sewer service; and

**WHEREAS**, the cities wish to formalize the interconnection and the terms under which the interconnection will be utilized by them and each city's responsibilities with respect to costs related to keeping up the infrastructure and payment for the sanitary sewer discharge; and

**WHEREAS**, both cities are willing to allow the interconnection and Roseville will provide sanitary sewer service to the Park Property on the terms and conditions hereinafter set forth.

**NOW, THEREFORE**, on the basis of the premises and the mutual covenants hereinafter set forth, the parties agree as follows:

1. **Connection.** Falcon Heights shall connect its existing sanitary sewer system to Roseville's sanitary sewer system so that Roseville's sanitary sewer system can serve the Park Property. This connection shall occur when Falcon Heights extends a sanitary sewer service line from the Park Property to Roseville's sanitary sewer service main. The connection must adhere to Roseville's sanitary sewer regulations which are set forth in Chapter 802 of the City Code, including, but not limited to, Section 802.06 (Connection Requirements).
2. **Costs.** Falcon Heights shall be responsible for all construction costs related to the connection of the Park Property to Roseville's sanitary sewer main. Falcon Heights shall also be responsible for the continuing maintenance of the sanitary sewer service line connecting the Park Property to Roseville's sanitary sewer system.
3. **Sanitary Sewer Charges.** The Property receives water from St. Paul Regional Water Services ("SPRWS"). Roseville uses SPRWS usage data in order to determine the amount to be charged by Roseville for sanitary sewer services. Roseville shall directly bill Falcon

Heights for sanitary sewer service charges for the Park Property using the SPRWS water usage data in accordance with the most recent City of Roseville Penalty and Fee Schedule.

4. Quality of Service and Compliance. Sanitary sewer service provided by Roseville to Falcon Heights pursuant to this Agreement shall be of the same quality and provided in accordance with the same standards, as is available to customers of Roseville's sanitary sewer system. Falcon Heights agrees that it shall comply with Roseville's sanitary sewer regulations which are contained in Chapter 802 of the City Code, including, but not limited to, Section 802.08 (Prohibited Discharges), Section 802.15 (Discharge of Fats, Oils and Grease), and Section 802.17 (Obstructions).
5. Term and Termination. This Agreement shall be in effect as of the date first written above. Once Falcon Heights installs its own sanitary sewer service main to the property line of the Park Property, it must connect within 180 days of its main becoming available or this Agreement shall terminate. This Agreement shall terminate in the event that the sanitary sewer service to the Park Property is abandoned as defined by Roseville's standards.
6. Environmental Matters. Roseville shall not be responsible for any costs, expenses, damages, demands, obligations, including penalties and reasonable attorneys' fees, or losses resulting from any claims, actions, suits, or proceedings based upon a release or threat of release of any hazardous substances, pollutants, or contaminants which may have existed on, or which relate to, the Park Property prior to the date of this Agreement.
7. Indemnification. Falcon Heights assumes all risk and responsibility for claims or damages made by Falcon Heights customers arising out of, or related to, provision of sanitary sewer service by Roseville to Falcon Heights in accordance with the terms and standards of this Agreement. Each of the parties agrees to indemnify the other, its officials, agents, and employees, for claims arising out of its conduct or resulting from breach of this Agreement. Nothing herein shall be deemed a waiver by either party of the limitations on liability set forth in Minnesota Statutes, Chapter 466. The combined total liability of the parties arising from this Agreement shall not exceed the limits on governmental liability for a single governmental unit as provided in Minn. Stat. § 471.59, subd. 1a.
8. Third Parties. Neither the citizens of Falcon Heights, the citizens of Roseville, nor any other person, are made third party beneficiaries of this Agreement.
9. Entire Agreement. This writing, including the recitals and exhibits which are incorporated herein, contains the entire agreement between the parties regarding the provision of sanitary sewer service between the two cities and any amendments hereto shall be in writing and mutually agreed to by the parties, except for changes in the rates as provided herein.

IN WITNESS WHEREOF, the parties hereto by their authorized representatives, hereunto set their hands as of the day and date first above written.

**CITY OF FALCON HEIGHTS**

By:   
Randy Gustafson  
Its: Mayor

By:   
Jack Linehan  
Its: City Administrator

**CITY OF ROSEVILLE**

By: \_\_\_\_\_  
Dan Roe  
Its: Mayor

By: \_\_\_\_\_  
Patrick Trudgeon  
Its: City Manager

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## REQUEST FOR COUNCIL ACTION (RCA)

<b>Meeting Date</b>	November 12, 2025
<b>Agenda Item</b>	G7
<b>Attachment(s)</b>	Proposal; Resolution 25-100
<b>Submitted By</b>	Alyssa Landberg, Interim Finance Director

<b>Item</b>	Resolution 25-100 Authorizing Acceptance of a Proposal with Abdo Workforce Solutions for Full-Service Payroll Processing and Support.
<b>Description</b>	<p>In July, the City of Falcon Heights contracted with Abdo Financial Solutions to provide a Process Evaluation of the Finance Department, and the results were presented at a Council Workshop on September 10, 2025. In the evaluation it was recommended that third-party payroll should be considered.</p> <p>With the reduction from 2 FTEs to 1 FTE in the Finance Department, the need to use a third-party payroll service becomes more pertinent in the stability of payroll processing for the city. Staff recommends that we move forward with an agreement with Abdo Workforce Solutions to process the city's payroll starting in 2026.</p>
<b>Budget Impact</b>	<ul style="list-style-type: none"> <li>One-time Payroll Setup/Implementation Fee - \$2,750 - in 2025</li> <li>Full-Service Payroll Support - \$16,800 per year - in 2026</li> <li>ADP Run Software Fees - \$4,200 per year - in 2026</li> </ul> <p>Additional services are billed as needed- details provided in the service proposal.</p> <p>Funds for the one-time payroll setup/implementation fee are available in the 2025 budget in the Contingency - Miscellaneous line. Funds are budgeted in the 2026 Finance - Financial Consultant line for ongoing payroll processing and support.</p>
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>Service Proposal</li> <li>Resolution 25-100</li> </ul>
<b>Action(s) Requested</b>	Authorize the City Administrator and City Attorney to negotiate and enter into an agreement with Abdo Workforce Solutions for both one-time setup and ongoing payroll processing and support with payroll services to begin January 2026.



Proposed by

**Leah Davis, CPA**

Partner | Abdo

leah.davis@abdosolutions.com

**P** 507.524.2347

October 31, 2025

## SERVICE PROPOSAL FOR

# City of Falcon Heights

2077 Larpenteur Ave W, Falcon Heights, Minnesota 55113

[abdosolutions.com](http://abdosolutions.com) | Mankato, MN - Edina, MN - Scottsdale, AZ



Alyssa Landberg, Interim Finance Director  
City of Falcon Heights  
2077 Larpenteur Ave W  
Falcon Heights, Minnesota 55113

October 31, 2025

Dear Alyssa,

Thank you for the opportunity to submit this proposal to the City of Falcon Heights for full-service payroll processing and support. Based on our past experience with clients of comparable size and complexity, we believe the following scope of services and company investment will provide your organization with outstanding and comprehensive payroll processing, filing and support.

We understand that the City is currently seeking full-service payroll support and processing and that the following things are important to you:

- You recognize that payroll is a critical function of operations and you'd like to explore options that improve processing continuity, consistency, and compliance for your employees.
- You value the reassurance that working with a payroll partner ensures you're never left with a staff vacancy in your key payroll duties.
- You understand the need for HR/payroll automation and are open to leveraging technology to improve payroll efficiency, information sharing and recordkeeping, and the overall employee experience.
- You are looking for a payroll partner that you can trust to handle the deadlines and complexities of payroll so that you can focus on running your organization.

We are confident that we can provide you with the high-level financial reporting and compliance with all applicable local, state and federal requirements to allow you to focus on running your city while we execute your payroll strategies, manage your payroll deadlines, and support your employees. Our proposal is based on the needs of your organization and the experiences we have had working with other local government clients of your size.

Unless terminated in accordance with the terms of the Agreement, the term of our contract shall be for twelve (12) months from the date of the Agreement.

Abdo would like to thank the City of Falcon Heights for this opportunity, and we look forward to exceeding your expectations and developing a long-term partnership.

Sincerely,

**Abdo**

**Leah Davis, CPA**

Partner | Abdo

Abdo Solutions, Inc. 10000 Hennepin Avenue, Suite 1000 Minneapolis, MN 55426  
P: 612.480.2700 F: 612.480.2701  
www.abdosolutions.com

# The path forward

## WHAT'S YOUR VISION?

**Let's build it together.** With knowledge and care, Abdo lights your path forward—illuminating opportunity and fueling your confidence to navigate the future. What do you envision for your future? We believe it could look something like this:

- Trust in an experienced payroll partner to deliver on-time and accurate results for your employees every payroll.
- Reassurance that unexpected internal staff turnover won't leave you in an emergency payroll situation. Abdo's team of payroll professionals will have you covered.
- Confidence that your Abdo payroll team will keep you informed of and in compliance with ever-changing tax and compliance regulations.

## EXPERTISE FOR YOUR CHALLENGES

In the government space, your organization faces unique challenges that require a specific understanding of government regulations and operations. Our team not only has experience working with governmental entities, but many provide a wider range of HR, payroll and compensation consulting to local government employers, giving them a uniquely broad understanding of the challenges you face.



## Meet Robyn

**Robyn James**

Senior Manager, Payroll

Robyn has over 20 years in payroll administration, ensuring accuracy and regulatory compliance across various systems like ADP and Quickbooks. She excels in process optimization, team leadership, and cross-functional collaboration, enhancing payroll accuracy and compliance.



## The Abdo Difference

At Abdo, we believe in the importance of relationships. This core value is the foundation of our approach to delivering the best experience and outcomes for our clients. It's inherent in our people and the way we work.

We know that for our clients to be successful, it takes more than having experience and credentials – we take the time to listen to their unique motivations, goals, and challenges. We truly care about their journey and where their path leads.

[LEARN MORE ON OUR WEBSITE](#)

# Your Team

At Abdo, we believe that trust is a vital component in the success of our partnership. That trust requires an understanding of your needs and confidence in the expertise of your engagement team. That's why we've curated a team with relevant experience and first-hand knowledge of the challenges you face. Many of our advisors have worked with local government employers for decades, cultivating a broad exposure to the same experiences you currently face. This depth of understanding can lead to a comprehensive view of your challenges, compliance demands, opportunities for improvement, potential cost reductions, and a quicker road to results.

## KEY CONTACTS

Key team members are briefly profiled below, with additional staff providing support as needed throughout the engagement.



### LEAH DAVIS, CPA

#### Partner

*leah.davis@abdosolutions.com*

**P** 507.524.2347

Leah joined Abdo in 2016 and now leads the Firm's HR and Payroll Advisory practice. She spends her time helping employers find creative ways to capture opportunities and overcome their most pressing HR and payroll challenges. As an active CPA and after owning and operating an outsourced HR and payroll consulting business for nearly a decade, Leah has worked with employers across all industries.



### ROBYN JAMES

#### Senior Manager

*robyn.james@abdosolutions.com*

**P** 507.304.6803

Robyn has over 20 years in payroll administration, ensuring accuracy and regulatory compliance across various systems like ADP and Quickbooks. She excels in process optimization, team leadership, and cross-functional collaboration, enhancing payroll accuracy and compliance.



### SARAH RUGGER

#### Manager

*sarah.rugger@abdosolutions.com*

**P** 507.304.6864

Sarah joined the Firm in 2011 and, as a Payroll Manager, she oversees the entire payroll process for clients to ensure timely, efficient, and accurate payroll operations and outcomes. Sarah is responsible for the coordination and processing of all payroll related transactions, including wages, garnishments, benefits, taxes, and other deductions.



# Payroll Experience



Our talented payroll team members recognize that our primary focus must always be providing outstanding service to your most valuable resource – your people. Our team is comprised of HR and payroll industry experts with over 75 combined years of service, including two Certified Public Accountants. Beyond having a deep knowledge of payroll tax, compliance, and processes, our team also understands that payroll is a critical piece of a much larger strategic objective – attracting and retaining the workforce necessary to drive your city's goals.

As your payroll partner, we bring the experience and expertise to offer payroll support that reduces stress and ensures deadlines and compliance requirements are met. We provide proactive and value-added suggestions for improvement to our valued clients and will do the same for you and your team. We're not just gathering data and completing a transaction, we're committed service-providers who understand the payroll process and its impact on your city. Your people are your biggest asset and there will always be someone to help you each time you call.

In addition to payroll support, Abdo is a full-service firm with experienced experts in areas ranging from accounting, audit, taxation, human resources, business valuation, and estate planning. Our team is here to help bring your city to the next level of success.

## PROCESS

From the start, you will experience the difference working with Abdo, as we begin our relationships by getting to know your city. We focus on learning your unique payroll timing, policies, processes, challenges, and opportunities. During this phase, we transition your city to an integrated software platform to streamline confidential payroll communication and information sharing, while allowing us to stay connected to your management team and employees. Through this process, we will uncover opportunities to improve compliance, employee experience, and payroll process efficiencies for your team. Upon completion of set-up, we provide the necessary process and software training to you and your staff.

With our experience and commitment to quality service, you can be confident that we're the right payroll partner for your city. Let us help you take the stress and anxiety out of payroll to allow you to focus on what you do best.

### OUR PAYROLL EXPERTS PROVIDE:

- Integrated payroll software options that keep you connected with management and employees
- Guaranteed on-time payroll processing and employee pay delivery
- Proactive and expert payroll compliance support to keep you out of trouble
- Worry-free tax and regulatory reporting and filing with anytime access to management and labor reports
- Employee-friendly self-service access and information updating
- Integrated time and PTO tracking, approval, and scheduling
- No-hassle accounting entries and general ledger integration
- Integrated software support and utilization
- Specialized labor cost analysis and reporting
- Multi-department labor cost allocation

# Technology



We believe technology should enhance our service offerings, making our work less intrusive, our time with you more productive and everyone's data more secure. The use of technology in our payroll services enables us to streamline our processes and helps to automate certain functions of our work so we are able to spend more time analyzing our results and working directly with you.

Through the outbreak of COVID-19, our team has been able to seamlessly move to a completely remote work environment with no loss of productivity, cooperation, or communication. Since March 17, 2020, our staff has been successfully conducting remote payroll services using the latest video conferencing and secure file sharing technology. Through Zoom, Microsoft Teams, or whatever technology you may use, our team will continue to work through normal procedures, including regular meetings with you during the implementation phase to ensure effective collaboration with your team. Through SuraLink, you'll be able to see what documents have been uploaded, what documents are still needed, and keep track of important payroll workpapers securely and easily.

We take the security of our client's data - and our own - very seriously. A number of systems are in place to ensure the safety of your city's data. We operate on a remote distributed infrastructure leveraging Microsoft's Cloud Platform Azure. This not only allows our staff to securely work from any computer, anywhere, any time, but also provides large-scale, cutting-edge technology and security for your data. Your data is housed in secure data centers that reside exclusively in the U.S. and not on laptops or local servers which could be stolen or misplaced. We continually provide security awareness training to our staff members to ensure they are good digital stewards of your data. In addition to this, we also consult bi annually with 3rd party security experts to conduct risk assessments and conduct annual penetration tests.

## IT ALSO MEANS:



All firm staff use dual authentication to ensure that every login to our remote environment is secure and authorized.



All data is saved on redundant servers and data centers so if one server fails, another immediately takes over with no data lost.



All data is backed up continually which means we always have an extra copy for safe-keeping.



All incoming emails, attachments, and embedded links are scanned for viruses prior to landing in our inbox, which allows us to operate with more protection from phishing emails, malware attacks, and other digital threats.

Our cloud platform, Azure, is globally trusted by companies and governments and has numerous security compliance standard they adhere to. Reports of these can be provided as requested.

# Value

## **SERVICE & PRICE GUARANTEE**

Our work is guaranteed to the complete satisfaction of the client. Upon payment of your invoices, we will judge you have been satisfied, however, we welcome further conversation, if, in any way, you feel your expectations are not being met.

Please understand, however, that the price we have quoted considers and relies upon the following:

- The information you agree to provide is on time and complete to the degree indicated in our agreement.
- Your key management, finance, or human resources team members don't change during our service period.
- No undisclosed or newly arising complexities, claims, or significant transactions, occur that impact our service period. This includes emergence of yet unspecified revisions to any prior period work that would need to occur before we can perform our agreed services.
- No new tax, regulatory, or other reporting requirements are introduced between now and the end of our service period.

A full scope of services, including estimated hourly charges, is listed on the following page.

## **ADDITIONAL SERVICES**

Should you request services in addition to the Contracted Services, we will provide you with proposed fees for the services to be provided. You shall be required to sign a written or electronic confirmation of your request for additional services prior to implementation.



**FULL-SERVICE ABDO PAYROLL SUPPORT****\$1,400 / MONTH \*****\$16,800 / YEAR****ADP RUN SOFTWARE FEES****- PLUS -***(includes payroll, employee self service, and full HR/  
onboarding modules)***\$350 / MONTH****\$4,200 / YEAR****One-time Payroll Setup/Implementation Fee****\$2,750**Guaranteed on-time payroll processing and employee  
delivery, including direct deposit

Bi-weekly processing for 10 employees

Monthly processing for 10 employees

Seasonal processing (up to 10 payrolls)  
for 10 additional employeesWorry-free payroll tax and regulatory reporting with anytime  
access to management and labor reports

Included

Proactive and expert payroll compliance support to keep you  
out of trouble

Included

Employee benefit updates and changes related to payroll  
earnings and deductions

Included

Submission of all post-payroll contribution amounts,  
including retirement, HSA, PERA, child support, etc.

Included

Integrated time &amp; PTO tracking, approval &amp; scheduling

**Optional** - Abdo setup billed hourly +  
estimated \$2,700 annual software feesEmployee friendly self-service portal access and information  
updating

Included

On-call access to Abdo experts

Responsive access for management or  
supervisor questions

No hassle accounting entries

Simple reporting or integration  
customized to your general journal

## ADDITIONAL SERVICES, BILLED AS NEEDED

Changes to company policies or payroll set-up that require system reconfiguration (i.e. PTO accrual changes, general ledger set-up, etc.)	Billed hourly
W-2 reprints	Billed hourly + software fees (if any)
Special/historical reporting or analysis	Billed hourly
Work comp audit reporting	Billed hourly
Verification of employment reporting	Billed hourly
1095c/1094c reporting	Billed hourly + software fees (if any)
Special / additional payroll runs and corrections (due to client error or changes)	Billed hourly + software fees (if any)
Client payroll bank account changes	Billed hourly
Payroll filing amendments (due to client errors or changes)	Billed hourly + software fees (if any)
<b>Expedited processing fee due to late submission of payroll information (payroll information is due by 12:00 p.m. CST, four business days prior to your check date)</b>	<b>\$95.00 per applicable check date</b>

## STAFF LEVEL

## HOURLY RATES \*\*

Partner	\$535
Senior Manager	\$390
Manager	\$325
Senior Associate	\$250 - \$270
Associate / Accounting Specialist	\$200 - \$225

**\*\* Hourly rates are subject to change on September 1st each year**

### **\*Items that may affect your contracted monthly amount**

- Changes in employee headcount
- Additional state/jurisdiction filing requirements
- New child support submissions
- New 401(k)/IRA/PERA/HSA/AFLAC submissions
- New garnishments/levy calculation and submissions

# What Our Clients Say

## CLIENT REFERENCES

One of the things we enjoy most about our work is developing long-term relationships with our clients and watching their city thrive as we help them to evolve and grow. Our clients listed below serve as a sample of references of those we partner with for their payroll services. Additional references are available upon request.



### CITY OF INDEPENDENCE

*Mark Kaltsas*  
*City Administrator*  
**P 763.479.0527**

### CITY OF LE SUEUR

*Joe Roby*  
*City Administrator*  
**P 507.593.8315**

### LINWOOD TOWNSHIP

*Billi Larson*  
*City Clerk*  
**P 651.462.2812**

# Why Partner with Abdo

## LIGHTING THE PATH FORWARD

In a world of ever-changing complexity, people need caring, empathetic and highly skilled professionals they can depend on to provide the right advice and solutions for them. Our clients seek growth and success, but also want security and confidence. For over 60 years, Abdo has provided insights for our clients to help them achieve their goals.

That same innovative spirit is also what has earned us the title of being one of the top accounting firms in the Midwest. Abdo is a better firm today because of the efforts we made to support a culture driven by our core values of growth, relationships, and teamwork.

With this foundation in place, we have successfully helped our clients identify and break through their own growth barriers. Every challenge they face is an opportunity for us to listen, understand and empower them with solutions and a plan to achieve their goals. It's fulfilling to serve as the catalyst that helps them overcome obstacles that block their progress.

When it comes to our working relationships, we are partners. We're confidants. We're the catalyst that sparks true business growth, providing guidance through every challenge and opportunity along the way.

## ABOUT ABDO

Abdo is a full-service accounting and consulting firm that delivers customized strategies and innovative solutions to help businesses, governments and nonprofits succeed. With more than 200 professionals and over six decades of experience, Abdo is ranked as one of the top accounting firms in the Midwest. It is a licensed CPA firm with offices located in Minneapolis and Mankato, Minnesota, and Scottsdale, AZ. Abdo's commitment to its clients is to gain in-depth knowledge of their unique challenges, opportunities, and needs. Through this consultative approach, Abdo partners with organization leaders to light the path forward to confidently reach their goals.

*"Listening to our clients' needs, understanding their challenges, and adjusting how we work together is key to our partnership with the people we serve."*

**– Steve McDonald, CPA | Managing Partner**



# Appendix A

AGREEMENT FOR SERVICES

# Agreement for Services

THIS AGREEMENT, is made and entered into on October 31, 2025, by and between City of Falcon Heights (hereinafter referred to as the "Client"), and Abdo LLP (hereinafter referred to as "Abdo" or the "Contractor").

## Articles of Agreement & Recitals

WHEREAS, the Client is authorized and empowered to secure from time to time certain professional services through contracts with qualified consultants; and

WHEREAS, the Contractor understands and agrees that:

The Contractor will act as an Independent Contractor in the performance of all duties under this Agreement. Accordingly, the Contractor shall be responsible for payment of all taxes, including federal, state and local taxes and professional/business license fees related to its own operations and arising out of the Contractor's activities;

The Contractor shall have no authority to bind the Client for the performance of any services or to obligate the Client. The Contractor is not an agent, servant, or employee of the Client and shall not make any such representations or hold itself out as such;

The Contractor shall be the exclusive outsourced payroll resource service provider for the Client during the term of this Agreement;

The Contractor shall perform all professional services in a competent and professional manner, acting in the best interests of the Client at all times.

The Contractor may make recommendations and/or perform services on behalf of the Client but the Client is responsible for all final management decisions and for setting and administering any organizational policies, procedures, or other guidance that result in the services being performed. Further, with respect to the payroll services that are being provided, the Client is responsible for all originating documents (i.e. salary or hourly wage amounts, hours worked, benefits, premium pay policies, etc.) that affect payroll processing, and the Client will review and approve the payroll before or after its processed. The Contractor will not hold or have access to any Client funds as part of the services being provided.

If applicable, the Client will approve all general ledger setup and mapping related to payroll journal entries provided or initiated by the Contractor. The Contractor will be responsible for notifying the Contractor of any changes to the general ledger or journal entry and all changes will be approved by the Client.

The Contractor shall not accrue any continuing contract rights for the services performed under this contract.

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein, it is agreed as follow

## ARTICLE I

### INCORPORATION OF RECITAL

The recitals and agreement set forth above are hereby incorporated into this Agreement.

## ARTICLE II

### LIABILITY INSURANCE

**Section 1 Liability Insurance:** The Contractor shall obtain professional liability insurance, at its expense with liability insurance coverage minimums in the amount of \$2,000,000, which Contractor must secure and maintain during the term of this Agreement. Contractor will provide the Client with proof of liability insurance coverage under this Agreement in writing upon request by the Client.



### ARTICLE III

#### DURATION OF THE AGREEMENT

**Section 1 Duration:** This Agreement shall commence upon date of execution by all parties and shall remain in effect for the duration of the consulting engagement, unless earlier terminated as provided in Subsections 2 or 3.

**Section 2 Client's Termination Rights:** The Client may terminate this Agreement upon sixty (60) days written notice in the event the Client determines in its sole discretion that it is not in the Client's best interest to continue using Contractor's services. The Client may terminate upon ten (10) days written notice of the Contractor fails to perform its obligations under this Agreement.

**Section 3 Contractor's Termination Rights:** Contractor may terminate this Agreement upon thirty (30) days written notice to the Client in the event the Client does not pay Contractor compensation as required under Article 5, Section 8 within fifteen (15) days after invoice is received by the Client. In the event of non-payment within thirty (30) days, Contractor shall give the Client an opportunity to cure the default by giving a notice of such non-payment and an additional five (5) days after the Client's receipt of the notice to remit such payment, prior to giving a notice of termination. Contractor can also terminate the Agreement with sixty (60) days written notice.

### ARTICLE IV

#### RENEWAL OF THE AGREEMENT

**Section 1 Renewal Period:** Not less than ninety (90) days prior to the expiration of the term of this Agreement, the Client may provide written notice of its intent to renew this Agreement for an additional term of up to three years upon terms and conditions agreed upon by both parties to the Agreement. If no such renewal agreement is executed by the parties, the Agreement terminates without further action of either party on the one year anniversary date, or the completion of the consulting engagement, whichever is longer.

### ARTICLE V

#### GENERAL

**Section 1 Authorized Client Agent:** The Client's authorized agent for the purpose of administration of this Agreement is the Interim Finance Director Said agent shall have final authority for approval and acceptance of the Contractor's services performed under this Agreement and shall further have responsibility for administration of the terms and conditions of this Agreement. All notices under this Agreement shall be sent to the person and address indicated below on the signature lines.

**Section 2 Amendments:** No amendments or variations of the terms and conditions of this Agreement shall be valid unless in writing and signed by the parties.

**Section 3 Assignability:** The Contractor's rights and obligations under this Agreement are not assignable or transferable, but the Client's rights and obligations may be assigned to any successor entity upon ten (10) days notice.

## ARTICLE V (CONTINUED)

### GENERAL (CONTINUED)

**Section 4 Data:** Any data or materials, including, but not limited to, reports, studies, photographs, negatives, or any and all other documents prepared by the Contractor or its outside consultants in the performance of the Contractor's obligations under this Agreement shall be the exclusive property of the Client, and any such data and materials shall be remitted to the Client by the Contractor upon completion, expiration, or termination of this Agreement. Further, any such data and materials shall be treated and maintained by the Contractor and its outside consultants in accordance with applicable federal, state and local laws. Further, Contractor will have access to data collected or maintained by the Client to the extent necessary to perform Contractor's obligations under this Agreement. Contractor agrees to maintain all data obtained from the Client in the same manner as the Client is required under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 or other applicable law (hereinafter referred to as the "Act"). Contractor will not release or disclose the contents of data classified as not public to any person except at the written direction of the Client. Upon receipt of a request to obtain and/or review data as defined in the Act, Contractor will immediately notify the Client. The Client shall provide written direction to Contractor regarding the request within a reasonable time, not to exceed fifteen (15) days. The Client agrees to indemnify, hold harmless and defend Contractor for any liability, expense, cost, damages, claim, and action, including attorneys' fees, arising out of or related to Contractor's complying with the Client's direction. Subject to the aforementioned, Contractor agrees to defend and indemnify the Client from any claim, liability, damage or loss asserted against the Client as a result of Contractor's failure to comply with the requirements of the Act. Upon termination and/or completion of this Agreement, Contractor agrees to return all data to the Client, as requested by the Client.

**Section 5 Entire Agreement:** This Agreement is the entire agreement between the Client and the Contractor and it supersedes all prior written or oral agreements. There are no other covenants, promises, undertakings, or understandings outside of this Agreement other than those specifically set forth. Any term, condition, prior course of dealing, course of performance, usage of trade, understanding, or agreement purporting to modify, vary, supplement, or explain any provision of this Agreement is null and void and of no effect unless in writing and signed by representatives of both parties authorized to amend this Agreement.

**Section 6 Severability:** All terms and covenants contained in this Agreement are severable. In the event any provision of this Agreement shall be held invalid by any court of competent jurisdiction, this Agreement shall be interpreted as if such invalid terms or covenants were not contained herein and such holding shall not invalidate or render unenforceable any other provision hereof.

**Section 7 Contractor Fiscal Decision Waiver:** Contractor is responsible for providing the Client with timely and accurate human resource recommendations and information that allows the Client the ability to make final human resource decisions. Contractor will provide final human resource recommendations, but Contractor is not responsible for the final decisions made regarding human resource matters and Client shall indemnify and hold Contractor harmless from the same.



## ARTICLE V (CONTINUED)

### GENERAL (CONTINUED)

**Section 8 Compensation:** The parties agree that the Contractor shall be paid compensation for the services provided hereunder, based on the fees indicated in the proposed client investment schedule and under the attached scope of services. Additional fees will not be incurred without prior approval of the Client.

Initial invoice for anticipated first month fees will be sent within 10 days of the execution of this agreement. Monthly installment fees will be invoiced throughout the remainder of this contract. If the contract is for an hourly fee basis, invoices will be sent monthly.

**Section 9 Additional Services:** Should the Client request additional services in addition to the Contracted Services, the Contractor will provide the Client with proposed fees for the additional services to be provided. The Client shall provide a written or electronic confirmation prior to the proposed services implementation.

**Section 10 Outside Contractors:** It shall be the responsibility of Contractor to compensate any other outside consultants retained or hired by Contractor to fulfill its obligations under this Agreement and shall be responsible for their work and Contractor, by using outside contractors, shall not be relieved of its obligations under this Agreement.

**Section 11 Equal Employment Opportunity:** Abdo, LLP and its subsidiary companies are committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally-recognized basis "protected class" including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law.

### LIMITATION OF LIABILITY

**Section 1 Disputes:** If any dispute arises between Abdo and the Client under this Agreement, the dispute shall first be submitted to mediation. The costs of mediation shall be shared equally by the parties. All disputes between Abdo and the Client arising out of this Agreement which cannot be settled directly or through mediation shall be resolved through binding arbitration in Mankato, Minnesota in accordance with the rules for resolution of commercial disputes then in effect of the American Arbitration Association, and judgment upon the award may be entered in any court having jurisdiction thereof. It is further agreed that the arbitrator may, in its sole discretion, award attorneys' fees and costs to the prevailing party.

**Section 2 Limitation of Liability:** Abdo's entire liability, and the Client's exclusive remedy, for Abdo's performance or non-performance under this Agreement shall be for Abdo to reimburse the Client the total charges for related services provided during the previous twelve months. ABDO WILL NOT, UNDER ANY CIRCUMSTANCES, BE LIABLE FOR ANY INCIDENTAL, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES OR FOR LOST PROFITS, SAVINGS OR REVENUES WHICH THE CLIENT MAY INCUR AS A RESULT OF ABDO'S FAILURE TO PERFORM ANY TERM OR CONDITION OF THIS AGREEMENT (EVEN IF IT HAS BEEN SPECIFICALLY ADVISED OF THE POSSIBILITY OF SUCH DAMAGES). The Client shall indemnify Abdo against, and hold each of them harmless from, any and all liabilities, claims, costs, expenses and damages of any nature (including reasonable attorney's fees and costs) in any way arising out of or relating to disputes or legal actions with Client's employees or any third parties concerning the provision of the services under this Agreement. The Client's obligations under the preceding sentence shall survive termination of this Agreement.



# Appendix B

AGREEMENT FOR THE PROVISION OF  
PROFESSIONAL SERVICES

# Agreement for the Provision of Professional Services

WHEREFORE, this Agreement was entered into on the date set forth below and the undersigned, by execution hereof, represent that they are authorized to enter into this Agreement on behalf of the respective parties and state that this Agreement has been read by them and that the undersigned understand and fully agree to each, all and every provision hereof, and hereby, acknowledge receipt of a copy hereof.

## **City of Falcon Heights**

2077 Larpenteur Ave W

Falcon Heights, Minnesota 55113



Alyssa Landberg

## **Abdo, LLP**

100 Warren Street, Suite 600

Mankato, Minnesota 56001

A handwritten signature in black ink, appearing to read "Leah Davis".

## **Leah Davis, CPA**

Partner | Abdo

October 31, 2025

**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

November 12, 2025

No. 25-100

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**A RESOLUTION AUTHORIZING ACCEPTANCE OF A PROPOSAL FROM ABDO  
WORKFORCE SOLUTIONS FOR PAYROLL PROCESSING AND SUPPORT**

**WHEREAS**, Abdo Workforce Solutions (Abdo) is a professional firm with extensive experience supporting payroll operations in local government entities; and

**WHEREAS**, Abdo has submitted a proposal dated October 31, 2025, to provide payroll processing and support for the City's Finance Department; and

**WHEREAS**, the services will provide enhanced efficiency, operational effectiveness, and support the City's long-term planning for the Finance Department; and

**WHEREAS**, funds for this purpose are available in the 2025 Contingency – Miscellaneous budget line, and the 2026 Finance – Financial Consultant budget line;

**NOW, THEREFORE, BE IT RESOLVED**, that the City of Falcon Heights hereby authorizes the City Administrator to enter into an agreement with Abdo Workforce Solutions for payroll processing and support, as outlined in the proposal presented.

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Moved by:

Gustafson

Approved by:



Randall Gustafson

Mayor

GUSTAFSON

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In Favor

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MEYER

WASSENBERG

MIELKE

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Against

Attested by:



Jack Linehan

City Administrator

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## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	November 12, 2025
<b>Agenda Item</b>	Consent G-8
<b>Attachment</b>	See below.
<b>Submitted By</b>	Hannah Lynch, Community Development Coordinator

<b>Item</b>	Approval of Resolution 25-101 Authorizing the Application for the Minnesota Department of Natural Resources ReLeaf Community Forestry Grant
<b>Description</b>	<p>Minnesota is investing in the future of its urban and community forests with two grant opportunities totaling \$11 million for 2025. These programs support local governments and nonprofits working to restore, protect, and diversify tree cover across the state.</p> <p>The Minnesota Department of Natural Resources (DNR) welcomes applications from local units of government and nonprofit organizations within Minnesota that will encourage and promote the inventory, planting, assessment, maintenance, improvement, protection, utilization, and restoration of trees and forest resources to enhance community forest ecosystem health and sustainability as well as to reduce atmospheric carbon dioxide levels and promote energy conservation.</p> <p>There is no match requirement, which makes the grant program accessible to a wide range of communities and organizations. The City of Falcon Heights will be applying for roughly \$25,000 in grant funds for tree planting.</p> <p>Eligible activities:</p> <ul style="list-style-type: none"> <li>• Community forestry work conducted on non-state public land, or on residential land for low-income residents (work on residential land must be conducted by companies or organizations with an International Society of Arboriculture (ISA) Certified Arborist on staff, Tree Care Industry Association (TCIA) accreditation, or equivalent qualification)</li> <li>• Work conducted by staff or contractors</li> <li>• Tree inventories</li> <li>• Developing a management plan, which can include but is not limited to a forestry-related climate adaption plan, all lands management plan, or emerald ash borer management plan. Incorporation of environmental justice components and wood utilization components into management plans is encouraged.</li> <li>• Tree and stump removal and tree replacement</li> <li>• Tree planting for diversity</li> </ul>

	<ul style="list-style-type: none"> <li>• Chemical treatment of ash trees with an injectable non-neonicotinoid insecticide (e.g. emamectin benzoate) if it provides long-term impact or seed funds an intended long-term program in communities up to 10 miles outside of generally infested areas across Minnesota (please see online guidance for more information)</li> <li>• Gravel bed construction and maintenance</li> <li>• Developing a tree ordinance</li> <li>• Tree cabling, if a long-term evaluation plan is included</li> <li>• Maintenance pruning</li> <li>• Development, purchase, or printing of materials used to educate, engage, and conduct outreach to residents about urban and community forestry</li> <li>• Urban and community forestry or arboriculture education and outreach</li> <li>• Professional certifications and/or training related to the proposed project</li> <li>• Wood utilization</li> <li>• Additional plant healthcare treatments, as approved</li> </ul> <p>Any tree planted with this grant must be a climate-adapted species to Minnesota.</p> <p>The City of Falcon Heights will be applying for roughly \$25,000 in grant funds for tree planting.</p>
<b>Budget Impact</b>	<ul style="list-style-type: none"> <li>• None.</li> </ul>
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• MN DNR ReLeaf Community Forestry Grants - RFA</li> <li>• Resolution 25-101 Authorizing the Application for the Minnesota Department of Natural Resources ReLeaf Community Forestry Grant</li> </ul>
<b>Action(s) Requested</b>	Staff recommend approval of attached Resolution 25-101 Authorizing the Application for the Minnesota Department of Natural Resources ReLeaf Community Forestry Grant



# ReLeaf Community Forestry Grants

2025 Request for Applications

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In accordance with the Americans with Disabilities Act, this information is available in alternative forms of communication upon request by calling 651-259-5274. TTY users can call the Minnesota Relay Service at 711. Minnesota DNR is an equal opportunity employer and provider.



## Grant Overview

The Minnesota Department of Natural Resources (DNR) welcomes applications from local units of government and nonprofit organizations within Minnesota that will encourage and promote the inventory, planting, assessment, maintenance, improvement, protection, utilization, and restoration of trees and forest resources to enhance community forest ecosystem health and sustainability as well as to reduce atmospheric carbon dioxide levels and promote energy conservation.

## Eligible Applicants

Nonprofit organizations with 501(c) status, educational institutions, and local units of government within Minnesota, including cities, counties, regional authorities, joint powers boards, towns, and Tribal governments. Parks and recreation boards in cities of the first class are also eligible to apply.

## Eligible Activities

The following activities are eligible for grant funding:

- Community forestry work conducted on non-state public land, or on residential land for low-income residents (work on residential land must be conducted by companies or organizations with an [International Society of Arboriculture \(ISA\) Certified Arborist](#) on staff, [Tree Care Industry Association \(TCIA\)](#) accreditation, or equivalent qualification)
- Work conducted by staff or contractors
- Tree inventories
- Developing a management plan, which can include but is not limited to a forestry-related climate adaption plan, all lands management plan, or emerald ash borer management plan. *Incorporation of environmental justice components and wood utilization components into management plans is encouraged.*
- Tree and stump removal and tree replacement
- Tree planting for diversity
- Chemical treatment of ash trees with an injectable non-neonicotinoid insecticide (e.g. emamectin benzoate) if it provides long-term impact or seed funds an intended long-term program in communities up to 10 miles outside of generally infested areas across Minnesota (please see [online](#) guidance for more information)
- Gravel bed construction and maintenance
- Developing a tree ordinance
- Tree cabling, if a long-term evaluation plan is included
- Maintenance pruning
- Development, purchase, or printing of materials used to educate, engage, and conduct outreach to residents about urban and community forestry
- Urban and community forestry or arboriculture education and outreach
- Professional certifications and/or training related to the proposed project
- Wood utilization
- Additional plant healthcare treatments, as approved

## Grant Priority

Consistent with legislative direction, priority for ReLeaf grant awards will be given to projects located in a census block group with a supplemental demographic index score in the 70<sup>th</sup> percentile or higher as identified using the United States Environmental Protection Agency's Environmental Justice Screening and Mapping Tool methodology provided in the United States Environmental Protection Agency's environmental justice screen technical documentation dated July 31, 2024. Please click [here](#) to view the Priority Area map.

*The supplemental demographic index is a combination of five socioeconomic factors averaged together for*

*each Census block group. The supplemental demographic index can provide an additional perspective on potential community vulnerability. The formula is as follows: supplemental demographic index = (% low-income + % persons with disabilities + % less than high school education + % limited English speaking + low life expectancy) / 5.*

These priorities align with the State of Minnesota's policy of ensuring fairness, precision, equity, and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant making. [The Policy on Rating Criteria for Competitive Grant Review](#) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities or disparities, or both.

## Project Evaluation

Applications will be rated by a tiered structure to meet statutory priority. The priority is evaluated and carries a unique weight to identify at what level the applicant meets the statutory priority.

Applications will be sorted into one of three tiers based on the criteria outlined. To be funded, the application must be complete, meet Minimum Required Project score of 70, and a Minimum Past Grant Performance score of 3 (or have no Grant Closeout Form with the Urban & Community Forestry UCF program). Applications must meet all requirements to receive funding (see "Application Requirements" section below), they will be funded based on their eligible request and amount of available funding.

In addition to assessing how well a proposed project aligns with the stated priorities, applications will be reviewed and scored based on the overall strength of the proposal. This evaluation serves the following purposes:

- To help ensure the quality of the projects receiving taxpayer dollars
- To distinguish among priority projects if funding is insufficient to support all that meet the application requirements
- To rank remaining projects if funding allows awards beyond the priority

Please review the tiers outlined in the "Application evaluation scoresheet" to determine how your application may be scored.

## Funding

A total of \$7,198,200 is available in general fund dollars to fund projects managing forest pest and disease, through community forestry activities on non-state public lands and residential land for low-income residents. There is no minimum to the dollar amount applicants can request. The maximum amount that will be funded is \$500,000.

No matching funds are required and **submitting match as part of your application is not recommended**. If match is provided, it cannot come from other grants or monies from the State of Minnesota.

## Grant Requirements

- Applicant must comply with all Federal and State laws and regulations related to the completion of projects, as stated in the grant agreement.
- Application must show the applicants ability to provide photo documentation of the project's progress at appropriate phases, and illustrations, diagrams, charts, graphs, and maps to show results. All public trees removed and planted must be mapped and submitted.
- Applicant must publicly post and promote grant project information and purpose.

## Application Requirements

Applicants must meet the following application requirements to be considered for this grant opportunity:

### GENERAL

- Applications must be completed in full to be considered. This includes:
  - A detailed project description, including goals, objectives, and a timeline.
  - A budget outlining project costs, including labor, materials, and equipment.
  - A letter of support from any identified partner organization(s).
- Applications must show the ability to implement the project, meet all grant objectives, and submit a final report by June 30, 2027.

### PRE-AWARD RISK ASSESSMENT

- Applicants who request \$50,000 or more in grant funds must complete and submit the Pre-Award Risk Assessment Questionnaire (not applicable for Tribal governments).
- If required, the questionnaire must be completed in full and all supporting financial documentation must be submitted to be considered.

### PAST GRANT PERFORMANCE EVALUATION

- Applicants who have completed one or more grant projects with the DNR Urban and Community Forestry (UCF) Program will need to address their past grant performance in the application. Applicants should request their most recent UCF Grant Closeout form, which can be requested from [ucf.dnr@state.mn.us](mailto:ucf.dnr@state.mn.us). If you are unsure if your organization has previously held a grant contract with UCF program, please reach out to [ucf.dnr@state.mn.us](mailto:ucf.dnr@state.mn.us) and staff will confirm your past grant status and provide the closeout form, if applicable.
- Past grant performance, when applicable, will be a consideration when awarding grant funding. This means that a project could score well based on the strength of the application, but receive additional grant conditions, reduced funding, or even no funding due to past grant performance issues for which there is no evidence of corrective actions being taken.
- If an applicant was a previous grant recipient but no UCF Grant Closeout form is available, or if the applicant has never received a grant under the UCF program, the section can be left blank. There will be no penalty for those where no UCF Grant Closeout form is available, or if the applicant has never received a grant under the UCF program.

## Additional Requirements

### INVENTORY, MANAGEMENT PLANS, EDUCATION

- Tree inventory projects must submit obtained data to the DNR in a shapefile format.
- Local units of government must adopt an urban and community forest management plan through this grant process if the community does not yet have one in place. The management plan must be adopted or re-adopted after June 30, 2017, and must be submitted to DNR.
- Any education provided through this program must be conducted by an ISA Certified Arborist, TCIA accreditation or equivalent qualification, or must qualify for ISA continuing education units.
- Management plans are encouraged to incorporate wood utilization when removals are occurring.
- Management plans are encouraged to incorporate priority for environmental justice communities as defined in the priority project section of this document. This may include prioritizing plantings in areas of low canopy cover, focusing education and outreach in these areas, etc.

### TREE REMOVALS AND PLANTING

- Planting trees can take place without removal.
- Tree removals from boulevards and manicured parks, must be replaced at least one-for-one (i.e., at least one

tree planted for every tree removed), and trees must be replanted at the same location of the removal whenever possible and feasible.

- Tree removals conducted in park woodlands:
  - For the purposes of this grant, park woodlands are defined as publicly owned spaces that, beyond trail creation or access, are not regularly mowed.
  - Removals in woodlands need to be mitigating a public safety concern or to address degraded ecosystems.
  - Removals must meet a minimum of one tree planted for five trees removed.
- Tree planting projects must follow the best practices set in [A Pocket Guide to Planting Trees](#).
- Tree planting projects must identify the tree species to be planted; site location(s); and number, and type/size of planting stock:
  - The species identified for planting must increase the diversity of the community's tree canopy and advanced the goal of working toward the 20-10-5 guidelines, meaning a community has no more than 20% of their trees within a single family, no more than 10% of their trees within a single genus, and no more than 5% of their trees within a single species. Communities without a completed tree survey may contact the DNR at [ucf.dnr@state.mn.us](mailto:ucf.dnr@state.mn.us) to receive available community tree survey data.
  - Tree species listed on the [Minnesota Invasive Terrestrial Plants](#) list are not eligible for grant expenses, including Amur cork tree, Amur maple, autumn olive, black locust, buckthorn, Norway maple, Russian olive, Siberian elm, and tree of heaven.
  - Species list for trees to be planted must be submitted to and approved by DNR prior to planting.
  - Species list and numbers can be amended following the submission of tree inventory/survey data.
  - Tree stock must meet [ANSI Z-60.1](#) and can be:
    - ¾-2 inch caliper bareroot,
    - a container class size #20 or smaller, or
    - balled and burlapped trees smaller than 2.5" caliper ([MNDOT Certified Landscape Specialist](#) training required by planting organization in order for B&B trees to be eligible).
    - Flexibility is possible in instances where desired stock is unavailable.
    - DNR recommends trees be purchased with a one-year warranty.
- All trees removed and planted on public land must be mapped and submitted as shapefiles, with the planted trees identified by species. If your community does not have access to shapefile-generating software, you may purchase it as part of this grant, or please contact DNR at [ucf.dnr@state.mn.us](mailto:ucf.dnr@state.mn.us) to discuss options for addressing this requirement.
- Projects that incorporate tree planting must submit a 3-year establishment plan with application.
- Tree removal projects must report how wood material was managed.

#### RESIDENTIAL TREE CARE

- Removals conducted on residential property must be offered a tree replacement of one tree planted for each tree removed. Property owner must decline trees planted in order to not meet the one-to-one replanting requirement.
- Work on residential land can only be conducted on a property in service to low-income residents. The definition of low-income must be defined and reasonably justified by the applicant and submitted to the DNR.
- Work conducted on residential property will either be completed by residents (tree planting only), or by tree care companies holding liability insurance and with an [International Society of Arboriculture \(ISA\) Certified Arborist](#) on staff, or [Tree Care Industry Association \(TCIA\)](#) accreditation, or equivalent certification.
- A link to, or paper copy of, the Forest Service's Tree Owner's Manual ([English](#) / [Spanish](#)) must be provided to

residents receiving maintenance work or a newly planted tree.

- For activities on residential land, a formal agreement between the resident and the ReLeaf grant recipient is required. Each residential agreement must contain the following language:
  - *The State of Minnesota is released from any liability associated with work completed on private property.*
  - *Access is granted by the landowner for all planned activities within agreement; this may include, but is not limited to: planting, follow-up maintenance, monitoring, or other on-site work.*
  - *I will plant and care for my tree according to the Tree Owner's Manual for as long as it is within my right to do so.*

#### **WOOD UTILIZATION**

- Wood utilization projects must report on how many board feet or cords of wood are utilized.

#### **Emerald Ash Borer (EAB) Considerations**

Minnesota Department of Agriculture considers **May 1 – September 30** to be the flight season for EAB. This means that EAB adult beetles are emerging from infested wood or trees and flying in search of new hosts during this time. The best management practice is to not remove ash trees when EAB are actively flying (May-September), to avoid the risk of EAB emerging from this material in transit or at a processing location.

EAB infestations are difficult to identify in the early stages of the infestation. EAB infestation areas grow via human-assisted movement and through natural dispersion. For these reasons, when new EAB infestations are discovered, quarantines are enacted on a large scale with the assumption that the infestation is spread beyond what is observed. However, while the quarantine necessarily covers a large area where EAB may be present, the distribution of EAB is likely not uniform throughout the quarantine and may be in areas outside these boundaries.

These guidelines ideally should be followed 100 percent of the time when working with ash trees throughout the state of Minnesota. However, *once a community is heavily infested with EAB (the point at which EAB-infested ash are so numerous that year-round removal of hazardous trees is necessary to mitigate risk to public), conducting ash tree removals during the emerald ash borer flight season may be necessary to avoid risk to public safety and property.* Following these guidelines will provide the lowest degree of risk for movement of EAB.

#### **Eligible Project Expenses**

Eligible project expenses are those incurred through eligible project activities directly related and necessary to achieve the outcomes described in the project application and that meet the conditions of the grant contract. Grant funds can be used for, but may not be limited to:

- Professional contracts for technical assistance or project implementation. Eligible activities, under such contracts included but may not be limited to outreach, public tree inventories, management plans, treatment, and tree removal and replanting.
- Time spent on the project by staff of the grant recipients.
- Project-related materials may include tree stock, mulch, watering bags, staking materials, tree wrap or guards, shovels, printing, etc.
- Equipment purchases of \$4,999 or less, that are used to complete the project. Multiple pieces of equipment, tools, or project supplies can be purchased with grant funds, but no one tool can have a unit cost of \$5,000 or more, even if that cost is split across grant and match funds.
- Equipment rental

#### **Ineligible Project Expenses**

Ineligible project expenses include, but are not limited to:



- Costs incurred prior to the start date of the fully executed grant agreement.
- Purchase of trees listed on the [Minnesota Noxious Weed List](#), or the DNR's [Invasive Terrestrial Plants List](#), including Amur cork tree, Amur maple, autumn olive, black locust, buckthorn, Norway maple, Russian olive, Siberian elm, and tree of heaven.
- Purchase of balled and burlapped trees larger than 2.5" caliper, containerized trees larger than #20, or bareroot trees greater than 2" caliper diameter.
- Purchase of tree species that already make up 10% or more of the community's public trees, or in a family that makes up 20% or more of the public trees.
- Purchase of plants other than trees, such as living ground covers, sod, grass seed, and flowers.
- Purchase of land or easements.
- Major soil purchases, grade changes or construction.
- Capital expenditures (items with a unit cost of \$5,000 or more), such as buildings, motor vehicles, trails, or other permanent structures.
- Experimental practices not approved by DNR.

Questions about additional eligible or ineligible expenses can be directed to [ucf.dnr@state.mn.us](mailto:ucf.dnr@state.mn.us).

### Application Details and Instructions

When filling out the application, ensure all sections are completed and the application is submitted by the deadline. Pay close attention to the requested information and respond to all questions. Detailed responses and completeness are strongly encouraged: if funded, the application responses will become a grantee's work plan. Make sure enough information is provided, especially in the timeline and budget sections, to serve as a complete work plan. Grantees will need to meet the objectives stated in their work plans by the end of the grant program. Clearly demonstrate in the application how the proposed project does or does not meet the grant priority and how it aligns with eligibility requirements (including project activities and costs). Be sure that the application does not request funding for any ineligible project expenses.

A complete application will consist of the following:

1. Application form ([PDF, format unchanged](#))
2. Budget ([Excel, format unchanged, additional lines added as needed](#))
3. Application identifies locations of grant project work. Submission must show whether work will take place within the Priority Areas; examples may include:
  - Application states:
    - that project work is taking place community-wide based on your organization's geographic purview; or
    - that work will only take place within areas identified by the supplemental demographic index; or
    - that no project work will take place within the supplemental demographic index.
  - Maps are provided, showing project area (ex. printing screenshot of [Priority Area map](#), outlining project area, scanning, and submitting with application;)
4. 3-Year Tree Establishment Plan for newly-planted trees, *if planting trees* ([PDF, format unchanged](#))
5. Species and Stock List from which trees will be planted, *if planting trees* (any format acceptable; contact [ucf.dnr@state.mn.us](mailto:ucf.dnr@state.mn.us) with questions about species eligibility)
6. Local units of government, submit a management Plan, if already completed (local units of government **must** have adopted on or after June 30, 2017, and submitted with their application or plan to adopt a management plan through this grant process- if your community does not have a management plan in place, budget for the cost of obtaining one during this grant program)
7. Letter(s) of support, *if collaborating with an outside organization* (any format acceptable)
8. Pre-Award Risk Assessment Questionnaire and associated financial documents, *if applicant is requesting \$50,000 or more in grant funds. Tribal governments are exempt from this requirement.* ([PDF, format unchanged](#))

9. List of Authorized Signer(s), *including name(s), title(s), and email address(es)*. (Any format acceptable)

### Data Privacy and Trade Secret Notice

The information provided by an applicant will be used to assess the applicant's eligibility to receive a grant. The decision to apply for this grant is voluntary, and applicants are not legally required to provide any of the requested information. Applicants may decline to complete this application without any legal consequence. However, only completed applications will be considered for a grant; incomplete applications will not be considered.

Applications are private or non-public until opened. Once the applications are opened, the name and address of the applicant and the amount requested is public. All other data in an application is private or non-public data until all agreements are fully executed. After DNR has completed the evaluation process, all remaining data in the applications is public with the exception of trade secret data as defined and classified in Minn.

Stat. § 13.37. A statement by a grantee that the application is copyrighted or otherwise protected does not prevent public access to the application (Minn. Stat. § 13.599, subd. 3).

### Application Submission Instructions

After reading through the Request for Applications, complete all parts of the application, which can be found [online](#). Grant applicants are required to submit applications by email to [ucf.dnr@state.mn.us](mailto:ucf.dnr@state.mn.us). Applications must be received electronically by November 11, 2025, to be considered for funding. The applicant is responsible for ensuring their submission is received by DNR by the deadline; applications received after the deadline will not be eligible for consideration. DNR is not responsible for any technical or logistical problems causing an application to be received late.

### Review Process and Timeline

All applicants must meet the minimum requirements identified in this Request for Applications to obtain funding.

A UCF Grants Steering Committee, made up of staff from the DNR Division of Forestry, and select stakeholders, will evaluate applications received by the application deadline, recommend projects and award amounts to the DNR. DNR will review the UCF Grants Steering Committee recommendations and is responsible for final award decisions. Final grant awards are contingent upon a pre-award financial to ensure there are no concerns that cannot successfully be mitigated upon negotiation with the State. *The award decisions of DNR are final and not subject to appeal.*

Process	Timeline
RFA posted on the DNR <a href="#">website</a>	August 13, 2025
Questions from applicants on application process due	October 28, 2025
Applications due	November 11, 2025
Project Selection Recommendations; Financial and Capacity Review;	November 12, 2025-February 6, 2026
Grant Agreement Negotiations, Work Plans Approved, Contracts Executed, Grant Work Begins	February 9, 2026 - May 29, 2026

DNR expects to contact selected grantees by February 6, 2026. If selected, grantees may only incur eligible expenditures after the grant contract is fully executed and the grant has reached its effective date.

Awards are not publicly announced until all grant agreements are fully executed.

### Required financial and grantee capacity review

To protect the interest of the State and to ensure the effective and timely completion of publicly funded grant projects, agencies must ensure that entities that receive grants are financially and operationally capable of performing all duties required of the grant. The [OGM 08-06](#) policy establishes minimum requirements for granting agencies conducting pre-award risk assessment and financial review of potential grantees. As required by *Minn. Stat. §16B.981/Chapter 62 - MN Laws, Article 7, Section 11*, a pre-award risk assessment must be conducted for grant awards of \$50,000 or more. This policy does not apply to Tribal governments.

All grantees as defined in *Minn. Stat. §16B.981 Subd. 1 (c)* applying for grants in the state of Minnesota must undergo a financial and capacity review prior to final grant award of \$50,000 and higher. Such applicants must include the Pre-Award Risk Assessment Questionnaire and associated financial documents with their application.

Review of the Pre-Award Risk Assessment Questionnaire and associated financial documents may result in a request for more information for the purpose of satisfying any DNR concerns. When requesting additional information from a potential grantee, the DNR will give the potential grantee 15 calendar days to respond or to work with the DNR to develop a risk mitigation plan to satisfy the concerns.

### Questions:

Submit questions to [ucf.dnr@state.mn.us](mailto:ucf.dnr@state.mn.us). Answers will be posted weekly [online](#). Questions must be submitted no later than October 28, 2025 to be included on the website.

### Liability and Project Implementation

DNR is not liable for any costs incurred by any organization or individual for work performed in the preparation and production of an application, nor for any work performed prior to the execution of the grant contract. Project work and expenses that are eligible for reimbursement with grant funds CANNOT be started or incurred until the grant contract is fully executed. Grant agreements for awarded projects are expected to be fully executed by May 29, 2026. A fully executed grant agreement is one where all necessary signatures have been obtained.

### Reimbursement and Reporting

All grant funds will be provided on a reimbursement basis. Reimbursement may be submitted semi-annually by the following deadlines:

1. June 15, 2026
2. December 15, 2026
3. June 30, 2027 Final Report Due

The following information must be submitted to be deemed a complete reimbursement request:

- An Accomplishment Report describing the grant accomplishments/deliverables and their impacts since the last reimbursement request.
- A Partial Payment Form along with detailed invoices and proof of payment for grant-funded purchases.
- Photo documentation of project progress at appropriate phases, and illustration, diagrams, charts, graphs, and maps to show results.
- Shapefiles of 1) all trees removed (including stumps ground), treated, maintained, and planted on public land, with the trees identified by species, and 2) all work on residential land aggregated by census track. (Note: Grantees without access to shapefile-generating software can notify DNR staff at [ucf.dnr@state.mn.us](mailto:ucf.dnr@state.mn.us), who will work with the grantee to assist in this requirement.)

All complete reimbursement requests received by the deadlines will be reviewed by DNR staff. Provided that the grantee is in compliance with all terms of the Request for Application and grant contract, verified project activities and eligible expenses will be reimbursed up to 90%, with 10% retained until the project is completed.

Accommodations may be offered in select circumstances, and in accordance with Office of Grants Management policies, at the discretion of the agency. Please reach out to DNR staff at [ucf.dnr@state.mn.us](mailto:ucf.dnr@state.mn.us) for more information on requesting accommodations.

Following the submission of invoices and accomplishment reports, a compliance check will be conducted by Minnesota Department of Natural Resources staff. Staff will do a site evaluation ensuring that tree species submitted



on maps are correctly identified and planted in accordance with the standards set in the Minnesota Department of Natural Resources [Pocket Guide to Planting Trees](#).

*If two successive updates are missed, DNR staff will contact grantee requesting a grant progress update and explanation of why grant reporting has been late. If a report is not received within 60 days of the request, DNR will assume work is not being conducted and begin steps to close-out the grant contract and reallocate funds. This may result in a grant agreement being closed out early, and DNR staff noting in the grant closeout report the lack of performance and contract compliance by the grantee.*

*If within two successive updates necessary progress has not been made in accomplishing work within the grant contract, DNR staff may request a meeting to discuss why progress is not being made and may begin steps to close-out the grant contract and reallocate funds. This may result in a grant agreement being closed out early, and DNR staff noting in the grant closeout report the lack of performance and contract compliance by the grantee.*

## Project Completion

All project work must be completed, and the final request for reimbursement (along with the final report) must be submitted by **June 30, 2027**.

## Grant Performance

If awarded, grant performance will be reviewed on timeliness, budget management, reporting and documentation, meeting outcomes and deliverables, responsiveness and communication, and acknowledgement and reflection on grant performance. This information may be considered for future grant application and award processes.

## Other Considerations

DNR reserves the right to:

- Contact awarded applicants about applications for other UCF grants.
- Post funded applications and reports, including images and maps, to the DNR website
- Consider existing open grants for performance and community need for additional funding
- Reject any or all proposals received
- Waive or modify minor irregularities in proposals received after prior notification and agreement of applicant
- Clarify the scope of this program, within the RFA requirements and with appropriate notice to potential applicants, to best serve the interests of the state of Minnesota
- Amend program specifications after the RFA release, with appropriate notice to potential applicants
- Require a good faith effort on the part of the grantee to work with DNR after project completion to develop or implement project as proposed and contracted
- Withhold any payments or cancel contracts when contract conditions are not met

## Exhibit A: Application evaluation score sheet

### Selection Criteria and Weight

The steering committee will be reviewing each eligible application on a 100-point scale, and past grant performance on a 5-point scale. Scores will be used to develop final recommendations. Applicants are encouraged to score their own applications using the evaluation score sheet before submitting the application. While not required, this step may help applicants meet the criteria that grant reviewers will be scoring.

<b>PROJECT PRIORITY SCORING (maximum score is 6)</b>				
<b><i>Application projects for the MN ReLeaf grant will be evaluated and prioritized according to the following criteria:</i></b> <b><i>- Projects located in a census block group with a supplemental demographic index score in the 70th percentile or higher within the state of Minnesota.</i></b> <b><i>- Justification of Priority Area focus methodology.</i></b>				
<b>Criterion</b>	<b>Meets Priority (High) – 3 points</b>	<b>Meets Priority (Medium) – 2 points</b>	<b>Meets Priority (Low) – 1 point</b>	<b>Does Not Meet Priority (Very Low) – 0 points</b>
Project in Priority Area (SDI ≥70%). Project occurs fully or mostly in a census block group at or above the 70th percentile SDI. Includes map.	100% of the grant project work is within the Priority Area.	50%, or more, of the grant project work is within the Priority Area.	49%, or less, of the grant project work is within the Priority Area.	Applicant is not conducting any work within the Priority Area.
Justification of Priority Area Focus. Justification of calculation through assumptions or data.	Justification is <b>clear, logical, and data-informed</b> . Applicant demonstrates a strong understanding of how each eligible activity ties to the Priority Areas, using quantitative or spatial data (e.g., GIS maps, cost estimates, time allocations, or tree inventory stats). Includes realistic assumptions	Justification is <b>generally sound</b> but lacks detailed evidence. Applicant explains activities in Priority Areas but provides only partial quantification or assumptions.	Justification is <b>vague or inconsistent</b> . Little explanation of how the percent was determined or activities are not clearly tied to Priority Areas.	Justification is <b>missing, illogical, or unsupported</b> . No attempt to explain how the number was calculated or claimed percentage seems inflated/unrealistic.

### Priority Tiered Review Rubric

To be funded, the application must meet Minimum Required Project score of 70 and either no Past Grant Performance Score (e.g. no Grant Closeout Form was available) or a Minimum Past Grant Performance score of 3, or greater. Applications must meet all requirements for funding (see "Application Requirements" section), applicants will be funded based on their eligible request and amount of available funding.

#### Priority Score = Project in Priority Area Score + Justification of Priority Area Focus

	Priority Score	Minimum Required Project Score (Out of 100)	Minimum Past Grant Performance Score (Out of 5), if applicable
Tier A – 1 <sup>st</sup> Scored	5-6	70	3
Tier B – 2 <sup>nd</sup> Scored	3-4	70	3
Tier C – 3 <sup>rd</sup> Scored	0-2	70	3

#### PROJECT APPLICATION SCORING (maximum score is 100)

<i>Application projects for the MN ReLeaf Grants will be evaluated and ranked according to the following criteria and points:</i>	Points
<b>1. Project Overview and Need</b> <ul style="list-style-type: none"> <li>Application is clear, complete, descriptive and clearly meets all minimum requirements and additional requirements.</li> <li>Community has a readiness to take on a project of the proposed scope and size.</li> <li>Application details the projects impact and shows high need for project and state grant funding.</li> <li>Application incorporates the preservation and increase of canopy cover, and/or maintenance, especially within Priority Areas.</li> </ul>	30
<b>2. Project Timeline</b> <ul style="list-style-type: none"> <li>Timeline provides specific dates for all activities.</li> <li>Timeline is easy to read and comprehend.</li> <li>Timeline follows best management practice.</li> <li>Timeline accounts for grant reporting and end dates.</li> <li>Timeline is realistic given the extent of the proposed project activities and the resources available and requested to accomplish the project.</li> </ul>	20
<b>3. Project Budget and Budget Explanation</b> <ul style="list-style-type: none"> <li>Budget explanation is detailed and provides specific dollar amounts for anticipated use.</li> <li>Budget totals equal amount requested.</li> <li>Financially realistic and cost effective.</li> <li>Project budget uses grant funds only for eligible expenses.</li> <li>Project seeks to maintain tree canopy or replant more trees than removed.</li> </ul>	10
<b>4. Community Engagement and Impact</b> <ul style="list-style-type: none"> <li>Planning and collaboration clearly serves and includes residents within the project area.</li> <li>Affected/benefitted communities are engaged and input is incorporated prior to project implementation and throughout the project.</li> <li>Potential environmental impacts to residents have been addressed and shows an appropriate approach to mitigate negative impacts.</li> <li>Application demonstrates awareness to potential barriers to participation by some community members and addresses with actionable items for these communities (examples include program focal areas, outreach in multiple languages, inclusion throughout the project), impacts on priority populations are clear and tangible.</li> <li>Project focuses on Priority Areas, and or within populations that comprise Priority Areas (communities with higher populations of low-income residents, persons with disabilities, less than high school education, limited English speaking, and low life expectancy).</li> </ul>	15

<b>5. Communications</b> <ul style="list-style-type: none"> <li>Communication strategies are directly related to project accomplishments, activities, or both, and multiple forms of communication are listed with potential to reach the public.</li> <li>Tree care-related messaging includes EAB information designed to slow the spread, the importance of trees in communities, and/or pruning and maintenance.</li> </ul>	10
<b>6. Key Personnel</b> <ul style="list-style-type: none"> <li>Key personnel are listed with corresponding project roles and showcase the expertise and capacity to complete proposed grant work.</li> <li>All components that require a certification are met and listed (e.g. for residential work, planting Balled &amp; Burlapped, etc.).</li> <li>All certifications and education degrees are listed for staff or contractors.</li> <li>A high scoring community will have staff or contractors with a degree in a related field, or a combination/multiple staff with ISA Certified Arborist, TCIA accreditations, or both.</li> </ul>	15
<b>Total</b>	<b>100</b>

#### PAST GRANT PERFORMANCE SCORING (maximum score is 5)

<b>PAST DNR URBAN &amp; COMMUNITY FORESTRY GRANT RECIPIENTS ONLY</b> <b>The section on past grant performance within the Community Tree Planting Grant application will be evaluated and ranked according to the following criteria and points:</b>	<b>Points</b>
<b>1. Past Grant Performance</b> <ul style="list-style-type: none"> <li>The most recent UCF Grant Closeout form is addressed. This may include addressing meeting timeliness, budget management, reporting and documentation, meeting outcomes and deliverables, responsiveness and communication.</li> <li>Past performance issues and corrective actions are explained, if applicable.</li> <li>Past performance of strong grant management practices is described, and continued implementation is explained, if applicable.</li> <li>A high scoring applicant will provide insightful reflection on past performance, and provide specific examples of learning and corrective actions, or continued strong grant management practices.</li> </ul>	5
<b>Total</b>	<b>5</b>

**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

November 12, 2025

No. 25-101

**RESOLUTION AUTHORIZING THE APPLICATION FOR THE MINNESOTA  
DEPARTMENT OF NATURAL RESOURCES RELEAF COMMUNITY FORESTRY  
GRANT**

**WHEREAS**, the Minnesota Legislature allocated \$7 million to the ReLeaf program to improve community forest health; and

**WHEREAS**, the program provides grants to support local governments and nonprofits working to restore, protect, and diversify tree cover across the state; and

**WHEREAS**, the City of Falcon Heights is working to replant trees previously removed and reestablish, maintain, and extend its tree canopy; and

**WHEREAS**, the City intends to apply for \$25,000 in grant funds from the ReLeaf Community Forestry Grant program to reestablish its tree planting program.

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

1. Direct staff to apply for the Minnesota Department of Natural Resources ReLeaf Community Forestry Grant.
2. Authorize the Mayor and City Administrator to execute all necessary documents.

**ADOPTED** by the Falcon Heights City Council this 12th day of November, 2025.

Moved by:

*Gustafson*

Approved by:

*[Signature]*  
Randall C. Gustafson  
Mayor

GUSTAFSON

LEEHY

MEYER

WASSENBERG

MIELKE

5 In Favor

0 Against

Attested by:

*[Signature]*  
Jack Linehan  
City Administrator

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## REQUEST FOR COUNCIL ACTION (RCA)

Meeting Date	November 12, 2025
Agenda Item	Policy H1
Attachment	See below.
Submitted By	Hannah Lynch, Community Development Coordinator

<b>Item</b>	Consideration of Conditional Use Permit Request at Falcon Heights Town Square for a Child Daycare Center
<b>Description</b>	<p><b><u>Background</u></b></p> <p>The City of Falcon Heights has received a Planning Application and request for a Conditional Use Permit (CUP) to operate a child daycare center within an existing retail suite located at Falcon Town Square, 1550 Larpenteur Avenue West. The property is part of a Planned Unit Development (PUD) and is governed by the underlying B-3 (Snelling/Larpenteur Business District) zoning standards.</p> <p>Under City Code, child daycare centers are classified as a conditional use within the B-3 district. Approval of a Conditional Use Permit is therefore required prior to occupancy and operation. The proposed daycare will utilize a tenant space in an existing mixed-use building that contains both residential and commercial components.</p> <p>If approved, the applicant intends to remodel the interior of the tenant space to accommodate classrooms, staff offices, and other program areas appropriate for a licensed daycare facility. No exterior building modifications are proposed at this time.</p> <p><b><u>Regulatory Considerations</u></b></p> <p>Conditional Use Permits are reviewed under the performance standards outlined in City Code Chapter 113, Division 3. Several of these standards – particularly those related to new construction, landscaping, or screening – are not applicable, as the proposed use will occupy an existing commercial suite within an established development.</p> <p>Per City Code, child care centers must also obtain licensure from the State of Minnesota Department of Human Services. The State will verify compliance with local zoning and permitting requirements prior to issuing a license. As</p>



part of this process, the facility will be required to pass fire, building, and health inspections as well as a final walkthrough inspection prior to opening.

The applicant will also be required to obtain a City business license before operations commence.

### **Proposed Operations**

According to the submitted materials, the daycare center proposes the following operational details:

- Hours of Operation: 7:00 a.m. – 9:00 p.m., Monday through Friday (closed weekends)
- Capacity: Space allows for 129 children; applicant proposes a maximum of 95 children, divided as follows:
  - 15 infants
  - 20 toddlers
  - 20 preschool-aged children
  - 40 school-aged children
- Tuition Rates (typical for Ramsey County):
- Infant: \$26/hour, \$261/day, \$512/week
- Toddler: \$24/hour, \$230/day, \$462/week
- Preschool: \$21/hour, \$200/day, \$398/week
- School-age: \$21/hour, \$132/day, \$375/week
- Traffic and Parking: The applicant has requested 10 designated pickup and drop-off spaces in the shared Falcon Town Square parking lot. The City Code requires a minimum of 4 spaces, and discussions with property management are ongoing to confirm final parking allocations.

### **Analysis**

The proposed use is consistent with the intent of the B-3 zoning district, which supports neighborhood-serving commercial and community-oriented uses. Establishing a daycare center within Falcon Town Square represents a compatible reuse of existing space and will enhance the site's mixed-use character. The proposed hours of operation and anticipated traffic impacts are consistent with other commercial activities in the area.

Staff finds that the proposed use can be accommodated without negatively affecting adjacent properties and that all required permits and inspections will ensure compliance with local and state regulations prior to occupancy.

### **Planning Commission Public Hearing and Motion**

The Falcon Heights Planning Commission met and held a Public Hearing on Tuesday, October 28. The legal advisor, Dan Kennedy, presented for the



	<p>applicant, Nasro Nassib, and noted the requirements for compliance with state regulations and regular inspections. One resident from Falcon Heights Town Square senior apartments was in attendance, Mark Bourne, and presented his concerns around traffic flowing the wrong direction onto Larpenteur and low-hanging trees preventing the turn-view from vehicles when turning onto Arona. After some discussion around this, it was determined this was more of a code enforcement concern rather than the result of the application.</p> <p>The Planning Commission voted 6-0 to recommend approval to City Council, conditional on the daycare receiving state daycare licensing and a city business license.</p>
<b>Budget Impact</b>	None.
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Signed Planning Application</li> <li>• Daycare Center Floor Plan, Advertisement of Space</li> <li>• Ramsey County Maximum Child Care Rates</li> <li>• City Code Chapter 113, Division 3 – Conditional Use Permits</li> <li>• Public Hearing Notice - Posted</li> <li>• Public Hearing Notice - Newspaper</li> <li>• Newspaper Affidavit of Publication</li> <li>• Public Hearing Notice – Mailed Letter</li> <li>• Public Hearing Notice – Mailed Letter Addresses</li> <li>• Resolution 25-102 Approving a Conditional Use Permit for 1550 Larpenteur Ave West for a Child Daycare Center</li> </ul>
<b>Action(s) Requested</b>	<p>Staff recommends that the Falcon Heights City Council approve the following motion:</p> <ul style="list-style-type: none"> <li>• Motion to approve to Resolution 25-102 Approving a Conditional Use Permit for 1550 Larpenteur Ave West for a Child Daycare Center</li> </ul>



# City of Falcon Heights Planning Application

FOR INTERNAL USE:

Date received: 10/10/2025

Receipt: AP 48587639

## Action Requested By:

Name of Property Owner Tilden FP Falcon Heights Apartments LLC

Phone (h/c) \_\_\_\_\_ (w) \_\_\_\_\_

Address of Property Owner 6116 Executive Blvd, Ste 100, Rockville MD

Name of Applicant (if different) Nasro Nassib 20852-4938

Address 540 Broadway St #22 Phone 612-790-9661

## Property Involved:

Address 1550 Carpenter Avenue, Falcon Heights

Legal Description Falcon Heights TN SQ Second lot 1 Blk 1

Property Identification Number (PIN) 222923220148

## Present Use of Property (check one):

☐ Single Family Dwelling

☐ Duplex/Two Family Dwelling

☒ Multi Family Complex

☐ Business/Commercial

☐ Government/Institutional

☐ Vacant Land

## Action Requested (NON-REFUNDABLE):

☐ Variance (\$500.00)

☒ Conditional Use Permit (\$500.00)

☐ Rezoning, Zoning Amendment (\$500.00)

☐ Comprehensive Plan Amendment (\$550.00)

☐ Lot Split (\$250.00)

☐ Site Plan Review (\$100.00)

☐ Subdivision (Fee on request)

☐ Other (Please Specify) \_\_\_\_\_

The above Application Fees do not include any additional fees that might be required, including legal, engineering, consulting and additional City services. Applicants should meet with City Staff prior to submitting application to discuss applicable ordinances, required attachments, timelines and fees.

Credit card charges will incur a 3.1% + \$0.30 convenience fee.

## Brief Summary of Request (applicant may submit letter with details of request):

It is for a Childcare for mainly for the low income families  
who live in the buildings and local areas

I certify that all statements on this application are true and correct:

Signature of Property Owner (required)

Date: 10/16/2025

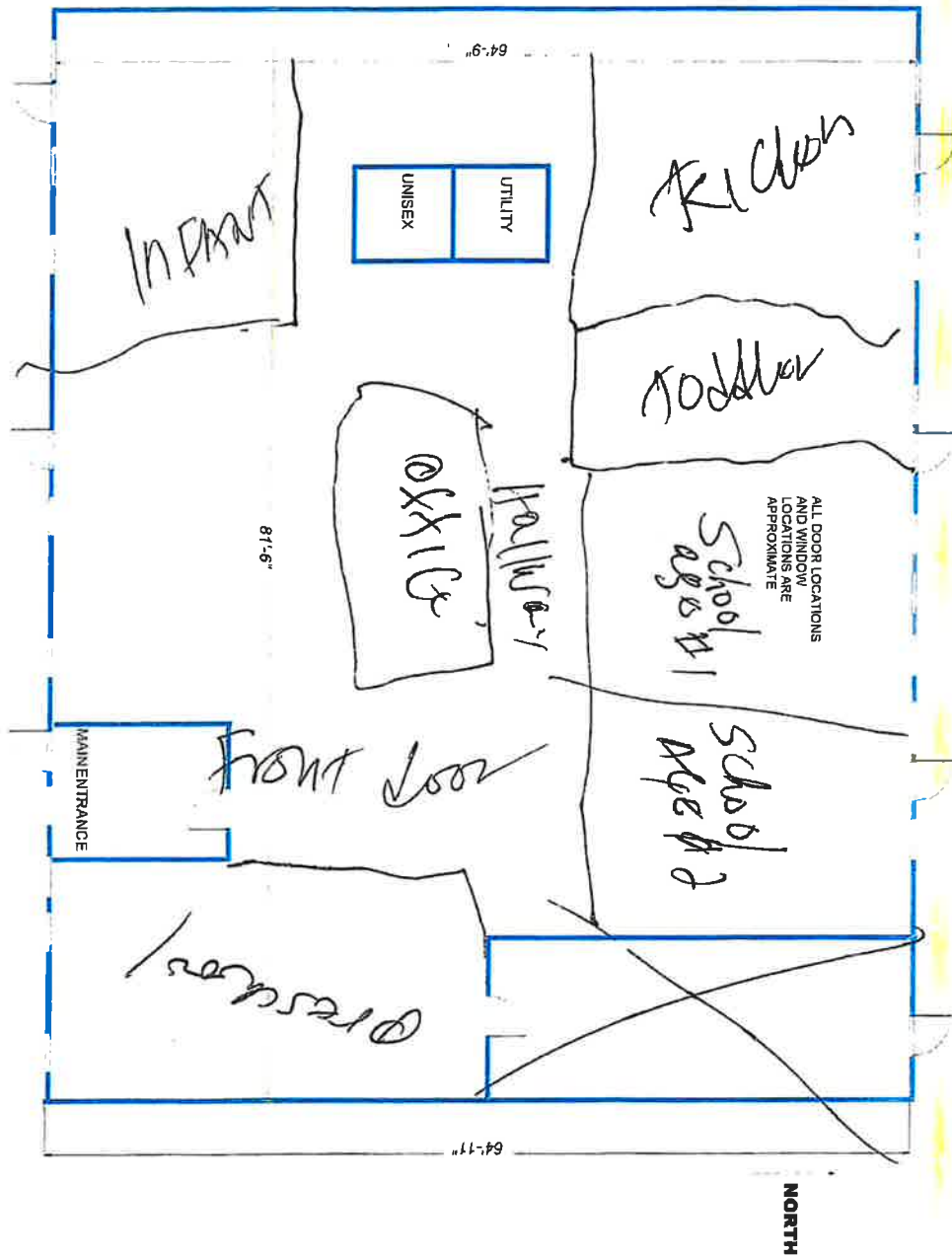
Signature of Applicant (if applicable)

Date: 10/19/25

Planning Commission meeting: 10/28/25

City Council meeting: \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_



# **FALCON HEIGHTS TOWN SQUARE**

## **1550 LARPENTEUR AVE W , FALCON HEIGHTS**

### **RETAIL SPACES AVAILABLE FOR LEASE**



Now offering two versatile retail suites in the vibrant Falcon Heights Town Square, ideally located at the corner of Snelling Avenue and Larpenteur Avenue—a high-traffic intersection with excellent visibility and customer draw.

#### **Available Suites:**

- Suite 153: 1,255 SF
- Suite 154/155: 4,388 SF (demisable)

#### **Property Highlights:**

- Prime mixed-use location with strong area demographics
- Retail access from both Snelling Ave and Larpenteur Ave
- Ample on-site parking is available for customers and staff
- High daily traffic counts ensure consistent foot traffic
- Ideal for a variety of retail, service, or office uses

Don't miss this opportunity to join a well-positioned center with strong co-tenancy and excellent visibility in the heart of Falcon Heights.

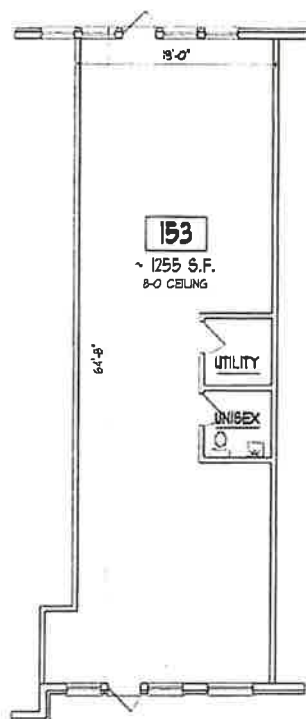




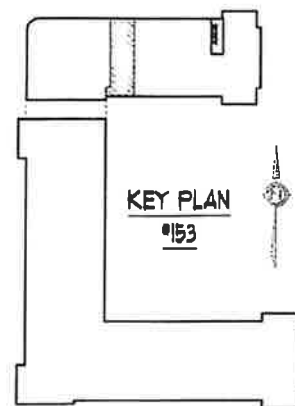
Multi use spaces  
demisable.



Access from either  
Larpenteur or Snelling.

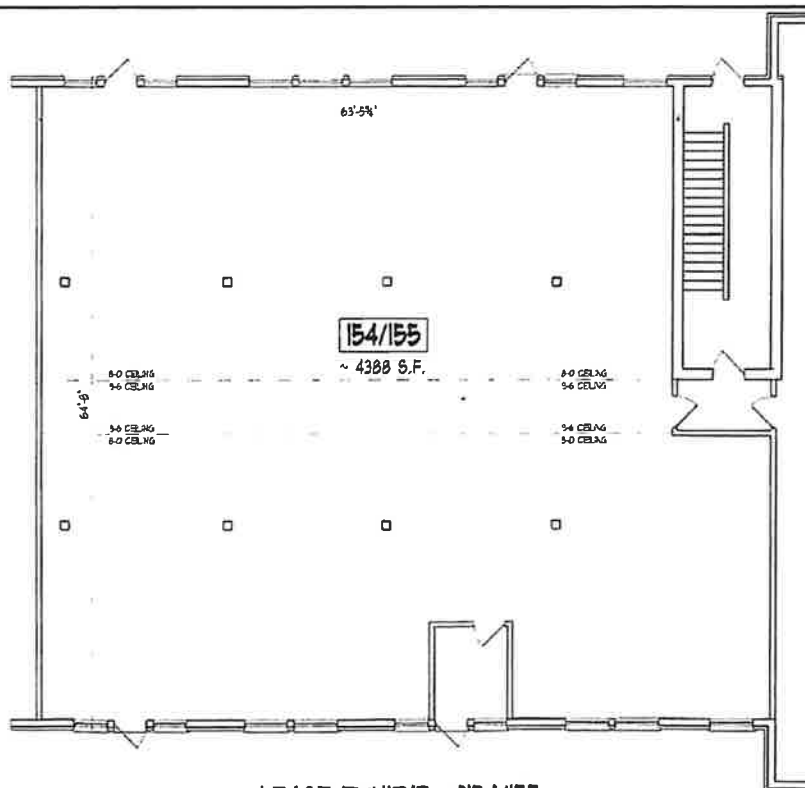


**LEASE EXHIBIT - #153**  
SCALE 1/8" = 1'-0"



**JIM MACKEY**  
**ARCHITECT**  
1723 LAFOND AVENUE  
ST. PAUL, MN 55104  
PHONE/FAX: 651-444-0869  
E-MAIL: jim.mackey.com  
REGISTRATION # 23018

**FALCON HEIGHTS**  
TOWN SQUARE  
APARTMENTS  
RETAIL SPACE  
550 LARPENTER AVE. W.  
FALCON HEIGHTS, MN

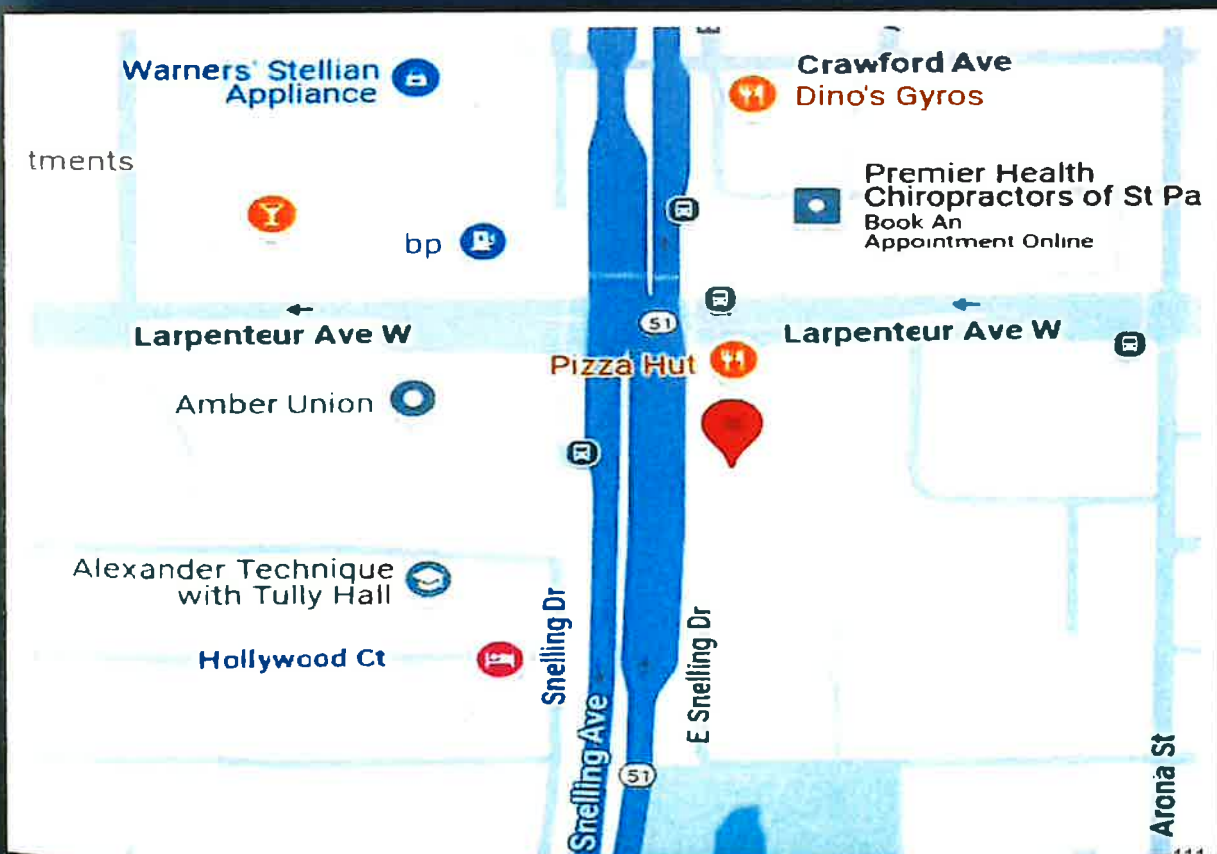
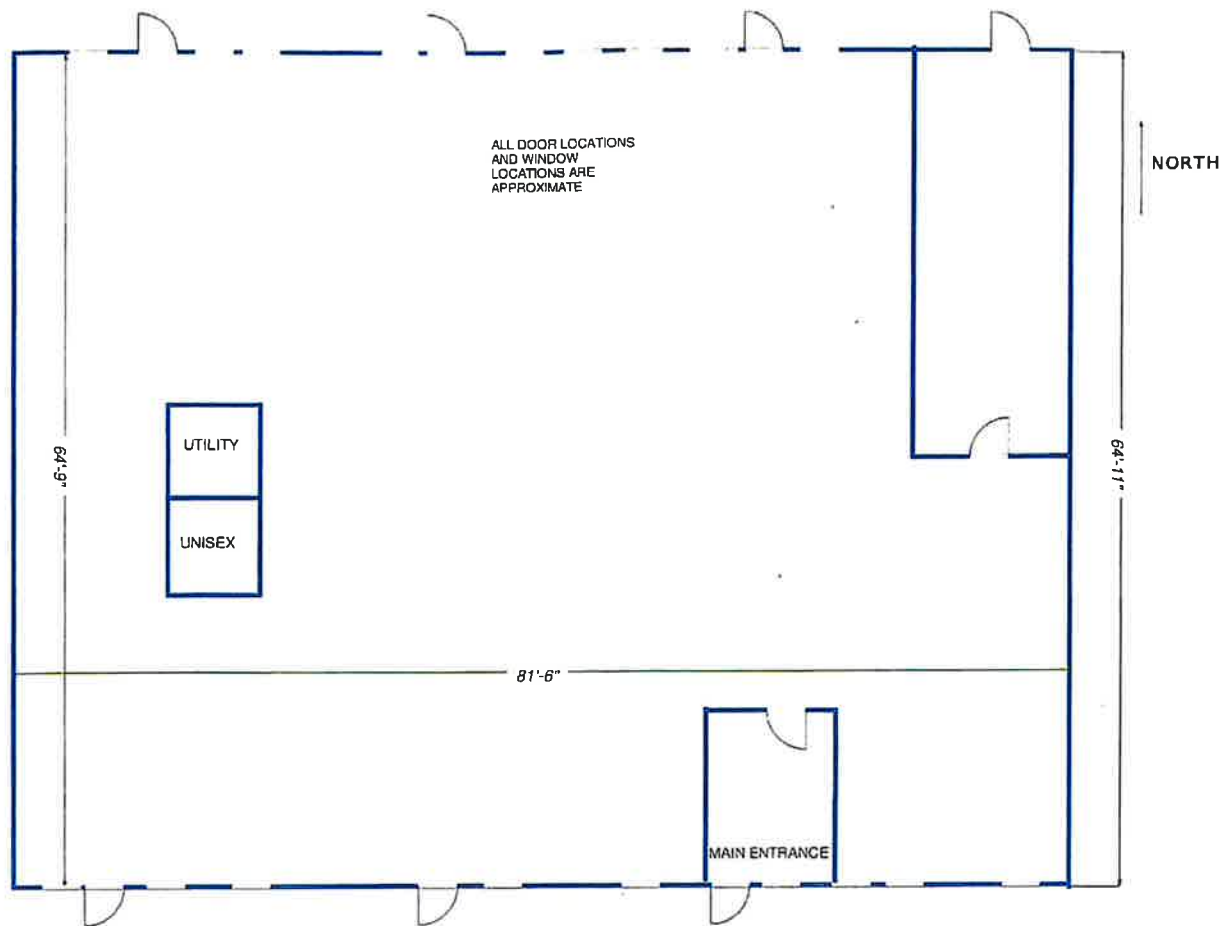


**LEASE EXHIBIT - #154/155**  
SCALE 1/8" = 1'-0"



**JIM MACKEY**  
**ARCHITECT**  
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REGISTRATION # 23018

**FALCON HEIGHTS**  
TOWN SQUARE  
APARTMENTS  
RETAIL SPACE  
550 LARPENTER AVE. W.  
FALCON HEIGHTS, MN





**i** Federal shutdown impact

Pending Supplemental Nutrition Assistance Program (SNAP) applications cannot be approved until further notice. [Read more.](#)

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# Maximum Child Care Rates

Assistance

Rates are effective January 6, 2025.

- Seniors

## Child Care Centers

- People with Disabilities

Care Type	Rate Type	Infant	Toddler	Preschool	School
Standard	Weekly	\$512.40	\$462	\$398.40	\$375
	Hourly	\$26	\$24	\$21	\$21
	Full Day	\$261	\$230.40	\$200	\$132
Accredited Parent aware 3 star rating	Weekly	\$589.26	\$531.30	\$458.16	\$431.25
	Hourly	\$29.90	\$27.60	\$24.15	\$24.15
	Full day	\$300.15	\$264.96	\$230	\$151.80
Parent aware 4 star rating	Hourly	\$31.20	\$28.80	\$25.20	\$25.20
	Full day	\$313.20	\$276.48	\$240	\$158.40

- Veterans Assistance

- Financial Assistance

- Emergency Assistance

- Cash Assistance

- Food Assistance

- Health Care Assistance

- Child Care Assistance

- Frequently Asked Questions

- Maximum Child Care Rates

## Licensed Family Child Care

- Financial Assistance

Care Type	Rate Type	Infant	Toddler	Preschool	School
	Weekly	\$250	\$250	\$230	\$205



### DIVISION 3 - CONDITIONAL USE PERMITS

#### ***Sec. 113-83 - Purpose and public policy***

Conditional uses are those uses authorized by this chapter which require special planning consideration due to traffic circulation and access needs or impacts, operational characteristics, proximity to other similar uses, impact on neighboring property, etc., and which therefore need special conditions imposed to establish or control these factors in order to protect the public health, safety and welfare and to assure compliance and harmony with the comprehensive plan of the city. In the enactment of the ordinance from which this chapter is derived, the city recognizes that there are certain uses that, because of their characteristics, limited number, or unique character, cannot be classified into any particular district or districts without providing for such districts extensive regulatory provisions herein. It is also recognized that there may be uses that are not provided for in this chapter. Certain uses, while generally not suitable in a particular zoning district, may, under some circumstances and conditions be suitable. A conditional use permit shall apply to the use and land and not to a particular person or firm; any change in land ownership, lease, rental, occupancy or similar change shall not affect the permit or its conditions except as may be specifically authorized and required by the city. Conditional use permits may be issued for any of the following:

- (1) Any of the uses or purposes for which such permits are required or permitted by the provisions of this chapter.
- (2) Public utility or public service uses or public buildings in any district when found to be necessary for the public health, safety, convenience or welfare.
- (3) To permit the location of any of the following uses in a district from which they are excluded by the provisions of this chapter: library, community center, church, hospital, any institution of an educational, philanthropic or charitable nature, cemetery or mausoleum.

#### ***Sec. 113-84 - Application; information required***

- (a) *Generally; fee.* Any owner of property, or a person holding a contract to purchase property, or an optionee holding an option conditioned solely on the grant of a conditional use permit; or the duly authorized agent of such applicant, may make application for a conditional use permit; however, any proceedings to classify certain uses as conforming uses may be initiated either by such application or by the city council or by the city planning commission. The application shall be made on forms prepared by the zoning administrator, and filed with him or her. The application shall contain the section number of the chapter which permits the issuance of the permit, a brief statement describing the use and why the applicant feels that it can be permitted, a statement of the ownership interest in the property of the applicant, as well as the additional information required below. An application for a conditional use permit shall be accompanied by payment of a fee as set from time to time by the city council in addition to the regular building permit fee, if any.
- (b) *Site plan and graphic or written material; location map, etc.* A site plan and supplementary graphic or written material shall be provided with the application, containing the following

information and/or such additional or lesser information as may be required by the zoning administrator:

- (1) Name, address, and legal description of project/development.
- (2) Location map, showing zoning district boundaries including area within one-half mile of the site.
- (3) Name and mailing address of developer/owner and engineer/architect.
- (4) Date of plan preparation.
- (5) Scale and a north point indicator.
- (6) Boundary line of property with their dimensions.
- (7) Location identification and dimensions of existing and proposed:
  - a. Topographic contours of minimum intervals of two feet.
  - b. Adjacent streets and on-street right-of-way.
  - c. On-site streets and street right-of-way.
  - d. All utility and utility right-of-way easements.
  - e. Lighting plan, showing the lighting of parking areas, walks, security lights and driveway entrance lights.
  - f. Buildings and structures including:
    1. Elevation drawings of all proposed building and structures with dimensions.
    2. Elevation, height above mean sea level of all floors and roofs, when structure is sited in an area prone to flooding as determined by the city engineer.
    3. Gross square footage of existing and proposed buildings and structures.
    4. Exterior finish materials.
    5. Type of business, proposed number of employees, and times of operations.
  - g. All parking facilities.
  - h. Water bodies and drainage ditches.
  - i. Fences and retaining walls.
  - j. Landscape plan, showing size and species of each planting.
  - k. On- and off-site traffic flow.
  - l. Parking plan.
- (8) Site statistics including square footage, percentage of coverage, dwelling unit density, and percentage of park or open space.
- (9) Names and addresses of the owners of all property abutting the subject property, as contained in the current real estate tax rolls, including property located across the street, avenue or alley from the subject property.

***Sec. 113-85 - Hearing; development standards***

- (a) *Public hearing.* The planning commission shall hold a public hearing preceded by ten days' published and mailed notice. Mailed notice should be given to property owners within 350 feet of the property for which the conditional use permit is sought.
- (b) *Review of applicant's plan.* The planning commission and/or council shall consider to what extent the applicant's plan minimizes possible adverse effects of the proposed conditional use, what modifications to the plan and what conditions on approval could further minimize the adverse effects of the proposed use.
- (c) *General requirements.* The following development standards shall be considered general requirements for all conditional use permits except as hereinafter provided:
  - (1) The land area and setback requirements of the property containing such a use or activity meet the minimums established for the district.
  - (2) When abutting a residential use, the property shall be screened and landscaped.
  - (3) Where applicable, all city, county, state and federal laws, regulations and ordinances shall be complied with and all necessary permits secured.
  - (4) Signs shall not adversely impact adjoining or surrounding residential uses.
  - (5) Adequate off-road parking and loading shall be provided. Such parking and loading shall be screened and landscaped from abutting residential uses.
  - (6) The road serving the use or activity must be of sufficient design to accommodate the proposed use or activity, and such use or activity shall not generate such additional extra traffic as to create a nuisance or hazard to existing traffic or to surrounding land use.
  - (7) All access roads, driveways, parking areas, and outside storage, service, or sales areas shall be surfaced or grassed to control dust and drainage.
  - (8) All open and outdoor storage, sales and service areas shall be screened from view from public streets and from abutting residential uses or districts.
  - (9) All lighting shall be designed to prevent any direct source of light being visible from adjacent residential areas or from the public streets.
  - (10) The use or activity shall be properly drained to control surface water runoff.
  - (11) The architectural appearance and functional plan of the building and site shall not be so dissimilar to the existing buildings or area as to cause impairment in property values or constitute a blighting influence.
  - (12) The proposed water, sewer and other utilities shall be capable of accommodating the proposed use.
  - (13) That the proposed use conforms to the comprehensive municipal plan. Such a finding shall be based upon the following considerations:
    - a. That certain uses may not be considered appropriate within the interior of residential neighborhoods because of noise, traffic, or other conditions that would tend to affect adversely the residential character of the neighborhood and possibly reduce property

values. These uses are considered appropriate only on the periphery of residential neighborhoods, or under such conditions as the planning commission may deem proper. The uses may represent "buffer" uses for those areas lying between single-family dwellings and nonresidential uses.

- b. That certain uses are considered, as a rule, unsuitable in business districts because of inherent business characteristics (e.g. traffic, noise, glare), proximity to residential areas, the fact that they tend not to serve nearby residential areas, or may adversely affect nearby permitted business uses.
- c. That certain temporary uses that are generally not suitable within a particular zoning district are potentially suitable on a temporary basis. This may be due to the lack of development on existing property, to a short-term need (such as highway construction), or to a limited degree of adverse effects upon adjacent land use.
- (d) *Exceptions.* These standards shall be strictly applied unless it is found in the particular case that the community safety, health and welfare can as well or better be served by modifying them. Any special requirements applicable to the particular case that are imposed elsewhere in this chapter shall be met in each case.
- (e) *Recommendations.* When applications are reviewed by the planning commission but acted upon by the city council, the planning commission shall recommend to the city council whatever action it deems advisable, including all recommended conditions on the granting of the conditional use permit.

#### ***Sec. 113-86 - Action***

In acting upon applications for conditional use permits, consideration shall be given to the effect of the proposed use upon the health, safety, morals, comfort, convenience and welfare of the occupants of the surrounding lands, existing and anticipated traffic conditions, including parking facilities on adjacent sites. When applications are reviewed by the planning commission but acted upon by the city council, the city council may hold whatever public hearings it deems advisable or may return the application to the planning commission for further consideration.

- (1) *Approval.* If it is determined that the general and special requirements of this chapter will be satisfied by the applicant's plan, the city may grant such permit and may impose conditions relating to the general and special requirements in each case, including durational conditions. Approval shall be by resolution.
- (2) *Denial.* Conditional use permits may be denied by resolution. Such resolution shall state the reasons for denial, but may incorporate by reference the minutes and recommendations of the planning commission, staff reports, hearing testimony and any other material relevant to the decision.

#### ***Sec. 113-87 - Violations; termination***

If compliance with all of the conditions of the conditional use permit has not taken place within the time prescribed by the city, the permit is deemed terminated, unless the council, in its sole discretion, extends the time for compliance for an additional permit not to exceed one year.

Any violation of a continuing condition shall be grounds for revocation of the conditional use permit, after notice of violation served upon the permit holder in the manner of a civil summons at least ten days prior to hearing, and upon the council finding at the revocation hearing that the condition violated remains necessary to carry out the purposes of this section and that the permit holder is unable or unwilling to satisfy the condition. Such finding shall be made by majority vote, upon the preponderance of the evidence presented by the zoning administrator and anyone appearing on behalf of the permit holder.

***Sec. 113-88 - Performance bond***

The city may require a performance bond or other security, to guarantee performance of the conditions in any case where such performance is not otherwise guaranteed. Such security shall be provided prior to the issuance of building permits or initiation of work on the proposed improvements or development and shall be in an amount 1.25 times the approved estimated costs of labor and materials for the proposed improvements or development.

# CITY OF FALCON HEIGHTS, MINNESOTA

## PUBLIC HEARING NOTICE

**NOTICE IS HEREBY GIVEN**, that the Planning Commission at its regular meeting at 7:00 p.m. on October 28, 2025, in the City Hall Council Chambers, 2077 W. Larpenteur Ave, will hold a public hearing to consider the application for a Conditional Use Permit for a child care / daycare center to be located in a portion of the building at 1550 Larpenteur Ave W, Falcon Heights, MN 55113 (Falcon Heights Town Square).

The application and other planning documents will be available upon request no later than Friday, October 24, 2025. It will also be available on the City's website at [www.falconheights.org](http://www.falconheights.org). If you have any questions regarding the public hearing, please contact Hannah Lynch, Community Development Coordinator at (651) 792-7613 or [hannah.b.lynch@falconheights.org](mailto:hannah.b.lynch@falconheights.org).

Dated: October 16, 2025



---

Hannah B. Lynch, Community Development Coordinator  
City of Falcon Heights, Minnesota

**CITY of FALCON HEIGHTS**  
***PUBLIC HEARING NOTICE***

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**AFFIDAVIT OF PUBLICATION  
STATE OF MINNESOTA  
COUNTY OF RAMSEY**

I, Kayla Tsuchiya, being duly sworn on oath, says:  
that she is, and during all times herein state has been,  
Inside Sales Representative of Northwest Publication,  
LLC., Publisher of the newspaper known as the Saint  
Paul Pioneer Press, a newspaper of General circulation  
within the City of St. Paul and the surrounding Counties  
of Minnesota and Wisconsin including Ramsey and  
Kanabec. That the notice hereto attached was cut from  
the columns of said newspaper and was printed and  
published therein on the following date(s):

**Saturday, October 18, 2025**

**Monday, October 20, 2025**

**Newspaper Ref./AD Number#: 71535185**

**Client/Advertiser: City of Falcon Heights**

Kayla Tsuchiya

Kayla Tsuchiya (Oct 21, 2025 11:02:37 CDT)

**AFFIANT SIGNATURE**

**Subscribed and sworn to before me this**

**21st day of October, 2025**

**True Lee**

True Lee

True Lee (Oct 21, 2025 13:05:25 CDT)

**NOTARY PUBLIC**

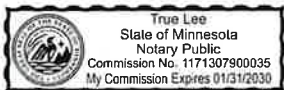
**Ramsey County, MN**

**My commission expires January 31, 2030**

**CITY of FALCON HEIGHTS  
PUBLIC HEARING NOTICE**

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# CITY OF FALCON HEIGHTS

2077 Larparenteur Avenue W  
Falcon Heights, MN 55113

THE CITY THAT SOARS!

P: 651-792-7600  
F: 651-792-7610

October 16, 2025

Dear Property Owner or Resident:

You are hereby notified that the City of Falcon Heights has received an application for a conditional use permit for a child care/daycare center to be located in a portion of the building at 1550 Larparenteur Ave W, Falcon Heights, MN 55113 (Falcon Heights Town Square). The Falcon Heights City Code requires a conditional use permit for child care centers in the B-3 Snelling and Larparenteur Community Business District.

**The Planning Commission will meet and hold a Public Hearing on this matter on Tuesday, October 28, 2025 at 7:00 PM at Falcon Heights City Hall, 2077 Larparenteur Avenue West, Falcon Heights, MN 55113.**

During the meeting on Tuesday, October 28, city staff will present information regarding the conditional use permit. The Planning Commission will also hear public comment and discuss before making a recommendation to City Council.

The application and other planning documents will be available upon request no later than Friday, October 24, 2025. It will be also be available on the City's website. If you have questions or comments before the hearing, you may contact City Hall at 651-792-7600 or myself directly at [hannah.b.lynch@falconheights.org](mailto:hannah.b.lynch@falconheights.org).

Sincerely,

Hannah B. Lynch  
Community Development Coordinator / Planner

RESIDENT  
1502 IDAHO AVENUE WEST  
FALCON HEIGHTS, MN 55108

RESIDENT  
1512 IDAHO AVENUE WEST  
FALCON HEIGHTS, MN 55108

RESIDENT  
1604 HOLLYWOOD COURT  
FALCON HEIGHTS, MN 55108

RESIDENT  
1513 IOWA AVENUE WEST  
FALCON HEIGHTS, MN 55108

RESIDENT  
1607 HOLLYWOOD COURT  
FALCON HEIGHTS, MN 55108

RESIDENT  
1688 ARONA STREET APARTMENT 1  
FALCON HEIGHTS, MN 55113

RESIDENT  
1688 ARONA STREET APARTMENT 2  
FALCON HEIGHTS, MN 55113

RESIDENT  
1688 ARONA STREET APARTMENT 3  
FALCON HEIGHTS, MN 55113

RESIDENT  
1688 ARONA STREET APARTMENT 4  
FALCON HEIGHTS, MN 55113

RESIDENT  
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FALCON HEIGHTS, MN 55113

RESIDENT  
1688 ARONA STREET APARTMENT 6  
FALCON HEIGHTS, MN 55113

RESIDENT  
1688 ARONA STREET APARTMENT 7  
FALCON HEIGHTS, MN 55113

RESIDENT  
1688 ARONA STREET APARTMENT 8  
FALCON HEIGHTS, MN 55113

RESIDENT  
1688 ARONA STREET APARTMENT 9  
FALCON HEIGHTS, MN 55113

RESIDENT  
1688 ARONA STREET APARTMENT 10  
FALCON HEIGHTS, MN 55113

RESIDENT  
1511 LARPEN TEUR AVENUE WEST  
APARTMENT 1  
FALCON HEIGHTS, MN 55113

RESIDENT  
1511 LARPEN TEUR AVENUE WEST  
APARTMENT 2  
FALCON HEIGHTS, MN 55113

RESIDENT  
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APARTMENT 3  
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RESIDENT  
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APARTMENT 10  
FALCON HEIGHTS, MN 55113

RESIDENT  
1533 LARPEN TEUR AVENUE WEST  
FALCON HEIGHTS, MN 55113

RESIDENT  
1537 LARPEN TEUR AVENUE WEST  
FALCON HEIGHTS, MN 55113

RESIDENT  
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RESIDENT  
1545 LARPEN TEUR AVENUE WEST  
FALCON HEIGHTS, MN 55113

RESIDENT  
1549 LARPEUR AVENUE WEST  
FALCON HEIGHTS, MN 55113

RESIDENT  
1551 LARPEUR AVENUE WEST  
FALCON HEIGHTS, MN 55113

RESIDENT  
1553 LARPEUR AVENUE WEST  
FALCON HEIGHTS, MN 55113

RESIDENT  
1555 LARPEUR AVENUE WEST  
FALCON HEIGHTS, MN 55113

RESIDENT  
1557 LARPEUR AVENUE WEST  
FALCON HEIGHTS, MN 55113

RESIDENT  
1557 LARPEUR AVENUE WEST  
UNIT B  
FALCON HEIGHTS, MN 55113

RESIDENT  
1504 LARPEUR AVENUE WEST  
APARTMENT 1  
FALCON HEIGHTS, MN 55113

RESIDENT  
1504 LARPEUR AVENUE WEST  
APARTMENT 2  
FALCON HEIGHTS, MN 55113

RESIDENT  
1504 LARPEUR AVENUE WEST  
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RESIDENT  
1510 LARPEUR AVENUE WEST  
APARTMENT 1  
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FALCON HEIGHTS, MN 55113

RESIDENT  
1530 LARPEUR AVENUE WEST  
APARTMENT 100  
FALCON HEIGHTS, MN 55113

RESIDENT  
1530 LARPEUR AVENUE WEST  
APARTMENT 101  
FALCON HEIGHTS, MN 55113

RESIDENT  
1530 LARPEUR AVENUE WEST  
APARTMENT 102  
FALCON HEIGHTS, MN 55113

RESIDENT  
1530 LARPEUR AVENUE WEST  
APARTMENT 103  
FALCON HEIGHTS, MN 55113



RESIDENT  
1530 LARPENTEUR AVENUE WEST  
APARTMENT 221  
FALCON HEIGHTS, MN 55113

RESIDENT  
1530 LARPENTEUR AVENUE WEST  
APARTMENT 222  
FALCON HEIGHTS, MN 55113

RESIDENT  
1530 LARPENTEUR AVENUE WEST  
APARTMENT 301  
FALCON HEIGHTS, MN 55113

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1530 LARPENTEUR AVENUE WEST  
APARTMENT 302  
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RESIDENT  
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APARTMENT 303  
FALCON HEIGHTS, MN 55113

RESIDENT  
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APARTMENT 304  
FALCON HEIGHTS, MN 55113

RESIDENT  
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FALCON HEIGHTS, MN 55113

RESIDENT  
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FALCON HEIGHTS, MN 55113

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FALCON HEIGHTS, MN 55113

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FALCON HEIGHTS, MN 55113

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FALCON HEIGHTS, MN 55113

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FALCON HEIGHTS, MN 55113

RESIDENT  
1530 LARPENTEUR AVENUE WEST  
APARTMENT 315  
FALCON HEIGHTS, MN 55113

RESIDENT  
1530 LARPENTEUR AVENUE WEST  
APARTMENT 316  
FALCON HEIGHTS, MN 55113

RESIDENT  
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FALCON HEIGHTS, MN 55108



**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

November 12, 2025

No. 25-102

**RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR 1550 LARPENTEUR AVE  
WEST FOR A CHILD DAYCARE CENTER**

**WHEREAS**, Nasro Nassib, with consent from property owner Tilden FP Falcon Heights Apartments LLC, applied for a conditional use permit for a child daycare center at 1550 Larpenteur Ave West, Falcon Heights, MN 55113 (Falcon Heights Town Square); and

**WHEREAS**, the property has a parcel ID of 222923220148; and

**WHEREAS**, the property has a tax description of Falcon Hghts TN SQ Second Lot 1 Block 1; and

**WHEREAS**, the City received a Planning Application dated October 9, 2025; and

**WHEREAS**, the Falcon Heights Planning Commission reviewed the application and held a public hearing on October 28, 2025, and finds the application consistent with City Code; and

**WHEREAS**, The Falcon Heights Planning Commission recommends approval of the conditional use permit for a child daycare center conditional on receiving state daycare licensing and a City of Falcon Heights business license; and

**WHEREAS**, the Falcon Heights City Council reviewed the application and staff report at its regular meeting on November 12, 2025 and finds the use to be consistent with City Code.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Falcon Heights, Minnesota, that the Conditional Use Permit for a child daycare center at 1550 Larpenteur Ave W is approved, conditional on the following items:

1. Obtaining a childcare operating license from the Minnesota Department of Children, Youth, and Families; and
2. Obtaining a City of Falcon Heights municipal business license.

**ADOPTED** by the Falcon Heights City Council this 12<sup>th</sup> day of November, 2025.

Moved by:

Mielke

GUSTAFSON

LEEHY

MEYER

WASSENBERG

MIELKE


5 In Favor

0 Against

Approved by:

  
Randall C. Gustafson  
Mayor

Attested by:

  
Jack Linehan  
City Administrator

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## REQUEST FOR COUNCIL ACTION (RCA)

<b>Meeting Date</b>	November 12, 2025
<b>Agenda Item</b>	Policy H2
<b>Attachment</b>	Draft Admin Manual – Section II, Commissions
<b>Submitted By</b>	Hannah Lynch, Community Development Coordinator

<b>Item</b>	City Commission Admin Manual Updates
<b>Description</b>	<p>Following the June 25, 2025 City Council meeting, Commissioner pay was implemented. After working through the first two months of this, there were discrepancies noted between sections within the Admin Manual and City Code.</p> <p>In Section II, VI(4), the Admin Manual stated that all commissioners would receive \$50 per meeting attended. In Section II, VIII(2), the Admin Manual stated that if a Commissioner did not notify the Staff Liaison of their absence by 3 PM on the day of the meeting and that unnotified absence led to a lack of quorum, they would not receive their \$50 stipend. This part of the Admin Manual reads as though if an absence is notified by 3 PM and there is still lack of quorum, they would receive their \$50 stipend.</p> <p>Staff has discussed internally and after reviewing City Code and the Admin Manual, the intent is for Commissioners to be paid only per meeting attended. The drafted changes clarify this, and also add a provision that if a meeting is cancelled due to lack of quorum after Commissioners have arrived at City Hall for the scheduled meeting, those in attendance would receive their stipend. If the meeting is cancelled due to lack of quorum and the cancellation is communicated to Commissioners by 4:30 PM on the day of the meeting, no stipend would be paid since Commissioners did not arrive on site for the meeting. This also clarifies that regardless of the absence being communicated (excused) or not communicated (unexcused), no stipend would be paid to the Commissioner.</p> <p>The intent of these changes are to clarify when a Commissioner would and would not be paid for a meeting, and to allow for the payment to Commissioners who show up for a meeting and quorum is lacking due to unnotified absences, but not paying Commissioners for a cancelled meeting that is communicated with enough time to notify everyone.</p>
<b>Budget Impact</b>	No change.
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>Draft Admin Manual – Section II, Commissions</li> </ul>

<b>Action(s) Requested</b>	<p>Staff recommends that the Falcon Heights City Council approve the following motion:</p> <ul style="list-style-type: none"> <li>• Motion to approve to modify the Administrative Manual with the drafted edits to Section II – City Commissions.</li> </ul>
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# City of Falcon Heights Administrative Manual

## Section II Commissions

**Appointments, Membership, and Operations**

## **I. Purpose**

The purpose of this policy is to formalize the procedures and expectations for appointment, participation, and conduct of members serving on city commissions. Commissions serve as advisory bodies to the city council and are integral to public engagement and effective municipal governance.

## **II. General Policy**

The City of Falcon Heights seeks to promote open and equitable access to public service through commissions, reflecting the city's diversity and encouraging citizen participation in governance. Commissioners provide insight, review policies, and make recommendations to the city council.

## **III. Commission Structure**

### **A. Standing Commissions**

The City Council has established the following standing commissions:

- Planning Commission
- Parks and Recreation Commission
- Community Engagement Commission
- Environment Commission

Additional ad-hoc committees may be created by the council as needed but are not covered under this section.

### **B. Membership**

Each commission may consist of up to seven (7) members, including one optional Youth Commissioner (excluding the Planning Commission). A majority of members must be Falcon Heights residents unless otherwise specified.

## **IV. Appointment Process**

### **A. Recruitment and Application**

1. Vacancy notice: All vacancies are advertised for a period of at least 30 days with a post and end date stated. Vacancies are advertised through the city website, e-newsletter, and

may also be advertised on social media. Applications received after the stated end date shall not be considered.

2. Term vacancies: Openings can be advertised starting 30 days prior to the end of a commissioner's second term.
3. Resignation vacancies: vacancies due to resignation or removal are announced following formal acceptance by the council. New commissioners appointed following a resignation or removal vacancy would be eligible to serve full terms as outlined in Section IV C.
4. Application: All applicants must submit a completed application including contact information, interest statement, relevant experience, and availability. Applications will not be saved for future consideration.

## **B. Appointment**

1. Applications for a city commission are collected by staff when a vacancy occurs as outlined in Section IV A.
2. Applications will be reviewed in a reasonable time frame by an interview committee consisting of the Staff Liaison, Commission Chair or senior ranking officer, and City Council Liaison to that commission. The interview committee will interview applicants and make a recommendation for appointment based on the applicant's application and interview to select the most qualified candidate for the commission. The criteria for determining the most qualified applicant is their ability to reflect the General Purpose as outlined in Section II.
3. The Mayor has the opportunity to review the recommendation of the selected applicant and reach out directly to the applicant if additional information is requested.
4. Appointments are made by majority vote of the City Council as a consent agenda item following a recommendation from the interviewing committee.
5. Commissioners may be reappointed up to a maximum of two consecutive terms, unless otherwise approved by the Council.

## **C. Term**

1. Regular commissioners serve three-year terms, with up to one reappointment allowed consecutively. Upon completion of service on one commission, commissioners are eligible for appointment to another commission, or after a period of at least one year, for appointment to the same commission on which they termed out of one year prior.
2. Youth Commissioners serve one-year terms and may be reappointed up to two times.
3. Terms begin on the date of appointment by the City Council, not a fixed annual schedule.

## **D. Resignation and Removal**

1. Resignations must be submitted in writing and formally accepted by the Council before a vacancy is filled.
2. Commissioners may be removed by a majority vote of the Council for any reason, including but not limited to poor attendance.



## V. Youth Commissioners

### A. Role and Eligibility

1. Youth Commissioners are full voting members and count toward quorum.
2. Must be residents of Falcon Heights and between ages 16–18. \*If a youth commissioner would turn 19 years of age during their appointed term and seek reappointment, they must then be appointed as a regular commissioner, as vacancy allows.
3. Enrolled in high school or equivalent education program.

### B. Appointment and Term

- Appointed through the standard process.
- Serve one-year terms from date of appointment.
- May serve up to three total terms. The maximum term shall not exceed six years total, as a mixture of youth and regular commission years served consecutively.

## VI. Stipends and Compensation

1. All commissioners, including youth members and officers, receive a \$50 stipend per formally noticed meeting attended, provided they are present for the majority of the meeting.
2. Stipends are paid through a sign-in record and processed as employee W-2 income.
3. Commissioners may decline compensation and serve voluntarily.
4. Commissioners receive stipends even if a meeting is canceled for lack of quorum, as long as attendance is pre-communicated with Staff Liaison (see VIII). If a meeting is held and it is determined there is a lack of quorum at the time of the meeting, all commissioners in attendance will receive their stipend. If the meeting is cancelled prior to commissioners arriving for the meeting, a stipend will not be paid.

**Commented [HL1]:** This assumed commissioners would tell the staff liaison that they planned to attend. Most of the time we only hear from them if they will NOT be attending. If everyone shows up for a meeting and there is no quorum, those that took the time to show up should be paid. If a meeting is cancelled by the end of the work day (4:30 PM) and commissioners are given notice of the cancellation, a stipend should not be paid since the meeting did not happen and no one showed up.

## VII. Orientation and Onboarding

1. The Staff Liaison will provide new member orientation before or shortly after appointment, including overview of commission duties, policies, and open meeting laws.
2. Officers and continuing commissioners are encouraged to assist with recruitment and mentorship of new members.

## VIII. Attendance and Participation

1. Regular attendance is expected. Missing more than 25% of scheduled meetings or three consecutive unexcused absences may result in removal.
2. Members should notify the Staff Liaison in advance of absences. If an absence is not communicated to the Staff Liaison by 3:00 PM the day of the meeting and the absence results in a meeting being held with a lack of quorum, ~~this Member shall not receive their monthly stipend due to a non-communicated absence resulting in lack of quorum. this absence will be counted as unexcused.~~
3. Members may be asked, on occasion to lead a project and/or to volunteer their time at events.
- ~~3.4. Any absence, excused or unexcused, will result in nonpayment of the \$50 stipend.~~

**Commented [HL2]:** Regardless of if there is quorum or not, if the member is not in attendance, member should not be paid. See VI(1) above. \$50 per meeting ATTENDED.

## IX. Meeting Procedures and Reporting

1. Commissions meet at least quarterly and follow the Minnesota Open Meeting Law.
2. Each commission shall:
  - o Elect officers annually.
  - o Keep public records of actions.
  - o Submit formal reports or requests to the City Council regarding policies or recommendations pursuant to their purpose as defined in City Code.

## X. Staff and Council Liaisons

1. Each commission is assigned a Staff Liaison to assist with agendas, provide policy guidance, ensure communication with city departments.
2. A Council Liaison may be assigned annually to foster communication between the council and commission.

## XI. Conflicts and Communications

1. Members must distinguish between personal opinions and official commission recommendations when speaking publicly.
2. Recommendations requiring City Council action must be submitted through the Staff Liaison to the City Administrator for agenda placement.