

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

AGENDA
March 11, 2026 at 7:00 P.M.

- A. CALL TO ORDER: *7:10 p.m.*
- B. ROLL CALL: GUSTAFSON MAY MOGEN
MIELKE WASSENBERG
STAFF PRESENT: LINEHAN
- C. APPROVAL OF AGENDA *Moegen 5-0*
- D. PRESENTATION
- E. APPROVAL OF MINUTES: *Mielke*
1. February 11, 2026 City Council Regular Meeting Minutes
2. February 25, 2026 City Council Workshop Minutes
3. February 25, 2026 City Council Regular Meeting Minutes
- F. PUBLIC HEARINGS:
- G. CONSENT AGENDA: *Gustafson 5-0*
1. General Disbursements through 3/6/26: \$327,252.36
Payroll through 2/26/26: \$24,748.24
Wire Payments through 3/6/26: \$16,495.10
2. Approval of Resolution 26-19 Authorizing the Surplus of Various Public Works Machinery
3. Approval of Resolution 26-20 Reappointing Jake Anderson to the Planning Commission
4. Approval of Job Position Reclassification of Assistant Finance Director to Finance Director Position
5. Approval of Resolution 26-21 Appointing Alyssa Landberg as Finance Director
6. Approval of Resolution 26-22 Awarding the Contract for Sanitary Sewer Televising and Cleaning to American Environmental LLC
7. Approval of Resolution 26-23 Awarding a Contract to Municode for Online Code Hosting Services
8. Approval of the City Council Standing Rules as Modified
- H. POLICY ITEMS:
- I. INFORMATION / ANNOUNCEMENTS:

J: COMMUNITY FORUM:

Please limit comments to 3 minutes per person. Items brought before the Council will be referred for consideration. Council may ask questions for clarification, but no council action or discussion will be held on these items.

K: ADJOURNMENT:

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

MINUTES
February 11, 2026 at 7:00 P.M.

A. CALL TO ORDER: 7:04 PM

B. ROLL CALL: GUSTAFSON_X_ MAY_X_ MOGEN_X_

MIELKE_X_ WASSENBERG_X_

STAFF PRESENT: LINEHAN_X_

C. APPROVAL OF AGENDA

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

D. PRESENTATION

E. APPROVAL OF MINUTES:

1. January 28, 2026 City Council Workshop Meeting Minutes
2. January 28, 2026 City Council Regular Meeting Minutes

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

F. PUBLIC HEARINGS:

G. CONSENT AGENDA:

1. General Disbursements through 2/5/26: \$118,354.66
Payroll through 1/29/26: \$24,108.90
Wire Payments through 1/29/26: \$16,340.42
2. Approval of City Licenses
3. Approval of Public Works' Purchase of a 2017 Elgin Pelican NP Street Sweeper
4. Approval of General Fund Budget Amendment for Share of City of St. Anthony Village Police Department Purchase of Axon Body-Worn Cameras

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

H. POLICY ITEMS:

1. Consideration of Ordinance 26-01 Amending Chapter 2 of the Falcon Heights City Code Concerning Stewardship of Community Resources

Linehan explains that, following previous discussions by the council and per the attorney's advice, staff brought forward a draft resolution and ordinance. The adopted

Resolution explains the values and explains the city's stance and is the precursor for the Ordinance. The Ordinance will codify this and create regulations around city resources and property that are to be used for non-discriminatory purposes. Adoption of the ordinance would allow the city to install supplemental signage. The ordinance will clearly define that any violations are enforced through the City Attorney's office, which can issue a cease and desist to the appropriate federal agency, which helps build a case. The city received 17 written comments, which were included in the agenda packet.

Gustafson and Wassenberg read the written comments received into the record.

- *Mark Miazga and Linda Starr - 1898 Pascal Street*
My wife and I fully support this effort. Our son as well. We're proud that Falcon Heights leadership is pursuing this and helping the community cope through what action they can do.
As for our family, this has impacted us through friends we know that are here legally that are being pursued as well as our son who was tear-gassed while peacefully protesting.
- *Matt Kokotovich - 1896 Sheldon St*
I support: AN ORDINANCE AMENDING CHAPTER 2 OF THE FALCON HEIGHTS CITY CODE CONCERNING STEWARDSHIP OF CITY RESOURCES
- *Sharon Preves*
Greetings,
I am a proud resident of Falcon Heights and am writing in strong support of passing this ordinance.
I unfortunately can't make the public hearing on February 11, so please use this email to record my support.
Thank you for your important work in keeping our community and neighbors safe!
- *Annika Wills*
Dear City leaders,
I am writing in support of the proposed ordinance amending Chapter 2 of the Falcon Heights City Code regarding the stewardship of city resources and immigration enforcement.
I appreciate the City Council's commitment to public safety, responsible governance, and the well-being of all residents, regardless of immigration status or national origin. This ordinance would help build trust between the city and our community while ensuring city resources are used appropriately and lawfully.
Thank you for inviting public input and for your leadership on this urgent, important issue.
- *Marion Dane Bauer - 1884 Albert St. N*
You are doing the right thing! I am very grateful.
- *MaryCatherine Stevens*
Back 100%!
- *Kay*
All the ordinances in the world don't help if there is no help
That is the issue

- *Karen Kloser*
 Dear council members:
 I applaud our city council for this proactive amendment to the City code to help safeguard FH residents from the rampant abuse, unlawful detainment and arrest of people based on their skin color, accent or residence. DHS unleashed on us poorly trained and armed domestic terrorists in the form of ICE and executed US citizens for all the world to see.
 Thank you for your service to your constituents.
- *Bob Olsen*
 Thank you for the opportunity to respond to this Resolution.
 I would encourage taking a longer, comprehensive look at the wording. TODAY it's the federal immigration issue. How can it be worded to encompass other federal overreach in the future?
- *Michael Palus*
 So what Falcon Heights DEMOCRATS are saying is that they support 40,000 to 80,000 Illegal/Criminals coming into Minnesota. And you're going to copy the ANTI-ICE ANTI-TRUMP MESSAGE OF WALZ AND KLOBUCHAR AND ELLISON. SHAME ON YOU!!!
- *Sarah Richter*
 I support the creation of this new ordinance.
- *Jennifer Wick*
 Hello,
 I am emailing with a comment/concern regarding the following statement seen on the Falcon Heights FB page.
 My concern is with the vague part at the end- "or similar lawful authorization." What I fear is that federal immigration enforcement will use that vague line to claim they have lawful authorization. PLEASE leave that part out of the ordinance and only say "unless authorized by a judicial warrant or subpoena."
- *Barbara Leary - 1382 Iowa Ave. W.*
 Dear Falcon Heights City Council,
 It gives me great pleasure to give my blessing and support of Resolution 26-12, Affirming Community Values and City Action Related to Immigration Enforcement and Responsible Stewardship of City Resources.
 This resolution reminds me of why my family chose to make our home in Falcon Heights fifty-five years ago. This resolution is not just about how our city streets and public spaces are used, but it is the moral high ground to what has been taking place in our great State of Minnesota. Know that your efforts and thoughtfulness on this topic are much appreciated and worthy of the great praise that is heaped upon your efforts in keeping our community safe and informed. Please add my name to the list of community members who support Resolution 26.12.
- *Robert Goede - 1961 Summer St*
 I can not attend the city meeting on Wednesday, February 11th. I am in full support of the ICE ordinance not allowing mobilizing on city property.

Thank you for protecting our city.

- *James Colten – 1760 Tatum St.*
Council Members,
I am writing for myself as well as my wife Susan (who receives a copy of this). We wholeheartedly approve of your recent adoption of Resolution 26-12, affirming the City's commitment to public safety and the well-being of all residents and visitors, regardless of immigration status or national origin, and outlining the responsible use of City resources.
We also are encouraging an affirmative vote on an ordinance to prohibit the use of City property or resources for federal immigration enforcement activities unless authorized by a judicial warrant, subpoena, or similar lawful authorization.

Gustafson opens the item for public comment.

- *Mark Hove – 1824 Tatum St.*
Mark believes some federal agents have been stepping beyond their legal rights and sees the city's actions as a response to keep federal agents within constitutional limits. He is in support of the resolution.
- *Ginny Allen – 1490 Idaho Ave. W.*
Ginny is fully in support of the ordinance. She wonders how cease and desists orders might be more effective than local public safety officers asking federal agents to leave.
- *Sue Hageness – 1824 Arona St.*
Susan fully supports this initiative but suggests tightening up the language and wonders if agents can get the federal agents' names but wonders if more can be done to protect people other than a cease and desist.
- *Carl Iman – 1824 Arona St.*
Carl supports the initiative. Curious how restricting the use of public property applies to public city streets.

Gustafson closes the public comment and moves to council comments. May wonder if small wording changes on the ordinance can be done without legal review. Mogen notes they discussed with the City Attorney the issue of street vs. parks and explains that parks are considered property, whereas streets are right-of-way, and access can't be restricted similarly. Because park property is different from someone's home, the language around what authorization is required is more limited, but follows recommendations by the city attorney.

May suggests a wording change and wonders about the prohibited use of city resources in relation to data requests from the federal government. Linehan explains that under the Minnesota Data Practices Act, the city has to provide access to public data regardless of the requester's identity. The city does not collect immigration data. May understands the need for a cease-and-desist order to create a formal record but expressed concern that it does not address the immediate public safety issues related to ICE presence on City property. She emphasized the importance of clearly communicating to residents what actions they can expect from the Police Department. Linehan reiterates that the goal of the St. Anthony Department (SAPD) is public safety. While recognizing the community's frustration, he noted that the City's authority is limited and that the proposed action represents the strongest option available to protect residents within those limits. May asked whether the Police Department's responsibilities and policies could be clearly communicated so residents can better understand potential risks and

know what to expect when calling 911. Mogen adds that the City cannot guarantee specific actions based on hypothetical scenarios. May suggests outlining SAPD's responsibilities, authority, and policies so residents can make informed decisions. Linehan responded that SAPD's policies are publicly available online and are followed in daily operations. He confirmed that officers will continue to respond to calls for service while being mindful of obstruction issues and legal considerations. He also shared that he has communicated the community's interest in further dialogue to SAPD, and the department is open to participating in community conversations. Gustafson added that the City is establishing clear boundaries within its legal authority, as recommended by the City Attorney, to protect the City's interests and position it appropriately should litigation arise.

Councilmember Mogen motions to adopt Ordinance and Summary Ordinance 26-01 Amending Chapter 2 of the Falcon Heights City Code Concerning Stewardship of Community Resources;
Approved 5-0

2. Approval of Resolution 26-13 Authorizing the City to Join the Nonpartisan Coalition of Cities for Safe and Stable Communities

Linehan explains that 12 metro cities got together and formed a coalition, a bipartisan effort to rebuild community trust and bring back public safety. The coalition hired a lobbying advocacy group, which will be lobbying at the state and federal levels to get additional support around lawless actions that have occurred in these cities. 2 ways to join. Become a free member to show support, or cities can show financial support and become participants. The cost to join would be around \$5,000. As more cities join, the cost to participate becomes lower. Mostly to support lobbying and communication support, and have a bipartisan focus on swing districts.

Mielke notes that since the 12 started it, more cities are joining, up to 20 now. There is power in numbers. May wonders how funds are used, is it for staff to coordinate between cities? Linehan notes yes, for intergovernmental coordination. Mogen is in support of participating; he feels it's problematic to pay a similar fee as larger cities. Linehan, it is a flat rate; the cost is not increasing. Gustafson inquires if a city could join as a supporter and then later join as a participant by paying the fee. He feels \$5,000 is a high amount for a city of our size. Linehan notes we can negotiate the fee. Mielke is in favor of joining and can leverage the staff size of the other cities. Mogen wonders about the governing board of the coalition. May suggests joining, and Wassenberg agrees, as getting support from both parties will be key in stopping the current situation. Mielke notes that this feels like an action the city can take.

Councilmember Mielke motions to approve Resolution 26-13 Authorizing the City to Join the Nonpartisan Coalition of Cities for Safe and Stable Communities;
Approved 5-0

I: INFORMATION / ANNOUNCEMENTS:

May explains the Environment Commission had a joint meeting with the Parks and Recreation Commission to learn about each other's goals and the Community Garden , and the possibility to expand. The remaining plots will be put into a lottery, which will also allow us to assess the demand. The Environment Commission is hosting the second Sustainability Fair on April 18.

Wassenberg attended the municipal finance conference by Ehlers, which is also the finance consultant for Falcon Heights.

Mielke attended the NineNorth board meeting. The Community Engagement Commission held a work session to discuss brainstorming goals and missions. She was also onboarded on the University's Good Neighborhood Fund Board. Mielke is grateful for the opportunity to attend the League of Minnesota Cities' experienced elected training session.

Mogen attended the newly elected training by LMC, along with May. He congratulates people for attending their caucuses. The Planning Commission will meet next Tuesday.

Gustafson attended the joint meeting of the Parks and Recreation and the Environment Commission. He encourages residents to apply for a garden plot through the lottery.

Linehan adds that the Community Park Renovation is working on sewer and water connections and getting permitting from the state. The city issued a building permit for a new restaurant in the former Sumo and Smoh restaurant space on Hamline and Hoyt Ave. Public Works continues to flood the rinks, but the ice skating season is slowing down.

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

- a. Closed Session to review confidential or protected nonpublic appraisal data and to discuss offer for the purchase of real property located at 1407 Larpenteur Avenue, in Falcon Heights, pursuant to Minn. Stat. 13D.05 Subd. 3(c)(1) and (2).

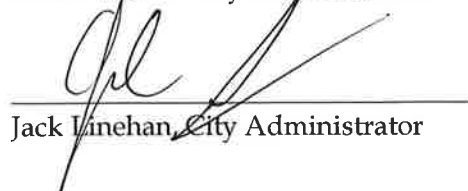
Councilmember Mogen motions to enter a Closed Session;
Approved 5-0

L: ADJOURNMENT: 9:11 p.m.



Randall C. Gustafson, Mayor

Dated this 11th day of March, 2026



Jack Linehan, City Administrator

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

MINUTES
Wednesday, February 25, 2026
6:00 P.M.

A. CALL TO ORDER: 6:00 PM

B. ROLL CALL: GUSTAFSON_X_ MAY_X_
 MIELKE_X_ MOGEN_X_ WASSENBERG_X_

STAFF PRESENT: LINEHAN_X_

C. POLICY ITEMS:

1. Review of Les Bolstad Golf Course Redevelopment Community Advisory Committee (CAC) Proposal

Linehan explains that staff took council feedback but is looking for direction on multiple outstanding questions, including how a chair will be selected. The draft policy recommends that the Council recruit and appoint a Chair directly. The Falcon Heights resident at-large could be the logical choice. There are various ways to appoint the chair. Additionally, For the Roseville and Lauderdale positions, it is suggested they are appointed by their City Councils if possible. For St. Paul, it is suggested to consider an appointment from the District 12 - St. Anthony Park Community Council rather than any resident in St. Paul. Linehan included a proposed timeline.

Mielke wants to ensure the committee has one name and wants to discuss how the representative from the Grove Neighborhood is selected. She prefers not to have this representative provided by the HOA, to ensure a representative is solicited from the entire neighborhood, including the Coffman Condominiums. Mogen agrees, similar to commissions, he recalls, including past commissioners as well. Mielke adds the interviewing committee for these applicants needs to be discussed as well, having the staff, and council liaison and the chair might get tricky, if the chair is the only applicant for that commission. Linehan points out that this follows the process for commissions, but from a staff perspective, the idea was to not interview current commissioners as they already have been interviewed, but not specifically about their interest in the golf course. Suggest only the staff liaison and council liaison. Next, Mielke suggests looking at the process following the applications, interviews, and recommendations. Wassenberg suggests bringing the recommendations to a workshop and having the full council review. Mogen notes that this is getting cumbersome, suggests asking for applications from everyone for Falcon Heights, including commissions, and then two council members, plus a staff member, interview the applicants and make recommendations. Wassenberg and May agree that this is more efficient. And having the same people interview all applicants

ensures it's equitable, ensures they can make the time commitment, and ensures that everyone is screened similarly and asked the same questions. Mogen adds, can screen for chair as well. Gustafson suggests everyone completes the same application, each council member review each application, and provides a ranking to the interviewing group. Wassenberg believes that you can get a better idea through interviews. May agrees. Mogen notes that the interview committee makes recommendations to the council as a whole. May adds that the application needs updating and includes expectations of meeting attendance. Mogen suggested having the interview committee update the application.

Mielke wonders if representatives from the University will be part of the meetings for the entirety or if this will transition to just the buyer. Linehan answers, the recommendation is to have both involved, but as non-voting members. May is wondering what role the landowner will play. Linehan answers, the goal of the committee is to create a master plan for this area. The developer, the future landowner, will know the market and their capabilities. The consultant will also be able to facilitate. Mogen notes that this body will not have authority, so what will a vote entail? Linehan, they will be making ongoing recommendations to the planning commission or the city council. They will not have the power to make changes to the city code, but they can make a recommendation to the appropriate body to make the change.

Council discusses who should be part of the sub-committee. May and Wassenberg will form the subcommittee to update the application and interview applicants. Linehan wonders if the application should be open for less than 30 days. Council agrees, can always extend the application process. Linehan notes that he made changes to the resolution, based on council comments, but it can still be voted on.

2. Legislative Priorities Continuation

Linehan states he is looking for more guidance from the council on items they could advocate for at the state level, "Just Cause" and an Eviction Moratorium. Mielke notes that the eviction moratorium was tabled, as they were waiting for a budget update. "Just Cause" evictions entail that landlords have to give a reason for not renewing a lease and extend the two-week eviction to 30 days. Gustafson wonders about eviction statistics post metro surge. Linehan answers, this is not tracked by the city as they involve court procedures. There is a federal organization that tracks it by county. Wassenberg, there is no way to track or know the reason. Mielke notes that, hearing from other council members and from people testifying, evictions are higher now. Gustafson, have landlords testified that they are not getting rent? Wouldn't they lobby for the relief, too? Mielke notes cities have been able to collect data because the proposed relief funds weren't going to be able to cover it all. Additionally, tenants have called HOME line in record numbers. Mielke adds that the focus of the state is mostly on budget and bonding. Mogen wonders, so pulling back on formally supporting these bills. She wonders if support for Broadband Franchise Fees is included. Linehan answers yes, that was included. League of Minnesota Cities hosts "City Day on the Hill", where cities can advocate for their legislative priorities.

3. Towing Reimbursement Policy

Mielke requested that this item be brought to the council, with reports of ICE leaving detainees' vehicles behind after arrest, and the owner is then responsible for towing and impound fees, as that is the policy of the police department. Other cities, such as St. Anthony Village, have passed a resolution that would cover the cost.

Mogen is concerned with rushing into creating a policy for a one-time situation.

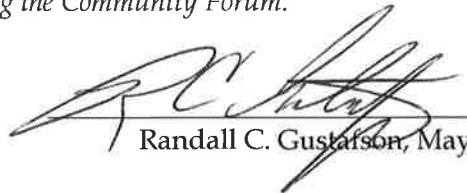
Wassenberg notes, in the resolution, a fund was proposed and would authorize staff to reimburse if certain requirements are met. Linehan agrees; a proposed resolution was included. Mielke prefers having it in case it is needed, rather than not having it in place. Council makes some wording changes to the resolution. Council tables the item and suggests continuing the discussion at a future workshop.

D. ADJOURNMENT: 6:59 PM

Councilmember Mogen motions to adjourn the meeting;

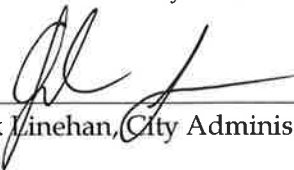
Approved 5-0

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



Randall C. Gustafson, Mayor

Dated this 11th day of March, 2026



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
February 25, 2026 at 7:00 P.M.

- A. CALL TO ORDER: 7:03 PM
- B. ROLL CALL: GUSTAFSON_X__ MAY_X__ MOGEN_X__
MIELKE_X__ WASSENBERG_X__

STAFF PRESENT: LINEHAN_X__

- C. APPROVAL OF AGENDA

Gustafson points out that the agenda was amended to add a policy item: the appointment of Chuck Long to the Parks and Recreation Commission.

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

- D. PRESENTATION

- E. APPROVAL OF MINUTES:

1. February 11, 2026 City Council Workshop Meeting Minutes

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

- F. PUBLIC HEARINGS:

1. Consideration of Approving Resolution 26-14 Revoking a Municipal Business and Massage Therapy License

Linehan explains that on January 29, 2026, the City of Falcon Heights received from the Minnesota Department of Revenue a Notice of License Revocation for French Made Inc., dba Crocus Hill Acupuncture, located at 1579 Hamline Avenue North. To hold a business license in Falcon Heights, a business has to be in good standing with the state of Minnesota, as well as have a valid business license with the city. As of today, the city has not received a certificate of compliance. This business is not in good standing with the state of Minnesota due to outstanding obligations owed to the Department of Revenue. The revocation deadline is March 11, and if the city receives this certificate before, the license will not be revoked.

Gustafson opens the public hearing. After no comments, he closes the public hearing.

Wassenberg is looking for clarification on the business and massage therapy license. Linehan clarifies that the 2026 municipal business license was issued, but not a massage therapy license, as not all requirements have been met.

Councilmember Wassenberg motions to approve Resolution 26-14 Revoking A 2026 Municipal Business License and a 2026 Massage Therapy License Issued To French Made Inc. (Crocus Hill Acupuncture);
Approved 5-0

G. CONSENT AGENDA:

1. General Disbursements through 2/23/26: \$239,905.44
Payroll through 2/12/26: \$22,113.38
Wire Payments through 2/12/26: \$21,994.38
2. Consideration of Ordinance 26-02 Assigning a New Street Address for PID 152923340082
3. Approval of Resolution 26-15 Authorizing Out-of-State Travel Request for Senior Maintenance Worker Dave Simons to Attend Elgin Pelican Street Sweeper Mechanic School in Elgin, IL
4. Approval of Resolution 26-16 Appointing Signe Nestingen to the Community Engagement Commission

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

Mielke is excited about Signe Nestingen joining the Community Engagement Commission.

Gustafson notes that the Falcon Heights Church merged with the New Life Church, forming the Garden Community Church. With the address changed, their main address and entrance will be on Garden Avenue.

H: POLICY ITEMS:

1. Approval of Resolution 26-17 Establishing a Les Bolstad Golf Course Redevelopment Community Advisory Committee

Linehan explains that following the workshop discussion on the topic, the application will be updated, and a subcommittee consisting of members Wassenberg and May was created to assist with solicitation and review. The goal is to start the committee in April. The goal of the committee is help guide the master plan process. Two changes to the resolution: 1. The Falcon Heights resident at-large will not serve as the chair; this will be determined later, 2. The representative from the Grove Neighborhood will be solicited from the entire neighborhood and not selected by the HOA.

May suggest adding the impacts of the development on different demographic groups to part b. of Purpose and Duties. Mogen suggests adding that to part c. May agrees. It will now read Identify community priorities, concerns, impact on Falcon Heights Residents, and opportunities with redevelopment. May notes adding point e. expectations for commitments and attendance. Linehan recommends adding that to item 4. Or 5. It can follow similar language to that for commissioners. 1e. Commit to actively participating in meetings for up to 2 years.

Councilmember Mogen motions to approve Resolution 26-17
Establishing a Les Bolstad Golf Course Redevelopment Community Advisory
Committee;
Approved 5-0

2. Approval of Resolution 26-18 Appointing Chuck Long to the Parks and Recreation Commission

Gustafson notes that this was added as a policy item as the interview with the applicant occurred following the publishing of the agenda packet, preventing retitling and renumbering the other items. Additionally, this was added so Chuck Long can participate in the next Parks and Recreation Commission meeting on Monday, March 2nd.

Councilmember Mielke motions to approve Resolution 26-18 Appointing Chuck Long to the Parks and Recreation Commission;
Approved 5-0

I: INFORMATION / ANNOUNCEMENTS:

Mogen explains that the Planning Commission met last night and reviewed the plan for the CAC. He attended the Ramsey County Local League of Government legislative update. Legislators believe that, unfortunately, little will move through this year.

Mielke notes that the Community Engagement Commission met, and they continue to work on defining their mission and goals, considering a listening session. She also attended the school district's local government quarterly meeting. Lastly, Mielke testified on behalf of HOME line for more funding to add more staff.

May attended the League of Minnesota Cities training. The Environment Commission met with the Parks and Recreation Commission and decided to offer the remaining garden plots through a lottery, which also helps determine demand. May also attended the school district's local government quarterly meeting.

Gustafson also attended the Ramsey County Local League of Government legislative update. He looks forward to the LMC's Day on the Hill on March 11.

Linehan adds that Public Works outsources tree trimming, and senior maintenance worker Dean Pope is working on getting more arborist training in-house. Public Works rented a bucket truck to trim low-hanging limbs. The City's Administrative & Communications Intern is working on launching a new series: "Discover Falcon Heights". The first video will launch this week, focusing on Curtiss Field Park.

J: COMMUNITY FORUM:

Garden Community Church

On behalf of the Garden Community Church, they thank the council for approving the address change.

Please limit comments to 3 minutes per person. Items brought before the Council will be referred for consideration. Council may ask questions for clarification, but no council action or discussion will be held on these items.

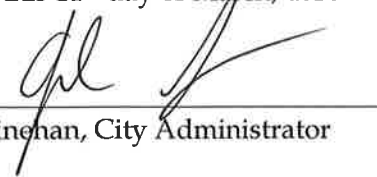
K: ADJOURNMENT: 7:41 PM

Councilmember Mielke motions to adjourn the meeting;
Approved 5-0



Randall C. Gustafson, Mayor

Dated this 11th day of March, 2026



Jack Linohan, City Administrator

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PACKET: 03540 February 25 Payables

VENDOR SET: 01

**** CHECK LISTING ****

BANK : APBNK US BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
03103	CANON FINANCIAL SERVICES I-42640660	Copier Contract February	R	2/25/2026		163.59CR	094888	163.59
03110	CENTURY LINK I-202602259378	Landline Svc Feb	R	2/25/2026		73.83CR	094889	73.83
05008	HUMANA INSURANCE CO I-673999252	Vision March	R	2/25/2026		72.32CR	094890	72.32
05856	JACK LINEHAN I-202602259379	Flex Reimbursement	R	2/25/2026		773.68CR	094891	773.68
05843	MN NCPERS LIFE INSURANCE I-458800032026	Life Insurance March	R	2/25/2026		96.00CR	094892	96.00
06024	ON SITE SANITATION I-2027796 I-2027797	Portable Toilet Community Park Portable Toilet Curtiss Field	R R	2/25/2026 2/25/2026		260.00CR 260.00CR	094893 094893	 520.00
05954	ROSEVILLE AREA YOUTH HOCKEY ASSOCIATION I-202602259380	Excess 3% Regulatory Tax 2025	R	2/25/2026		5,704.20CR	094894	5,704.20
07898	WSB I-R-023655-000-28	January Planning Comm Park	R	2/25/2026		1,628.00CR	094895	1,628.00

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	8	0.00	9,031.62	9,031.62
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	8	0.00	9,031.62	9,031.62

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 03541 March 4 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
=====						
01-00255	AMERICAN OFFICE PRODUCTS					
I-7459		Business Cards	306.00			
3/04/2026	APBNK	DUE: 3/04/2026 DISC: 3/04/2026		1099: N		
		Business Cards		101 4112-70100-000	SUPPLIES	306.00
		=== VENDOR TOTALS ===	306.00			
=====						
01-07228	CITY OF ST ANTHONY					
I-4689		February Police Services	146,418.51			
3/04/2026	APBNK	DUE: 3/04/2026 DISC: 3/04/2026		1099: N		
		February Police Services		101 4122-81000-000	POLICE SERVICES	146,418.51
		=== VENDOR TOTALS ===	146,418.51			
=====						
01-01012	COREMARK METALS					
I-5661966		Letter Decals	12.68			
3/04/2026	APBNK	DUE: 3/04/2026 DISC: 3/04/2026		1099: N		
		Letter Decals		101 4132-70120-000	SUPPLIES	12.68
		=== VENDOR TOTALS ===	12.68			
=====						
01-031343	CRYSTEEL TRUCK EQUIPMENT					
I-F54266		Additional Equipment for Truc	4,228.00			
3/04/2026	APBNK	DUE: 3/04/2026 DISC: 3/04/2026		1099: N		
		Additional Equipment for Truck		403 4403-91000-000	MACHINERY & EQUIPMENT	4,228.00
		=== VENDOR TOTALS ===	4,228.00			
=====						
01-00899	DDA HUMAN RESOURCES INC					
I-1141		Position Market & Evaluation	250.00			
3/04/2026	APBNK	DUE: 3/04/2026 DISC: 3/04/2026		1099: N		
		Position Market & Evaluation		101 4112-80330-000	CONSULTANT	250.00
		=== VENDOR TOTALS ===	250.00			
=====						
01-05004	ELECTRO WATCHMAN INC					
I-260200610		Electronic Access- SAPD Door	1,659.50			
3/04/2026	APBNK	DUE: 3/04/2026 DISC: 3/04/2026		1099: N		
		Electronic Access- SAPD Door		401 4401-90100-000	FURNITURE & EQUIPMENT	1,659.50
		=== VENDOR TOTALS ===	1,659.50			

PACKET: 03541 March 4 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
=====							
01-06022	FLAGSHIP RECREATION						
I-F24203		Splash Pad Install	85,789.32				
3/04/2026	APBNK	DUE: 3/04/2026 DISC: 3/04/2026		1099: N			
		Splash Pad Install		403 20200-000	ACCOUNTS PAYABLE		85,789.32
		=== VENDOR TOTALS ===	85,789.32				
=====							
01-05153	HOME DEPOT CREDIT SERVICES						
I-202603049381		Shop Supplies	89.62				
3/04/2026	APBNK	DUE: 3/04/2026 DISC: 3/04/2026		1099: N			
		Shop Supplies		101 4131-70110-000	SUPPLIES		21.47
		Shop Supplies		101 4131-70110-000	SUPPLIES		13.36
		Blacktop Patching Supplies		101 4132-75000-000	BITUMINOUS PATCHING		39.94
		Shop Supplies		101 4131-70110-000	SUPPLIES		14.85
		=== VENDOR TOTALS ===	89.62				
=====							
01-05509	LEAGUE OF MN CITIES						
I-446411		City on the Hill Registration	250.00				
3/04/2026	APBNK	DUE: 3/04/2026 DISC: 3/04/2026		1099: N			
		City Day on the Hill - Jack		101 4112-86100-000	CONFERENCES/EDUCATION/AS		125.00
		City Day on the Hill - Randy		101 4111-86100-000	CONFERENCES/EDUCATION/TR		125.00
		=== VENDOR TOTALS ===	250.00				
=====							
01-05582	MENARDS						
I-202603049382		Supplies	214.11				
3/04/2026	APBNK	DUE: 3/04/2026 DISC: 3/04/2026		1099: N			
		Door & Keys for SAPD Office		101 4131-70110-000	SUPPLIES		144.19
		City Hall Supplies		101 4131-70110-000	SUPPLIES		53.95
		Decals for Truck		101 4132-70120-000	SUPPLIES		2.98
		Part for F-450		101 4132-70120-000	SUPPLIES		12.99
		=== VENDOR TOTALS ===	214.11				
=====							
01-05665	METROPOLITAN COUNCIL						
I-1202603		April Waste Water Services	61,778.43				
3/04/2026	APBNK	DUE: 3/04/2026 DISC: 3/04/2026		1099: N			
		April Waste Water Services		601 4601-85060-000	METRO SEWER CHARGES		61,778.43
		=== VENDOR TOTALS ===	61,778.43				

PACKET: 03541 March 4 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
=====						
01-06002	NINENORTH					
I-2026-021		Webstreaming/Cablecast Feb	987.76			
3/04/2026	APBNK	DUE: 3/04/2026 DISC: 3/04/2026		1099: N		
		Webstreaming/Cablecast Feb		101 4116-85050-000	CABLE TV	987.76
		=== VENDOR TOTALS ===	987.76			
=====						
01-06028	PIRTEK MIDWAY					
I-MI-T00030488		Parts for Truck 12	395.41			
3/04/2026	APBNK	DUE: 3/04/2026 DISC: 3/04/2026		1099: N		
		Parts for Truck 12		101 4132-87000-000	REPAIR EQUIPMENT	395.41
		=== VENDOR TOTALS ===	395.41			
=====						
01-05925	SECURIAN LIFE INSURANCE COMPAN					
I-28128661-00		December Life Insurance	180.32			
3/04/2026	APBNK	DUE: 3/04/2026 DISC: 3/04/2026		1099: N		
		December Life Insurance		101 20200-000	ACCOUNTS PAYABLE	180.32
I-49263761-00		January Life Insurance	220.46			
3/04/2026	APBNK	DUE: 3/04/2026 DISC: 3/04/2026		1099: N		
		January Life Insurance		101 4112-89000-000	MISCELLANEOUS	220.46
		=== VENDOR TOTALS ===	400.78			
=====						
01-00935	ST PAUL REGIONAL WATER SERVICE					
I-202603049383		City Hall Water	128.48			
3/04/2026	APBNK	DUE: 3/04/2026 DISC: 3/04/2026		1099: N		
		City Hall Water		101 4131-85040-000	WATER	105.09
		City Hall Sanitary Sewer		601 4601-85075-000	CITY BUILDINGS SANITARY	23.39
		=== VENDOR TOTALS ===	128.48			
=====						
01-06032	TELCOM CONSTRUCTION					
I-202603049384		Refund of ROW Double Payment	25.00			
3/04/2026	APBNK	DUE: 3/04/2026 DISC: 3/04/2026		1099: N		
		Refund of ROW Double Payment		101 32240-000	OTHER PERMITS	25.00
		=== VENDOR TOTALS ===	25.00			
		=== PACKET TOTALS ===	302,933.60			

PACKET: 03543 March 6 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
=====						
01-05976	ABDO LLP					
I-519707		February Payroll Prep	1,440.00			
3/05/2026	APBNK	DUE: 3/05/2026 DISC: 3/05/2026		1099: N		
		February Payroll Prep		101 4113-80330-000	FINANCIAL CONSULTANT	1,440.00
		=== VENDOR TOTALS ===	1,440.00			
=====						
01-00028	ALLSTREAM					
I-22220735		Emergency Landline 2/23-3/22	200.38			
3/05/2026	APBNK	DUE: 3/05/2026 DISC: 3/05/2026		1099: N		
		Emergency Landline 2/23-3/22		101 4116-85010-000	TELEPHONE	200.38
		=== VENDOR TOTALS ===	200.38			
=====						
01-00875	BHE COMMUNITY SOLAR, LLC					
I-12211413		Solar Garden Electricity Jan	658.49			
3/05/2026	APBNK	DUE: 3/05/2026 DISC: 3/05/2026		1099: N		
		Solar Garden Electricity Jan		101 4137-85025-000	SOLAR ELECTRIC	658.49
		=== VENDOR TOTALS ===	658.49			
=====						
01-03117	CITY OF LITTLE CANADA					
I-20730		4th Quarter Inspector Mileage	453.05			
3/05/2026	APBNK	DUE: 3/05/2026 DISC: 3/05/2026		1099: N		
		4th Quarter Inspector Mileage		101 20801-000	DUE TO OTHER GOVERNMENTS	453.05
		=== VENDOR TOTALS ===	453.05			
=====						
01-03122	CITY OF ST PAUL					
I-IN64741		Electricity Usage Jan-Jul 202	373.56			
3/05/2026	APBNK	DUE: 3/05/2026 DISC: 3/05/2026		1099: N		
		Electricity Usage Jan-Jul 2025		209 20801-000	DUE TO OTHER GOVTS	373.56
		=== VENDOR TOTALS ===	373.56			
=====						
01-05115	GOPHER STATE ONE CALL					
I-6020392		Locates February	21.60			
3/05/2026	APBNK	DUE: 3/05/2026 DISC: 3/05/2026		1099: N		
		Locates February		601 4601-88030-000	LOCATES	21.60
		=== VENDOR TOTALS ===	21.60			

PACKET: 03543 March 6 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
=====						
01-06010	James Wassenberg					
I-202603059385		City Day on the Hill Reimburs	125.00			
3/05/2026	APBNK	DUE: 3/05/2026 DISC: 3/05/2026		1099: N		
		City Day on the Hill Reimburs		101 4111-86100-000	CONFERENCES/EDUCATION/TR	125.00
=== VENDOR TOTALS ===			125.00			
=====						
01-05509	LEAGUE OF MN CITIES					
I-446741		Safety & Loss Control Worksho	20.00			
3/05/2026	APBNK	DUE: 3/05/2026 DISC: 3/05/2026		1099: N		
		Safety & Loss Control Workshop		101 4131-86100-000	CONFERENCES/EDUCATION/AS	20.00
=== VENDOR TOTALS ===			20.00			
=====						
01-05856	JACK LINEHAN					
I-202603069386		Flex Reimbursement	230.11			
3/06/2026	APBNK	DUE: 3/06/2026 DISC: 3/06/2026		1099: N		
		Flex Reimbursement		101 21712-000	MEDICAL FLEX SAVINGS PAY	202.50
		Flex Reimbursement		206 21712-000	MEDICAL FLEX SAVINGS PAY	11.51
		Flex Reimbursement		601 21712-000	MEDICAL FLEX SAVINGS PAY	9.20
		Flex Reimbursement		602 21712-000	MEDICAL FLEX SAVINGS PAY	6.90
=== VENDOR TOTALS ===			230.11			
=====						
01-05440	LOFFLER COMPANIES, INC					
I-5276313		Copier Charge February	107.17			
3/05/2026	APBNK	DUE: 3/05/2026 DISC: 3/05/2026		1099: N		
		Copier Charge February		101 4112-87000-000	REPAIR OFFICE EQUIPMENT	107.17
=== VENDOR TOTALS ===			107.17			
=====						
01-06053	O'REILLY AUTO PARTS					
I-1799-487011		Air Compressor Part	23.23			
3/05/2026	APBNK	DUE: 3/05/2026 DISC: 3/05/2026		1099: N		
		Air Compressor Part		101 4131-70110-000	SUPPLIES	23.23
I-3243-113054		Air Compressor Part	23.23			
3/05/2026	APBNK	DUE: 3/05/2026 DISC: 3/05/2026		1099: N		
		Air Compressor Part		101 4131-70110-000	SUPPLIES	23.23
=== VENDOR TOTALS ===			46.46			

PACKET: 03543 March 6 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
=====						
01-06112	PIONEER PRESS					
I-26147		Legals - February	53.96			
3/05/2026	APBNK	DUE: 3/05/2026 DISC: 3/05/2026		1099: N		
		Legals - February		101 4111-70410-000	LEGAL NOTICES	53.96
		=== VENDOR TOTALS ===	53.96			
=====						
01-05374	TENNIS SANITATION LLC					
I-4619730		Recycling February	11,436.75			
3/05/2026	APBNK	DUE: 3/05/2026 DISC: 3/05/2026		1099: N		
		Recycling February		206 4206-82030-000	RECYCLING CONTRACTS	11,436.75
I-4619731		SWMT&CEC Charges Feb	73.16			
3/05/2026	APBNK	DUE: 3/05/2026 DISC: 3/05/2026		1099: N		
		SWMT&CEC Charges Feb		101 4131-87010-000	CITY HALL MAINTENANCE	73.16
		=== VENDOR TOTALS ===	11,509.91			
=====						
01-05870	XCEL ENERGY					
I-966283781		Electricity	13.02			
3/05/2026	APBNK	DUE: 3/05/2026 DISC: 3/05/2026		1099: N		
		Electricity		101 4121-85020-000	ELECTRIC	13.02
I-966283869		Electricity	34.43			
3/05/2026	APBNK	DUE: 3/05/2026 DISC: 3/05/2026		1099: N		
		Electricity		101 4141-85020-000	ELECTRIC/GAS	34.43
		=== VENDOR TOTALS ===	47.45			
		=== PACKET TOTALS ===	15,287.14			

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ITEM FOR DISCUSSION

Meeting Date	March 11, 2026
Agenda Item	G2
Attachment	Resolution 26-19
Submitted By	Colin Callahan, Public Works Director

Item	<p>Authorizing the Surplus of Various Public Works Machinery Through Purple Wave Auction</p> <ul style="list-style-type: none"> • Wacker Neutson RD12 Asphalt Roller • 350DX Energy Absorption Trailer
Description	<p>The Wacker RD-12 was purchased on 9-5-2013 for \$14,428.13. It was purchased specifically for rehabilitating road surfaces after sewer main repairs were completed. We no longer repair our sewer infrastructure in-house because of the extreme dangers these environments harbor. Some of these dangers that can result in rapid fatalities are: cave-ins, falling objects, accidental strikes on underground utilities, falls, and toxic atmospheres.</p> <p>The 350 DX Energy Absorption Trailer was given to us by Ramsey County. FH PW used this trailer when they were street scaping the center medians on Larpenteur Avenue. This piece of equipment has not been used since. It is also common practice amongst many municipalities to outsource traffic control set-up due to the large fines/liabilities associated with incorrect ATAT (Advance warning, Lane Transition, Active Work Zone, and Termination) setup.</p> <p>Public Works no longer uses these two pieces of equipment. Selling this equipment would free up much-needed space in our garage stalls and generate additional income.</p>
Budget Impact	<ul style="list-style-type: none"> • Surplus • New unbudgeted revenue will be allocated to the governmental fund Parks / Public Works Capital Fund (403).
Attachment(s)	<ul style="list-style-type: none"> • Resolution 26-19
Action(s) Requested	<p>Staff recommends Council approve Resolution 26-19 Approving The Declaration Of Various Public Works Machinery As Surplus Equipment</p>

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

March 11, 2026

No. 26-19

**A RESOLUTION APPROVING THE DECLARATION OF VARIOUS PUBLIC WORKS
MACHINERY AS SURPLUS EQUIPMENT**

WHEREAS, the City Administrator is authorized to recommend City property that has reached its useful life be declared surplus; and

WHEREAS, one Wacker Neutson RD12 Asphalt Roller and one 350DX Energy Absorption Trailer have depreciated to zero dollars in internal value and no longer hold useful value to the City of Falcon Heights; and

WHEREAS, the City of Falcon Heights now outsources the work done that both pieces of equipment would aid in because of safety concerns.

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

1. That the City Council declares (1) Wacker Neutson RD12 Asphalt Roller and (1) 350DX Energy Absorption Trailer as surplus equipment.
2. That the City Administrator is authorized to negotiate with Purple Wave Auction to sell the truck.

Moved by:

Gustafson

Approved by:


Randall C. Gustafson
Mayor

GUSTAFSON

5

In Favor

MAY

0

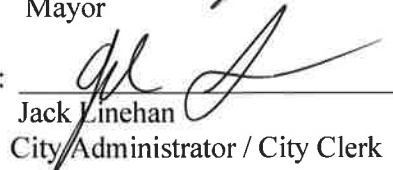
Against

MIELKE

MOGEN

WASSENBERG

Attested by:


Jack Linchan
City Administrator / City Clerk

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ITEM FOR DISCUSSION

Meeting Date	March 11, 2026
Agenda Item	Consent G3
Attachment	Resolution 26-20
Submitted By	Hannah Lynch, Community Development Coordinator

Item	Reappointment of Jake Anderson to the Planning Commission
Description	Jake Anderson was appointed to the Planning Commission on February 22, 2023. Commissioners are permitted to serve 3-year terms, with a maximum of two 3-year terms consecutively. Jake Anderson has been a great asset to the Planning Commission and has expressed interest in serving for another term. Staff and the Planning Commission are grateful for Jake’s service and are looking forward to working with him for another three years.
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> Resolution 26-20 Reappointing Jake Anderson to the Planning Commission
Action(s) Requested	Staff recommends approval of the attached resolution, reappointing Jake Anderson to his second 3-year term on the Planning Commission.

CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION

March 11, 2026

No. 26-20

RESOLUTION REAPPOINTING JAKE ANDERSON TO THE PLANNING COMMISSION

WHEREAS, the Planning Commission shall be the municipal planning agency authorized by Minnesota Statutes § 462.354, subd. 1; and

WHEREAS, the Planning Commission serves in an advisory capacity to the City Council on all policy matters relating to City planning, zoning, and land use;

WHEREAS, Commissioners may serve a total of two 3-year terms consecutively on a City commission; and

WHEREAS, Jake Anderson was originally appointed to the Planning Commission on February 22, 2023; and

WHEREAS, Jake Anderson has expressed interest in serving for his second 3-year term.

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

1. That the reappointment of Jake Anderson to the Falcon Heights Planning Commission is approved and adopted by the City Council of the City of Falcon Heights.

Moved by: Gustafson

Approved by: 
Randall C. Gustafson
Mayor

GUSTAFSON 5 In Favor
MAY
MIELKE 0 Against
MOGEN
WASSENBERG

Attested by: 
Jack Linehan
City Administrator

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REQUEST FOR COUNCIL ACTION



Meeting Date	March 11, 2026
Agenda Item	Consent G4
Attachment	See Below
Submitted By	Jack Linehan, City Administrator

Item	Job Reclassification from Assistant Finance Director to Finance Director and Assign the Position to Grade 7 on our Pay Plan
Description	<p>The City reclassified our Part-Time Accountant role in December 2024 to be an Assistant Finance Director position to reflect the needs of the organization.</p> <p>In August, our Finance Director retired and the Assistant Finance Director was promoted to Interim Finance Director. In preparation for this transition, the City had hired Abdo Financial Services to perform a review of our financial practices and make recommendations. These recommendations were adopted by the City in September, and included the plan to outsource payroll functions and budget for additional financial consulting services to upgrade our financial software system to a modern cloud-based system.</p> <p>As we review our operational needs, we continue to find that we can operate our finance department with 1.0 full-time equivalent (FTE). However, due to the autonomy needed for this position, it is recommended that we reclassify our Assistant Finance Director job description to a Finance Director role.</p> <p>DDA Human Resources, our pay plan system consultant, reviewed our job description and has recommended we place the position at Grade 7 in our pay plan. They also performed a market analysis of our Grade 7, and found our 2026 pay range was approximately 90% of our comparable market average.</p>
Budget Impact	The 2026 budget can accommodate the position transition.
Attachment(s)	<ul style="list-style-type: none"> • Job Description • Market Analysis
Action(s) Requested	Staff recommends a motion for the change of job description and title change from Assistant Finance Director to Finance Director.

City of Falcon Heights

Finance Director Job Description

Updated March 2026

Reports to: City Administrator

Type: Salary; exempt; full time

Salary: Grade 7

Primary Objective:

The Finance Director serves as the City's chief financial officer and is responsible for the strategic leadership, management, and oversight of all municipal financial operations. This position directs the city's accounting, budgeting, financial reporting, treasury, debt management, risk management, and financial compliance functions.

The Finance Director provides professional financial advice to the City Administrator and City Council, ensures long-term fiscal sustainability, and safeguards the financial integrity of the City of Falcon Heights. The position supervises finance department staff and establishes policies, procedures, and internal controls consistent with applicable laws, standards, and best practices in governmental finance.

General Financial Management:

- Direct and oversee all day-to-day financial operations, including accounts payable/receivable, payroll, utility billing, general ledger, and treasury functions.
- Establish and maintain a comprehensive system of internal controls to safeguard public funds and assets.
- Ensure full compliance with Governmental Accounting Standards Board (GASB) standards, state statutes, federal requirements, and city policies.
- Manage cash flow, investments, and banking relationships.
- Oversee monthly and annual financial closing processes.
- Develop and maintain financial policies and administrative procedures.
- Supervise, mentor, and evaluate finance department personnel and contracted financial consultants.

Budgeting, Capital Planning and Financial Reporting:

- Lead development of the City's annual operating budget and Capital Improvement Plan in coordination with the City Administrator and department heads.
- Provide long-range financial forecasting and multi-year modeling to support policy decisions.
- Present budget recommendations and financial updates to the City Council.
- Prepare and certify required levy documentation, truth-in-taxation materials, and related statutory filings.
- Oversee preparation of the Annual Comprehensive Financial Report (ACFR) and coordinate the annual external audit.

- Ensure timely completion of required state and federal financial reports.
- Monitor departmental expenditures and provide ongoing budget analysis.

Debt Management and Financial Strategy

- Develop and implement debt management strategies consistent with Council policy.
- Coordinate issuance of bonds and other financing instruments in collaboration with financial advisors and bond counsel.
- Monitor compliance with bond covenants and continuing disclosure requirements.
- Provide analysis and recommendations related to tax abatement, capital financing, and special revenue funds.

Risk Management and Compliance

- Direct the city's risk management program, including property, liability, workers' compensation, and related insurance coverages.
- Coordinate annual insurance renewals and claims management.
- Ensure compliance with OSHA and other applicable safety regulations as they relate to financial and administrative functions.

Technology and Process Improvement

- Oversee financial software systems and ensure data integrity, security, and appropriate user controls.
- Evaluate and implement financial technology solutions to improve operational efficiency.
- Lead continuous improvement initiatives within the finance function.

Customer Service and Communication

- Serve as the primary financial advisor to the City Administrator and City Council.
- Prepare and present council agenda materials, memos, resolutions, and ordinances related to financial matters.
- Communicate complex financial information clearly to elected officials, staff, and the public.
- Respond to resident and stakeholder inquiries regarding financial operations and policies.

Other Duties

- Attend City Council, committee, and other meetings as required, including evening commitments.
- Participate in regional and professional organizations related to municipal finance.
- Perform other duties as assigned to support organizational objectives.

Minimum Qualifications

- Bachelor's degree in Accounting, Finance, Public Administration, or a related field.
- At least five (5) years of progressively responsible professional experience in governmental accounting or finance.
- Demonstrated experience in municipal budgeting and financial reporting.
- Thorough knowledge of GASB standards and Minnesota municipal finance practices.
- Strong analytical, organizational, and communication skills.

Desirable Qualifications

- Certified Public Accountant (CPA) or Certified Government Finance Officer (CGFO) designation.
- Experience preparing or overseeing an ACFR.
- Supervisory experience.
- Experience with municipal debt issuance and capital financing.

- Familiarity with utility billing and municipal financial systems.

Necessary Physical Skills:

- Ability to communicate verbally in person and over the telephone.
- Ability to navigate around and through the city office building.
- Ability to use a personal computer and office equipment.
- Ability to lift 30 pounds.

Work Schedule:

This is a full-time position with core office hours Monday through Friday, 8:00 a.m. to 4:30 p.m., with some flexibility. Work-from-home flexibility negotiable depending on staffing/organizational needs. Evening and weekend hours may be required based on city needs.

Fin Dir

Jurisdiction	Job Title	MIN	MAX	AVG	Reports To	Data Date	Aged Adj	Act Min	Act Max	Act Avg
Circle Pines	Finance Director	\$57.37	\$76.44			1/13/2026	100.00%	\$57.37	\$76.44	
Saint Anthony Village	Finance Director	\$61.53	\$74.26	\$69.32		1/1/2026	100.00%	\$61.53	\$74.26	\$74.26
Arden Hills	Finance Director	\$64.38	\$81.56	\$72.46		3/4/2025	102.49%	\$65.98	\$83.59	\$61.09
Centerville	Finance Director	\$42.14	\$62.03	\$59.54		2/18/2025	102.60%	\$43.24	\$63.65	\$52.50
Columbus	Finance Director	\$41.18	\$53.09	\$51.17		2/19/2025	102.60%	\$42.25	\$54.47	\$52.50
Isanti	Finance Director	\$52.20	\$66.12	\$66.12		2/11/2025	102.66%	\$53.59	\$67.88	\$67.88
Medina	Finance Director	\$50.71	\$64.61			1/29/2025	102.77%	\$52.11	\$66.40	
Oak Park Heights	Finance Director	\$43.56	\$62.23			3/26/2025	102.31%	\$44.57	\$63.67	
Averages								\$52.58	\$68.79	\$63.93

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REQUEST FOR COUNCIL ACTION



Meeting Date	March 11, 2026
Agenda Item	Consent G5
Attachment	Resolution 26-21
Submitted By	Jack Linehan, City Administrator

Item	Promotion of Alyssa Landberg to Finance Director
Description	<p>Alyssa Landberg started with the City of Falcon Heights as an Accounting Intern in 2021. The City has had a lot of success with interns in the Finance Division, but Alyssa stood out due to her attention to detail. In 2022, the City promoted Alyssa to Accountant (part-time). She continued to succeed in this role, and in 2025 she was promoted to a full-time Assistant Finance Director. Following the retirement of our Finance Director in August 2025, Alyssa was promoted to Interim Finance Director. She has risen to meet every challenge during the transition, with accomplishments including:</p> <ul style="list-style-type: none"> • Adding and managing the process to pay our city commissioners, which significantly increased the participants in our payroll. • Moving to Abdo/ADP for outsourced payroll in 2026 • Managing our Paid Family Medical Leave program and guidelines • Continuing to modernize our Finance Department practices and improve our human resource services we offer our employees. <p>Alyssa has a B.S. in accounting from the University of Minnesota - Crookston, and has completed six of the seven exams towards earning the credential of Certified Public Finance Officer (CPFO) from the Government Finance Officers Association. Prior to working for Falcon Heights, Alyssa worked in bookkeeping for her family's business and worked in educational administration in San Francisco.</p> <p>The market for municipal finance directors is extremely competitive, with the demand outpacing the supply of qualified candidates. To be competitive, the City's offer to Alyssa is for her to start at Grade 7, Step 6 in our pay plan, and to award vacation service credit back-dated to her original hire date with the City of 2021. This would effectively increase her annual vacation days from 12 (two years of service) to 15 (five years of service).</p>
Budget Impact	Funds are available in Fund Finance 113.
Attachment(s)	<ul style="list-style-type: none"> • Resolution 26-21

Action(s) Requested	Staff recommends that the City Council approves Resolution 26-21, appointing Alyssa Landberg as Finance Director effective March 12, 2026.
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**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

March 11, 2026

No. 26-21

**RESOLUTION PROMOTING ALYSSA LANDBERG TO THE POSITION OF FINANCE
DIRECTOR FOR THE CITY OF FALCON HEIGHTS**

WHEREAS, Alyssa Landberg began employment with the City of Falcon Heights as an Accounting Intern in 2021 and was subsequently promoted to Accountant and later to Assistant Finance Director; and

WHEREAS, following the retirement of the City's Finance Director in August 2025, Alyssa Landberg has served as Interim Finance Director and has successfully managed the City's financial operations during the transition; and

WHEREAS, during her tenure with the City, Alyssa Landberg has demonstrated exceptional performance and leadership in municipal finance, including improvements to payroll administration, implementation of outsourced payroll services, management of the City's Paid Family Medical Leave program, and modernization of finance and human resource practices; and

WHEREAS, Alyssa Landberg holds a Bachelor of Science degree in Accounting from the University of Minnesota-Crookston and has completed six of the seven examinations toward earning the Certified Public Finance Officer (CPFO) credential; and

WHEREAS, the position of Finance Director serves as the City's chief financial officer and is responsible for the strategic leadership and oversight of the City's financial operations, including budgeting, financial reporting, debt management, and compliance with governmental accounting standards; and

WHEREAS, the City Administrator recommends the promotion of Alyssa Landberg to the position of Finance Director to provide continued stability and leadership for the City's financial operations.


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

1. Promote Alyssa Landberg to the position of Finance Director for the City of Falcon Heights, effective March 12, 2026; and
2. Establish compensation for the position at Grade 7, Step 6 of the City's adopted Pay Plan, consistent with the City's classification and compensation system; and
3. Authorize vacation service credit for Alyssa Landberg back-dated to her original date of employment with the City in 2021, recognizing prior service with the City for purposes of vacation accrual.

Moved by: Gustafson

Approved by: 
Randall C. Gustafson
Mayor

GUSTAFSON 5 In Favor
MAY 0 Against
MOGEN
WASSENBERG
MIELKE

Attested by: 
Jack Linehan
City Administrator

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REQUEST FOR COUNCIL ACTION

Meeting Date	March 11, 2026
Agenda Item	Consent G6
Attachment	See Below
Submitted By	Erik Henriksen, City Engineer

Item	2026 Sanitary Sewer CCTV & Clean #26-02								
Description	<p>The Public Works Department hires specialty contractors for televising and cleaning the city’s sanitary sewer mains. Cleaning and televising allows inspection of underground sewer infrastructure, helps identify maintenance needs, and ensures the sanitary sewer network operates effectively. The 2026 solicitation for cleaning and televising included over 33,000 feet of sanitary sewer mains for cleaning and televising, all of which are west of Snelling Avenue. The city performs full network cleaning and televising every other year, in 2027 the city will conduct all sanitary sewer mains east of Snelling Avenue.</p> <p>Quotes were requested from four (4) contractors known to perform this scope of work. By March 2nd, three (3) quotes were received as shown in the table below:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 60%;">Contractor</th> <th style="width: 40%;">Total Price</th> </tr> </thead> <tbody> <tr> <td>American Environmental, LLC</td> <td style="text-align: right;">\$58,147.25</td> </tr> <tr> <td>Pipe Services</td> <td style="text-align: right;">\$60,439.06</td> </tr> <tr> <td>Hydro-Klean, LLC</td> <td style="text-align: right;">\$77,751.18</td> </tr> </tbody> </table> <p>American Environmental, LLC has worked for Falcon Heights successfully on many similar projects and is familiar with Falcon Height’s sewer system and televising requirements. The quote is in the amount of \$58,147.25 for cleaning and televising, with hourly rates for root cutting services, if needed.</p> <p>Based on the price and previous successful projects within Falcon Heights, City staff recommends approval of the quote from American Environmental, LLC for sanitary sewer cleaning and televising.</p>	Contractor	Total Price	American Environmental, LLC	\$58,147.25	Pipe Services	\$60,439.06	Hydro-Klean, LLC	\$77,751.18
Contractor	Total Price								
American Environmental, LLC	\$58,147.25								
Pipe Services	\$60,439.06								
Hydro-Klean, LLC	\$77,751.18								
Budget Impact	<p>The contractor proposed to complete the cleaning and televising of sanitary sewer mains (approximately 6.3 miles) for a total of \$58,147.25.</p> <p>Funding for the sanitary sewer televising and cleaning comes from the Sanitary Sewer Fund.</p>								
Attachment(s)	<ul style="list-style-type: none"> • Agreement 								

	<ul style="list-style-type: none">• Resolution 26-22
Action(s) Requested	Motion to Approve Resolution 26-22 Awarding The 2026 Sanitary Sewer CCTV & Clean Project #26-02 To American Environmental, LLC in the amount of \$58,147.25.

**CITY OF FALCON HEIGHTS
PROFESSIONAL SERVICES AGREEMENT**

This Professional Services Agreement ("Agreement") is made on the 11 day of March, 2026, between the City of Falcon Heights, a Minnesota municipal corporation (the "City"), and American Environmental, LLC, a Limited Liability Company (the "Contractor", each a "Party" and together the "Parties").

1. **Scope of Work.** The Contractor agrees to provide the professional services described in **Exhibit A** ("Work") which is attached to this Agreement and incorporated by this reference. All Work provided by Contractor under this Agreement shall be provided in a manner consistent with the level of care and skill ordinarily exercised by professional consultants currently providing similar services.
2. **Term and Termination.** The term of this Agreement will commence on March 11, 2026. Unless extended by written agreement of the Parties, this Agreement will terminate no later than July 15, 2026, or upon completion of the Work, whichever occurs first. Such extension may be approved by the Public Works Director, or their designee. This Agreement may be terminated earlier by the City with or without cause, by delivering, a written notice at least thirty (30) days prior to the date of such termination to Contractor. The date of termination shall be stated in the notice. Upon termination the Contractor shall be paid for services rendered and eligible reimbursable expenses incurred by the Contractor through and until the date of termination. If the City terminates this Agreement for cause, the notice shall so-state, and no further payment shall be due to the Contractor following the delivery of the termination notice.
3. **Compensation for Work.** The City agrees to compensate Contractor the in accordance with **Exhibit B** attached hereto for the Work. Any changes in the Work which may result in an increase to the compensation due the Contractor shall require prior written approval of the City.
4. **Method of Payment.** Following the conclusion of each calendar month, Contractor must submit an itemized invoice detailing actual hours worked and actual expenses incurred for Work performed under this Agreement during the previous month. Invoices submitted shall be paid in the same manner as other claims made to the City. Invoices shall contain the following:
 - a. For compensation based on hours worked by various individuals, for each individual, their name, job title, the number of hours worked, rate of pay and description of the Work performed. For reimbursable expenses an itemized listing including, as applicable, receipts for such expenses.
 - b. Upon request of the City, Contractor must also provide the City's project number, a progress summary showing the original (or amended) amount of the Agreement, the current billing, past payments, the unexpended balance due under the Agreement.
5. **Representatives and Notices:** The below-named individuals will act as the representatives of the Parties with respect to the work to be performed under this Agreement. Any termination

notice issued under this Agreement shall be either hand delivered or sent by U.S. Mail to the below-named individuals:

To City:

City of Falcon Heights
2660 Civic Center Drive
Falcon Heights, MN 55113
Attn: Erik Henriksen, City Engineer

To Contractor:

American Environmental, LLC
3086 Walden Drive
Chaska, MN 55318
Attn: Tony Traxler, President

6. Assignment or Subcontracting. Unless noted otherwise in Exhibit A, the Contractor shall not assign or enter into subcontracts for services provided under this Agreement without the written consent of the City. If subcontracts are approved and entered into, the Contractor shall promptly pay any subcontractor involved in the performance of this Agreement as required by, and the Contractor shall otherwise comply with, the State Prompt Payment Act.

7. Independent Contractor. All Work provided pursuant to this Agreement shall be provided by Contractor as an independent contractor and not as an employee of the City for any purpose. Any and all officers, employees, subcontractors, and agents of Contractor, or any other person engaged by Contractor in the performance of the Work pursuant to this Agreement, shall not be considered employees of the City. Contractor, its employees, subcontractors, or agents shall not be entitled to any of the rights, privileges, or benefits of the City's employees, except as otherwise stated herein.

8. Annual Review. Following the anniversary date of each year of this Agreement, the City shall have the right to conduct a review of the performance of the Work performed by the Contractor under this Agreement. The Contractor agrees to cooperate in such review and to provide such information as the City may reasonably request. Following each performance review the Parties shall, if requested by the City, meet and discuss the performance of the Contractor relative to the remaining Work to be performed by the Contractor under this Agreement.

9. Compliance with Laws and Regulations. The Contractor shall comply with all federal, state and local laws, statutes, ordinances, rules and regulations in the performance of the Work.

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

11. Data Practices Act Compliance. Contractor acknowledges that all data provided, produced, or obtained under this Agreement shall be protected, maintained, and administered in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 (the "Act"), and that with regard to such data Contractor must comply with the Act as if it were a government entity. Contractor will immediately report to the City any requests from third Parties for information relating to this Agreement.

12. Audit Disclosure. Under Minn. Stat. § 16C.05, subd. 5, Contractor's books, records, documents, and accounting procedures and practices relevant to this Agreement, including books and records of any approved subcontractors, are subject to examination by the City and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years after the termination of this Agreement.

13. Indemnification. The Contractor agrees to defend, indemnify and hold the City, and its mayor, councilmembers, officers, agents, employees, and representatives harmless from and against all liability, claims, damages, costs, judgments, losses and expenses, including but not limited to reasonable attorney's fees, arising out of or resulting from any negligent or wrongful act or omission of the Contractor, its officers, agents, employees, contractors and/or subcontractors, pertaining to the performance or failure to perform the Work. Nothing herein shall be construed as a limitation on or waiver of any immunities or limitations on liability available to the City under Minnesota Statutes, Chapter 466, or other law.

14. Insurance. Prior to starting the Work and during the full term of this Agreement, the Contractor shall procure and maintain, at Contractor's expense, as follows:

- a. Workers Compensation insurance for all employees performing Work under this agreement in accordance with Minnesota law. The Contractor shall also provide Employer's Liability Insurance with minimum limits as follows:

- \$500,000 – Bodily Injury by Disease per employee
- \$500,000 – Bodily Injury by Disease aggregate
- \$500,000 – Bodily Injury by Accident

If Minnesota Statutes, Section 176.041 exempts the Contractor from Workers' Compensation insurance, the Contractor must provide a written statement, signed by an authorized representative, indicating the qualifying exemption that excludes the Contractor from the Minnesota Workers' Compensation requirements.

- b. Professional/Technical (Errors and Omissions) Liability Insurance

For contractors providing professional services as determined by the City, the Contractor is required to maintain Professional Liability (Errors and Omissions) Insurance that provides coverage for all claims the Contractor may become legally obligated to pay resulting from any actual or alleged negligent act, error, or

omission related to the Contractor's professional services required under the contract.

The Contractor is required to carry the following minimum limits:

- \$2,000,000 – per occurrence
- \$2,000,000 – annual aggregate

The retroactive or prior acts date of such coverage shall not be after the effective date of the contract and the Contractor shall maintain such insurance for a period of at least two (2) years, following completion of the work. If such insurance is discontinued, extended reporting period coverage must be obtained by the Contractor to fulfill this requirement.

c. Commercial General Liability Insurance: The Contractor is required to maintain Commercial General Liability Insurance protecting it from claims for damages for bodily injury, including death, and from claims for property damage, which may arise from operations under the contract. This policy shall have no coverages removed by endorsement. Insurance minimum limits are as follows:

- \$1,500,000 – per occurrence
- \$2,000,000 – annual aggregate
- \$2,000,000 – annual aggregate – Products/Completed Operations

The following coverages shall be included:

- Premises and Operations Bodily Injury and Property Damage
- Personal and Advertising Injury
- Blanket Contractual Liability
- Products and Completed Operations Liability

The City, including its elected and appointed officials, employees, and agents, must be endorsed as an Additional Insured using ISO Form CG 20 10 or equivalent for Ongoing Operations and ISO Form CG 20 37 or equivalent for Products/Completed Operations.

d. Business Automobile Liability Insurance.

The Contractor is required to maintain Business Automobile Liability Insurance protecting it from claims for damages for bodily injury, including death, and from claims for property damage resulting from the ownership, operation, maintenance or use of all autos which may arise from operations under the contract. Insurance minimum limits are as follows:

- \$1,000,000 – per occurrence Combined Single Limit for Bodily Injury and Property Damage

- The following coverages shall be included: Owned, Hired, and Non-owned Automobiles.

e. Additional Insurance conditions:

- The Contractor's policies shall be primary insurance and non-contributory to any other valid and collectible insurance available to the City with respect to any claim arising out of the Contractor's performance under the contract.
- An Umbrella or Excess Liability insurance policy may be used to supplement the Contractor's policy limits to satisfy the full policy limits required by the contract.
- All insurance shall be provided on an occurrence basis and not on a claims-made basis, except professional liability insurance or other coverage not reasonably available on an occurrence basis; provided that all such claims-made coverage is subject to the approval of the City Attorney.
- Any insurance limits in excess of the minimum limits shall be available to the City.
- All policies, except professional liability, shall be endorsed with a waiver of subrogation in favor of the City, including its elected and appointed officials, employees, and agents for losses arising from activities under the contract.
- Deductibles and self-insured retentions must be declared to and approved by the City. The City may require the Contractor to provide proof of ability to pay losses and related expenses within the deductible and retention.
- The Contractor is required to submit a Certificates of Insurance acceptable to the City as evidence of the required insurance coverage requirements.
- The Contractor's policies and Certificate of Insurance shall contain a provision that coverage afforded under the policies shall not be cancelled without at least thirty (30) days' advanced written notice to the City, or ten (10) days' written notice for non-payment of premium.
- The Contractor is responsible to review and ensure all subcontractors comply with the insurance provisions contained herein and said insurance is maintained as specified.
- If the City authorizes the Contractor to be self-insured, a Certificate of Self-Insurance must be attached.
- The Contractor shall obtain insurance policies from insurance companies having an "AM BEST" rating of A- (minus); Financial Size Category (FSC) VII or better, and authorized to do business in the State of Minnesota, or as approved by the City.
- The City reserves the right to immediately terminate the contract if the Contractor is not in compliance with the insurance requirements and retains all rights to pursue any legal remedies against the Contractor.

- All insurance policies must be open to inspection by the City, and copies of policies must be submitted to the City's authorized representative upon written request.
- The City's failure to approve or disapprove the Contractor's policies or certificates shall not relieve the Contractor of full responsibility to maintain the required insurance.
- If the coverage period shown on the Contractor's current certificate of insurance ends during the duration of the project, the Contractor must, prior to the end of the coverage period, obtain a new certificate of insurance showing that coverage has been extended.
- No representation is made that the minimum insurance requirements are sufficient to cover the obligations of the Contractor under the contract.
- Contractor must provide a copy of: (i) a certification of insurance satisfactory to the City, and (ii) if requested, the Contractor's insurance declaration page, riders and/or endorsements, as applicable, which evidences the compliance with this Paragraph, must be filed with the City prior to the start of Contractor's Work. Such documents evidencing insurance shall be in a form acceptable to the City and shall provide satisfactory evidence that the Contractor has complied with all insurance requirements.

15. Ownership of Documents. All plans, diagrams, analysis, reports and information generated in connection with the performance of this Agreement (the "Information") shall become the property of the City, but the Contractor may retain copies of such documents as records of the services provided. The City may use the Information for any reasons it deems appropriate without being liable to the Contractor for such use. The Contractor shall not use or disclose the Information for purposes other than performing the Work contemplated by this Agreement without the prior consent of the City.

16. Conflicts. No salaried officer or employee of the City and no member of the City Council of the City shall have a financial interest, direct or indirect, in this Agreement. The violation of this provision shall render this Agreement void.

17. Waiver. Any waiver by either Party of a breach of any provisions of this Agreement shall not affect, in any respect, the validity of the remainder of this Agreement or either Parties' ability to enforce a subsequent breach.

18. Governing Law. This Agreement shall be controlled by the laws of the State of Minnesota. Any disputes, controversies, or claims arising under this Agreement shall be heard in the state or federal courts of Minnesota and the Parties waive any objections to jurisdiction.

19. Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be considered an original.

20. Severability. The provisions of this Agreement are severable. If any portion hereof is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision shall not affect the remaining provisions of this Agreement.

21. Entire Agreement. Unless stated otherwise in this, the entire agreement of the Parties is contained in this Agreement. This Agreement supersedes all prior oral agreements and negotiations between the Parties relating to the subject matter hereof as well as any previous agreements presently in effect between the Parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the Parties, unless otherwise provided herein. Any modification of this agreement may be approved in writing by the Public Works Director, or their designee.

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IN WITNESS WHEREOF, the undersigned Parties have entered into this Agreement as of the date set forth above.

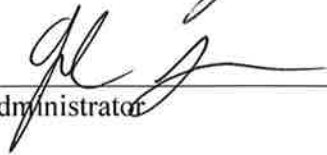
CITY OF FALCON HEIGHTS

AMERICAN ENVIRONMENTAL,
LLC

By: 

Mayor

By: _____
Its: _____

By: 

City Administrator

By: _____
Its: _____

EXHIBIT A



REQUEST FOR QUOTE SCOPE OF SERVICES

The City of Falcon Heights is requesting quotes for sanitary sewer main televising and cleaning. The quote should include a cost-per-foot amount for the pipe quantities listed below for televising and cleaning. Additional maps and pipe lists can be found under Exhibit A and Exhibit B and may be subject to minor modifications, and the City’s Standard Agreement can be found under Exhibit C. Quotes will be received until **4:30 p.m., Monday, March 2, 2026**. Please submit your quote via e-mail to erik.henricksen@cityofroseville.com.

Televising and cleaning consists of:

SANITARY SEWER
6" Pipe = 1,543 LF
8" Pipe = 23,733 LF
10" Pipe = 4,982 LF
12" Pipe = 2,474 LF
15" Pipe = 495 LF
Total = 33,227 LF
Provide hourly rate for root cutting.

Televising and Cleaning Requirements

The contractor shall perform a closed-circuit digital video (CCTV) inspection of the sanitary sewers designated using television equipment and color camera that shall be self-propelled, capable of pan and tilt, and have adequate lighting. The contractor shall provide colored digital video of all footage televised, a written report, and a data file containing all video, print reports, and still photos on an external hard drive. All CCTV inspections shall be completed in accordance with NASSCO’s Pipeline Assessment Certification Program (PACP). A current PACP certification of all CCTV operators will be required for all CCTV work. The CCTV software used on this project shall be NASSCO-PACP certified or equal. An unmodified PACP NASSCO EXCHANGE format database Microsoft Access compatible with associated video files shall be provided at the end of the project capable of being successfully uploaded into the city’s GIS system. The database shall be a single database containing all inspection files. If the database does not import properly, the project will be considered incomplete and payment withheld.



Speed of the camera through the pipe shall not exceed the speed sufficient to permit visual analysis of infiltration, structural damage, line potential and grade problems (typically 30 feet per minute). **All manholes and service wyes or taps shall be inspected thoroughly and completely.**

All sections of sewer main shall be cleaned using a hydraulically propelled high-velocity jet cleaner. Selection of equipment shall be based on field conditions such as access to manholes, type and quantity of debris to be removed, physical condition of line, size of sewer, and depth of flow. After cleaning, sanitary sewer and manholes shall be free of sludge, mud, sand, gravel, rock, grass, roots, or any other objects. All material removed during the cleaning operations shall become the property of the Contractor. It shall be the Contractor's responsibility to properly dispose of this material and included in the cost of cleaning per LF.

Report requirements

All reports shall include the following:

1. Data view

- Date of digital video inspection
- Report number
- Pipe segment name – furnished by city
- Upstream and downstream manhole numbers
- Identify pipe owner, City of Roseville
- Current distance along reach (distance counter footage)
- Data to be furnished in Microsoft Access database, importable into City's Arc View GIS program. Formatting shall be coordinated with Roseville staff prior to commencing work; all televising data must match the GIS asset ID's provided by the city.
- All digital videos to be recorded in format MPEG 1
- Videos will be 720x480 pixel size and 2080 kbites per second
- Actual file (video and audio) size shall be less than or equal to 12MB/min

2. Audio

- Date and time of digital video inspection, operator name and name of adjacent street or descriptive narration of easement.
- Verbal confirmation of upstream and downstream manhole numbers and camera direction in relation to flow
- Verbal or electronic description of pipe size, type, and pipe joint length
- A narrative description of the observable situation encountered as the camera travels through the sewer, including estimated inflow rates, clock position, joint problems, major cracks, sags, and all other defects

3. Written Report



- Date, time, city, street, survey direction, pipe segment name and name of operator
- Upstream and downstream manhole
- Location and description of each point of leakage
- Location and type of each service connection, list active or abandoned
- Location of any damaged sections, nature of damage, and location with respect to clock position
- Deflection in alignment of grade of pipe
- Pipe diameter, pipe material, section length, direction of viewing
- List a change in pipe – describe the material
- Abandoned survey – list cause, e.g. roots, blockage, sag, grease, etc. Measure length of line if abandoned.
- Type of surface, e.g. aggregate, concrete, bituminous, turf, etc.
- Furnish a list of incomplete lines
- Furnish an index with pipe segment name, location, and page number

Abandoned survey/Incomplete lines

The Contractor shall provide a comprehensive list of segments weekly where complete televising was unsuccessful, so that the City may clean obstructions and allow the Contractor to complete televising.

Proposed Schedule

Request for quotes	February 13, 2026
Quotes due to the City	March 2, 2026
Contract awarded/Notice to proceed	March 11, 2026
Televising package due	July 15, 2026

Requests for contract extensions shall be submitted in writing. If you have any questions, please contact me at erik.henricksen@cityofroseville.com or 651-792-7048, or Colin Callahan at colin.callahan@falconheights.org or 651-468-7106.

EXHIBIT B

SANITARY SEWER				
MH - FROM	MH - TO	MATERIAL	SIZE_INCH	LENGTH_FEET
4-21A	4-21	Lined	10	126
6-23	6-22	Lined	10	226
6-32	6-24	Lined	10	250
6-10	6-09	Lined	10	140
6-07	6-06	Lined	10	184
6-03	6-02	Lined	10	161
6-33	6-32	Lined	10	135
6-24	6-23	Lined	10	375
6-22	6-21	Lined	10	224
6-04	6-03	Lined	10	96
6-06	6-05	Lined	10	181
6-05	6-41	PVC	10	181
6-09	6-05	Lined	10	49
6-13	6-12	Lined	10	98
6-12	6-11	Lined	10	117
6-11	6-10	Lined	10	121
4-26	4-25	Lined	10	59
4-25	4-24A	Lined	10	251
4-24	4-23	Lined	10	339
4-23	4-22	Lined	10	263
4-21	4-21B	Lined	10	230
4-21B	4-19	Lined	10	354
4-06A	4-19	Lined	10	53
4-06	4-06A	Lined	10	10
6-25	6-24	Lined	10	125
6-14	6-13	Lined	10	67
4-38	4-34A	Lined	10	169
4-34A	4-34	Lined	10	181
4-22	4-21A	Lined	10	92
4-24A	4-24	Lined	10	128
6-20	6-19	Lined	12	149
6-19	6-18	Lined	12	149
6-17	6-16	Lined	12	168
4-02	4-01	Lined	12	252
2-19	2-20	Lined	12	342
6-26	6-25	Lined	12	160
6-27	6-26	Lined	12	155
6-18	6-17	Lined	12	162
6-16	6-15	Lined	12	164
4-06	4-02	Lined	12	337
4-01	1-70	Lined	12	250
1-71	1-70	Lined	12	37
2-14	2-15	Lined	12	149
2-15	2-18	Lined	15	223

2-18	2-19	Lined	15	219
2-20	2-21	Lined	15	53
6-44	6-09	PVC	6	128
LiftStation	6-13	DIP	6	790
GolfCourse	6-53	PVC	6	81
6-81	6-62	PVC	6	46
6-62	6-60	PVC	6	124
6-60	6-59	PVC	6	307
GolfCourse	6-81	PVC	6	54
GolfCourseClubHouse	6-81	PVC	6	15
6-29	6-28	Lined	8	248
6-40	6-08	PVC	8	84
5-10	5-11	PVC	8	249
5-08	5-10	PVC	8	239
5-01	5-02	PVC	8	281
4-64	4-61	Lined	8	338
4-61	4-58	Lined	8	289
4-59	4-58A	Lined	8	329
5-04	5-05	PVC	8	137
5-13	5-14	PVC	8	318
4-43	4-42	Lined	8	368
4-32	4-31	VCP	8	389
4-20	4-19	Lined	8	192
4-07	4-06A	Lined	8	315
4-55	4-54	Lined	8	264
4-51	4-50	VCP	8	379
4-63	4-62	Lined	8	55
4-62	4-61	Lined	8	291
4-04	4-03	Lined	8	379
1-74	1-73	Lined	8	348
4-09	4-08	Lined	8	430
4-12	4-11	VCP	8	332
2-16	2-15	Lined	8	319
3-42	3-42A	Lined	8	308
3-41	3-42	Lined	8	268
5-12	5-05	PVC	8	302
4-65	4-64	Lined	8	75
5-11	5-12	PVC	8	102
5-05	5-13	PVC	8	287
5-03	5-04	PVC	8	85
5-02	5-03	PVC	8	240
4-48	4-47	Lined	8	373
4-46	4-45	Lined	8	345
4-45	4-44	Lined	8	371
4-44	4-43	Lined	8	367
4-42	4-38	Lined	8	369
4-47	4-46	Lined	8	393

6-41	6-40	PVC	8	90
6-30	6-29	Lined	8	85
6-31	6-30	Lined	8	70
5-06	5-07	PVC	8	195
5-07	5-08	PVC	8	79
5-09	5-10	PVC	8	248
5-20	4-38	Lined	8	250
5-19	5-20	Lined	8	260
5-16	5-17	PVC	8	276
5-15	5-16	PVC	8	194
5-14	5-15	PVC	8	220
5-17	5-18	Lined	8	65
5-18	5-19	Lined	8	98
4-53	4-48	Lined	8	294
4-54	4-53	Lined	8	274
4-49	4-48	VCP	8	268
4-50	4-49	VCP	8	146
4-26A	4-26	Lined	8	269
1-75	1-74	Lined	8	276
1-72	1-71	Lined	8	256
1-73	1-72	Lined	8	47
4-52	4-51	VCP	8	237
4-15	4-11	VCP	8	249
4-11	4-10	Lined	8	49
4-10	4-09	Lined	8	355
4-08	4-06	Lined	8	358
4-17	4-16	VCP	8	325
4-27	4-26	VCP	8	337
4-28	4-27	VCP	8	373
4-29	4-28	VCP	8	373
4-30	4-29	VCP	8	368
4-31	4-30	VCP	8	374
4-56	4-53	Lined	8	217
4-57	4-56	Lined	8	61
4-58	4-57	Lined	8	219
4-58A	4-58	Lined	8	51
4-60	4-59	Lined	8	90
4-18	4-17	VCP	8	81
4-16	4-15	VCP	8	297
4-13	4-12	VCP	8	309
4-14	4-13	VCP	8	64
4-05	4-04	Lined	8	355
4-03	4-02	Lined	8	310
2-17	2-16	Lined	8	274
3-43	3-42A	Lined	8	92
4-34	4-26A	Lined	8	204
6-50	6-52	PVC	8	300

6-49	6-50	PVC	8	301
6-48	6-49	PVC	8	305
6-53	6-52	PVC	8	108
6-52	LiftStation	PVC	8	11
6-56	6-53	PVC	8	87
6-57	6-56	PVC	8	146
6-58	6-57	PVC	8	325
6-59	6-58	PVC	8	298
4-35	4-34	Lined	8	399
4-36	4-35	Lined	8	319
4-36A	4-36	Lined	8	399
4-37	4-36A	Lined	8	80
4-37A	4-37	Unknown	UNK	212
			TOTAL	33227

EXHIBIT B

November 12, 2025

American
Environment

3086 Walden Drive Chaska, MN 55318

Phone (612) 226-0516

Email: Midwesttony81@aol.com

Project Bid



Erik Henricksen, P.E.

Assistant City Engineer

Office 651.792.7048 | Cell 651.352.7476

erik.henricksen@cityofroseville

2660 Civic Center Drive | Roseville, MN 55113

2026 Falcon Heights Sewer Cleaning and Televising

Clean and Televiser Sanitary sewer 33,227' @ \$ 1.75 per ft = \$ 58,147.25

Root cutting Hourly rate of \$ 345.00

American Environmental, LLC

CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION

March 11, 2026

No. 26-22

**RESOLUTION AWARDING THE 2026 SANITARY SEWER CCTV & CLEAN PROJECT
#26-02 TO AMERICAN ENVIRONMENTAL, LLC**

WHEREAS, the City of Falcon Heights periodically cleans and televises sanitary sewer mains to inspect and maintain the sanitary sewer system; and

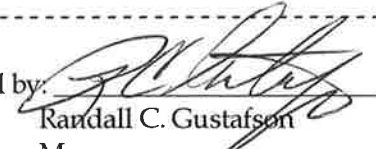
WHEREAS, the City solicited quotes for the 2026 sanitary sewer cleaning and televising project; and

WHEREAS, American Environmental, LLC submitted the lowest responsible quote for the work in the amount of \$58,147.25.


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

1. The City Council hereby awards the 2026 Sanitary Sewer CCTV & Clean Project #26-02 to American Environmental, LLC in the amount of \$58,147.25.
2. The Mayor and City Administrator are authorized to execute the agreement for the project on behalf of the City.

Moved by: Gustafson

Approved by: 
Randall C. Gustafson
Mayor

GUSTAFSON 5 In Favor
MAY
MOGEN 0 Against
WASSENBERG
MIELKE

Attested by: 
Jack Linehan
City Administrator

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ITEM FOR DISCUSSION

Meeting Date	March 11, 2026
Agenda Item	Consent G7
Attachment	See Below
Submitted By	Elke Johnson, Administrative & Communications Coordinator

Item	Approval of Resolution 26-23 Awarding a Contract to Municode for Online Code Hosting Services
Description	<p>The City’s Code is currently maintained primarily in a static format that can be difficult for both staff and residents to update, search, and access. Staff have received a proposal from CivicPlus to republish the City Code and transition it to a modern online code hosting platform maintained through Municode Codification</p> <p>In summer 2025, the City Council approved a contract with CivicPlus to redesign the City’s website, creating a more engaging and user-friendly platform with a flexible content management system that allows staff to provide timely, accurate, and accessible information. Municode Codification is part of CivicPlus and is an online code hosting system that would complement the new website by providing a searchable, publicly accessible version of the City’s Code</p> <p>This proposal includes the republication of the existing code, ongoing supplementation services, and hosting the code on a publicly accessible website. Online Code Hosting includes:</p> <ul style="list-style-type: none"> • Fully searchable online code accessible from computers and mobile devices • Internal cross-referencing between code sections • Ability to print, download, or share specific sections • Translation capabilities for more than 100 languages • Secure cloud-based hosting with high reliability <p>Moving the City Code to an online hosting system would:</p> <ul style="list-style-type: none"> • Improve transparency and public access to city ordinances and regulations • Ensure compliance with WCAG 2.1 Level AA guidelines for government websites • Provide faster and accurate updates following ordinance adoption • Allow staff and residents to easily search and navigate the city code

	Annual recurring services shall be invoiced at the start of each one-year renewal term and be subject to a 5% increase beginning in Year 2 of your contract.
Budget Impact	<ul style="list-style-type: none"> • Total One Time: \$1,000 • Total Project Cost Year One: \$4,575 • Total Annual Renewable: \$3,575
Attachment(s)	<ul style="list-style-type: none"> • Municode Proposal • Contract • Resolution 26-23
Action(s) Requested	Staff recommends the approval of Resolution 26-23 Awarding a Contract to Municode for Online Code Hosting Services

municode
codification

POWERED BY CIVICPLUS

**Republication,
Supplementation, and
Online Code Hosting
Services**

City of Falcon Heights, MN

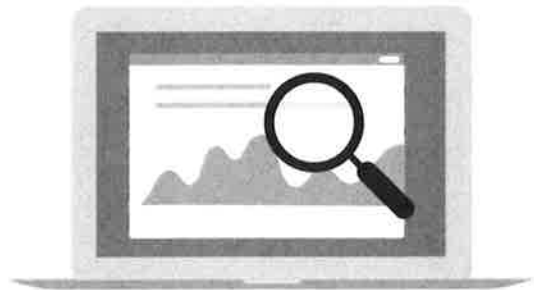
PRESENTED BY:

J.R. Riley, Legal Account Executive

Contact

850-696-7012

JRiley@civicplus.com




Republication

We will provide you with a Style Checklist and work with you to confirm the desired formatting and style of the code, including font. We will update the preliminary pages, create an index (if elected) and table of contents; update history notes; provide a comparative table of ordinances, and integrate all applicable photographs, maps, diagrams, charts, and tables into the code. Proofs can then be provided for your review. Following the approval of the proofs, the code will be shipped and posted online in fully robust HTML format.



We will handle 100% of the publishing. The republication process includes editing, page composition, proofreading, indexing (if elected), and delivering the information as printed and/or electronic copy. When we republish your code, pages are recomposed to eliminate short pages, pages with blank backs and oddly numbered (point) pages. Following the recomposition, the code is reprinted, and supplement number designations start over with Supplement No. 1.

The anticipated time frame for the conversion and republication project is up to 6 months, excepting any delays in your return of proofs, and will begin after our receipt of the completed Style Checklist and all necessary material in an editable, electronic format. Within two weeks of shipping the new code, it will be published online in fully robust HTML format.

 Republication Timeline		
STEP 1	Immediately	<p>CUSTOMER sends signed contract and all applicable material.</p> <p>CIVICPLUS acknowledges contract, provides a Disposition List of all ordinances/material received.</p>
STEP 2	Within 3 Weeks	<p>CIVICPLUS provides a project introduction letter outlining all phases of the project and all material received to date.</p> <p>CUSTOMER confirms CivicPlus has all applicable materials. Conversion begins upon receipt of all applicable materials.</p>
STEP 3	Up to 6 Months	<p>CIVICPLUS submits code draft proofs for customer review.</p> <p>CUSTOMER to return proofs within 45 days. After the proofs are returned, we will ship the newly printed code volumes within 2-3 weeks and post the code online. Supplementation will begin anew with Supplement No. 1.</p>

To ensure a successful project completion, style changes requested after approval of the sample will be assessed an additional editorial fee. Legislation added to the project must be approved and received prior to the established cutoff date. Following the delivery of the final code draft for proofing, any extensive changes requested in the code content, and/or any material added to the code that was not previously contemplated, will be subject to an additional proof update fee. Proofs not returned within 45 days may be subject to a proof update fee, if applicable.

THE REPUBLICATION PROCESS INCLUDES:

- Conversion to our codification database
- Removal and replacement of supplement numbers
- Updating of preliminary pages (title page, officials' page, and preface)
- New page numbers
- Editing and proofreading
- 10-point, Times New Roman font, single column format, unless otherwise instructed
- Incorporation of maps, diagrams, charts, and tables
- Preparation of table of contents and updating or creation of an index (if elected)
- Proofs provided for your review
- Posting your newly republished code online

THE REPUBLICATION PROCESS DOES NOT INCLUDE:

- Renumbering and/or reorganizing the structure of your code
- Legal Review by an attorney (quote available upon request)
- Substantive editing or changes to the text



Supplementation Services


Our supplementation process has been designed for timeliness, efficiency, simplicity, and most of all, for our customers' convenience. Supplements will be provided on your chosen schedule, and you will be billed on an annual basis. Color printing and an increase in the desired number of supplement hard copies may result in an increase in the annual fee.

We pride ourselves on a turnaround time of 40 to 45 days for printed supplements and can provide our always-up-to-date electronic update services within 15 days. The online code is updated within three days after shipping the supplement; there is no additional fee for this service. Rush supplements will be assessed an additional one-time fee. A recent analysis of our printed supplement services indicated an editorial error rate of less than 0.1 percent, which is made possible by our attention to detail, ongoing communication with our customers, and strict quality control checks to ensure we continue to produce the best printed and electronic supplements available in our industry. Any errors attributable to CivicPlus during the preparation, printing, and maintenance of the code will be corrected at no cost. The printed supplement process is outlined as follows:



Supplementation Process

1. **Initial Receipt** – The receipt of the new legislation will be acknowledged within 24 hours. Our production support team will record the adoption date, effective date, and ordinance number(s). You will be advised promptly if any pertinent information is missing from your submission. Your material will then be immediately forwarded to our supplement team for codification. If our OrdBank service is elected (advance legislation service), the legislation will be posted online within 48 hours as a PDF under "adopted legislation not yet codified" at this time.
2. **Editorial Review** – Our editorial team will review all ordinances received to determine whether the ordinance should be included in your code; where the ordinance should be placed; whether the ordinance conflicts with your existing code format; what material should be removed from your existing code; whether history notes will be added; what tables will be updated; and whether the table of contents in the front of the code and at the chapter/title level should be amended. If any significant errors or numbering issues are noted, your editor will contact you for clarification. Our editorial team will make no substantive changes to your legislation; however, minor typographical errors will be corrected as part of the supplement process. Should the editorial, legal, or proofreading team find discrepancies in your ordinances, we will communicate with you promptly.
3. **Indexing** – If an Index is elected, your supplement will be sent to our indexing team, where new legislation is indexed and cross-referenced in all appropriate locations.
4. **Proofreading** – The proofreader assigned to your editorial team will then examine your supplement line by line to ensure editorial accuracy, code hierarchy, and layout and confirm that your supplement is grammatically correct and free of errors in spelling and capitalization. Finally, your supplement is examined line by line again to ensure that the improvements made by the editorial team are thorough and accurate. The original ordinance is compared with the newly added text to ensure editorial accuracy.
5. **Posting the Supplement Online** – After your supplement has been completed, your online code will be updated within one to three days, and we will provide any electronic products requested. You will receive a notification that the website has been updated via email. If our CodeBank Compare + eNotify service is elected, subscribers will be notified when the online code is updated. When your code is updated, all internal cross-reference links are updated on our Online Code Hosting system.
6. **Printing and Shipping** – We will print, cut, hole-punch, insert divider tabs (if elected), and ship your supplement to you per your elected schedule.

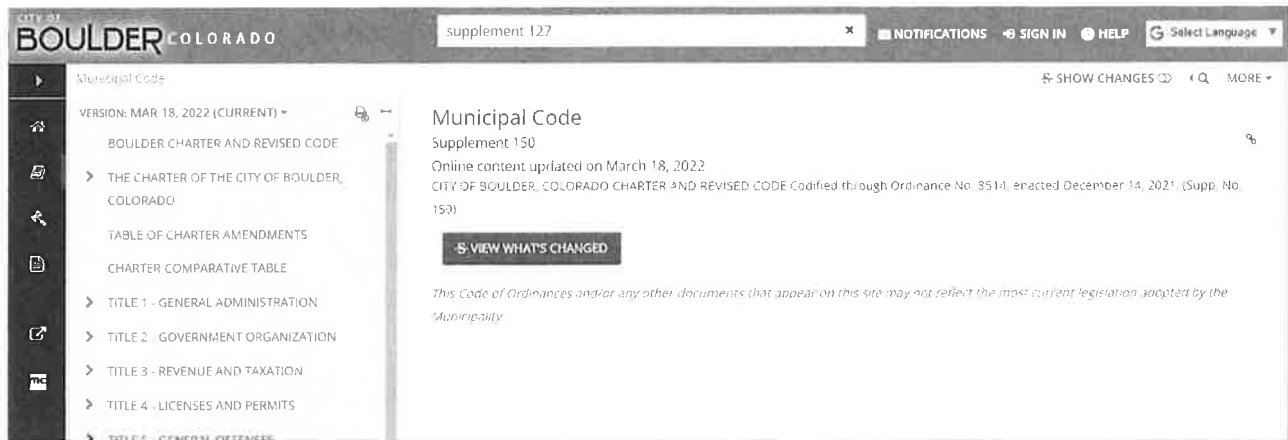
Printed Supplementation Process	
	Submission of Materials
	Editorial Review
	Mark Up
	Indexing
	Proofreading
	Corrections
	Printing & Shipping
	Upload to the Internet



Online Code Hosting

Our Online Code Hosting system is continuously enhanced and improved by our in-house team of Internet Technology professionals. It includes Standard and upgradeable Premium features, designed to provide a wide variety of additional capabilities for researching and navigating your code and preserving its history.

Our system is extremely user-friendly and requires no special training or login information. In addition, we offer a variety of on-demand video tutorials. We can also host a personalized training webinar for you and your staff to demonstrate our online features and capabilities before your new code goes live online.



Online Code Hosting Standard Features

Responsive Design – We designed our intuitive User Interface (UI) to provide easy access to our full suite of features from any device, including a tablet or mobile device running iOS or Android.



Print/Save/Email – With delivery available in Microsoft Word or PDF format, users can share a link, print, download (as a Microsoft Word document), or email files at the section, article, or chapter levels or even non-sequential sections from multiple portions of your code(s).

Not all codification companies enable you to download Microsoft Word documents directly from the website. Being able to do so enhances your ability to draft new legislation.

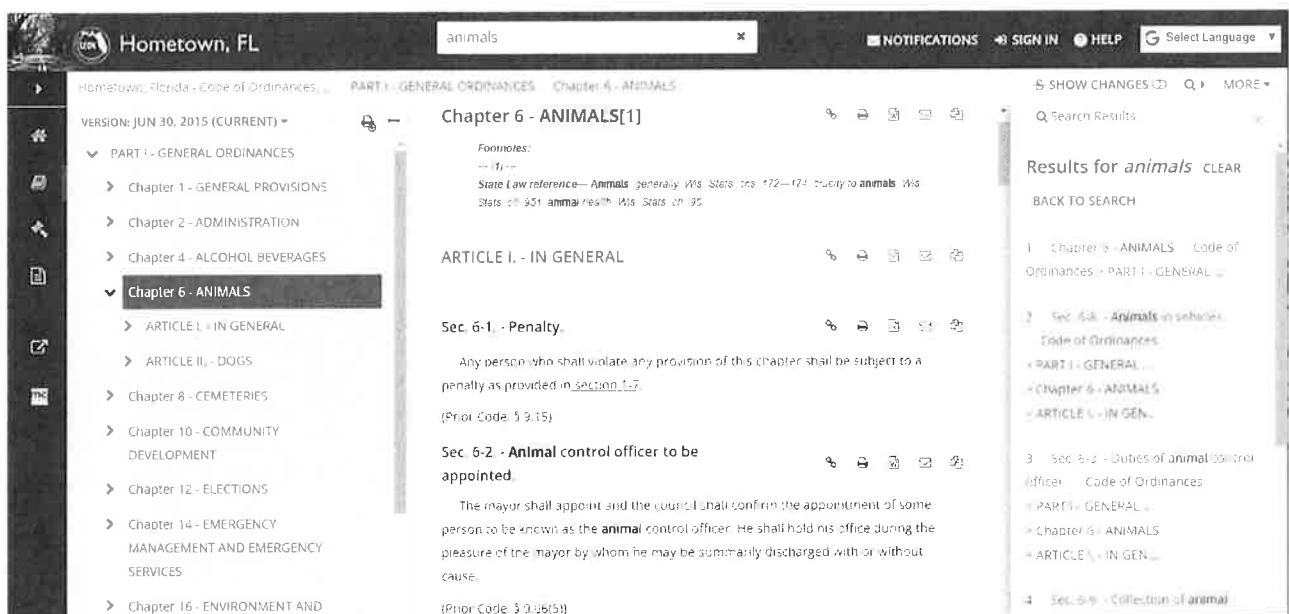
Social Media Sharing – You and your users can share code sections via Facebook and Twitter. This functionality makes it easier for you and your team to utilize social media to engage your community and enhance your level of transparency.

Browsing – Online Code Hosting provides a persistent breadcrumb trail when browsing or searching and a Previous/Next button at the top and bottom of any document you’re viewing. The table of contents and content pane also sync as you scroll to deliver the most intuitive reading experience possible.

Ease of Navigation – Our collapsible table of contents, continuous next-hit feature, and internal and external hyperlinking and cross-referencing features simplify and enhance the navigation of your online code, allowing your staff and residents the capability of simultaneously searching your code, ordinances, minutes, resolutions, budgets, and more.

Searching – Our powerful search engine allows users to easily search the code using keywords or phrases and print, download, or email any portion of your code. Search starts on a dedicated page, then moves to a persistent right-hand sidebar as you cycle through the results, which enables a user to quickly move through search results and view results simultaneously. The section also indexes your code, returning more accurate, granular results. Search results can be sorted by relevance or book order.

- **Advanced Searching** – Conduct searches using Natural Language (think Google) or Boolean Logic, including simple or advanced



searches supporting stemming, wildcards, proximity searches, and a global synonym list.

- **Multiple Publications** – Multiple publications (e.g., code, zoning) incorporated into the Online Code Hosting system will be searchable from one interface.
- **Narrow Searching** – Search terms can be applied to the entire code or narrowed within specific chapters or sections with the ability to sort results by relevance or book order.
- **Stored Searching** – Online Code Hosting allows all search result listings to be bookmarked under your browser’s bookmark tabs; users need only conduct a search and press Ctrl+D to add the search result listing to your browser’s tabs.
- **Searchable Ordinances** – With our OrdBank service, ordinances posted pre- and post-codification are full-text searchable.
- **Search All Content Types** – If you use our OrdBank or MuniDocs service, you can search any combination of your code, ordinances, and MuniDocs simultaneously; Search results are labeled for easy identification.



Internal Cross-Reference Linking – Cross-references within your code are linked to their respective destination article, chapter, or section.

Mouseover (clue tips) – Navigate to your code, and any linked cross-reference will quickly display in the pop-up preview window.

Collapsible TOC – The table of contents collapses, providing additional real estate with which you may view your code. Easily view your maps, graphs, and charts by enlarging the item.

Translation – Google Translate allows users to view our hosted codes in over 100+ languages.

Static Linking – Copy links of any section, chapter, or title to share via email or social media.

Scrolling Tables and Charts – Headers stay fixed while you scroll through the table/chart.

GIS – We can provide a permalink to any code section and assist staff in creating a link from your GIS system to relevant code sections.

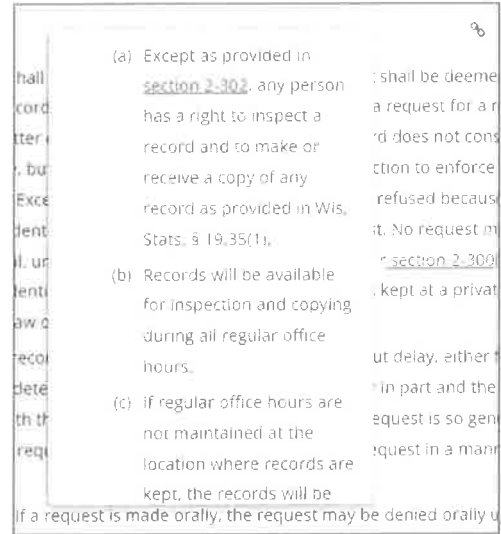
In-line Images and PDFs – We take great care to ensure that your images match online and in print and are captured at the highest quality possible. Our online graphics can be enlarged by hiding the table of contents to maximize the image. CivicPlus can also incorporate PDFs of certain portions of the code that have particular viewing and layout requirements.

Public Notes – Post public notes or documents within the online code to inform residents about current issues pertinent to any specific section of your code.

Website Accessibility – The User Interface and all HTML content viewed via our Online Code Hosting System’s web application are WCAG 2.1 Level AA compliant. While we take several steps to improve the accessibility of PDF documents uploaded to the Online Code Hosting System, we cannot guarantee full ADA compliance of PDF documents. If a fully ADA compliant PDF document is uploaded to our Online Code Hosting System, it will remain compliant while stored in our system. Each PDF document uploaded to our system is OCR scanned and document title, primary language, and other PDF metadata fields, and base level of tags for screen readers are set.

Hosting and Security – Our tech stack includes HTML5 and CSS3, Javascript (AngularJS), and a RESTful API written in C# running on .Net Core. All content is rendered in standard HTML and is viewable in all modern browsers, including PC: Microsoft Internet Explorer 10 or later, Firefox 3.6 or later, macOS®: Safari™ 5.0 or later, and Chrome 18 or later. We host our Online Code Hosting System in Microsoft’s Azure Government secure cloud environment and guarantee an SLA of 99.95 percent uptime. SSL encryption is used by default to secure access to the site, and the entire system is backed up to multiple geographic locations within the Azure Government cloud ecosystem.

Support – Phone, email, and web support for residents and staff: 24-hour email response; phone support from 7 a.m. to 8 p.m. CT. We offer a variety of video tutorials, and we are always available to host a personalized webinar for you and your staff to demonstrate our online features.



Premium Features

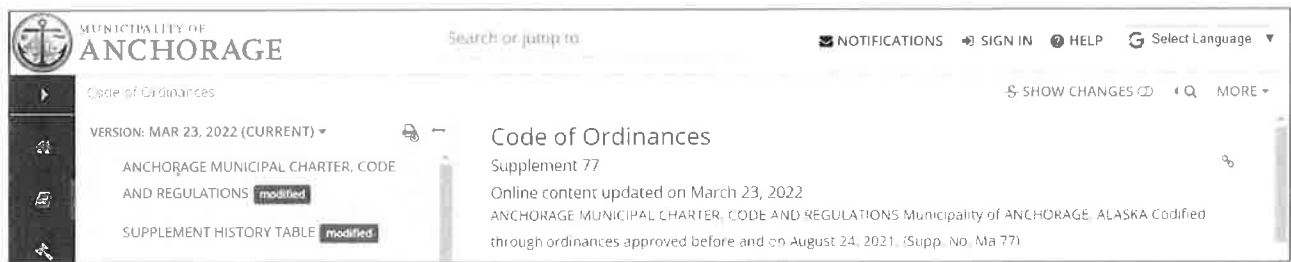
We recommend our **Premium Bundle** for the most transparent and feature-rich code possible at the best cost savings. The bundle includes our annual online code hosting and maintenance service along with each of the following features:

- Custom Banner
- CodeBank
- CodeBank Compare + eNotify
- OrdBank
- MuniPRO Service

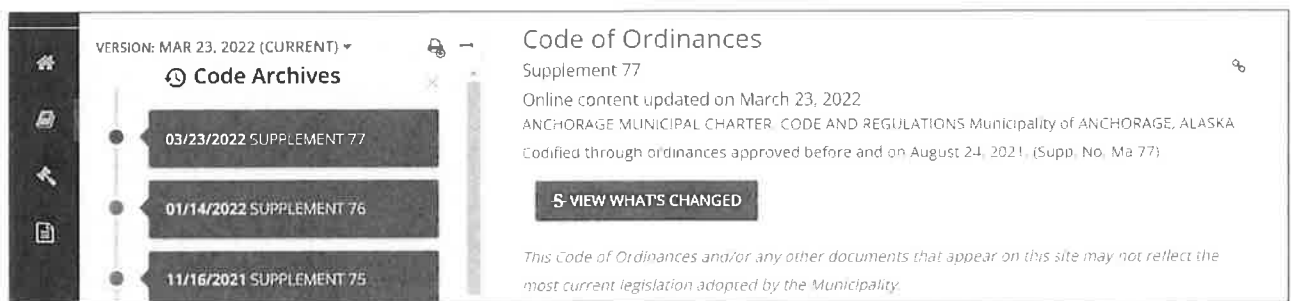
OrdLink and MuniDocs can be added to a **Premium Bundle**, if desired.

Summary of All Premium Features

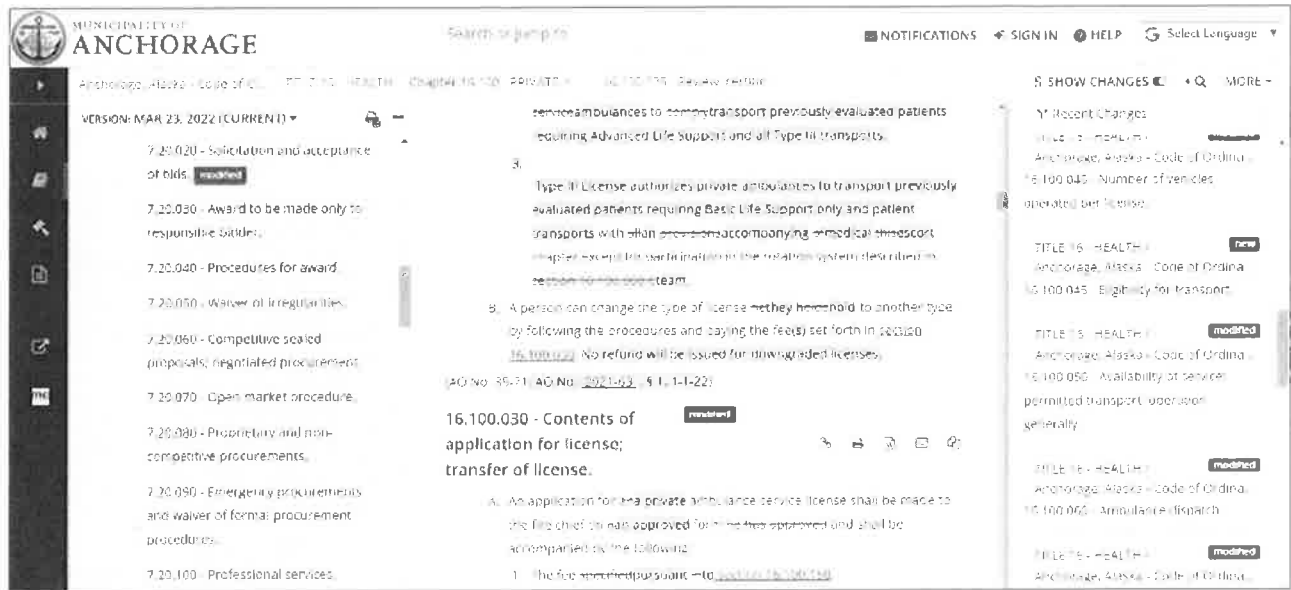
Custom Banner – We can customize the look and feel of your code to match your website more closely.



CodeBank – Our CodeBank feature provides an online archival system for previous supplements of your code. Empower your staff and residents to access every previous code version with one click.



CodeBank Compare + eNotify – Our CodeBank Compare service is a powerful feature that allows users to select a past version of your online code and compare it to any other version. The differences will be shown via highlights (added material) or strikethrough (deleted material). Users will be notified of the changes in the table of contents and within the text of the code via “modified,” “new,” or “removed” badges. Users can also select an option to view all of the changes in a single view, complete with strikethrough and highlights showing the specific textual changes made. In addition, the CodeBank Compare service will show all amendments to your code that were implemented during the most recent update. Please note that the CodeBank feature is required to access CodeBank Compare.



Our eNotify service allows users to enroll online and receive email notifications each time the online code is updated. Please note that the CodeBank Compare feature is required to utilize the eNotify service.

Get Notified

Fill out the form below to receive an email notification every time we receive new ordinances or the selected publication is updated online.

Email

Enter email

Publication

Select One

Publication

- Code of Ordinances
 - CODE OF THE CITY OF ARVADA, COLORADO
 - SUPPLEMENT HISTORY TABLE
- Part I - CHARTER
- Chapter 1 - GENERAL PROVISIONS
- Chapter 2 - ADMINISTRATION
- Chapter 6 - ALCOHOLIC BEVERAGES

Get Notified

OrdBank – With our OrdBank solution, newly adopted, amendatory legislation will be posted online between supplements. Upon completion of your supplement, the ordinances will be linked in your history notes and stored in your OrdBank Repository under the “OrdBank” tab. All ordinances for codification and all ordinances for linking via our OrdBank feature can be emailed to us at municodeords@civicplus.com.

The screenshot shows the OrdBank interface for Arvada, Colorado. The left sidebar contains a table of contents with the following items:

- VERSION: DEC 30, 2021 (CURRENT)
 - DIVISION 5. - SEWAGE
 - DIVISION 6. - WATER FEES AND RATES
 - Sec. 102-161. - Residential water fees within city.**

The main content area displays the text for **Sec. 102-161. - Residential water fees within the city.** The text reads: "Sec. 102-161.5. - Residential water fees within the Jefferson Center Metropolitan District, the Leyden Rock Metropolitan District, the Leyden Ranch Metropolitan District, and Candelas Filings 2, 3, 4 and designated properties in".

Below the text, there is a list of ordinances: "(Code 1981, § 33-77; Ord. No. 2574, § 1, 11-21-1988; Ord. No. 2671, § 14, 10-16-1989; Ord. No. 2753, § 3, 11-5-1990; Ord. No. 2823, § 11, 7-1-1991; Ord. No. 2931, § 10, 10-19-1992; Ord. No. 2938, § 1, 12-14-1992; Ord. No. 3127, § 10, 10-24-1994; Ord. No. 3202, § 5, 8-7-1995; Ord. No. 3223, § 7, 10-23-1995; Ord. No. 3262, § 9, 4-15-1996; Ord. No. 3297, § 1, 10-21-1996; Ord. No. 3403, § 15, 10-20-1997; Ord. No. 3489, § 1, 10-26-1998; Ord. No. 3560, § 3, 10-11-1999; Ord. No. 3650, § 1, 10-23-2000; Ord. No. 3722, § 1, 10-8-2001; Ord. No. 3773, § 1, 10-21-2002; Ord. No. 3839, § 1, 10-13-2003; Ord. No. 3920, § 1, 11-8-2004; Ord. No. 3969, § 1, 10-10-2005; [Ord. No. 4027, § 1, 10-16-2006](#); [Ord. No. 4099, § 1, 11-19-2007, eff. 1-1-2008](#); [Ord. No. 4139, § 1, 11-17-2008, eff. 1-1-2009](#); [Ord. No. 4184, § 2, 10-19-2009, eff. 1-1-2010](#); [Ord. No. 4193, § 1, 1-11-2010, eff. 7-1-2010, 1-1-2011](#); [Ord. No. 4361, § 1, 10-22-2013, eff. 1-1-2013](#); [Ord. No. 4411, § 1, 10-21-2013, eff. 1-1-2014](#); [Ord. No. 4465, § 1, 10-20-2014, eff. 1-1-2015](#); [Ord. No. 4524, § 1, 10-19-2015, eff. 1-1-2016](#); [Ord. No. 4571, § 1, eff. 1-1-2017](#))".

Below the list, the text reads: "Sec. 102-161.5. - Residential water fees within the **Jefferson Center Metropolitan District, the Leyden**".

OrdLink – Before incorporating the ordinances into your code via supplementation, the OrdLink feature can hyperlink newly adopted amendatory ordinances to the amended code section. Linked sections are highlighted in the table of contents, and links are created from the amended sections to the new ordinances. Once the linked ordinances are incorporated into your code, they are added to your OrdBank repository and hyperlinked to your history notes. This service lets everyone know that new ordinances have been adopted. OrdLink must be purchased with OrdBank or as an addition to the Premium Bundle.

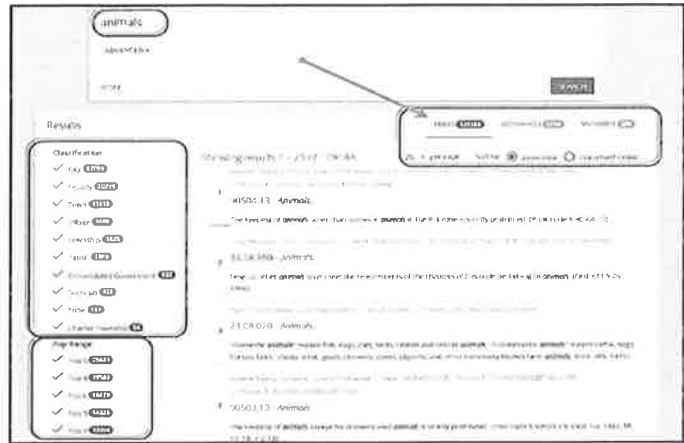
The screenshot shows the OrdBank interface for Irvine Municipal Code. The left sidebar contains a table of contents with the following items:

- VERSION: JUL 29, 2021 (CURRENT)
 - IRVINE MUNICIPAL CODE
 - SUPPLEMENT HISTORY TABLE **modified**
 - CHARTER - CITY OF IRVINE
 - TITLE 1 - GENERAL SERVICES **Amended**
 - Division 1 - GENERAL PROVISIONS** **Amended**
 - Sec. 1-1-101. - How designated, cited.**
 - Sec. 1-1-102. - Rules of construction, definitions.
 - Sec. 1-1-103. - Headings; catchlines of sections; history notes; etc.
 - Sec. 1-1-104. - Incorporation by reference.
 - Sec. 1-1-105. - Reference to Code, conflicts.

The main content area displays the text for **Division 1 - GENERAL PROVISIONS**. It is amended by Ordinance No. 21-15. The text reads: "Sec. 1-1-101. - How designated, cited. This Code, which consists of administrative, criminal and regulatory ordinances of this City, shall be known as the 'Irvine Municipal Code,' and it shall be sufficient to refer to said Code as the 'Irvine Municipal Code' in any prosecution for the violation thereof; it shall also be sufficient to designate any ordinance adding to, amending or repealing said Code as an addition to or amendment to or repeal of the 'Irvine Municipal Code.' (Code 1976, § 1A-101) Charter reference— Codification of ordinances, § 409." Below this, the text reads: "Sec. 1-1-102. - Rules of construction, definitions. in the construction of this Code and of all ordinances of this City, the following definitions and".

MuniPRO Services – MuniPRO searching allows you to search the over 4,300 codes we host (the entire country, a single state, or individually selected codes of your choosing). MuniPRO searches are ideal for researching local regulations of interest or discovering how other communities are dealing with similar issues. In addition, MuniPRO provides subscribers with the following tools:

- **Multiple Code Search** – Search all codes within one state, multiple codes within one state, or search all codes in the U.S. hosted by CivicPlus; search results are sorted by relevancy and indicate the source publication, showing excerpts and keyword highlighting.
- **MuniPRO Saved Searches** – Save frequently used or complex searches for easy retrieval from the MuniPRO Dashboard.
- **MuniPRO Notes** – Create a note and attach it to any section in any publication; note icons are present when viewing the section, alerting the user to a previously written note; a global listing of notes can be accessed and managed from the MuniPRO Dashboard.
- **MuniPRO Drafts** – Begin a new ordinance draft to keep track of pending legislation.
 - Draft icons are present when viewing the section, alerting the user to a previously created draft.
 - A global listing of drafts can also be accessed and managed from the MuniPRO Dashboard.



MuniDocs – MuniDocs allows you to upload many types of documents to browse and search alongside your online code and is fully searchable and filterable. After users log in, they are presented with a dashboard that allows them to upload new documents and manage previously uploaded documents. When uploaded, users can pick from a list of predefined document types.

Uploading a document is as simple as dragging and dropping the document from your computer into the upload dialog box on the admin dashboard. Uploaded documents are immediately converted to PDF and indexed for search. Users may upload .rtf, .doc, .docx, and .pdf documents and organize these documents by nested folders.

The public can then browse and search these documents immediately.

Your MuniDocs files can also serve as storage for archived ordinances within MuniDocs. Unlike our online OrdBank feature, these self-loaded archived ordinances will not be linked to the legislation within the online code.



Investment Proposal

Republication

- Conversion of codified code and materials received through March 3, 2026
- Includes P&Z
- Single column, 10-point font pages
- Removal of supplement numbers
- Updating of preliminary pages (title page, officials' page, and preface)
- New page numbers
- Standardizing text style for consistency from provided options
- Incorporation of graphics and tabular matter
- Three printed copies of the new code with divider tabs and one PDF copy (freight invoiced upon shipment)
- Current code can be posted online as a PDF during conversion and republication project

Supplementation

- Supplementation of legislation permanent and general in nature (omitted legislation not included)
- Acknowledgment of material
- Editorial work, proofreading, and updating the index
- Updating online code upon completion of each supplement
- Printing up to three black and white copies per print schedule elected, includes instruction sheet and checklist of up-to-date pages
- Freight for supplements
- Images, graphics, and tabular matter
- **(Optional) Increase to Supplementation Plus to update your Code online on a bi-monthly basis (must select supplementation and supplementation plus)**

Online Code Hosting

- Mobile friendly site with full functionality and optimal screen resolution on all devices
- In-line images with scrolling tables and charts
- Narrow, pinpoint, and advanced (including Boolean) searching
- Previous and hit buttons
- Persistent breadcrumb trail
- Print or save as formatted Word (DOCX)
- **(Optional) Premium Bundle – Custom Banner, CodeBank, CodeBank Compare + eNotify, OrdBank, and MuniPro Service**



Investment		One-Time
Republication		\$1,000
Code update		\$0.00
Total One-Time		\$1,000
		Renewable
Supplementation		\$2,200
Online Code Hosting Premium Bundle (recommended)		\$1,375
Total Annual Renewable		\$3,575
Total Project Cost Year One		\$4,575

Standard Invoicing

Additional Fees

- Sales tax will be applied, if applicable
- Actual freight costs will be submitted for initial code delivery, but excluded from annual supplement cost
- Additional pages outside materials submitted for proposal, will be charged \$25.00 per-page changed in the code of ordinance before publication.

Invoicing

- An initial term shall commence upon contract signing and continue for 12 months
- The initial invoice will be sent within 30 days from time of contract signing
- Annual recurring services shall be invoiced at the start of each one-year renewal term and be subject to a 5% increase beginning in Year 2 of your contract
- Any additional fees incurred during the republication and conversion project (“Conversion”) phase will be invoiced separately upon the completion of the Conversion



Optional Enhancements

Optional Services & Tools	One-Time	Annual
Republication		
Reorganization, renumbering, or legal review of code content	Quote upon request	N/A
3-post expandable binder, with stamping (Black or Blue)	\$100 each	N/A
Additional tabs	\$30 per set	N/A
Archival OrdBank per ordinance	\$25	N/A
Supplementation		
Code in Microsoft Word (DOCX) (sent via email download)	N/A	\$175
Adobe PDF of each supplement (sent via email download)	N/A	\$175
State Statute Linking	\$75/hour	\$425
Additional copies, reprints, binders, and/or tab orders	Quote upon request	
Legal services, creation of fee schedules, gender neutral review/implementation, and/or external linking	Quote upon request	
Codifying a:		
<ul style="list-style-type: none"> • Complete replacement of complex subject matter such as, but not limited to, Zoning (or equivalent) • New adopted full Chapter/Title Appendix • Newly adopted term change legislation 	Quote upon request	N/A
The addition of Manuals, Policies, Procedures, Comprehensive Plans, Land Use, Unified Codes, Zoning (or equivalent).	Quote upon receipt of material	
Online Code Hosting		
Online Code Hosting Only	N/A	\$550
Custom Banner	\$250	N/A
CodeBank	N/A	\$275
CodeBank Compare + eNotify	N/A	\$275



OrdBank	N/A	\$400
OrdLink (must be purchased with OrdBank)	N/A	\$275
MuniDocs – Upgraded capabilities to host any other municipal documents in a fully searchable format, including Minutes, Agendas, Resolutions, Budgets, and more for self-loading to the MuniDocs platform	N/A	Up to: 25GB \$375 50GB \$675 75GB \$975 100GB \$1,375 Over 100GB – quote upon request
MuniPRO Service – Search over 4,000 codes in our full-service codification library, save frequently used or complex searches, create notes to attach to any publication and draft new ordinances	N/A	\$500
Additional MuniPRO service licenses	N/A	\$150 each
Premium Bundle: Online Code Hosting, Custom Banner, CodeBank, CodeBank Compare + eNotify, OrdBank, and MuniPRO Service	N/A	\$1,375

Proposal as Non-Binding Document

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract.





CivicPlus

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Statement of Work

Q-119023-1

Quote #:

Date:

Expires On:

5/5/2026

Client:

City of Falcon Heights, MN

Bill To:

FALCON HEIGHTS CITY, MINNESOTA

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
JR Riley		j Riley@civicplus.com		Net 30

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Republication	Republication - Includes Codified ordinances through March 3, 2026, includes Planning & Zoning, with three printed copies, tabs, 10pt font, single column, one PDF copy of the code	USD 1,000.00
3.00	Municode Codification Tabs	Municode Codification Tabs	USD 0.00

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Full-Service Supplementation Subscription	Full-Service Supplementation Subscription with Planning and Zoning	USD 2,200.00
1.00	Quarterly Electronic Supplementation Service Included	Online Supplementation will begin with the ordinances received on a quarterly basis.	USD 0.00
1.00	Semi-Annual Print Supplementation Service Included	Print Supplementation will begin with the ordinances received from the municipality on a semi-annual basis.	USD 0.00
1.00	Online Code Hosting Premium Bundle	Online Code Hosting Premium Bundle: Custom Banner, CodeBank, CodeBank Compare + eNotify, OrdBank and MuniPro	USD 1,375.00

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
3.00	Printed Copies and Freight Included – up to [#] copies	Printed Copies and Freight Included	USD 0.00

Total Investment - Initial Term	USD 4,575.00
Annual Recurring Services (Subject to Uplift)	USD 3,575.00

Initial Term	12 Months Beginning at Signing
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"). By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.

Acceptance of Quote # Q-119023-1

The undersigned acknowledges having read, understood, and agreed to be bound by the binding terms and conditions incorporated into this SOW. This SOW shall become effective as of the date of the last signature below ("Effective Date").

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By (please sign):

By (please sign):

Printed Name:

Printed Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)



CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION

March 11, 2026

No. 26-23

**RESOLUTION AWARDING A CONTRACT TO MUNICODE FOR ONLINE CODE
HOSTING SERVICES**

WHEREAS, the City of Falcon Heights maintains a Code of Ordinances that is currently available primarily in a static format that can be difficult for both staff and residents to update, search, and access; and

WHEREAS, in summer 2025, the City Council approved a contract with CivicPlus to redesign the City's website to create a more engaging and user-friendly platform; and

WHEREAS, Municode Codification, a service provided by CivicPlus, offers an online code hosting platform that would complement the new website by providing a fully searchable and publicly accessible version of the City's Code; and

WHEREAS, the proposed services include republication of the City's existing Code of Ordinances, ongoing supplementation services, and hosting the Code on a secure, cloud-based platform; and

WHEREAS, the online code hosting system will improve public access and transparency, allow for faster and more accurate updates following ordinance adoption, provide internal cross-referencing between code sections, and support compliance with WCAG 2.1 Level AA accessibility standards.

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

1. The City Council hereby awards the contract for online code hosting services to Municode
2. The Mayor and City Administrator are authorized to execute the agreement for the project on behalf of the City.

Moved by:

Gustafson

Approved by:


Randall C. Gustafson
Mayor

GUSTAFSON
MAY
MOGEN
WASSENBERG
MIELKE

5 In Favor
0 Against

Attested by:


Jack Linehan
City Administrator

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REQUEST FOR COUNCIL ACTION (RCA)

Meeting Date	March 11, 2026
Agenda Item	Consent G8
Attachment	See below
Submitted By	Jack Linehan, City Administrator

Item	Approval of City Council Standing Rules as Modified
Description	<p>Each year at its first meeting, the City Council reviews the operating procedures it uses and determines whether any changes are needed.</p> <p>The Council’s Standing Rules are formally adopted at the beginning of each year. Following feedback from the Council at the January 7 special workshop, staff updated the Standing Rules and removed the “Need Second” section from Sikkink’s Seven Motion System table.</p>
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • City Council Standing Rules
Action(s) Requested	Staff recommends approving the Council Standing Rules as Modified.

B. CITY COUNCIL STANDING RULES

INTRODUCTION

In the belief that the best decisions are made by the best-informed decision makers and that the public decision process is best served when the public has every opportunity to present views, the following rules are established to govern regular and special council meetings, as well as formal public hearings. There are several goals behind these rules.

1. In general, free and open discussion by all interested parties should be an essential part of the decision-making process.
2. The council process should have as little procedural overhead as possible.
3. Time is better spent on substantial matters rather than proforma matters.

MEMBERSHIP

The formal council membership consists of the four council members and the mayor. All five have one vote each and all five can introduce motions. For purposes of leading the meeting, the mayor, or in the absence of the mayor, the acting mayor will be considered the chairperson.

RULES

Agenda

1. To be considered, an item must be on the agenda and the agenda must be distributed to all of the council members and any other persons having responsibility for an item at least three working days prior to the meeting. An agenda can be modified with addenda by a majority vote, but this should be used only for minor items or items with extreme time constraints.
2. An item can be moved from the consent agenda to the action agenda at the request of any council member.
3. Since there will be an audience and remote viewers not familiar with each item, the chair will give a brief explanation of each item as it is addressed.
4. The order of items on the agenda need not be followed absolutely. The chair may adjust the order in the interest of:
 - a. Filling in time before a scheduled item, i.e. a public hearing.
 - b. Grouping several items to best make use of consultant time.

- c. Accommodating individuals who have attended the meeting specifically to provide input on an item.

Process – Regular and Special Council Meetings

1. For these proceedings, the council will use the “open discussion” procedure. That is, discussion is open to any member before or after a motion is made. This privilege is also extended to the city administrator, city clerk and any of the consultants who may have an interest in or can contribute to the item at hand.
2. At the discretion of the chair, this privilege is also extended to those members of the audience who wish to provide input. The chair may also rule out of order any input felt to be redundant, superfluous or irrelevant.
3. The chair can make liberal use of the “unanimous consent” procedure. That is, items that in the judgment of the chair are likely to be unanimously approved, can be introduced for approval with the statement “If there are no objections, . . . stands approved (or denied).” If any council member has an objection, the item reverts to the standard motion procedure. This “unanimous consent” procedure cannot be used for items requiring formal votes, i.e. resolutions, or for approval of the consent agenda.
4. The standard motion procedure is changed to not require a second. A motion need only to be considered. This also applies to amendments.
5. To eliminate confusion, only one amendment will be considered at a time and that amendment must be germane to the motion. An amendment cannot itself be amended. If a change to an amendment is deemed appropriate, the amendment should be withdrawn and reintroduced accordingly.
6. The general mode of voting will be by acclamation, but with enough clarity that the individual votes can be recorded in the minutes. If in doubt, the city clerk can request a clarification.

Process – Regular and Special Council Meetings (continued)

7. The meeting will be recorded, and the recording will be retained for three months following approval of the minutes for that meeting. The standard retention can be extended if, in the judgment of the mayor, city administrator, city clerk or any council member, such action is warranted. Council workshop sessions are open to the public and may be recorded.
8. If the council action is the result of a resident request and that request is denied in whole or in part, reasons of fact supporting the denial will be made part of the public record.

9. No council meeting will extend beyond 10:30 PM except by unanimous vote. This rule is not subject to the modification or suspension provisions of the Standing Rules.

Process – Public Hearings

Since a public hearing is a more formal procedure and often requires certain procedures and actions to be legal, the meeting rules are changed accordingly.

1. The primary aim of a public hearing is to take input from the public. To accomplish this in the most effective manner, the chair will introduce the hearing with an explanation of the issues. This explanation will be given by the chair or a person designated by the chair. The use of explanatory visual aids is encouraged.
2. Following the explanation, input from the public will be taken. Prior to accepting input, though, the chair will state the areas where input will be appropriate, the maximum time to be allotted to any individual presenter, and any other procedural rules deemed appropriate to guarantee that all concerned parties have a fair and adequate opportunity to be heard.
3. All individuals wishing to speak must identify themselves, their address, and speak into a recording microphone. Individuals not wishing to speak in public may provide a written statement. The council may take up to 15 minutes to review written statements presented at the meeting. If the council decides to not act on the issue at the public hearing meeting, it may, by majority vote, extend the time where written input will be taken to a day no later than one week before the next meeting where a deciding vote is planned.
4. All speakers are expected to be businesslike, to the point and courteous. Anyone not abiding by these rules will be considered out of order.
5. The council will refrain from initiating a discussion during the public input phase of the hearing except to clarify points brought up. These “points of information” requests should be held to a minimum.
6. Once the public testimony phase is complete, the chair will announce the public hearing to be closed and the council will revert back to its open discussion mode of operation. From this point on, public input will only be appropriate when solicited by the council.
7. It shall be the intent of the council to vote on the issue at the same meeting as the public hearing and as close in time to the public hearing as possible. Should it be necessary to defer voting until a later date, that procedure will be clearly explained to the audience.

8. No public hearing will extend beyond 10 PM.
9. If the motion contains conditions, as may occur in conditional use or variance requests, those conditions will be conveyed in writing to the requestor.
10. If the public hearing is the result of a resident request and that request is denied in whole or in part, reasons of fact supporting the denial will be made part of the public record.
11. If the public hearing is to set an assessment rate, the assessment formula(s) under discussion cannot be altered. This implies that the council has fully discussed any formulas prior to the hearing and that the appropriate legal, fiscal and engineering consultants have passed on formula(s) viability, legality and feasibility.
12. If the hearing is to set an assessment, it cannot be scheduled later than the first meeting in September. This is to allow time to correct any errors prior to the time needed to certify the rolls to the county.

ADOPTION/MODIFICATION/SUSPENSION

These rules, with the exception of the mandatory 10:30 PM adjournment, can be adopted, modified or suspended in whole or in part by a $\frac{3}{4}$ vote of the council. If suspended, they are automatically reinstated at the next meeting. Should they be suspended or a situation occurs that is not covered by the standing rules, Sikkink's Seven Motion System (attached) will apply.

ANNUAL REVIEW

These rules will be reviewed annually at the first meeting in January.

INTERPRETATION

The chair will interpret the rules. However, the chair's interpretation can be appealed by any council member and can be overruled by a majority vote.

Attachment

SIKKINK'S SEVEN MOTION SYSTEM

General Rules for a Simplified System of Parliamentary Procedure

1. The purpose of this decision making system is to allow efficient decision making that represents a majority position. Any motion, request, discussion or proposal, which seems to have as its purpose unreasonable delay, manipulation, or the goal of serving individual ends rather than group ends, can be ruled out of order by the chair. Such a ruling by the chair will be subject to the motion called appeal.
2. Free and open discussions are valued in this decision making system. For that reason, most motions are discussable and the motion to restrict discussion requires a 2/3 vote in order to pass. In recognizing persons for discussion, the chair first recognizes the person who made the motion, next recognizes other persons and always recognizes a person who has not spoken over a person who has already participated in the discussion. As far as possible, the chair should try to alternately recognize persons representing different viewpoints.
3. In examining the chart on the following page, you will note that five of the seven motions are amendable. However, only one amendment at a time may be considered. As soon as that amendment is passed or defeated, another amendment may be proposed.
4. The number in front of the motion listed indicates the rank of each motion. Thus, #1 - General motions are lowest in rank, and #7 - Restrict Debate motions are highest in rank. Two rules apply:
 - (1) You usually cannot consider two motions of the same rank at the same time, and
 - (2) If a motion of one rank is being considered, a motion of the same rank or lower rank is usually out of order, but a motion of higher rank is in order.

While these rules generally apply, the chair may allow some flexibility in certain circumstances. These situations almost always occur with motions #5, 6 and 7. For example, if #7 - "Restrict Discussion" is being discussed and a member wants a secret ballot vote on the matter, Request, while lower in rank, could be used to accomplish this purpose. The chair is allowed to make all decisions on exceptions, but all such decisions are subject to appeal.

SIKKINK'S SEVEN MOTION SYSTEM TABLE

Motion	Purpose	Applies To What Situations	Needs Recognition	Can be Discussed	Amendable	Vote Required
1. Restrict Discussion	To stop or limit discussion	All discussable motions	Yes	Yes	Yes	2/3
2. Appeal	To let the group vote on a chair's decision	To decision of the chairperson	No	Yes	No	Majority
3. Request	Not a motion but a way to question, challenge, or seek help	Any appropriate situation	No	No	No	Chair decides subject to appeal
4. Postpone	To delay action on any general motion to a future time	General motions	Yes	Yes	Yes	Majority
5. Refer	To have a general motion studied by a committee	General motions	Yes	Yes	Yes	Majority
6. Meeting Termination	To recess during a meeting or to end a meeting	Made to recess or adjourn	Yes	Yes	Yes	Majority
7. General	To bring up business for majority decisions by the group	For doing business	Yes	Yes	Yes	Majority