

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

AGENDA
July 22, 2026 at 7:00 P.M.

- A. CALL TO ORDER: 7:04 p.m.
- B. ROLL CALL: GUSTAFSON ☒ MAY ☒ MOGEN ☒
MIELKE ☒ WASSENBERG ☒
- STAFF PRESENT: LINEHAN ☒
- C. APPROVAL OF AGENDA mojen 5-0
- D. PRESENTATION wassenberg 5-0
- E. APPROVAL OF MINUTES:
1. July 8, 2026 City Council Workshop Meeting Minutes
2. July 8, 2026 City Council Meeting Minutes
- F. PUBLIC HEARINGS:
- G. CONSENT AGENDA: Gustafson 5-0
1. General Disbursements through 7/17/26: \$277,287.36
Payroll through 7/16/26: \$20,974.33
Wire Payments through 7/17/26: \$14,865.06
2. Approval of City Licenses 67
3. Approval of Resolution 26-66 Appointing Kia Moua to the Parks and Recreation Commission
4. Approval of Mileage Reimbursement Rate Change Effective July 1, 2026
5. Approval of Resolution 26-67 Designating 2026 Data Practices Policy for the Public and Officials
H1 6. Approval of Resolution 26-68 Authorizing Change Order #1 to Contract with Electro Watchman, INC., for Lenel/S2 Netbox Access Cameras for Community Park wassenberg 3-2
- H. POLICY ITEMS: 70
1. Approval of Resolution 26-69 Authorizing Modifications to the Administrative Manual: Section III Guidelines During the Minnesota State Fair for Modifications to the State Fair Parking Permit Eligibility mojen
3 2. Consideration of a Variance Request for Facility Use mojen 50 as needed

I: INFORMATION / ANNOUNCEMENTS:

J: COMMUNITY FORUM:

none

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:

8:01 p.m. Mike 5-0

*Amendments to the agenda are noted in **bold** for additions and ~~striketrough~~ for removals.*

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

MINUTES
July 8, 2026
6:00 P.M.

A. CALL TO ORDER: 6:00 P.M.

Gustafson called to order.

B. ROLL CALL: GUSTAFSON__X__ MAY__X__
 MIELKE__X__ MOGEN__X__ WASSENBERG__X__

STAFF PRESENT: LINEHAN__X__

C. POLICY ITEMS:

1. Noise Ordinance / Parking Violations Amendments (6:00 P.M.)

Linehan introduced two related items: a proposed noise ordinance amendment and a new car alarm parking violation provision.

Noise Ordinance. Linehan explained that the city's existing noise regulations are limited and difficult to enforce. The current public nuisance language—described as essentially unenforceable by the city attorney in 2020—was proposed for removal. The new draft ordinance (proposed Sec. 22-48) would establish defined prohibited noises and hourly restrictions for domestic power equipment, refuse hauling, construction activities, and radios/music devices. The draft language was originally prepared by the former city attorney and modeled on ordinances from comparable cities.

Gustafson noted a typographical error ("devise" instead of "device") appearing in the draft. Wassenberg identified an additional misspelling of "exempt" in section b(1). Linehan acknowledged both and indicated the draft would be corrected.

Council discussed several substantive changes to the proposed hourly restrictions. The draft, as written, proposed hours of 7:00 a.m.–10:00 p.m. on weekdays and 9:00 a.m.–9:00 p.m. on weekends for most noise-generating activities. Members expressed general agreement that 9:00 a.m. was too late a start time on weekends for construction and equipment noise. After discussion, the Council reached consensus on the following revised framework: weekday hours of 7:00 a.m. to 9:00 p.m. for construction, power equipment, and refuse hauling; weekend and holiday hours of 8:00 a.m. to 9:00 p.m. for the same categories; and radios, music devices, and similar equipment to be permitted until 10:00 p.m. on both weekdays and weekends, given the different character of that type of noise in residential settings.

Mielke advocated for adding "leaf blowers" explicitly to the list of domestic power equipment, noting that leaf blowers generate more resident complaints than several items already listed, such as garden tillers. Council agreed. Mielke and May also expressed support for a dedicated page on the city website summarizing quiet hours, how to report noise, and links to the relevant code sections. Linehan indicated staff was willing to develop that resource.

Council noted that animal noise provisions are addressed separately under the city's animals chapter and are not part of this ordinance, though Mogen raised a question about whether barking dogs are regulated during daytime hours as well. Linehan confirmed that the animals chapter addresses this under the public nuisance framework.

Mogen raised a broader concern about the fragmented nature of the city's noise-related code provisions, which are spread across multiple chapters. He asked whether the city attorney could be engaged to review the code for consistency and redundancy as these new sections are added. Linehan acknowledged the concern, noting the city's code last underwent a comprehensive rewrite in the 1990s.

Car Alarm Parking Violation. Linehan described the second component: a proposed addition to Chapter 46 (Sec. 46-27, new item 10) that would make it a parking violation for a vehicle to emit noise from a security alarm or horn for more than a specified continuous or intermittent period. The provision would authorize towing under existing Sec. 46-26. The draft proposed a four-hour threshold, modeled on provisions in St. Paul, Minneapolis, Rochester, and Duluth.

May and Mogen both favored reducing the threshold from four hours to two hours, arguing that four hours is an unreasonable burden on neighbors and that the two-hour window still provides sufficient time for an officer to document the violation, attempt to contact the vehicle owner, and allow the owner a reasonable opportunity to respond.

Wassenberg agreed, noting that the clock would begin upon officer observation, not from when the alarm first sounded, and that officer discretion would remain a practical factor in borderline cases.

The Council reached consensus on a two-hour threshold.

Council also discussed a formatting error in the draft, in which the proposed car alarm provision appeared as a sub-bullet under item 9 (snow removal) rather than as a separate item 10. Linehan confirmed this was a drafting error and would be corrected.

Staff was directed to bring a revised draft of both the noise ordinance and the car alarm parking violation to a future regular meeting, incorporating the changes discussed.

2. Pay-by-Mobile Parking Pass Distribution for Ineligible Properties (6:30 P.M.)

Linehan provided background on the city's Pay-by-Mobile parking system, which was implemented for streets near the Minnesota State Fair. Under the current policy, one parking pass is mailed to each household abutting a Pay-by-Mobile designated street, with a second available upon request and up to two additional passes available through a variance application. In 2025, the city approved 35 variances, the majority for residents on Hoyt Avenue, Larpenteur Avenue, and Snelling Service Drive—streets not directly on the pay-by-mobile network but whose residents were affected by the program. Staff sought Council direction on whether to proactively mail passes to those impacted households going forward, or to maintain the variance application process.

Mielke noted that a significant gap in 2025 was that residents on affected streets received no communication whatsoever—not even a letter explaining the program. She recommended that, at a minimum, a letter be sent to those areas explaining the program and offering a path to request a pass if needed, noting that in practice only a small number of residents in those areas had sought passes.

Wassenberg and Gustafson expressed a preference for treating residents equitably: if the city is effectively removing the parking that a resident normally relies upon, that resident should receive a pass automatically, without having to seek a variance.

May concurred, framing it as: residents whose street parking is taken away by city action should be mailed a pass, while other residents in the broader area should receive a letter and be able to apply.

Mogen raised a concern about the number of passes per household, questioning why households should receive up to four passes, particularly if some are passed along to visitors or guests who have no direct parking need. He proposed that any pass beyond the first automatically mailed one should require registration of a license plate to the address, which would also integrate more smoothly with the new license plate scanning system being introduced for parking ambassadors this year. The scanning system will allow ambassadors to verify compliance electronically rather than relying solely on physical passes in windows.

Linehan clarified how the 2025 variance process worked for third and fourth passes: applicants were required to provide a license plate number, which was then registered in the ParkMobile system for the duration of the fair at a cost of one dollar per vehicle to the city. This approach was used for residents on Hoyt and Larpenteur who applied for variances.

May noted that residents had expressed strong interest in retaining flexibility—specifically, the ability to place a physical pass in any vehicle rather than tying it to a registered plate—in part to accommodate State Fair party traditions that many households observed. She indicated she was comfortable with households receiving one

or two passes for their own vehicles and suggested the Council not over-restrict a tradition that residents value.

Council discussion turned to Falcon Town Square apartments, where residents relying on street parking face a distinct issue: tenants whose names are not on the lease, or who drive vehicles not registered to them, cannot register their cars in the building's private lot and therefore cannot access free on-site parking during the fair. Council members noted this issue had been raised with Falcon Town Square management on multiple occasions, and Linehan confirmed that conversations had occurred, but the property had not yet established a plan. Council expressed that the property needs to develop a workable solution before the 2026 fair.

Given the complexity of the discussion and the approaching deadline for pass distribution in mid-to-late July, Linehan requested that the item be continued and added to the July 22 agenda for further direction. Council agreed.

D. ADJOURNMENT: 7:05 P.M.

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.

Dated this 22nd day of July, 2026



Randall C. Gustafson, Mayor



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
July 8, 2026 at 7:00 P.M.

A. CALL TO ORDER: 7:07 P.M.

B. ROLL CALL: GUSTAFSON__X__ MAY__X__ MOGEN__X__

MIELKE__X__ WASSENBERG__X__

STAFF PRESENT: LINEHAN__X__

C. APPROVAL OF AGENDA

Council Member Mogen amended to add Policy Item H4
to Continue Discussion of State Fair Parking Passes;
Approved 5-0

D. PRESENTATION

There were no presentations.

E. APPROVAL OF MINUTES:

1. June 10, 2026 City Council Workshop Meeting Minutes
2. June 10, 2026 City Council Meeting Minutes
3. June 22, 2026 City Council Special Workshop Meeting Minutes
4. June 22, 2026 City Council Special Meeting Minutes

Council Member Wassenberg motioned to approve the
minutes;

Approved 5-0

F. PUBLIC HEARINGS:

There were no public hearings

G. CONSENT AGENDA:

1. General Disbursements through 7/2/26: \$16,685.24
Payroll through 7/2/26: \$19,969.54
Wire Payments through 7/2/26: \$18,158.96
2. Approval of Resolution 26-63 Authorizing the Purchase of Community Park
Furnishings
3. Approval of Resolution 26-64 Approving an Estoppel Certificate for Fairway
Commons, Limited Partnership
4. Approval of Resolution 26-65 Approving an Encroachment Agreement at 1670
Larpenteur Avenue (Fairway Commons)

5. Approval of Resolution 26-66 Approving the Declaration for Maintenance of Stormwater Facilities for Fairway Commons, Limited Partnership

Gustafson motions to approve the consent agenda;

Approved 5-0

Linehan noted that items 2 through 5 were all related to facilitating the Fairway Commons development.

H: POLICY ITEMS:

1. Approval of Ordinance 26-07 Amending Chapter 14 of the Falcon Heights City Code Concerning Commercial Parking Lot Licenses

Linehan introduced this item alongside H2, noting that both concern the regulation of commercial parking lots – a goal identified in the State Fair Task Force reports. He explained that the impetus for formalizing a licensing system arose from issues with third-party parking operators, including blocked fire lanes, vehicles parked multiple rows deep, and a lack of a reliable on-site contact. The Planning Commission had reviewed and unanimously approved the companion zoning amendment (H2).

Council Member Mielke confirmed that the three commercial lots currently selling parking are Stout's, Cox, and Warners' Stellian, and that the new Fairway Commons lot would not be operating paid parking this year.

Linehan confirmed he had spoken directly with the owners of the three active lots, all of whom were supportive of the licensing process.

Discussion touched on how the requirement would be communicated to businesses, particularly in multi-tenant commercial properties such as Falcon Crossing, where Linehan acknowledged it would be more appropriate to notify property management rather than individual tenant business license holders.

Mogen clarified that the license applies to selling parking as a privilege requiring application, rather than an automatic right of commercial properties. He also noted that the ordinance is not limited to the State Fair period, as the Planning Commission recommended a year-round license.

Council reached consensus that \$35 was an acceptable application fee for the current year, with the understanding that actual administrative costs would be tracked and the fee could be revisited in the future.

Council Member Mogen moved approval of Ordinance 26-07 Amending Chapter 14 of the Falcon Heights City Code Concerning Commercial Parking Lot Licenses; The motion carried 5-0

2. Approval of Ordinance 26-08 Amending Chapter 113 of the Falcon Heights City Code Concerning Commercial Parking Lot Licenses

Linehan explained that this companion ordinance updates the City's zoning code to align with the new licensing framework established under H-1. The Planning Commission identified that Chapter 113 did not explicitly list commercial parking as a permitted use in business districts, which this ordinance corrects. The Planning Commission unanimously recommended approval after removing the initial requirement limiting such lots exclusively to the two-week State Fair period.

Council Member Mogen moved approval of Ordinance 26-08 Amending Chapter 113 of the Falcon Heights City Code Concerning Commercial Parking Lot Licenses; The motion carried 5-0

3. Consideration of Amending the 2026 Fee Schedule Ordinance to Modify Parking Fines and to Establish a Commercial Parking Lot License Fee

Linehan introduced the proposed fee schedule changes, which included clarifying the City's two credit card processing fee structures (Payroc/iWorQ and AllPaid), establishing the \$35 commercial parking lot license fee, and creating a tiered administrative citation schedule for parking violations.

Discussion revealed that the proposed table contained formatting inconsistencies and that the existing \$50/\$100 seasonal parking fine structure had been struck through in a way that could eliminate fines that should remain. Linehan acknowledged that the document was not sufficiently clean for formal adoption and had been taken largely from workshop materials without adequate reformatting.

Council Members raised concerns about the lack of clarity in distinguishing standard parking violations from the new administrative citations issued by parking ambassadors.

Mogen argued that adopting ambiguous language would create problems for the public record. After extended discussion, the Council agreed that the parking fine language required further refinement before adoption.

Council agreed to table the parking fine components and return with a cleaner, properly formatted ordinance at the July 22 meeting. The Council expressed consensus that the \$35 commercial lot license fee and the credit card processing fee clarifications were acceptable in substance, but the full ordinance should be brought back in final form.

This item was tabled and will be brought back to the July 22, 2026 City Council meeting.

4. Continued Discussion of State Fair Parking Passes

The Council engaged in a substantive discussion on the structure of the residential parking pass program ahead of the mailing cycle. Linehan noted that 1,500 physical static-cling passes had already been ordered, based on approximately 600 eligible properties, and that passes would be mailed in late July.

The key policy question was whether the second pass available to residents should remain a physical cling or be converted to an electronic pass tied to a specific license plate, consistent with the city's new T2 Systems parking enforcement platform.

After considerable discussion, the Council reached the following consensus:

Physical pass (1st pass): One physical cling pass will continue to be mailed automatically to eligible households. This pass remains flexible and transferable.

Electronic pass (2nd pass): Residents wishing to register a second vehicle may submit a request form. Upon approval, they will receive an electronic registration code tied to a specific license plate. No vehicle registration was previously required for the second pass, and this change tightens accountability while benefiting enforcement through the T2 system.

Hardship passes (3rd and 4th passes): These will continue to require a separate application with documented justification, processed at the administrator's discretion. Upon approval, they will receive an electronic registration code tied to a specific license plate.

Eligibility expansion: Council affirmed consensus to include residents on Hoyt Avenue and Larpenteur Avenue (the streets newly incorporated into the paid parking program) in the initial mailing alongside the established eligible streets.

May also raised the specific situation of Falcon Town Square residents, who rely on street parking due to limited lot availability. She requested that staff explore sending a separate communication to that community regarding the hardship pass option, particularly in the event that building management does not resolve access concerns directly.

Linehan indicated these policy directions were sufficient to allow staff to prepare materials and would be formalized through a resolution amending the administrative manual, to be presented at the July 22 meeting.

I: INFORMATION / ANNOUNCEMENTS:

May reported that the Peace Garden Unity Day event was held the previous evening on City Hall grounds. She noted the upcoming Lawn and Garden Tour on Saturday, July 18, from 9:00 AM to noon, organized by the Environment Commission. Sign-ups remained open that day, and master gardeners would be present at several gardens. She noted the Peace Garden would be included in the tour, with parking available on Fry or St. Mary's.

Wassenberg had no announcements.

Mielke reported that the Community Engagement Commission would meet on July 20th. She also highlighted that the Heights Community Orchestra would be performing at Garden Community Church on July 23rd from 6:00 to 8:00 PM.

Mayor Gustafson noted that the Parks and Recreation Commission would meet the following evening to review park audits, and announced that the City's Ice Cream Social would be held the following Thursday at City Hall from 5:00 to 7:00 PM.

Wassenberg added a plug for Rosetown Playhouse, which was presenting "Big Fish" that weekend and the next at Como Pavilion. It was noted Rosetown Players was founded by Falcon Heights residents.

Linehan provided the following updates:

- The Ice Cream Social on July 17 would be held at City Hall due to ongoing work at Community Park; trees had just been planted.
- The following Wednesday, the Community Advisory Committee (CAC) would hold its regular meeting from 6:30–7:30 PM, followed by a joint special workshop session with the City Council beginning at 7:30 PM. Rachel Development, the selected buyer for the Les Bolstad Golf Course property, would present their RFP submission to both bodies. The meeting would be televised by NineNorth.
- The Fairway Commons project (Valair) is closing on the property Friday and plans to begin construction on Monday, starting with the parking lot.
- Megan Siddons, the new Administrative and Communications Coordinator, began work that week, bringing the City to full staff.
- Construction quiet hours will be enforced for the Valair project.

J: COMMUNITY FORUM:

No members of the public came forward. The Community Forum was closed.

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: 8:20 P.M.

Mielke motioned to adjourn the meeting;
Approved 5-0

*Amendments to the agenda are noted in **bold** for additions and ~~striketrough~~ for removals.*

Dated this 22nd day of July, 2026



Randall C. Gustafson, Mayor



Jack Linehan, City Administrator

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7/09/2026 3:41 PM
 PACKET: 03577 July 9 Payables
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 1

-----ID-----			GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION	
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01-05976	ABDO LLP						
I-526176		June Payroll	1,400.00				
7/09/2026	APBNK	DUE: 7/09/2026 DISC: 7/09/2026		1099: N			
		June Payroll		101 4113-80330-000	FINANCIAL CONSULTANT	1,400.00	
== VENDOR TOTALS ==			1,400.00				
=====							
01-00295	AVR, INC						
I-333893		Sidewalk Repair	480.00				
7/09/2026	APBNK	DUE: 7/09/2026 DISC: 7/09/2026		1099: N			
		Sidewalk Repair		419 4419-92005-000	SIDEWALK IMPROVEMENTS	480.00	
I-335814		Sidewalk Repair	732.50				
7/09/2026	APBNK	DUE: 7/09/2026 DISC: 7/09/2026		1099: N			
		Sidewalk Repair		419 4419-92005-000	SIDEWALK IMPROVEMENTS	732.50	
== VENDOR TOTALS ==			1,212.50				
=====							
01-00869	BENEFIT EXTRAS, INC						
I-1751599		Flex Admin Fee 3rd Qtr	120.00				
7/09/2026	APBNK	DUE: 7/09/2026 DISC: 7/09/2026		1099: N			
		Flex Admin Fee 3rd Qtr		101 4112-89000-000	MISCELLANEOUS	120.00	
== VENDOR TOTALS ==			120.00				
=====							
01-06584	BRAD FINN - THE FINN BAND						
I-202607099440		Music for Ice Cream Social	500.00				
7/09/2026	APBNK	DUE: 7/09/2026 DISC: 7/09/2026		1099: N			
		Music for Ice Cream Social		101 4116-89010-000	SPECIAL EVENTS	500.00	
== VENDOR TOTALS ==			500.00				
=====							
01-03110	CENTURY LINK						
I-202607099436		Lift Station Auto Dialer July	80.67				
7/09/2026	APBNK	DUE: 7/09/2026 DISC: 7/09/2026		1099: N			
		Lift Station Auto Dialer July		601 4601-85011-000	TELEPHONE - LANDLINE	80.67	
== VENDOR TOTALS ==			80.67				

7/09/2026 3:41 PM
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A/P Regular Open Item Register

PAGE: 2

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I-4729		June Police Services		146,418.51			
7/09/2026	APBNK	DUE: 7/09/2026 DISC: 7/09/2026			1099: N		
		June Police Services			101 4122-81000-000	POLICE SERVICES	146,418.51
I-4735		Back to the 50s Coverage		6,680.10			
7/09/2026	APBNK	DUE: 7/09/2026 DISC: 7/09/2026			1099: N		
		Back to the 50s Coverage			101 4122-81000-000	POLICE SERVICES	6,680.10
== VENDOR TOTALS ==				153,098.61			
01-06041	EAGLE BUILDING COMPANY, LLC						
I-202607099437		Refund of Permit Overpayment		10.00			
7/09/2026	APBNK	DUE: 7/09/2026 DISC: 7/09/2026			1099: N		
		Refund of Permit Overpayment			101 32210-000	BUILDING PERMITS	10.00
== VENDOR TOTALS ==				10.00			
01-04000	EHLERS AND ASSOCIATES						
I-107186		Continuing Disclosure Report		850.00			
7/09/2026	APBNK	DUE: 7/09/2026 DISC: 7/09/2026			1099: N		
		Continuing Disclosure Report			311 4311-94900-000	BOND FEES	425.00
		Continuing Disclosure Report			313 4313-94900-000	BOND FEES	425.00
== VENDOR TOTALS ==				850.00			
01-05119	GFOA						
I-29867		COA Review Fee for 2025 ACFR		505.00			
7/09/2026	APBNK	DUE: 7/09/2026 DISC: 7/09/2026			1099: N		
		COA Review Fee for 2025 ACFR			101 4113-89000-000	MISCELLANEOUS	505.00
== VENDOR TOTALS ==				505.00			
01-05115	GOPHER STATE ONE CALL						
I-6060394		Locates June		89.10			
7/09/2026	APBNK	DUE: 7/09/2026 DISC: 7/09/2026			1099: N		
		Locates June			601 4601-88030-000	LOCATES	89.10
== VENDOR TOTALS ==				89.10			

7/09/2026 3:41 PM
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A/P Regular Open Item Register

PAGE: 3

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
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01-06042	JAMES MOGEN					
I-202607099439		Conference Reimbursement	546.91			
7/09/2026	APBNK	DUE: 7/09/2026 DISC: 7/09/2026		1099: N		
		Conference Hotel Reimbursement		101 4111-86100-000	CONFERENCES/EDUCATION/TR	423.66
		Conference Mileage Reimburse		101 4111-86100-000	CONFERENCES/EDUCATION/TR	123.25
		=== VENDOR TOTALS ===	546.91			
=====						
01-05235	JAN-PRO CLEANING SYSTEMS					
I-145413		Janitorial Service July	550.00			
7/09/2026	APBNK	DUE: 7/09/2026 DISC: 7/09/2026		1099: N		
		Janitorial Service July		101 4131-87010-000	CITY HALL MAINTENANCE	550.00
		=== VENDOR TOTALS ===	550.00			
=====						
01-05264	JOEL SMITH HEATING & AIR CONDI					
I-38192		Furnace Repair	595.00			
7/09/2026	APBNK	DUE: 7/09/2026 DISC: 7/09/2026		1099: N		
		Furnace Repair		101 4131-87010-000	CITY HALL MAINTENANCE	595.00
		=== VENDOR TOTALS ===	595.00			
=====						
01-05886	KELLY & LEMMONS P.A.					
I-68030		June Prosecutions	2,500.00			
7/09/2026	APBNK	DUE: 7/09/2026 DISC: 7/09/2026		1099: Y		
		June Prosecutions		101 4123-80200-000	LEGAL FEES	2,500.00
		=== VENDOR TOTALS ===	2,500.00			
=====						
01-05993	KERN LANDSCAPE RESOURCES					
I-5909322		Brush Disposal	35.00			
7/09/2026	APBNK	DUE: 7/09/2026 DISC: 7/09/2026		1099: N		
		Brush Disposal		101 4134-84010-000	TREE TRIMMING	35.00
I-5909325		Brush Disposal	35.00			
7/09/2026	APBNK	DUE: 7/09/2026 DISC: 7/09/2026		1099: N		
		Brush Disposal		101 4134-84010-000	TREE TRIMMING	35.00
I-5909365		Brush Disposal	17.50			
7/09/2026	APBNK	DUE: 7/09/2026 DISC: 7/09/2026		1099: N		
		Brush Disposal		101 4134-84010-000	TREE TRIMMING	17.50
		=== VENDOR TOTALS ===	87.50			

7/09/2026 3:41 PM
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A/P Regular Open Item Register

PAGE: 4

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I-202607099438		Phone Reimbursement	60.00				
7/09/2026	APBNK	DUE: 7/09/2026 DISC: 7/09/2026		1099: N			
		Phone Reimbursement		601 4601-85015-000	CELL PHONE	60.00	
== VENDOR TOTALS ==			60.00				
01-05440 LOFFLER COMPANIES, INC							
I-5389510		Copier Charge June	192.52				
7/09/2026	APBNK	DUE: 7/09/2026 DISC: 7/09/2026		1099: N			
		Copier Charge June		101 4112-87000-000	REPAIR OFFICE EQUIPMENT	192.52	
== VENDOR TOTALS ==			192.52				
01-05908 METRO-INET							
I-3585		July IT	4,938.00				
7/09/2026	APBNK	DUE: 7/09/2026 DISC: 7/09/2026		1099: N			
		July IT		101 4116-85070-000	TECHNICAL SUPPORT	4,938.00	
== VENDOR TOTALS ==			4,938.00				
01-05665 METROPOLITAN COUNCIL							
I-1208816		August Waste Water Services	61,778.43				
7/09/2026	APBNK	DUE: 7/09/2026 DISC: 7/09/2026		1099: N			
		August Waste Water Services		601 4601-85060-000	METRO SEWER CHARGES	61,778.43	
== VENDOR TOTALS ==			61,778.43				
01-06002 NINENORTH							
I-2026-097		Webstreaming/Cablecast June	987.76				
7/09/2026	APBNK	DUE: 7/09/2026 DISC: 7/09/2026		1099: N			
		Webstreaming/Cablecast June		101 4116-85050-000	CABLE TV	987.76	
== VENDOR TOTALS ==			987.76				
01-06053 O'REILLY AUTO PARTS							
I-3243-125395		F-250 Oil Change	71.98				
7/09/2026	APBNK	DUE: 7/09/2026 DISC: 7/09/2026		1099: N			
		F-250 Oil Change		101 4132-74000-000	MOTOR FUEL & LUBRICANTS	71.98	
== VENDOR TOTALS ==			71.98				

PACKET: 03577 July 9 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
01-06024 ON SITE SANITATION							
I-2096716		Portable Toilet Comm Park		260.00			
7/09/2026	APBNK	DUE: 7/09/2026 DISC: 7/09/2026			1099: N		
		Portable Toilet Comm Park			601 4601-85080-000	PORTABLE TOILET PARKS	260.00
I-2096717		Portable Toilet Grove		165.00			
7/09/2026	APBNK	DUE: 7/09/2026 DISC: 7/09/2026			1099: N		
		Portable Toilet Grove			601 4601-85080-000	PORTABLE TOILET PARKS	165.00
I-2096718		Portable Toilet Curtiss		260.00			
7/09/2026	APBNK	DUE: 7/09/2026 DISC: 7/09/2026			1099: N		
		Portable Toilet Curtiss			601 4601-85080-000	PORTABLE TOILET PARKS	260.00
=== VENDOR TOTALS ===				685.00			
01-06112 PIONEER PRESS							
I-113372		Legals June		1,213.70			
7/09/2026	APBNK	DUE: 7/09/2026 DISC: 7/09/2026			1099: N		
		Legals June			101 4111-70410-000	LEGAL NOTICES	1,213.70
=== VENDOR TOTALS ===				1,213.70			
01-06185 RAMSEY COUNTY							
I-PRRRV-004351		3rd Qtr Election Contract		5,994.00			
7/09/2026	APBNK	DUE: 7/09/2026 DISC: 7/09/2026			1099: N		
		3rd Qtr Election Contract			101 4115-80300-000	ELECTION CONTRACT	5,994.00
=== VENDOR TOTALS ===				5,994.00			
01-06314 REHDER FORESTRY CONSULTING							
I-547		Forestry Consulting Jan-June		1,266.27			
7/09/2026	APBNK	DUE: 7/09/2026 DISC: 7/09/2026			1099: N		
		Forestry Consulting Jan-June			101 4134-80330-000	FORESTRY CONSULTANT	1,266.27
=== VENDOR TOTALS ===				1,266.27			
01-05374 TENNIS SANITATION LLC							
I-4741171		June Recycling		11,436.75			
7/09/2026	APBNK	DUE: 7/09/2026 DISC: 7/09/2026			1099: N		
		June Recycling			206 4206-82030-000	RECYCLING CONTRACTS	11,436.75
I-4741172		SWMT&CEC Charges June		73.16			
7/09/2026	APBNK	DUE: 7/09/2026 DISC: 7/09/2026			1099: N		
		SWMT&CEC Charges June			101 4131-87010-000	CITY HALL MAINTENANCE	73.16
=== VENDOR TOTALS ===				11,509.91			

7/09/2026 3:41 PM
 PACKET: 03577 July 9 Payables
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 6

-----ID-----				GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----		DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-06020	THE HARTFORD						
I-177019376924		July LTD Insurance		79.20			
7/09/2026	APBNK	DUE: 7/09/2026 DISC: 7/09/2026			1099: N		
		July LTD Insurance			101 4112-89000-000 MISCELLANEOUS		79.20
		== VENDOR TOTALS ==		79.20			
01-06043	WEX BANK						
I-113356629		BP Earnify Account Fees		60.00			
7/09/2026	APBNK	DUE: 7/09/2026 DISC: 7/09/2026			1099: N		
		BP Earnify Account Fees			101 4113-89000-000 MISCELLANEOUS		60.00
		== VENDOR TOTALS ==		60.00			
		== PACKET TOTALS ==		250,982.06			

7/17/2026 9:08 AM
 PACKET: 03581 July 17 Payables
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 1

-----ID-----				GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----		DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-00209 ADVANTAGE SIGNS AND GRAPHICS							
I-V0726-119 7/17/2026	APBNK	State Fair Signs DUE: 7/17/2026 DISC: 7/17/2026 State Fair Signs		2,762.50	1099: N 211 4211-73000-000	ADDITIONAL SIGNAGE	2,762.50
I-V0726-135 7/17/2026	APBNK	State Fair Signs DUE: 7/17/2026 DISC: 7/17/2026 State Fair Signs		77.85	1099: N 211 4211-73000-000	ADDITIONAL SIGNAGE	77.85
I-V0726-77 7/17/2026	APBNK	State Fair Signs DUE: 7/17/2026 DISC: 7/17/2026 State Fair Signs		172.50	1099: N 211 4211-73000-000	ADDITIONAL SIGNAGE	172.50
== VENDOR TOTALS ==				3,012.85			
01-00224 ALL TEST & INSPECTION INC							
I-CR26-14649 7/17/2026	APBNK	Annual Crane Inspection DUE: 7/17/2026 DISC: 7/17/2026 Annual Crane Inspection		387.00	1099: N 101 4131-87010-000	CITY HALL MAINTENANCE	387.00
== VENDOR TOTALS ==				387.00			
01-00900 BEISSWENGERS							
I-5266/6 7/17/2026	APBNK	Chain Sharpening DUE: 7/17/2026 DISC: 7/17/2026 Chain Sharpening		23.98	1099: N 101 4132-87000-000	REPAIR EQUIPMENT	23.98
== VENDOR TOTALS ==				23.98			
01-00875 BHE COMMUNITY SOLAR, LLC							
I-12211875 7/17/2026	APBNK	Solar Garden Electric May DUE: 7/17/2026 DISC: 7/17/2026 Solar Garden Electric May		1,412.45	1099: N 101 4137-85025-000	SOLAR ELECTRIC	1,412.45
== VENDOR TOTALS ==				1,412.45			
01-03001 CAMPBELL KNUTSON							
I-344 7/17/2026	APBNK	June Legal Matters DUE: 7/17/2026 DISC: 7/17/2026 June Legal Matters June Legal Matters Fairway June Legal Matters 1407 Larp June Legal Matters Les Bolstad		4,951.60	1099: Y 101 4114-80200-000 430 4430-81900-000 403 4403-80200-000 432 4432-81900-000	LEGAL FEES OTHER PROFESSIONAL SERVI LEGAL OTHER PROFESSIONAL SERVI	2,888.00 1,140.00 809.60 114.00
== VENDOR TOTALS ==				4,951.60			

7/17/2026 9:08 AM
 PACKET: 03581 July 17 Payables
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 2

-----ID-----				GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----		DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-03123 CINTAS CORPORATION							
I-4275751114		Floor Mats Svc 7/15		122.19			
7/17/2026	APBNK	DUE: 7/17/2026 DISC: 7/17/2026			1099: N		
		Floor Mats Svc 7/15			101 4131-87010-000	CITY HALL MAINTENANCE	122.19
== VENDOR TOTALS ==				122.19			
01-05171 FRA DOR INC							
I-2606198		Black Dirt		48.00			
7/17/2026	APBNK	DUE: 7/17/2026 DISC: 7/17/2026			1099: N		
		Black Dirt			101 4132-87010-000	BOULEVARD MAINTENANCE	48.00
== VENDOR TOTALS ==				48.00			
01-05930 GOFF PUBLIC							
I-1217746		Public Relations Consulting		3,825.00			
7/17/2026	APBNK	DUE: 7/17/2026 DISC: 7/17/2026			1099: N		
		Public Relations Consulting			101 4112-80330-000	CONSULTANT	3,825.00
== VENDOR TOTALS ==				3,825.00			
01-05440 LOFFLER COMPANIES, INC							
I-42436248		Mail System Charge		185.50			
7/17/2026	APBNK	DUE: 7/17/2026 DISC: 7/17/2026			1099: N		
		Mail System Charge			101 4112-87000-000	REPAIR OFFICE EQUIPMENT	185.50
== VENDOR TOTALS ==				185.50			
01-05273 MN PUBLIC EMPLOYEES INSURANCE							
I-1652107		Aug Health & Dental Insurance		8,731.86			
7/17/2026	APBNK	DUE: 7/17/2026 DISC: 7/17/2026			1099: N		
		Aug Health & Dental Insurance			101 4112-89000-000	MISCELLANEOUS	8,731.86
== VENDOR TOTALS ==				8,731.86			
01-05870 XCEL ENERGY							
I-984459960		Electricity		13.85			
7/17/2026	APBNK	DUE: 7/17/2026 DISC: 7/17/2026			1099: N		
		Electricity			209 4209-85020-000	STREET LIGHTING POWER	13.85
I-984460151		Electricity		12.20			
7/17/2026	APBNK	DUE: 7/17/2026 DISC: 7/17/2026			1099: N		
		Electricity			209 4209-85020-000	STREET LIGHTING POWER	12.20

7/17/2026 9:08 AM
 PACKET: 03581 July 17 Payables
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 3

-----ID-----				GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----		DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-05870	XCEL ENERGY	(** CONTINUED **)					
I-984571873		Electricity		52.35			
7/17/2026	APBNK	DUE: 7/17/2026 DISC: 7/17/2026 Electricity			1099: N 209 4209-85020-000	STREET LIGHTING POWER	52.35
I-984599914		Electricity		29.65			
7/17/2026	APBNK	DUE: 7/17/2026 DISC: 7/17/2026 Electricity			1099: N 209 4209-85020-000	STREET LIGHTING POWER	29.65
I-984722433		Electricity		666.93			
7/17/2026	APBNK	DUE: 7/17/2026 DISC: 7/17/2026 Electricity			1099: N 101 4131-85020-000	ELECTRIC	666.93
I-984723824		Electricity		14.36			
7/17/2026	APBNK	DUE: 7/17/2026 DISC: 7/17/2026 Electricity			1099: N 209 4209-85020-000	STREET LIGHTING POWER	14.36
I-984752451		Electricity		33.28			
7/17/2026	APBNK	DUE: 7/17/2026 DISC: 7/17/2026 Electricity			1099: N 101 4141-85020-000	ELECTRIC/GAS	33.28
I-984761137		Electricity		56.34			
7/17/2026	APBNK	DUE: 7/17/2026 DISC: 7/17/2026 Electricity			1099: N 209 4209-85020-000	STREET LIGHTING POWER	56.34
I-984803823		Electricity		67.12			
7/17/2026	APBNK	DUE: 7/17/2026 DISC: 7/17/2026 Electricity			1099: N 209 4209-85020-000	STREET LIGHTING POWER	67.12
I-984926338		Gas		72.28			
7/17/2026	APBNK	DUE: 7/17/2026 DISC: 7/17/2026 Gas			1099: N 101 4131-85030-000	NATURAL GAS	72.28
I-984934734		Electricity		2,482.39			
7/17/2026	APBNK	DUE: 7/17/2026 DISC: 7/17/2026 Electricity			1099: N 209 4209-85020-000	STREET LIGHTING POWER	2,482.39
I-984936804		Electricity		31.15			
7/17/2026	APBNK	DUE: 7/17/2026 DISC: 7/17/2026 Electricity			1099: N 101 4141-85020-000	ELECTRIC/GAS	31.15
I-984959752		Electricity		33.09			
7/17/2026	APBNK	DUE: 7/17/2026 DISC: 7/17/2026 Electricity			1099: N 101 4121-85020-000	ELECTRIC	33.09
I-985815248		Electricity		39.88			
7/17/2026	APBNK	DUE: 7/17/2026 DISC: 7/17/2026 Electricity			1099: N 101 4141-85020-000	ELECTRIC/GAS	39.88
== VENDOR TOTALS ==				3,604.87			
== PACKET TOTALS ==				26,305.30			

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REQUEST FOR COUNCIL ACTION

Meeting Date	July 22, 2026
Agenda Item	Consent G2
Attachment	N/A
Submitted By	Kelly Nelson Administrative Services Director/ Deputy Clerk

Item	Approval of City License(s)
Description	The following individuals/entities have applied for a <u>Massage Therapy License</u> for 2026. Staff have received the necessary documents for licensure. 1. Sailian Zhu; Oriental Kung Fu Massage 2. Yan Li; Oriental Kung Fu Massage
	N/A
Attachment(s)	N/A
Action(s) Requested	Staff recommends approval of the City license applications contingent on background checks and fire inspections as required.

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REQUEST FOR COUNCIL ACTION

Meeting Date	July 22, 2026
Agenda Item	Consent G3
Attachment	Application and Resolution 26-66
Submitted By	Kelly Nelson, Administrative Services Director/Deputy Clerk

Item	Appointment of Kia Moua to the Parks and Recreation Commission
Description	The Council Liaison, Staff Liaison and the current Vice Chairperson of the Parks and Recreation Commission interviewed Kia Moua for consideration of their appointment to the Parks and Recreation Commission. Kia has experience working in nonprofits and governmental agencies and was previously involved in creating, planning and implementing youth programming for kids ages 5 through 21 for Neighborhood House in West St. Paul, which focuses on serving and supporting immigrants, refugees, and low-income community members. Kia has also served as a Council Member for the Cultural and Ethnic Communities Leadership Council (CECLC) and as a board member of Hmong College Prep Academy.
Budget Impact	N/A
Attachment(s)	• Commission Application • Resolution 26-66 Appointment of Kia Moua to the Parks and Recreation Commission
Action(s) Requested	Staff recommends approval of attached resolution appointing Kia Moua to the Parks and Recreation Commission.

City Commission Application

Please complete the form. Starred items are required. Press the submit button to complete your application.

Date & Time	6/9/2026 2:15 PM
First Name	Kia
Last Name	Moua
Address	1391 Iowa Avenue West
City	Falcon Heights
State	MN
Zip Code	55108
Phone	
Ext.	<i>Field not completed.</i>
Additional Phone	<i>Field not completed.</i>
Ext.	<i>Field not completed.</i>
Email	
How Long At Above Address?	1391 Iowa Avenue West
Which City Commission Are You Applying For?	Parks and Recreation Commission
In Which Capacity Would You Like to Serve?	Residential member
What is the Reason You Would Like to Serve?	I want to be more involved in my local community.
List Prior (Previous) Public Service	Served on CBD committee in La Crosse WI. Council member for CECLC. Board member of Hmong College Prep Academy.
Other Relevant Background (Other Comments)	<i>Field not completed.</i>

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

July 22, 2026

No. 26-66

**RESOLUTION APPOINTING KIA MOUA TO THE PARKS AND RECREATION
COMMISSION**

WHEREAS, the Parks and Recreation Commission serves in an advisory capacity to the City Council regarding the effective, meaningful and equal involvement of Falcon Heights residents in their community; and

WHEREAS, the Staff Liaison, the Council Liaison, and the Commission Vice Chair have interviewed Kia Moua and recommend their appointment to the Falcon Heights Parks and Recreation Commission

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

1. That the appointment of Kia Moua to the Falcon Heights Parks and Recreation Commission is approved and adopted by the City Council of the City of Falcon Heights.

ADOPTED by the Falcon Heights City Council this 22nd day of July, 2026.

Moved by:

Gustafson

Approved by:


Randall C. Gustafson
Mayor

GUSTAFSON
MAY
MIELKE
MOGEN
WASSENBERG

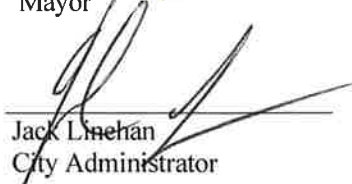
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In Favor

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Against

Attested by:


Jack Linehan
City Administrator

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ITEM FOR DISCUSSION

Meeting Date	July 22, 2026
Agenda Item	Consent G4
Attachment	N/A
Submitted By	Alyssa Landberg, Finance Director

Item	Mileage reimbursement rate beginning July 1, 2026
Description	The business standard mileage reimbursement rate allowed by the IRS is 76 cents per mile effective July 1, 2026. This 3.5-cent-per-mile increase was announced on July 13 th as a modification to the mileage reimbursement rate beginning January 1, 2026. This modification was announced July 13 th but is retroactive to July 1, 2026. Staff recommends approval of the mileage rate reimbursement when city staff use their personal vehicles for city business. The IRS announced this rate increase in relation to the increases in the price of fuel.
Budget Impact	The mileage reimbursement rate is 76 cents per mile, effective July 1, 2026.
Attachment(s)	N/A
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve the IRS-approved reimbursement mileage rate of 76 cents per mile when employees use their personal vehicles for city business beginning July 1, 2026.

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REQUEST FOR COUNCIL ACTION

Meeting Date	July 22, 2026
Agenda Item	Consent G5
Attachment	Policies, Resolution 26-67
Submitted By	Jack Linehan, City Administrator

Item	Data Practice Policies
Description	Minnesota State Statute requires each government body adopt data practice policies. While the City has historically operated on past-practices, it is important to formalize a policy on how to handle data on the two primary subjects: data on the public, and data on a subject. MN State Statute 13.025 GOVERNMENT ENTITY OBLIGATION. <i>Subdivision 1.Data inventory.</i> <i>The responsible authority shall prepare an inventory containing the authority's name, title, address, and a description of each category of record, file, or process relating to private or confidential data on individuals maintained by the authority's government entity. Forms used to collect private and confidential data may be included in the inventory. The responsible authority shall update the inventory annually and make any changes necessary to maintain the accuracy of the inventory. The inventory must be available from the responsible authority to the public according to the provisions of sections 13.03 and 15.17. The commissioner may require responsible authorities to submit copies of the inventory and may request additional information relevant to data collection practices, policies, and procedures.</i> <i>Subd. 2.Public data access policy.</i> <i>The responsible authority shall prepare a written data access policy and update it no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.</i> <i>Subd. 3.Data subject rights and access policy.</i> <i>The responsible authority shall prepare a written policy of the rights of data subjects under section 13.04 and the specific procedures used by the government entity for access by the data subject to public or private data on individuals. The written policy must be updated no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.</i> The Act requires cities to develop and adopt a policy each year. Council adopted the policy for 2026 during the January 14, 2026 City Council meeting. However, due to a recent change in staff members, it is customary to adopt a new policy to reflect the current personnel.

	The Minnesota Department of Administration provides governmental entities model policies that they may adopt rather than create a policy.
Budget Impact	N/A
Attachment(s)	• Public Data Access Policy • Data Subject Rights and Access Policy • Resolution 26-67 Approving Policies for the Minnesota Government Data Practices Act
Action(s) Requested	Staff recommends approving the attached resolution. MN State statute requires each government agency to adopt data practice policies. It is customary for the City to adopt a policy each year and/or as staff changes occur.

Data Practices Policy for the Public

Minnesota Statutes, sections 13.025 and 13.03 require this policy.

If your entity adopts this model policy, it must notify the Commissioner of Administration per Minnesota Statutes, section 13.073, subd. 6. Please use the notification information at the end of this model policy.

Your Right to See Public Data

The Government Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data means all recorded information a government entity has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

The law also says that City of Falcon Heights must keep all government data in a way that makes it easy for you to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

How to Request Public Data

You can ask to look at (inspect) data at our offices, or ask for copies of public data that we keep.

Make a written request. You may make your request by mail, fax, and email. Requests should go to the Responsible Authority or a Designee listed on page 4, using the data request form on page 6.

If you do not use the data request form, your request should:

- Say that you are making a request for public data under the Government Data Practices Act (Minnesota Statutes, Chapter 13).
- Include whether you would like to inspect the data, have copies of the data, or both.
- Provide a clear description of the data you would like to inspect or have copied.

You are not required to identify yourself or explain the reason for your data request. However, you may need to provide us with some personal information for practical reasons (for example: if you want us to mail copies to you, you need to provide us with an address or P.O Box). If we do not understand your request and have no way to contact you, we cannot respond to your request.

How We Will Respond to Your Data Request

Upon receiving your request, we will review it.

- We may ask you to clarify what data you are requesting.
- If we do not have the data, we will notify you in writing within 10 business days.
- If we have the data, but we are not allowed to give it to you, we will tell you as soon as reasonably possible and identify the law that prevents us from providing the data.
- If we have the data, and the data are public, we will respond to your request appropriately and promptly, within a reasonable amount of time by doing one of the following:
 - Arrange a date, time, and place for you to inspect the data at our offices; or
 - We will provide notice to you about our requirement to prepay for copies.
 - You may choose to pick up your copies, or we will mail or email them to you. We will provide electronic copies (such as email or CD-ROM) upon request, if we keep the data in that format and we can reasonably make a copy.
 - Response time may be impacted by the size and/or complexity of your request, and also by the number of requests you make in a given period of time.

- Following our response, if you do not make arrangements within 10 business days to inspect the data or pay for the copies, we will conclude that you no longer want the data and will consider your request closed.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please tell the person who provided the data to you. We will give you an explanation if you ask.

The Data Practices Act does not require us to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request. If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

We are also not required to respond to questions that are not about your data requests, or requests for government data.

Requests for Summary Data

Summary data are statistical records or reports created by removing identifying information about individuals from entirely private or confidential data.

We will prepare summary data if you make your request in writing and pre-pay/pay for the cost of creating the data.

You may use the data request form on page 6 to request summary data. We will respond to your request within ten business days with the data or details of when the data will be ready and how much we will charge you.

Data Practices Contacts

Responsible Authority / Data Practices Compliance Official

Jack Linehan, City Administrator

Address: 2077 Larpenteur Ave. W., Falcon Heights, MN 55113

Phone Number: (651) 792-7611

Email: jack.linehan@falconheightsmn.gov

Data Practices Designee(s)

Kelly Nelson, Administrative Services Director / Deputy Clerk

Address: 2077 Larpenteur Ave. W., Falcon Heights, MN 55113

Phone Number: (651) 792-7617

Email: kelly.nelson@falconheightsmn.gov

Megan Siddons, Administrative and Communications Coordinator

Address: 2077 Larpenteur Ave. W., Falcon Heights, MN 55113

Phone Number: (651) 792-7621

Email: megan.siddons@falconheightsmn.gov

Copy Costs – When You Request Public Data

Minnesota Statutes, section 13.03, subdivision 3(c) allows us to charge for copies.

You must pay for the copies before we will give them to you.

Multiple requests made within the same 10 business day period will be treated as a single request for the purposes of calculating total copy costs.

If possible, and upon request, we will provide you with an estimation of the total cost of supplying copies.

For 100 or fewer paper copies – 25 cents per page

100 or fewer pages of black and white, letter or legal size paper copies cost 25¢ for a one-sided copy, or 50¢ for a two-sided copy.

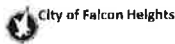
Most other types of copies – actual cost

The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies or electronically sending the data.

In determining the actual cost of making copies, we include employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is for copies of data that we cannot copy ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

If, based on your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate search and retrieval charges at the higher salary/wage.

Data Request Form – Requesting Public Data



DATA PRIVACY FORM

REQUEST FOR REVIEW OF PUBLIC RECORDS

I/We, the undersigned, are requesting permission to review the following government records held in the City of Falcon Heights:

Requestor's Information	
Name	
Address	
Phone:	Email
Organization Name	
Property Information	
Name of Homeowner	
Address	
Phone	Email

GOVERNMENT RECORDS (specify)

Signature

Date

FOR OFFICE USE	
Information Received/Sent:	
Designation for Requested Data: ☐ Public ☐ Private ☐ Non-Public ☐ Confidential ☐ Protected Non-Public	
City Staff Signature:	Date:
Approval by the City Administrator is necessary for any data determined not to be public.	
City Administrator Signature:	Date:



Note: Inspection is free but the City of Falcon Heights charges for copies as stated on the Fee Schedule:

<https://www.falconheights.org/home/showpublisheddocument/2236/637655759592873046>

We will respond to your request as soon as reasonably possible.

* You do not have to provide any contact information. However, if you want us to mail/email you copies of data, we will need some type of contact information. We also need contact information if we do not understand your request. We will not work on your request until we can clarify it with you.

Notice of Adoption of Model Policies

[Minnesota Statutes, section 13.025, subdivisions 2 and 3](#), require government entities to prepare written policies that relate to public access to government data, and rights of subjects of data and [Minnesota Statutes, section 13.03, subdivision 2](#), requires entities to establish procedures so that data requests are complied with appropriately and promptly.

[Minnesota Statutes, section 13.073, subd. 6](#), requires the Commissioner of Administration to prepare [model policies and procedures](#) to help government entities comply with those requirements. Entities that choose to adopt the Commissioner's model policies must notify the Commissioner. Please use the following statement to notify the Commissioner if you choose to adopt the model policies and procedures.*

Notice to Commissioner of Administration: Adoption of Model Policies

City of Falcon Heights has adopted the Commissioner's Model Policy for the Public and Model Policy for Data Subjects. This notice to the Commissioner satisfies City of Falcon Heights' obligation under Minnesota Statutes, section 13.073, subdivision 6.



Jack Linehan

City Administrator

Signed: 7/22/2026

**Government entities may submit this notification by mail or email:*

Commissioner of Administration
c/o Data Practices Office
658 Cedar Street
Suite 320
St. Paul, MN 55155
info.dpo@state.mn.us

Data Practices Policy:

Requests for Data About You and Your Rights as a Data Subject

Minnesota Statutes, sections 13.025 and 13.03 require this policy.

If your entity adopts this model policy, it must notify the Commissioner of Administration per Minnesota Statutes, section 13.073, subd. 6. Please use the notification information at the end of this model policy.

What is a “Data Subject”?

When government has information recorded in any form (paper, hard drive, voicemail, video, email, etc.), that information is called “government data” under the Government Data Practices Act (Minnesota Statutes, Chapter 13). When we can identify you in government data, you are the “data subject” of that data. The Data Practices Act gives you, as a data subject, certain rights. This policy explains your rights as a data subject, and tells you how to request data about you, your minor child, or someone for whom you are the legal guardian.

When Admin Has Data About You

The City of Falcon Heights has data on many people, such as permit applications, licenses and employment applications. We can collect and keep data about you only when we have a legal purpose to have the data. Admin must also keep all government data in a way that makes it easy for you to access data about you.

Government data about an individual have one of three “classifications.” These classifications determine who is legally allowed to see the data. Data about you are classified by state law as public, private, or confidential. Here are some examples:

Public Data

The Data Practices Act presumes that all government data are public unless a state or federal law says that the data are not public. We must give public data to anyone who asks. It does not matter who is asking for the data or why the person wants the data. The following are examples of public data about you that we might have:

- Your name on an application for a business license
- Your name on an application for a building permit
- Your address or other publicly accessible records

Private data

We cannot give private data to the general public. We can share your private data with you, with someone who has your permission, with our government entity staff whose job requires or permits them to see the data, and with others as permitted by law or court order. The following are examples of private data about you that we might have:

- Your social security number
- Your driver’s license number
- Your credit card number

Confidential Data

Confidential data have the most protection. Neither the public nor you can access confidential data even when the confidential data are about you. We can share confidential data about you with our government entity staff who have a work assignment to see the data, and to others as permitted by law or court order. The following is an example of confidential data about you:

- Juvenile case files
- Internal investigations
- Witness reports

Your Rights Under the Government Data Practices Act

As a data subject, you have the following rights.

Access to Your Data

You have the right to look at (inspect), free of charge, public and private data that we keep about you. You also have the right to get copies of public and private data about you. The Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

Also, if you ask, we will tell you whether we keep data about you and whether the data are public, private, or confidential.

As a parent, you have the right to look at and get copies of public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to look at and get copies of public and private data about an individual for whom you are appointed guardian.

Minors have the right to ask us not to give data about them to their parent or guardian. If you are a minor, we will tell you that you have this right. We will ask you to put your request in writing and to include the reasons that we should deny your parents access to the data. We will make the final decision about your request based on your best interests.

When We Collect Data from You

When we ask you to provide data about yourself that are not public, we must give you a notice called a Tennessean warning. The notice controls what we do with the data that we collect from you. Usually, we can use and release the data only in the ways described in the notice.

We will ask for your written permission if we need to use or release private data about you in a different way, or if you ask us to release the data to another person. This permission is called informed consent.

Protecting Your Data

The Data Practices Act requires us to protect your data. We have established appropriate safeguards to ensure that your data are safe.

In the unfortunate event that we determine a security breach has occurred and an unauthorized person has gained access to your data, we will notify you as required by law.

When Your Data are Inaccurate or Incomplete

You have the right to challenge the accuracy and/or completeness of public and private data about you. You also have the right to appeal our decision. If you are a minor, your parent or guardian has the right to challenge data about you.

How to Make a Request for Your Data

You can ask to look at (inspect) data at our offices, or ask for copies of data that we have about you, your minor child, or an individual for whom you have been appointed legal guardian.

Make a written request . You may make your request by mail, fax, or email. Also, requests should go to the Responsible Authority or a Designee, using the data request form on page 8.

We recommend using the sample **Data Request Form – Data Subjects** on page 8. If you do not choose to use the data request form, your request should:

- Say that you are making a request as a data subject, for data about you (or your child, or person for whom you are the legal guardian), under the Government Data Practices Act (Minnesota Statutes, Chapter 13).
- Include whether you would like to inspect the data, have copies of the data, or both.
- Provide a clear description of the data you would like to inspect or have copied.
- Provide proof that you are the data subject or data subject's parent/legal guardian.

We require proof of your identity before we can respond to your request for data. If you are requesting data about your minor child, you must show proof that you are the minor's parent. If you are a legal guardian, you must show legal documentation of your guardianship. Please see the Standards for Verifying Identity on page 9. If you do not provide proof that you are the data subject, we cannot respond to your request.

How We Respond to a Data Request

Upon receiving your request, we will review it.

- We may ask you to clarify what data you are requesting.
- We will ask you to confirm your identity as the data subject.
- If we do not have the data, we will notify you in writing within 10 business days.
- If we have the data, but the data are confidential or not public data about someone else, we will notify you within 10 business days and identify the law that prevents us from providing the data.
- If we have the data, and the data are public or private data about you, we will respond to your request by doing one of the following:
 - Arrange a date, time, and place to inspect data in our office, ensuring you have a meaningful opportunity to inspect data within 10 business days of your request at no charge.
 - Tell you how much the copies cost, and then provide you with copies of the data within 10 business days and upon payment of charges for the copies. You may choose to pick up your copies, or have us mail or email them to you. We will provide electronic copies (such as email or CD-ROM) upon request, if we keep the data in electronic format and we can reasonably make a copy.

- We will provide notice to you about our requirement to prepay for copies.
- Following our response, if you do not make arrangements with 10 business days to inspect the data or pay for the copies, we will conclude that you no longer want the data and will consider your request closed.
- After we have provided you with your requested data, we do not have to show you the same data again for 6 months unless there is a dispute about the data or we collect or create new data about you.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please tell the person who provided the data to you. We will give you an explanation if you ask.

The Data Practices Act does not require us to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request. If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, we are not required to respond to questions that are not about your data requests, or that are not requests for government data.

Data Practices Contacts

Responsible Authority / Data Practices Compliance Official

Jack Linehan, City Administrator

Address: 2077 Larpenteur Ave. W., Falcon Heights, MN 55113

Phone Number: (651) 792-7611

Email: jack.linehan@falconheightsmn.gov

Data Practices Designee(s)

Kelly Nelson, Administrative Services Director / Deputy Clerk

Address: 2077 Larpenteur Ave. W., Falcon Heights, MN 55113

Phone Number: (651) 792-7617

Email: kelly.nelson@falconheightsmn.gov

Megan Siddons, Administrative and Communications Coordinator

Address: 2077 Larpenteur Ave. W., Falcon Heights, MN 55113

Phone Number: (651) 792-7621

Email: megan.siddons@falconheightsmn.gov

Copy Costs – Data Subjects

Minnesota Statutes, section 13.04, subdivision 3 allows us to charge for copies.

You must pay for the copies before we will give them to you.

Multiple requests made within the same 10 business-day period will be treated as a single request for the purposes of calculating total copy costs.

If possible, and upon request, we will provide you with an estimation of the total cost of supplying copies.

Actual Cost of Making the Copies

We will charge the actual cost of making copies for data about you. In determining the actual cost, we include the employee-time to create and send the copies, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs such as postage (if any).

If your request is for copies of data that we cannot copy ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

Data Request Form – Data Subject



DATA PRIVACY FORM

REQUEST FOR REVIEW OF PUBLIC RECORDS

I/We, the undersigned, are requesting permission to review the following government records held in the City of Falcon Heights:

Requestor's Information	
Name	
Address	
Phone:	Email
Organization Name	
Property Information	
Name of Homeowner	
Address	
Phone	Email

GOVERNMENT RECORDS (specify)

Signature _____ Date _____

FOR OFFICE USE	
Information Received/Sent:	
Designation for Requested Data: ☐ Public ☐ Private ☐ Non-Public ☐ Confidential ☐ Protected Non-Public	
City Staff Signature	Date:
Approval by the City Administrator is necessary for any data determined not to be public.	
City Administrator Signature	Date:



Note: Inspection is free but the City of Falcon Heights charges for copies as stated on the Fee Schedule:
<https://www.falconheights.org/home/showpublisheddocument/2236/637655759592873046>

We will respond to your request within 10 business days

To Be Completed By Staff Member Responding to Data Request:

Identity Confirmed:

Date:

Staff Name:

Policy and procedures required by Minnesota Statutes, sections 13.025 and 13.03 (2019)

Standards for Verifying Identity

The following constitute proof of identity:

- An adult individual must provide a valid photo ID, such as
 - a driver's license
 - a state-issued ID
 - a tribal ID
 - a military ID
 - a passport
 - the foreign equivalent of any of the above
- A minor individual must provide a valid photo ID, such as
 - a driver's license
 - a state-issued ID (including a school/student ID)
 - a tribal ID
 - a military ID
 - a passport
 - the foreign equivalent of any of the above
- The parent or guardian of a minor must provide a valid photo ID and either
 - a certified copy of the minor's birth certificate or
 - a certified copy of documents that establish the parent or guardian's relationship to the child, such as
 - a court order relating to divorce, separation, custody, foster care
 - a foster care contract
 - an affidavit of parentage
- The legal guardian for an individual must provide a valid photo ID and a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
 - court order(s)
 - valid power of attorney

Note: Individuals who do not inspect data or pick up copies of data in person may be required to provide either notarized or certified copies of the documents that are required or an affidavit of ID.

Notice of Adoption of Model Policies

[Minnesota Statutes, section 13.025, subdivisions 2 and 3](#), require government entities to prepare written policies that relate to public access to government data, and rights of subjects of data and [Minnesota Statutes, section 13.03, subdivision 2](#), requires entities to establish procedures so that data requests are complied with appropriately and promptly.

[Minnesota Statutes, section 13.073, subd. 6](#), requires the Commissioner of Administration to prepare [model policies and procedures](#) to help government entities comply with those requirements. Entities that choose to adopt the Commissioner's model policies must notify the Commissioner. Please use the following statement to notify the Commissioner if you choose to adopt the model policies and procedures.*

Notice to Commissioner of Administration: Adoption of Model Policies

City of Falcon Heights has adopted the Commissioner's Model Policy for the Public and Model Policy for Data Subjects. This notice to the Commissioner satisfies City of Falcon Heights' obligation under Minnesota Statutes, section 13.073, subdivision 6.

Jack Linehan

City Administrator

Signed: 7/22/2026



**Government entities may submit this notification by mail or email:*

Commissioner of Administration

c/o Data Practices Office

658 Cedar Street

Suite 320

St. Paul, MN 55155

info.dpo@state.mn.us

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

July 22, 2026

No. 26-67

**RESOLUTION APPROVING POLICIES FOR THE MINNESOTA GOVERNMENT
DATA PRACTICES ACT**

WHEREAS, the Minnesota Government Data Practices Act found at Minnesota Statutes, Chapter 13 (the “Act”) and Minnesota Rules, Chapter 1205 (the “Rules”), regulate government data; and

WHEREAS, Minnesota Statutes, Section 13.03, Subdivision 2, Section 13.05, Subdivision 5 and Section 13.025 require the City of Falcon Heights (the “City”) to establish policies regarding the collection, storage, use and dissemination of data under the Act; and

WHEREAS, the updated policies are contained in the following documents, which were submitted to the City Council for its review (collectively, the “Data Practices Policies”):

- City of Falcon Heights Public Records Data Practice Policy
- City of Falcon Heights Data Subjects Data Practice Policy; and

WHEREAS, the City Council has reviewed the Data Practices Policies and finds them to be appropriate and acceptable; and

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

1. Approves the Data Practice Policies

Moved by:

Gustafson

Approved by:


Randall C. Gustafson
Mayor

GUSTAFSON
MAY
MIELKE
MOGEN
WASSENBERG

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In Favor
Against

Attested by: _____

Jack Linehan
City Administrator

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REQUEST FOR COUNCIL ACTION

Meeting Date	July 22, 2026
Agenda Item	Consent G6
Attachment	Quote, Resolution
Submitted By	Jack Linehan, City Administrator

Item	Approval of Resolution 26-68 Approving Change Order #1 to the Contract with Electro Watchman, Inc. for the Expansion of Current Lenel/S2 Netbox System for Cameras at Community Park.
Description	On April 22nd, 2026, the City Council approved Resolution 26-32 authorizing a contract with Electro Watchman, Inc. to install a door access control system for the new Community Park shelter building. This system controls the doors and system. Additionally, Electro Watchman installed hardware and conduit for a future camera under the shelter to capture security video footage as part of our city camera system. Staff identified the need for a camera in the kitchenette area as well, which would allow us to verify if, after a rental, it needs additional cleaning and for liability purposes. Electro Watchman has provided the City with a quote for the two cameras, installation, and hardware.
Budget Impact	This is budgeted in the Community Park renovation fund
Attachment(s)	• Quote • Resolution 26-68
Action(s) Requested	Staff recommends Council approve Resolution 26-68 Approving Change Order #1 to the Contract with Electro Watchman, Inc. for the Expansion of Current Lenel/S2 Netbox System for Cameras at Community Park.



ELECTRO WATCHMAN, INC.

FIRE & SECURITY SYSTEMS • SINCE 1921

QUOTE

JSKRQ3814

Created: 07/17/26

Expires: 09/15/26

Prepared For:

Falcon Heights Community Park
2050 Reselawn Ave W
Falcon Heights MN 55113

Jack Linehan
(651) 792-7611
jack.linehan@falconheights.org

Prepared By:

John Jantzer
Vice President
(651) 310-1257
jjantzer@electrowatchman.com

Project Scope:

Electro Watchman to provide and install cameras connected to Metro Inet platform for new park building.

Qty	Description	Unit Price	Ext. Price
1	Install Outdoor 4Kx4 Multisensor Camera on Outside NE Corner of Building and Indoor Dome Camera in Kitchenette: • (1) P3738PLE 4X4K 360IR AI+ IP67 • (1) AXIS T91A64 CORNER BRACKET • (1) T91H61 WALL MOUNT • (1) T94N01D PNDNT KT • (1) M3215-LVE FXED DOME CAM W/DLPU • (1) T94S01P CONDUIT BACK BOX • CABLE - CAT6 PLEN. • MISC MATERIALS • INSTALLATION LABOR • <i>Install two Axis network cameras for facility, including one prewired on northeast exterior corner of building with multisensor lens providing 270 degree view of building, splashpad, until canopy and parking lot. Install additional fixed dome camera with new cabling inside kitchenette for rental monitoring. Connect to Metro Inet camera system for ongoing support.</i> • <i>Cameras do not include recording system. Metro Inet to provide Milestone XProtect video platform hosting. Owner responsible for separate ongoing camera support and service costs from Metro Inet.</i> • <i>Verify internet connection in building will be sufficient for video recording offsite. Calculator estimates 21Mb/s throughput required for video transfer.</i>		\$4,560.00

Additional Notes:

A one year warranty applies to Electro Watchman installed equipment and workmanship. No warranty on existing cabling or equipment installed by others.

50% down-payment due upon acceptance. Remaining 50% and applicable sales tax due at completion. 3% fee added for credit card payments.

Installation includes equipment, installation labor, cabling, system setup and training.

Owner responsible for data network ip addresses, wired routing & switch ports, equipment and internet service as required.

Due to global instability outside our control, pricing and availability is subject to change without notice.

Grand Total	\$4,560.00
Deposit Required	\$2,280.00

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

July 22, 2026

No. 26-68

**RESOLUTION APPROVING CHANGE ORDER #1 TO THE CONTRACT WITH
ELECTRO WATCHMAN, INC. FOR THE EXPANSION OF CURRENT LENEL/S2
NETBOX ACCESS CONTROL SYSTEM AT COMMUNITY PARK TO INCLUDE
CAMERAS**

WHEREAS, the City of Falcon Heights identified the need to upgrade its access control system at City Hall in 2025 to enhance security and access management; and

WHEREAS, the City Council approved a contract with Electro Watchman, Inc. on March 12, 2025, to move to a key card-based system at City Hall to improve security, allowing for individual access codes that can be modified, expired, or revoked as needed through the City's IT provider, MetroINET; and

WHEREAS, the City would like to expand its usage of its current Lenel-S2 Netbox System to add key card controls and keypads to the new concession and restroom building at Community Park; and

WHEREAS, with Resolution 26-32, the City Council approved a quote from Electro Watchman, Inc. to provide keypads and cards readers at three total exterior doors; two restroom doors and one concessions building; and

WHEREAS, the installation included necessary hardware, cabling, support equipment, and labor; and

WHEREAS, the City identified the need for two cameras at the park to help with operations, security and liability concerns; and

WHEREAS, Electro Watchman, Inc., has provided the City with a quote for the hardware and installation of these two cameras to tie in to the City's Milestone Cameras System; and

WHEREAS, the City has allocated the necessary funds as part of the Community Park Renovation project; and

WHEREAS, the City Council finds that approving this change order aligns with the City's capital improvement plan and security enhancement goals;

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

1. Change Order #1 to the contract with Electro Watchman, Inc. for the expansion of the existing Lenel/S2 Netbox Access Control System at Community Park is hereby approved.
2. The City Administrator and Public Works Director are authorized to execute all necessary agreements with Electro Watchman, Inc. to proceed with the project.
3. The City Council acknowledges the importance of this upgrade for security camera improvements and authorizes the necessary steps to ensure timely installation and implementation of the access control system at Community Park.

ADOPTED by the City Council of Falcon Heights this 22nd day of July, 2026.

Moved by:

Wassenberg

Approved by:


Randall C. Gustafson
Mayor

GUSTAFSON ✓

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In Favor

MAY

MIELKE

MOGEN ✓

WASSENBERG ✓

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Against

Attested by:

Jack Linehan
City Administrator

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REQUEST FOR ACTION

Meeting Date	July 22, 2026
Agenda Item	Policy H1
Attachment	Resolution, MN State Fair Guidelines
Submitted By	Jack Linehan, City Administrator

Item	Approval of Resolution 26-69 Authorizing Modifications to the Administrative Manual: Section III Guidelines During the Minnesota State Fair for Modifications to the State Fair Parking Permit Eligibility
Description	The City's Administrative Manual serves as the home to our policies that are adopted by City Council but do not fit in the format of a resolution, ordinance or city code. Many of these policies have been revised in recent years, like our personnel policy, while others remain largely unchanged since the 1990s. The Guidelines During the Minnesota State Fair serve as the guiding document surrounding the State Fair. In approving the policy in May 2025, it was determined to only provide parking passes to residents "abutting a pay-by-mobile street". This meant that those who do not have pay-by-mobile on their street but may rely on parking on pay-by-mobile streets are ineligible for a pass, and as such are ineligible to apply for a variance application. To modify this, City Council adopted Resolution 25-81 that expanded the policy to allow those who do not otherwise qualify to be able to apply for a variance. At the July 8th workshop, City Council directed changes to the policy for 2026. To rectify this restriction, staff has been directed to propose a modified policy that states (added language in <u>underline</u> and deletions in striketrough): 7. <u>Pay-by-Mobile (e-meter) parking areas</u> a. The City Council by resolution may designate certain streets as pay-by-mobile (e-meter) parking during the State Fair. b. Residents abutting a <u>who live in a</u> pay-by-mobile designated street area will be mailed one (1) pass per household, with an additional <u>digital</u> pass available upon request. Residents may receive up to two (2) additional <u>digital</u> passes if they are determined eligible after filling out a variance application at City Hall. Residents who are otherwise ineligible for a pass may also apply for a variance. c. Handicap authorized vehicles, government vehicles, and delivery vehicles parking with warning lights on for under 10 minutes are exempt from the

	requirements of pay-by-mobile parking. Under this, residents on Hoyt, certain areas of Larpenteur Avenue and Snelling Avenue north of Crawford will now be mailed a static cling. Residents who are ineligible still can apply for a waiver if they can demonstrate a need for a variance from the policy. It will be up to staff to determine eligibility for the variance.
Budget Impact	N/A
Attachment(s)	• Administrative Manual: Guidelines During the Minnesota State Fair • Resolution 26-69
Action(s) Requested	Staff recommends the City Council approve Resolution 26-69 Authorizing an Amendment to the Administrative Manual: Guidelines During the Minnesota State Fair

E. GUIDELINES DURING THE MINNESOTA STATE FAIR

1. Purpose. To provide guidelines to explain in a practical, understandable way how the city codes and parking procedures are handled during the Minnesota State Fair. The guidelines are intended to simply re-state some sections of the city code that frequently come up during the State Fair. The guidelines are not intended to cover all codes and policies as they apply during the State Fair.

2. Applicability of codes. All city codes and ordinances are applicable during the Minnesota State Fair (attachment 1 identifies applicable codes).

3. Residential districts. No commercial activity is permitted in residential districts other than that permitted in the zoning code. Residential districts include both single family and multi-family dwellings. To clarify this, this includes:

- a. No parking on front lawns.
- b. No identifiable sales of parking or of State Fair parking permits.
(License plates in driveways will not be checked for a local registration.
However, the advertising of parking spaces for sale will be prohibited.)
- c. No outside sales except garage sales as permitted in the zoning code and kids' "kool-aid" stands.

4. Commercial districts.

- a. Businesses are permitted to sell parking spaces during the State Fair on paved surfaces designed for off-street parking. There shall be no parking on boulevards or rights of way.
- b. Advertising for parking sales must be on ground signs or hand-held signs. It cannot be posted on trees, poles nor in residential neighborhoods.
- c. No outside sales of merchandise that is not part of the adjacent business.
- d. No inflated balloons that are mounted above the ground or go above the roof of a structure or are located in the right-of-way.

5. State Fair posted "no parking" and "permit parking only" areas:

- a) The city shall post streets that may be heavily impacted from State Fair parking with no parking or permit parking only signs to eliminate hazards to public safety by protecting access by public safety vehicles. These streets and postings are included in attachment 2.
- b) The State Fair parking postings are enforced from the first day of the State Fair, not from the first day that they are posted.

6. State Fair parking permits and parking bags.

- a. Residents of properties along the street sections posted for State Fair permit parking are eligible for State Fair residential permit parking during the State Fair.
- b. On designated State Fair parking permit streets, two (2) State Fair parking permits will be issued to each single-family property and one (1) permit will be issued per unit to the owner multi-family dwellings, sent by mail. Residents in each type of property may receive up to two (2) additional passes if they are eligible after filling out a hardship waiver form at City Hall.
- c. Regular temporary parking permits may be available for residents upon a special request for unique occasions such as family reunions, weddings, or pre-scheduled events. Temporary parking permits will not be available for residents who wish to park on the street for a non-unique occasion or who wish to have friends or family park on the street for a non-unique event. Emergency situations shall be accommodated.
- d. "Parking bags" will not be available for covering parking signs during the State Fair unless authorized by the City Administrator.

Blocking of streets. The city will not issue wooden barricades to block streets for block parties or other events during the State Fair.

7. Pay-by-Mobile (e-meter) parking areas

- a. The City Council by resolution may designate certain streets as pay-by-mobile (e-meter) parking during the State Fair.
- b. Residents who live in a pay-by-mobile area will be mailed one (1) pass per household, with an additional digital pass available upon request. Residents may receive up to two (2) additional digital passes if they are determined eligible after filling out a variance application at City Hall. Residents who are otherwise ineligible for a pass may also apply for a variance.

- c. Handicap authorized vehicles, government vehicles, and delivery vehicles parking with warning lights on for under 10 minutes are exempt from the requirements of pay-by-mobile parking.

The following vehicles are exempt from pay-by-mobile parking:

- Handicap authorized vehicles*
- Government vehicles*
- Delivery vehicles with vehicles parked with warning lights on for under 10 minutes*

Attachment 1

**CITY CODES AND POLICIES RELATED TO THE
GUIDELINES FOR THE STATE FAIR**

1. Residential

Single and multi-family: Chapter 9, Section 4.01 through 8.01

Home occupations: Chapter 9, Section 14.01, Subd. 24

2. Commercial

All districts: Chapter 9, Section 9.01 through 11.01

3. Signs

All districts: Chapter 9, Section 13.01

4. Parking

All districts, Chapter 46

City parking policy III.D: Administrative Manual

Attachment 2

"No Parking"

- 1) All of Northome, water side of street
- 2) All of Hollywood Court, water and alley
- 3) St. Mary's Street, Fry Street, Maple Knoll Drive, and Garden Avenue west of Snelling on both sides
- 4) Water side of all streets north of Larpenteur, between Snelling and Hamline running to Roselawn
- 5) Snelling Drive north and southbound both sides of Snelling Avenue
- 6) Tatum Street, water side
- 7) Lindig Street on water side, including cul-de-sac
- 8) Larpenteur Avenue from Snelling to Cleveland, both sides
- 9) Fairview Avenue 1,300 feet north of Larpenteur on both sides.

"State Fair Permit Parking Only"

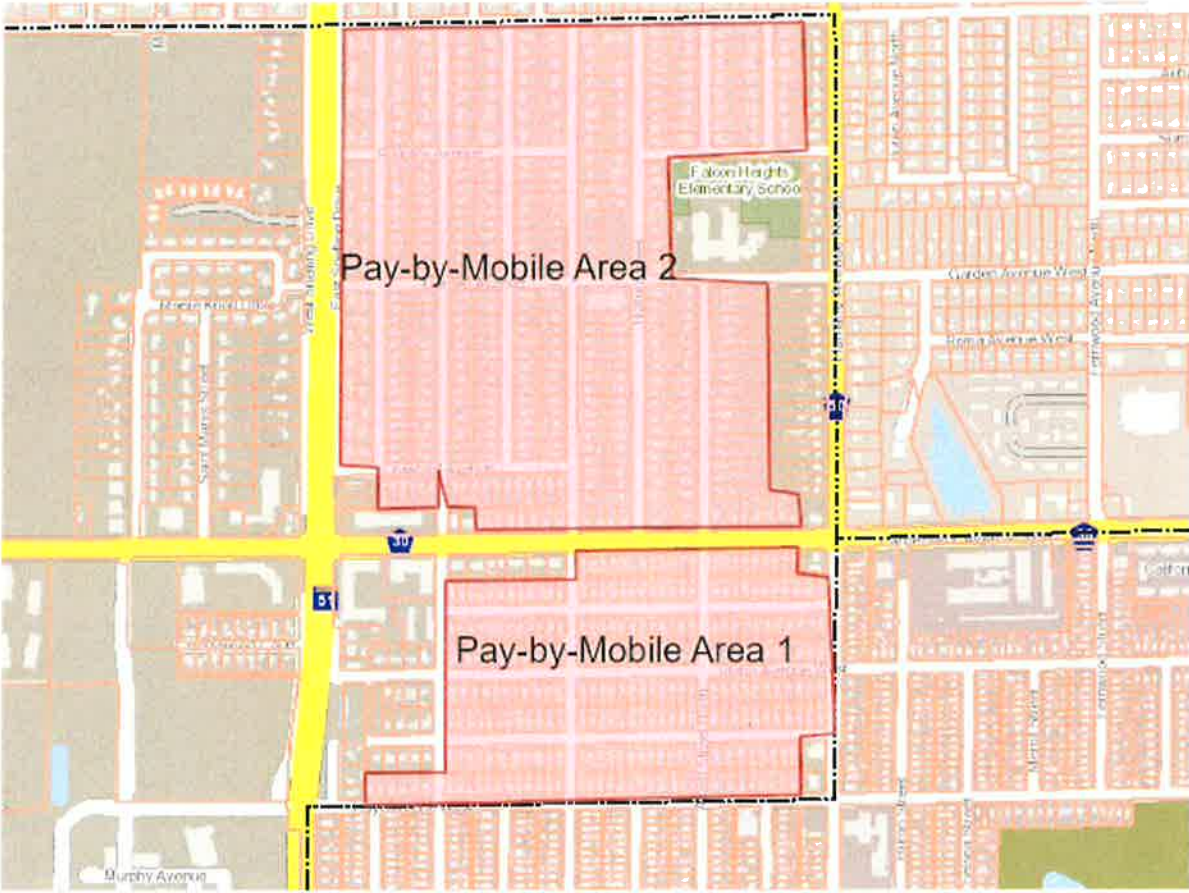
- 1) East side of Arona from California to Crawford, except where presently posted "No Parking"
- 2) East Snelling Drive from Hoyt to 1550 Larpenteur
- 3) West side of Fry Street in front of the Fry apartments
- 4) Approximately two car lengths in front of the group home at 1746 Snelling Avenue
- 5) South side of Hollywood Court
- 6) West side of Arona Street, from Hoyt to Larpenteur
- 7) East side of Pascal Street, from Hoyt to Larpenteur
- 8) West side of Albert Street, from Hoyt to Larpenteur

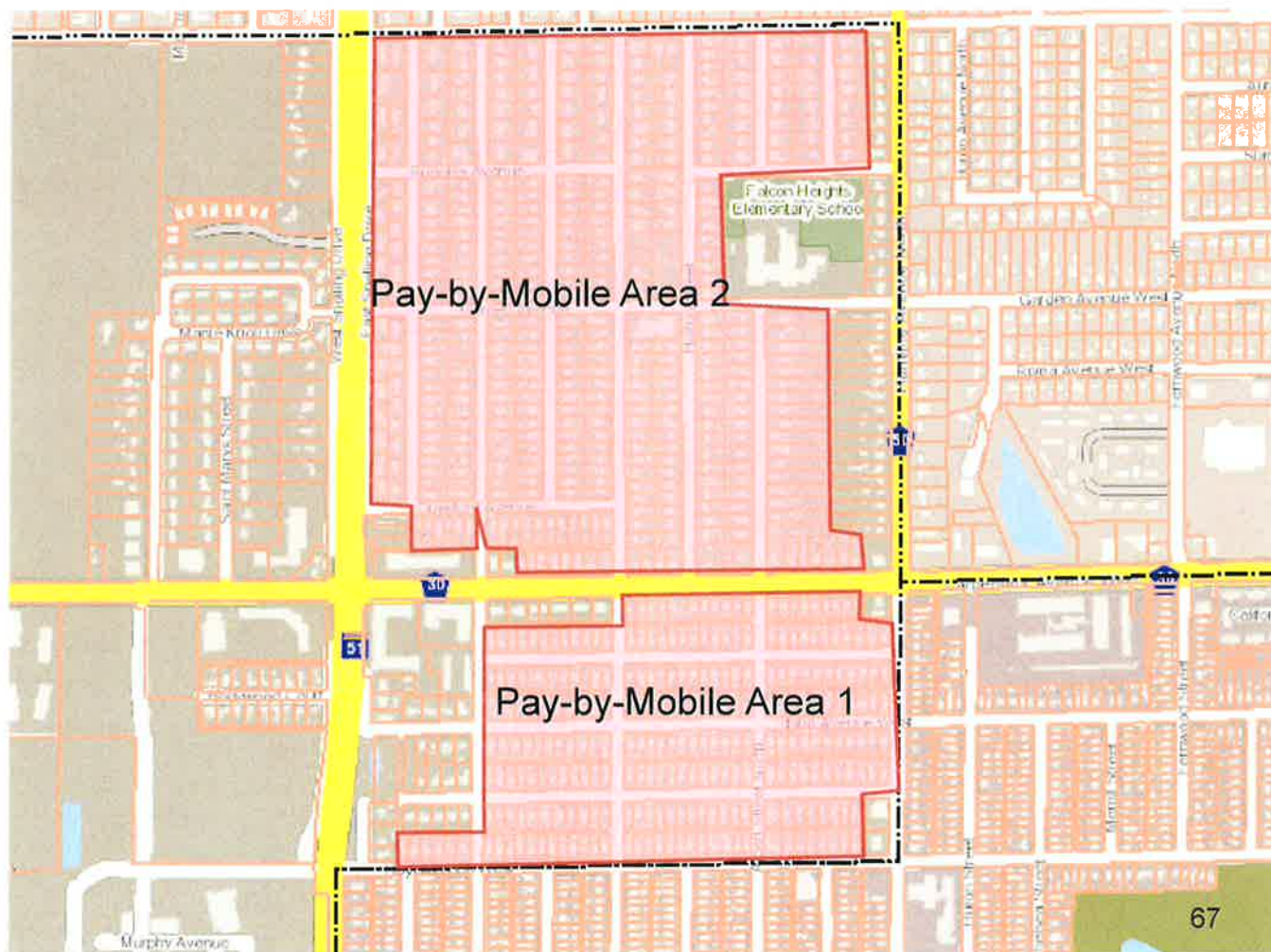
Last modified July 2026

Attachment 3

STATE FAIR PARKING MAP

STATE FAIR PAY-BY-MOBILE AREAS MAP





CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION

July 22, 2026

No. 26-~~69~~ 70

**A RESOLUTION AUTHORIZING MODIFICATIONS TO THE
ADMINISTRATIVE POLICIES: PARKING POLICY AND GUIDELINES
DURING THE MINNESOTA STATE FAIR**

WHEREAS, the City of Falcon Heights maintains an Administrative Manual that houses Council-adopted policies not codified in ordinance or resolution form; and

WHEREAS, the Guidelines During the Minnesota State Fair are administrative policies intended to clarify and implement procedures and practices surrounding the Minnesota State Fair in the City; and

WHEREAS, these policies were last updated in August 2025, respectively, and staff have prepared proposed modifications to reflect the latest proposed changes to the policy.

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

1. The City Council hereby approves the updated Guidelines During the Minnesota State Fair, as attached to this resolution and incorporated herein by reference.
2. City staff are directed to update the Administrative Manual to reflect these revised policies and to implement them during the 2026 Minnesota State Fair and future applicable events.

Moved by:

Mogen,
as amended

Approved by:

Randall Gustafson
Mayor

GUSTAFSON
MAY
MIELKE
MOGEN
WASSENBERG

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In Favor

Against

Attested by:

Jack Linehan

City Administrator

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REQUEST FOR COUNCIL ACTION

Meeting Date	July 22, 2026
Agenda Item	Policy H2
Attachment	Rental Request; Facility Use by Public Service Organizations
Submitted By	Jack Linehan, City Administrator

Item	Consideration of a Variance Request for the City's Facility Use by Public Service Organizations Guidelines
Description	Falcon Heights City Hall allows groups to rent its conference room and Council Chambers, provided they meet certain set criteria, one of which is that the event must be for the general public to attend. A pre-existing, approved list of community groups, as well as bullet points of requirements, currently guides staff on whether to rent to a community group and at what rental rate. Historically, there have been exceptions and some long-standing deviations from the "rules." For example, the Falcon Heights Book Club was an idea proposed by the City Council and formed in 1996 by then-councilmember Laura Kuettel, who led the monthly book club. In 2023 and again in 2024, the Falcon Heights Book Club asked for, and was granted, a waiver to meet monthly for one hour in the Conference Room at City Hall, without charge. On November 29, 2023, Council instructed Staff to waive this group's fees through December 2026. City policy states that any consideration for waiving of rental fees must be heard by the City Council. Other non-standard examples of use include the Falconeers card club, who meet twice monthly at City Hall. While "rules" state that this approved community group qualifies to pay the reduced fees of just \$100 per month (for two uses or more per year), they do not pay a setup fee per week, which is a stated requirement; they only a flat rate of \$100 per year. An Alcoholics Anonymous group recently reached out to the City to inquire about renting the Council Chambers on Sunday mornings. And, because the group does not meet all stipulations currently in place for facility use by a public service organization, Staff denied the request. The requester can then appeal to the City Council, which they wish to do. Council is asked to consider the request at this time because previous variances and individual "rules" have made it harder for Staff to determine eligibility and rental fees. Council should now consider:

City of Falcon Heights, Minnesota

1. Whether this group would be allowed use of City Hall, since they do not technically meet all the current criteria of a permissible club (membership does not consist of a minimum of 25% of Falcon Heights residents) and it is not a Falcon Heights-specific neighborhood or community group.

- Hobby groups or clubs that meet the following criteria:
 - Falcon Heights-based (A minimum of 25% of on-going members or participants are Falcon Heights residents).
 - Non-profit
 - Open membership
 - Founded on a hobby
 - Actively reaches out to include people of different ages, especially youth, to encourage intergenerational exchanges of information
 - Encourages a community service and/or benefit component
- Falcon Heights neighborhood or community groups whose activities are open to all and for the sole purpose of developing, fostering, and strengthening neighborhood and community well-being.

2. If Council is in favor of this group renting the space, would this group then be added to the list of public service organizations that pay \$100 annually? Or would the current usage rate for a three-hour period of \$60 (for partial Chambers), per weekly use, apply?

City Hall Facility Rental Fees

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

	<table border="1"> <tr> <td>Set Up Fee (government entities exempt; subject to staff availability)</td><td>\$30.00</td></tr> </table>	Set Up Fee (government entities exempt; subject to staff availability)	\$30.00
Set Up Fee (government entities exempt; subject to staff availability)	\$30.00		
Budget Impact	N/A		
Attachment(s)	• Rental Request Form • Facility Use by Public Service Organizations		
Action(s) Requested	City Council is requested to discuss the requested variance to determine eligibility and pricing under the City's Facility Use by Public Service Organizations guidelines.		



Online Form Submission #76 for City Hall Rental Form

From noreply@civicplus.com <noreply@civicplus.com>

Date Thu 7/16/2026 11:30 AM

To FH Mail <mail@falconheights.org>

City Hall Rental Form

Individual or Organization* Name

First and Last Name / Sharon Preves / Easy Does It AA Group
Organization Name

Non-profit organizations must provide a tax-exemption form to be eligible for tax-exempt rental. Please upload the document.

Mailing Address	1864 Arona Street
City	Falcon Heights
State	MINNESOTA
Zip Code	55113
First Phone Number	
Second Phone Number	<i>Field not completed.</i>
Email	
Approximate Number of people	15
Time Requested	9 am to 3 pm
Date Requested	9/6/2026
State specific hours here	9:30-11:30 am, every Sunday morning
City Hall Facilities Requested (fees based on 2026 Fee Schedule)	Council Chambers - Front Half
If organization is registering as a non-profit, please	<i>Field not completed.</i>

upload tax-exemption form below.

Please describe use (Please note that City Hall cannot be reserved for private social gatherings)

My long-standing Alcoholics Anonymous (AA) group, Easy Does It, recently lost our rental space at the Minnesota Recovery Center (MRC) on Transfer Road in St. Paul when the MRC was unable to renew its lease. My Easy Does It meeting is seeking a new meeting space in a nearby location that is centrally located, near a bus line, has good parking, has affordable rent, and is handicapped accessible.

The Easy Does It meeting has been in existence for nearly 20 years. I personally have been a member of this particular group for approximately 8 years and attend every Sunday.

The membership is quite diverse with respect to age, gender, race, social class, sexual orientation, and length of sobriety, with several members having very long-term sobriety (40-50 years), including myself. We also have members that are newer to recovery.

The meeting is listed on the aastpaul.org website: <https://www.aastpaul.org>. Our particular meeting is listed as "open", meaning that friends and family are welcome (not just people who self-identify as alcoholics).

Our group studies the "Big Book" of Alcoholics Anonymous (sort of similar to a Bible study), where each week we read a section of the book and then discuss it. We are a hybrid meeting, bringing along our own laptop and passing it around the room as each person reads or shares, to allow people who live out of the area and who are not able to (or prefer not to) come to the physical meeting to attend our group. We have members in Wisconsin, Maryland, and Oregon who attend weekly.

There are approximately 10-15 people who attend weekly in person with another 5-10 joining remotely. While I am currently the only member of the group who is a resident of Falcon Heights, any AA meeting's membership changes regularly, as we are listed on the local AA Intergroup's meeting directory that is publicly available on the Internet. Our meeting does regularly get new members and, given the opportunity to relocate to Falcon Heights, it is even more likely that we could get Falcon Heights residents who are in recovery to attend our meeting.

Note that there are currently no meetings located in Falcon Heights listed on the AA Intergroup's website, indicating that no AA meetings exist within the city. Having an AA meeting within the city is a service to its residents and to the city. Also note that Alcoholics Anonymous is a nonprofit organization and there are no dues or fees to become a member. The only

requirement for membership is a desire to stop drinking:
<https://www.aa.org/what-is-aa>.

I have listed the first Sunday in September as the first meeting date, as we are currently renting space at Lauderdale City Hall through August. Falcon Heights City Hall is better suited to our needs, given its more central location and more comfortable meeting space.

The meeting runs weekly from 10-11 a.m. I have listed 9:30-11:30 a.m. as our meeting time to allow for setup and take down and chatting before and after the meeting.

Thank you for your consideration of my request!

Sharon

Terms & Conditions

Refunds: Request for refunds due to cancellation is subject to a cancellation fee. A refund, minus a \$25 administration fee, will be issued for cancellations made 2 weeks (14 days) or more before the reservation date. No refund will be given for cancellations 13 or fewer days before the scheduled reservation. No refunds are made due to weather unless weather conditions are deemed as severe (tornado, lightning, etc.).

Waiver: The person or organization making this application assumes individual and joint obligation for replacements or payment in case of losses or damages resulting from their use of the building facilities, and agrees to abide by the rules established by the City Council.

Issues and Emergencies: For non-emergency issues occurring outside of City Hall hours, please contact the Ramsey County Sheriff's Office dispatch at 651-767-0640. For all emergencies, call 911.

Key Fob Pickup and Return: A key fob pickup must be arranged two days before the scheduled event. Fobs may be picked up at City Hall during business hours. Fobs can be returned during business hours; after-hours drop-off is available via the drop-box outside the main entrance.

Damage Deposit: A \$200 refundable damage deposit is required for City Hall rentals. The deposit must be made in a separate form from the payment and will be refunded upon return of the facility key and inspection of the facilities.

Early Setup: Facilities cannot be used beyond the times indicated on this form. If you will need time to set up or take down, please reserve the facility for a longer time.

Terms & Conditions

I have read the Terms and Conditions located on this page, I understand that reservation are based on first come first serve

and that this reservation is not guaranteed until payment has been collected and verified by City Staff.

Signature of Applicant

First Name Sharon

Last Name Preves

Date & Time 7/16/2026 11:30 AM

Email not displaying correctly? [View it in your browser.](#)

E. FACILITY USE BY PUBLIC SERVICE ORGANIZATIONS

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