

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

AGENDA
February 26, 2020 at 7:00 P.M.

- A. CALL TO ORDER:
- B. ROLL CALL: ANDREWS ___ GUSTAFSON___ LEEHY___

 MIAZGA ___ WEHYEE___

STAFF PRESENT: THONGVANH___
- C. PRESENTATION
 - 1. Environment Commission Annual Report, Jim Wassenberg, Environment Commission Chair
- D. APPROVAL OF MINUTES:
N/A
- E. PUBLIC HEARINGS:
 - 1. Ordinance Amendment to Chapter 46 of the City Code
- F. CONSENT AGENDA:
 - 1. General Disbursements through: 2/18/20 \$82,879.31
Payroll through: 2/15/20 \$18,632.59
 - 2. Appoint Pedro De Filippo Vannucci to the Environment Commission
 - 3. Resignation of Rick King from the Community Engagement Commission
- G: POLICY ITEMS:
 - 1. Amendment to Administrative Manual Regarding Guidelines for Snow and Ice Control
- H. INFORMATION/ ANNOUNCEMENTS:
- I. COMMUNITY FORUM:
Please limit comments to 3 minutes per person. Items brought before the Council will be referred for consideration. Council may ask questions for clarification, but no council action or discussion will be held on these items.
- J. ADJOURNMENT:

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	February 26, 2020
Agenda Item	Public Hearing E1
Attachment	See below
Submitted By	Justin Markon, Community Development Coordinator

Item	Ordinance Amendment to Chapter 46 of the City Code
Description	The proposed Ordinance changes are the result of discussions at the November 2019, January 2020, and February 2020 City Council Workshops. The changes aim to clear up the City Code as it relates to which vehicles may park where and for how long. Additionally, this Ordinance changes the parking fine to be located in the City Fee Schedule, which is updated annually, instead of the City Code itself, which is not updated as frequently. City staff recommend changing the parking fine to \$50.00. Finally, changes to the snow removal period will provide clarity on how snow events are handled when it comes to parking. The attached parking icon diagram may be used in communications, but it is not meant to supplant the City Code.
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • Ordinance 20-03 Amending Chapter 46 Traffic and Vehicles • Summary Ordinance 20-03 Amending Chapter 46 Traffic and Vehicles • Parking icon diagram • Resolution 20-07 Amending the 2020 City Fee Schedule • Amended Fee Schedule
Action(s) Requested	Staff recommend adopting attached ordinance, approving publication of summary ordinance, and adopting the attached Resolution amending the City Fee Schedule to establish the uniform parking fine of \$50.00.

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ORDINANCE NO. 20-03

CITY OF FALCON HEIGHTS
RAMSEY COUNTY, MINNESOTA

AN ORDINANCE AMENDING CHAPTER 46
OF THE FALCON HEIGHTS CITY CODE

THE CITY COUNCIL OF FALCON HEIGHTS ORDAINS:

SECTION 1 Section 46-27 is amended as follows. Additions are shown with an underline, and deletions are shown with a ~~striketrough~~.

Sec. 46-27 - Parking; restrictions; uniform parking fine

- (a) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Passenger vehicle means a passenger automobile, pickup truck, van, and motorcycle.

Recreational vehicle means travel trailers including those that telescope or fold down, chassis-mounted campers, motor homes, tent trailers, and converted buses that provide temporary human living quarters. Recreational vehicle is a vehicle that is not used as the residence of the owner or occupant, is used while engaged in recreational or vacation activities, and is either self-propelled or towed on the highways incidental to the recreational or vacation activities.

Street or public grounds means all public streets, highways, roads, alleys, lanes and park roads in the city and all public property in the city, whether owned by the city or some other public entity.

Trailer means any vehicle designed for carrying property or passengers on its own structure and for being drawn by a motor vehicle.

Truck means every motor vehicle designed, used or maintained primarily for the transportation of property.

~~*Unlawfully parked vehicle* means any vehicle that is unlawfully parked, abandoned or left unattended upon the streets or public grounds of the city in violation of state laws or this Code.~~

Vehicle means any ~~motor~~ passenger vehicle, recreational vehicle, trailer, truck, ~~van~~ or other vehicle used or intended to be used for the transportation of persons or property, including all property or cargo located within, loaded upon or attached to any such vehicle.

- (b) *Restrictions on parking of vehicles.*
- (1) No recreational vehicle, truck, unhitched trailer, bus or school bus shall be parked on any street or public grounds within the city for an additional time than is necessary to load or unload such recreational vehicle, truck, unhitched trailer, bus or school bus, not exceeding 90 minutes.
 - (2) No vehicle shall be parked on any alley within the city except for normal pickup and delivery of passengers or commercial goods, not exceeding 30 minutes.
 - (3) No passenger vehicle or hitched trailer in combination with a passenger vehicle shall be parked on any street or public grounds within the city for more than 48 consecutive hours.
 - (4) No vehicle shall be parked on any street or public ground that has been designated a "No Parking" area or an area where parking has been restricted to certain hours or days, by motion or resolution of the city council, and posted as such.
 - (5) No vehicle shall be parked on any boulevard within the city.
 - (6) No person shall park a vehicle, except an authorized emergency vehicle, within an area designated a fire lane.
 - (7) No vehicle shall be parked on any street or public grounds in front of a public or private driveway or alley or within five feet of any public or private driveway or alley without permission of the owner of the driveway or his or her agent.
 - (8) No vehicle shall be parked on any public or private property, including commercial property, without the express or implied consent of the property owner or his or her agent and shall not remain parked in violation of the terms of such consent. The terms of such consent may be posted in a conspicuous place by the owner or his or her agent.
 - (9) No vehicle shall be parked on any city street during snow removal, as described in section 46-28 (~~refer to section 46-5~~).
- (c) *Uniform parking fine.* ~~There is hereby established a~~ The uniform fine of \$35.00 for each violation of any this section regulating the parking of motor vehicles within the city shall be set according to the City fee schedule. The fine established by this section shall be imposed regardless of the time of the year of a violation.

SECTION 2 Section 46-28 is amended as follows. Additions are shown with an underline, and deletions are shown with a ~~strikethrough~~.

Sec. 46-28 - Parking of motor vehicles during snow removal periods

- (a) *Purpose and policy.* The purpose of this section is to regulate the parking of motor vehicles on the public streets of the city during periods of snow removal. Any motor vehicle parked on a public street of this city during a period of snow removal, as specified in detail herein, is declared to be a public nuisance which interferes with and impedes the orderly removal of snow from said streets, interferes with and impedes the safe movement of emergency and other vehicular traffic, and is thus a danger to the health, safety and welfare of the inhabitants of this city.
- (b) *Parking restrictions during snow removal.* Parking of a motor vehicle on an unplowed public street or within 30 feet of an intersection during a snow removal period shall be prohibited. The term "snow removal period" means:

1. ~~f~~For a maximum of ~~72-48~~ hours commencing after a snowfall where at least two inches of snow has accumulated on the public streets of this city, or

2. ~~u~~Until a street has been plowed full-width snow plowing has been completed on each street; whichever comes first.

(c) A snow removal period is in effect if section 46-28(b)(2) has been satisfied and an additional two inches or more of snow falls during the same storm event.

SECTION 3 This ordinance shall be effective upon its passage and a summary published in the official newspaper.

ADOPTED this 26th day of February, 2020, by the City Council of the City of Falcon Heights, Minnesota.

Moved by:

Approved by: _____
Randall Gustafson
Mayor

GUSTAFSON ___ In Favor
LEEHY
MIAZGA ___ Against
WEHYEE
ANDREWS

Attested by: _____
Sack Thongvanh
City Administrator

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SUMMARY ORDINANCE NO. 20-03

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

**AN ORDINANCE AMENDING CHAPTER 46
OF THE FALCON HEIGHTS CITY CODE
CONCERNING TRAFFIC AND VEHICLES**

This ordinance amends Chapter 46 of the Falcon Heights City Code concerning traffic and vehicles. The amendments include changes to definitions, restrictions of parking vehicles, the uniform parking fine, and the parking of vehicles during snow removal periods.

A printed copy of the entire ordinance is available for inspection by any person during the City Administrator/Clerk's regular office hours.

APPROVED for publication by the City Council of the City of Falcon Heights, Minnesota this 26th day of February, 2020.

CITY OF FALCON HEIGHTS

BY: _____
Randall Gustafson, Mayor

ATTEST:

Sack Thongvanh, City Administrator

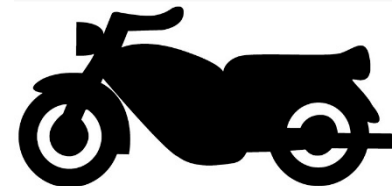
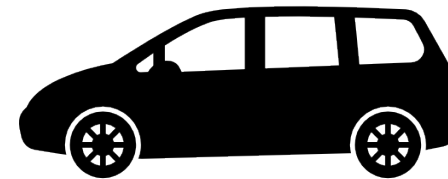
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Parking restrictions in Falcon Heights

90 minutes maximum on street



48 hours maximum on street



- No vehicle of any kind may be parked in an alley for more than 30 minutes.
- Refer to the City Code for complete information.

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**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

February 26, 2020

No. 20-07

**A RESOLUTION AMENDING THE 2020 CITY FEE SCHEDULE
TO ESTABLISH A UNIFORM PARKING FINE**

WHEREAS, City Staff review the fee schedule to make sure that the fee reflects staff cost and that the fee is comprehensive;

WHEREAS, Ordinance 20-03 amended Section 46-27(c) of the City Code of Falcon Heights to read that “The uniform fine for each violation of this section shall be set according to the City fee schedule. The fine established by this section shall be imposed regardless of the time of the year of a violation”;

WHEREAS, City Staff recommend establishing a uniform parking fine.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Falcon Heights, Minnesota approves the fee of \$50.00 for parking violations.

Moved by:

Approved by: _____

Randall Gustafson
Mayor

GUSTAFSON
LEEHY
MIAZGA
WEHYEE
ANDREWS

___ In Favor

___ Against

Attested by: _____

Sack Thongvanh
City Administrator

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**CITY OF FALCON HEIGHTS
Adopted 2020 Fee Schedule**

A. LICENSES

1. Business Licenses	
<u>Item</u>	<u>Fee</u>
Bus Benches (Courtesy)	\$ 50.00 per bench
Filling Station	
Less than 15 hours	\$ 100.00
15-20 hours	\$ 400.00
20 hours or more	\$ 500.00
Municipal Business	
10,000 sq. ft. or less	\$ 100.00
10,001 sq. ft. or more	\$ 200.00
Pool Hall	\$ 800.00
Precious Metal Dealer	
Investigation fee/general	\$ 1,500.00
Investigation fee/MN only	\$ 500.00
License fee	\$ 2,000.00
Restaurant	
Lunchroom	\$ 50.00
Less than 15 hours	\$ 100.00
15-20 hours	\$ 400.00
20 hours or more	\$ 500.00
Therapeutic Massage License	
Investigation fee	\$ 350.00
License fee	\$ 100.00
2. Liquor Licenses	
<u>Item</u>	<u>Fee</u>
Bottle Club	\$ 300.00
Liquor, Off-Sale	\$ 310.00
Liquor, On-Sale	\$ 4,000.00
Liquor, Special Event	\$ 25.00
Liquor, Sunday	\$ 200.00
Malt Beverage, Off-Sale	\$ 150.00
Malt Beverage, On-Sale	\$ 500.00
Malt Beverage, On-Sale (with wine license)	\$ 1.00
Wine License	\$ 2,000.00
Temporary Liquor License	\$ 50.00
Background Checks (per license)	\$ 500.00
3. Other Licenses	
<u>Item</u>	<u>Fee</u>
Amusement machines (per machine)	\$ 30.00
Cigarette sales	\$ 250.00
Contractor licenses	\$ 35.00
Peddlers and solicitors	
(For profit)	\$ 25.00
(Charitable)	Free, but license still required
Pool tables (per table)	\$ 30.00
Refuse Haulers	\$ 100.00

Low-Density Rental License	\$ 50.00/per unit
High-Density Multifamily Rental License	
5-19 units per building	\$ 150.00
20-49 units per building	\$ 200.00
50-99 units per building	\$ 250.00
100+ units per building	\$ 300.00
Re-inspection (due to initial failure)	\$ 50.00

B. PERMITS

1. Building permit fees:

Total Valuation	
\$1.00 - \$500.00	\$25.00
\$501.00 - \$2,000.00	\$25.00 for first \$500, \$3.25/each additional \$100, to and including \$2000
\$2,001.00 - \$25,000	\$73.75 for first \$2000, \$14.75/each additional \$1000, to and including \$25,000
\$25,001.00 - \$50,000	\$413.00 for first \$25,000, \$10.75/each additional \$1000, to and including \$50,000
\$50,001.00 - \$100,000.00	\$681.75 for first \$50,000, \$7.50/each additional \$1000, to and including \$100,000.00
\$100,001.00 - \$500,000.00	\$1,056.75 for first \$100,000, \$6.00/each additional \$1000, to and including \$500,000
\$500,001.00 - \$1,000,000.00	\$3,456.75 for first \$500,000, \$5.00/each additional \$1,000, to and including \$1,000,000
\$1,000,001 and up	\$5,956.75 for first \$1,000,000, \$4.00/each additional \$1,000

Other Inspections and Fees:

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

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

²Actual costs include administrative and overhead costs.

**Building Permits are subject to the State Surcharge*

2. Relocation of structure or building: \$ 150.00
3. Demolition or removal of structure: \$ 1.25/1,000 cubic ft.; minimum \$ 50.00

4. Mechanical permit fees

a. Residential Work

Base Fee \$ 30.00

State Surcharge \$1.00

Furnace/Boiler (warm air or hot water heating system)

\$ 60.00 New

\$ 30.00 Replacement

\$ 20.00 Unit heaters

Air conditioning and refrigeration

\$ 40.00 New

\$ 25.00 Replacement

Other Items

\$ 25.00 Gas line/piping

\$ 30.00 Duct work

\$ 35.00 Wood burning furnace per unit

\$ 35.00 Swimming pool heater per unit

\$ 25.00 Air exchanger with duct work per unit

\$ 25.00 Gas or oil space heater per unit

\$ 25.00 Gas direct vent heater per unit

\$ 25.00 Gas fireplace log or heater per unit

\$ 25.00 Gas hot water heater for domestic hot water (only if replacing gas line)

b. Commercial Work

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

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

5. Plumbing Permit Fees.

\$ 30.00 base fee plus \$ 7.00 per fixture installed, \$ 1.00 state surcharge

6. Right of Way Permit Fees

<u>Item</u>	<u>Fee</u>
Registration fee	\$ 25.00
Hole	\$ 150.00
Trench	\$ 150.00 + \$ 40.00 per 100 lineal feet or portion thereof
Boring	\$ 150.00 + \$ 40.00 per 100 lineal feet or portion thereof
Obstruction	\$ 50.00 + \$ 0.06 per lineal foot
<u>Small Cell Wireless</u>	
Permit fee	\$ 100.00
Rent on City structure	\$ 150.00 per year
Maintenance for colocation	\$ 25.00 per year
Monthly electrical services	
Radio node less than 100 watts	\$ 73.00 per month
Radio node over 100 watts	\$ 182.00 per month

7. Sewer Connection or Repair \$ 50.00

8. Water Connection

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

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

10. Zoning Permit

<u>Item</u>	<u>Fee</u>
Fence	\$ 40.00
Temporary Sign	\$ 30.00
Permanent Sign (each)	\$ 50.00
Residential driveway	\$ 40.00
Commercial driveway	Subject to Building Permit Fees

11. Mobile Storage Structure/Dumpster Permit

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

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

C. PLANNING FEES*

<u>Item</u>	<u>Fee</u>
Comprehensive Plan Amendment	\$ 500.00
Conditional Use Permit	\$ 500.00
Design Review	
(when required by code)	\$ 50.00
Lot Split (one lot into two)	\$ 500.00
Planned Unit Development	\$ 500.00
Rezoning/Zoning Amendment	\$ 500.00
Subdivision (>1 new lot)	\$ 500.00 + \$ 100.00/lot created
Variance	\$ 500.00

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

D. FACILITY RENTAL FEES

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

Park and Facility Rental Fees

Venue	Amenities included in rental	Half Day 9am-3pm 4pm-10pm	Full Day 9am-10pm
Community Park Building and Upper Picnic Area 2050 Roselawn Ave. (corner of Roselawn and Cleveland) Capacity: 150 Standing 75 Seating	Park Building Full Kitchen (stove, oven, frig/freezer, sink, microwave) Tables and Chairs Inside Bathrooms 2 BBQ Grills 9 Outdoor picnic tables Parking lot (50) and off street parking	Not Available	\$150 + Tax
East Picnic Area (near playground)	2 Picnic Tables Trash receptacles Portable bathroom Parking lot (50) and off street parking	\$20.00 + Tax	\$35.00 + Tax
Lower Picnic Area (Southwest corner of park)	2 Picnic Tables 1 BBQ Grill Trash receptacles Portable bathroom Parking lot (50) and off street parking	\$20.00 + Tax	\$35.00 + Tax
Curtiss Field 1551 W. Iowa Ave.	Playground Basketball hoop and half court 2 picnic tables Portable bathroom Parking lot (10) and off street parking	Not Available	Not Available
Rentals: Play Kit	Play kit variety of balls, frisbees, and other play equipment	\$20.00 + Tax (Deposit)	
Set Up/Tear Down		\$25.00	

- * For park building rentals there is a \$200-400 damage deposit (or as determined by the City Administrator) required that needs to be made in a separate form than the payment. Deposit will be refunded upon return of the key and inspection of the park building.
- * Nonprofit organizations must provide a copy of a Tax Exempt form (MN Dept. of Rev, IRS, W9 or MN Dept. of Taxation)
- * Key pick up is two days prior to scheduled event and can be picked up at City Hall Monday –Friday 8:00am-4:30pm, (Summer hours: 7:30am- 5:00pm Monday-Thursday, Friday 7:30am-noon Memorial Day- Labor Day)
- * Keys can be dropped off at the key box located on the city hall building (near the front doors) or during City Hall office hours.
- * Park building rental permits will be issued when completed form and payment is received. Holding reservations without payment is not accepted.
- *If you plan on bringing any equipment (i.e. inflatable devices, dunk tanks etc.) into the park you must disclose this to a city employee during the reservation process. The city may require documentation such as: a hold harmless agreement or certificate of insurance naming the city has an additional insured.

City Hall Rental Fees

City Hall	Capacity	Rates (3 hours) Hours must fall within half/full hours	Half Day 9am-3pm 4pm-10pm	Full Day 8am-10pm
Council Chambers Full Room (includes kitchen facility)	150 75- Seated	\$115.00	\$175.00	\$250.00
Council Chambers Front Half	75 30 Seated	\$50.00	\$100.00	\$150.00
Council Chambers Back Half	75 30 Seated	\$50.00	\$100.00	\$150.00
Kitchen Facility	10 6 Seated	\$25.00	\$50.00	\$50.00
Conference Room	8 maximum	\$30.00	\$60.00	\$100.00
Set Up Fee - excludes governmental entities		\$25.00		

* For city hall rentals there is a \$200 damage deposit required that needs to be made in a separate form than the payment. Deposit will be refunded upon return of the key and inspection of the building.

* Key pick up is two days prior to scheduled event and can be picked up at City Hall Monday –Friday 8:00am-4:30pm, (Summer hours: 7:30am- 5:00pm Monday-Thursday, Friday 7:30am-noon Memorial Day-Labor Day)

* Keys can be dropped off at the key box located on the city hall building (near the front doors) or during City Hall office hours.

* Building rental permits will be issued when payment is received. Holding reservations without payment is not accepted.

* CITY HALL CANNOT BE RENTED FOR PRIVATE SOCIAL GATHERINGS.

Field/Court/Rink Rental Fees

You may rent Community Park's soccer field, tennis courts or basketball courts and Curtiss Field's ice rink (seasonal). Discounted rates are available for weekly bookings.

Renters	Fee (3 hr block time)	Seasonal Fee (3 hr block time) April-October Consecutive times in one week	Additional Hours
Resident	\$20 + tax	-	\$10 + tax
Non Resident	\$30 + tax	-	\$10 + tax
Youth Organizations ages 2-18 (must be open to serving residents of Falcon Heights)	\$20 + tax	2 day: \$35 3 day: \$50 4 days: \$65 5 days: \$80 6-7 days: \$100	\$10 + tax
Adult Organizations	\$30 + tax	2 day: \$40 3 day: \$55 4 days: \$70 5 days: \$85 6-7 days: \$105	\$10 + tax
Striping a soccer field	At City Cost	case by case basis	

Fees apply only for games and practices. Tournaments or special events/services are subject to additional fees.

Field rental permits will be issued when payment and application are received.

Disclaimer:

All short term rentals (1-5 times) entitle the customer to use of the field as is: anything additional will be the customer's responsibility (i.e. striping the field or providing bases.) Special request of services will be dealt with on a case by case basis and may include extra fees. All requests should be discussed with the Parks and Recreation Department at 651-792-7617.

E. FACILITY USE BY PUBLIC SERVICE ORGANIZATIONS

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

F. MISCELLANEOUS FEES.

<u>Item</u>	<u>Fee</u>
Agendas (City Council or Commissions) ¹	\$ 15.00/year
City Council Minutes ¹	\$ 35.00/year
Commission Minutes ¹	\$ 20.00/year
New Resident Handbook	\$ 10.00 printing fee
Single copies	\$ 0.25 + tax/page for first 100 pages
Assessment search	\$ 20.00
Maps	\$ 6.50
Open burning permit (no charge for recreational fires)	\$ 25.00
Returned Check Fee	\$ 25.00
Credit card convenience fee (PayPal) ²	3.1% +\$0.30

¹ The charges apply only when hard copies are mailed. These documents can be viewed free of charge on the website or at City Hall.

² Park program fees are exempt from the credit card convenience fee.

G. FALSE ALARM FEES

1. Fire False Alarms (at an address or property within one calendar year)

- \$ 175.00 for second false alarm
- \$ 300 for third false alarm
- \$ 400 for fourth false alarm
- \$ 500 for fifth and subsequent false alarm

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

- \$ 60.00 for second false alarm
- \$ 100 for third false alarm
- \$ 200 for fourth false alarm
- \$ 300 for fifth false alarm
- \$ 400 for sixth false alarm
- \$ 500 for seventh and subsequent false alarm

3. Penalties and Assessment

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

H. VEHICLE EMERGENCY RESPONSE

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

I. PARKING FEES

<u>Item</u>	<u>Fee</u>
Application fee to designate "residential area" permit parking	\$ 200.00
Annual residential area parking permits	
First two vehicles	\$ 15.00/vehicle
Third and subsequent vehicles	\$ 25.00/vehicle
Lost permit replacement	\$ 5.00
Temporary parking permit (up to 3 weeks)	\$ 3.00/vehicle
Temporary parking permit for 5 or more vehicles for a one-time/ one-day event	\$ 25.00
<u>Uniform parking fine</u>	<u>\$50.00/violation</u>

J. SANITARY SEWER

The sanitary sewer fee for residential units is \$34.75 per quarter plus \$0.0227572 per cubic foot of water usage during the months of November – January. For apartment units, the rate will be \$34.75/unit/quarter plus \$0.0227572 per cubic foot of water used in November. For residential units, this will serve as the maximum fee for other quarters throughout the year, but the actual amount billed may be lower depending on water usage. For commercial units, the fee is \$0.0227572 per cubic foot of water usage during each month.

K. STORM DRAINAGE

The fee for storm drainage is \$25.25 per quarter for residential units and \$233.09 per acre for commercial and apartment units.

L. HYDRANT WATER

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

M. RECYCLING

The recycling charge is \$10.50 per quarter for residential units.

N. STREET LIGHTING

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

O. FEES FOR UNSPECIFIED REQUESTS

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

P. SNOW AND ICE REMOVAL

\$100/Hour with a minimum of \$100



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	February 26, 2020
Agenda Item	Consent F1
Attachment	General Disbursements and Payroll
Submitted By	Roland Olson, Finance Director

Item	General Disbursements and Payroll
Description	General Disbursements through: 2/18/20 \$82,879.31 Payroll through: 2/15/20 \$18,632.59
Budget Impact	The general disbursements and payroll are consistent with the budget.
Attachment(s)	<ul style="list-style-type: none"> • General Disbursements and Payroll
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve general disbursements and payroll.

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PACKET: 02099 FEB 11 PAYABLES 2020
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
190	CITY OF ROSEVILLE					
I-228435		IT SUPPORT SERVICES FEB	3,693.00			
2/11/2020	APBNK	DUE: 2/11/2020 DISC: 2/11/2020		1099: N		
		IT SUPPORT SERVICES FEB		101 4116-85070-000	TECHNICAL SUPPORT	1,817.75
		IT SUPPORT SERVICES FEB		101 4124-85070-000	NETWORK/TECH SUPPORT(I-N	1,189.80
		IT SUPPORT SERVICES FEB		101 4132-85070-000	NETWORK/TECH SUPPORT(I-N	297.45
		IT EQUIPMENT		401 4401-90100-000	FURNITURE & EQUIPMENT	185.00
		SOFTWARE LICENSING		101 4116-70100-000	SUPPLIES	203.00
		=== VENDOR TOTALS ===	3,693.00			
01-05440	LOFFLER COMPANIES, INC					
I-3344084		JAN COPIER OVERAGE CHARGE	91.40			
2/11/2020	APBNK	DUE: 2/11/2020 DISC: 2/11/2020		1099: N		
		JAN COPIER OVERAGE CHARGE		101 4112-87000-000	REPAIR OFFICE EQUIPMENT	91.40
		=== VENDOR TOTALS ===	91.40			
01-05273	MN PUBLIC EMPLOYEES INSURANCE					
I-938999		MARCH HEALTH INS	10,842.98			
2/11/2020	APBNK	DUE: 2/11/2020 DISC: 2/11/2020		1099: N		
		MARCH HEALTH INS		101 4112-89000-000	MISCELLANEOUS	10,842.98
		=== VENDOR TOTALS ===	10,842.98			
01-06185	RAMSEY COUNTY					
I-RISK-002031		INSURANCE/HR ADMIN FEE FEB	1,035.39			
2/11/2020	APBNK	DUE: 2/11/2020 DISC: 2/11/2020		1099: N		
		INSURANCE/HR ADMIN FEE FEB		101 4112-89000-000	MISCELLANEOUS	1,035.39
		=== VENDOR TOTALS ===	1,035.39			
01-05870	XCEL ENERGY					
I-671261519		STREET LIGHTING ELECT & GAS	818.47			
2/11/2020	APBNK	DUE: 2/11/2020 DISC: 2/11/2020		1099: N		
		STREET LIGHTING ELECT		209 4209-85020-000	STREET LIGHTING POWER	6.69
		STREET LIGHTING ELECT		209 4209-85020-000	STREET LIGHTING POWER	14.82
		CITY HALL GAS		101 4131-85030-000	NATURAL GAS	796.96
		=== VENDOR TOTALS ===	818.47			
		=== PACKET TOTALS ===	16,481.24			

PACKET: 02101 FEB 14 PAYABLES 2019
 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
=====						
01-0072		BRANCH AND BOUGH TREE SERVICE				
=====						
I-5232		TREE PLANTING, PRUNING SERVIC	8,053.20			
2/14/2020	APBNK	DUE: 2/14/2020 DISC: 2/14/2020		1099: N		
		FORESTRY CONSULTING		101 20200-000	ACCOUNTS PAYABLE	1,698.20
		STUMP GRINDING		101 20200-000	ACCOUNTS PAYABLE	680.00
		TREE PLANTING		101 20200-000	ACCOUNTS PAYABLE	2,500.00
		PRUNING		101 20200-000	ACCOUNTS PAYABLE	950.00
		STORM DAMAGE		101 20200-000	ACCOUNTS PAYABLE	2,225.00
		=== VENDOR TOTALS ===	8,053.20			
=====						
01-00911		CITY OF NEW BRIGHTON				
=====						
I-20-0001448		4TH QTR HAZMAT SERVICES	112.50			
2/14/2020	APBNK	DUE: 2/14/2020 DISC: 2/14/2020		1099: N		
		4TH QTR HAZMAT SERVICES		101 20200-000	ACCOUNTS PAYABLE	112.50
		=== VENDOR TOTALS ===	112.50			
=====						
01-06185		RAMSEY COUNTY				
=====						
I-PUBW-018420		2ND HALF YEAR EVP SYSTEM	10.58			
2/14/2020	APBNK	DUE: 2/14/2020 DISC: 2/14/2020		1099: N		
		2ND HALF YEAR EVP SYSTEM		101 20200-000	ACCOUNTS PAYABLE	10.58
		=== VENDOR TOTALS ===	10.58			
		=== PACKET TOTALS ===	8,176.28			

ID	POST DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
01-03001 CAMPBELL KNUTSON							
I-267	2/18/2020	APBNK	JAN GENERAL LEGALS DUE: 2/18/2020 DISC: 2/18/2020 JAN GENERAL LEGALS	479.80	1099: Y 101 4114-80200-000	LEGAL FEES	479.80
=== VENDOR TOTALS ===				479.80			
01-03110 CENTURY LINK							
I-202002187430	2/18/2020	APBNK	MONTHLY SERVICE FEB 1 TO 29 DUE: 2/18/2020 DISC: 2/18/2020 MONTHLY SERVICE FEB 1 TO 29	68.87	1099: N 601 4601-85011-000	TELEPHONE - LANDLINE	68.87
=== VENDOR TOTALS ===				68.87			
01-04570 JOSEPH, KATRINA E.							
I-0097	2/18/2020	APBNK	JAN PROSECUTIONS DUE: 2/18/2020 DISC: 2/18/2020 JAN PROSECUTIONS	2,500.00	1099: Y 101 4123-80200-000	LEGAL FEES	2,500.00
=== VENDOR TOTALS ===				2,500.00			
01-05665 METROPOLITAN COUNCIL							
I-1106043	2/18/2020	APBNK	WASTE WATER SERVICES MARCH DUE: 2/18/2020 DISC: 2/18/2020 WASTE WATER SERVICES MARCH	51,341.49	1099: N 601 4601-85060-000	METRO SEWER CHARGES	51,341.49
=== VENDOR TOTALS ===				51,341.49			
01-05263 MID CITY SERVICES- INDUSTRIAL							
I-113867	2/18/2020	APBNK	FLOOR MATS DUE: 2/18/2020 DISC: 2/18/2020 FLOOR MATS	42.15	1099: N 101 4131-70110-000	SUPPLIES	42.15
=== VENDOR TOTALS ===				42.15			
01-05427 NANDKUMAR, NALISHA							
I-202002187431	2/18/2020	APBNK	JAN REIMB DUE: 2/18/2020 DISC: 2/18/2020 JAN PHONE REIMB JAN MILEAGE REIMB	43.29	1099: N 101 4116-85010-000 101 4112-70100-000	TELEPHONE SUPPLIES	20.00 23.29
=== VENDOR TOTALS ===				43.29			

-----ID-----			GROSS	P.O. #			
ST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION

01-07263 NEXTEL COMMUNICATIONS, INC

I-172868921-179		CELL PHONE DEC 27 - JAN 26	17.16				
2/18/2020	APBNK	DUE: 2/18/2020 DISC: 2/18/2020		1099: N			
		CELL PHONE DEC 27 - JAN 26		101 4124-85015-000	CELL PHONE		17.16
=== VENDOR TOTALS ===			17.16				

01-06112 PIONEER PRESS

I-120572540		FALCON HEIGHTS LEGALS JAN	234.35				
2/18/2020	APBNK	DUE: 2/18/2020 DISC: 2/18/2020		1099: N			
		FALCON HEIGHTS LEGALS JAN		101 4112-89000-000	MISCELLANEOUS		234.35
=== VENDOR TOTALS ===			234.35				

01-06115 TIMOTHY PITTMAN

I-202002187432		FLEX PAYMENT	247.66				
2/18/2020	APBNK	DUE: 2/18/2020 DISC: 2/18/2020		1099: N			
		FLEX PAYMENT		101 21712-000	MEDICAL FLEX SAVINGS PAY		99.06
		FLEX PAYMENT		601 21712-000	MEDICAL FLEX SAVINGS PAY		86.68
		FLEX PAYMENT		602 21712-000	MEDICAL FLEX SAVINGS PAY		61.92
=== VENDOR TOTALS ===			247.66				

01-07282 SURPLUS SERVICES

I-00013186		SUPPLIES	78.00				
2/18/2020	APBNK	DUE: 2/18/2020 DISC: 2/18/2020		1099: N			
		VARIOUS TOOLS		101 4131-70110-000	SUPPLIES		3.00
		DESK		101 4131-70110-000	SUPPLIES		75.00
=== VENDOR TOTALS ===			78.00				

01-06581 TRI-STATE BOBCAT INC

I-A68957		SUPPLIES	347.66				
2/18/2020	APBNK	DUE: 2/18/2020 DISC: 2/18/2020		1099: N			
		EDGE, SNOWBLOWER, TOOTH NUT		101 4132-70120-000	SUPPLIES		132.36
		BRACKET		101 4132-70120-000	SUPPLIES		215.30
=== VENDOR TOTALS ===			347.66				

PACKET: 02103 FEB 18 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 0870	XCEL ENERGY					
I-671567445		ELECT & GAS	2,821.36			
2/18/2020	APBNK	DUE: 2/18/2020 DISC: 2/18/2020		1099: N		
		STREET LIGHTING ELECT		209 4209-85020-000	STREET LIGHTING POWER	1,678.21
		COMM PARK GAS		101 4141-85030-000	NATURAL GAS	441.47
		COMM PARK ELECT		101 4141-85020-000	ELECTRIC/GAS	105.21
		COFFMAN ICE RINK LIGHT		101 4141-85020-000	ELECTRIC/GAS	29.54
		CITY HALL ELECT		101 4131-85020-000	ELECTRIC	566.93
		=== VENDOR TOTALS ===	2,821.36			
		=== PACKET TOTALS ===	58,221.79			

EMP #	NAME	AMOUNT
0 005	SACK THONGVANH	3,724.36
01-020	AMANDA P LOR	1,436.13
01-1022	NALISHA NANDKUMAR	1,527.41
01-1136	ROLAND O OLSON	2,415.70
01-1021	JUSTIN M MARKON	1,519.76
01-0040	KEVIN ANDERSON	88.83
01-0085	DANIEL S JOHNSON-POWERS	98.09
01-0087	MICHAEL A MCKAY	95.76
01-0095	MICHAEL J POESCHL	184.77
01-0097	PATRICK GAFFNEY	163.77
01-0106	SCOTT A TESCH	20.54
01-0124	MICHAEL D KRUSE	122.96
01-0132	ANDREW K TEMME	88.83
01-0135	MORGAN B MCCANN	61.35
01-0137	DANIEL J WATTENHOFER	298.36
01-0138	GRANT W HEITMAN	34.14
01-0139	WILLIAM M RAVEN	81.15
01-0140	RYAN J CARLSON	109.36
01-2172	MICHAEL W ARCAND	88.83
01-1030	TIMOTHY J PITTMAN	2,239.40
01-1033	DAVE TRETSVEN	1,773.45
01-1143	COLIN B CALLAHAN	1,795.00
01-2265	TOM L WILLIAMS	266.66
01-2266	SMITH M COLLEEN	9.70
01-2254	KELLY M HART	172.63

TOTAL PRINTED: 25 18,416.94

2-11-2020 10:14 AM PAYROLL CHECK REGISTER
 PAYROLL NO: 01 City of Falcon Heights

PAGE: 1
 PAYROLL DATE: 2/11/2020

EMP	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
1165	ZHOU, ZHINING	R	2/11/2020	215.65	085313

2-11-2020 10:14 AM PAYROLL CHECK REGISTER
 PAYROLL NO: 01 City of Falcon Heights

PAGE: 2
 PAYROLL DATE: 2/11/2020

*** REGISTER TOTALS ***

REGULAR CHECKS:	1	215.65
DIRECT DEPOSIT REGULAR CHECKS:	25	18,416.94
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	26	18,632.59



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	February 26, 2020
Agenda Item	Consent F2
Attachment	Application and Resolution
Submitted By	Justin Markon, Community Development Coordinator

Item	Appointment of Pedro De Filippo Vannucci to the Environment Commission
Description	City Staff and the Chair for the Environment Commission interviewed Pedro De Filippo Vannucci for the Environment Commission. Pedro is a student at Roseville Area High School and lives in Falcon Heights. He would be the first Youth Commissioner appointed since the Youth Commission project launched in 2019.
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • Commission Application • Resolution 20-08 Appointment of Pedro De Filippo Vannucci to the Environment Commission
Action(s) Requested	Staff recommends approval of attached resolution appointing Pedro De Filippo Vannucci to the Environment Commission.

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**CITY OF FALCON HEIGHTS
COMMISSION APPLICATION**

DATE: 1/22/2020

NAME: Pedro De Filippo Vannucci

ADDRESS: 1777 Lindig St. Falcon Heights

PHONE: (H) _____ (W) _____

EMAIL ADDRESS: no e

HOW LONG AT ABOVE ADDRESS? 3 years

IN WHAT CAPACITY DO YOU WISH TO SERVE? Environmental Commissioner
Student

REASON YOU WISH TO SERVE ON ABOVE: I am wanting to contribute to the community by doing something I enjoy.

PRIOR PUBLIC (OR RELATED) SERVICE: Falcon Heights Parks and Rec
as a coach.

OTHER RELEVANT BACKGROUND (OR COMMENTS): Have experience with plants, currently enrolled in Environmental and good people skills.

My name is Pedro De Filippo Vannucci, I am fifteen years old and I am enrolled as a ninth-grader in Roseville Area Highschool. I was born in Brazil and moved to Saint Paul, Minnesota when I was 5 years old. I learned English quickly and went to kindergarten through second grade in Minnesota. After my dad completed his Ph.D. at the University of Minnesota we moved back to Brazil and lived there for almost two years. My dad accepted a job offer at the university and we moved back to Minnesota in 2015. I moved into my current home in Falcon Heights spring of 2016 and stayed here ever since.

Through all of this, I maintained my love to read, explore the environment and people around me. In middle school I found one of my passions, participating in math competitions. I was in MathCounts three years in a row and went to the state level competition once. Last year I worked at the State Fair at an ice cream stand. This was challenging and I had the amazing opportunity of working in teams and interacting with people.

Two summers ago I volunteered for the city of Falcon Heights by coaching at the tennis courts in Community Park. It went well and I was able to learn a lot about participating in something bigger than myself because it was for the community. I want to be part of the Environmental Commission because I strongly believe in protecting the environment and being a part of this would enable me to make our community more sustainable. I would be able to experience first hand how policies are made and the inner workings of a government. I have been following the climate crisis for a couple of years and I have always cared about our environment and about living in harmony with nature. Doing something locally would turn these thoughts into action that can help the community and show other cities that just a couple of sustainable practices can make a big difference in our environment.

I want to be an Environmental Commissioner because I enjoy talking to people and working towards solving a problem. I feel like I will be able to contribute and help the city work towards a greener city. Spreading awareness of ways to live cohesively with the earth is something I would enjoy and be devoted to. As climate change becomes something that is becoming more and more prominent in our world, being able to do something about it, especially close to home, would be amazing.

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

February 26, 2020

No. 20-08

**RESOLUTION APPOINTING PEDRO DE FILIPPO VANNUCCI TO THE ENVIRONMENT
COMMISSION**

WHEREAS, the Environment Commission serves in an advisory capacity to the City Council on all policy matters relating to energy use, air quality, recreation and aesthetic appreciation, green infrastructure, water, solid waste, and environmental education;

WHEREAS, City Staff and the Commission Chair have interviewed Pedro De Filippo Vannucci and recommend appointment to the Falcon Heights Environment Commission.

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

1. That the appointment of Pedro De Filippo Vannucci to the Falcon Heights Environment Commission is approved and adopted by the City Council of the City of Falcon Heights.

Moved by:

Approved by: _____
Randall Gustafson
Mayor

GUSTAFSON _____ In Favor
MIAZGA
LEEHY _____ Against
WEYHEE
ANDREWS

Attested by: _____
Sack Thongvanh
City Administrator

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	February 26, 2020
Agenda Item	Consent F3
Attachment	Resolution
Submitted By	Amanda Lor, Administrative Coordinator

Item	Resignation of Rick King from the Community Engagement Commission
Description	<p>Rick King joined Community Engagement Commission on January 9, 2019. On February, 10, 2020, Mr. King submitted a resignation letter (email) to the City stating that he can no longer commit due to school and a new program at Falcon Heights United Church of Christ.</p> <p><u>Email from Rick King on 2/10/20 to Amanda Lor</u></p> <p><i>Dear Amanda,</i></p> <p><i>I regret to say that I need to resign from the Community Engagement Commission effective immediately, due to a direct, weekly conflict in my schedule that now prevents me from making the monthly CEC meetings. We launched a new evening Bible study at church, and the best time for everyone in the group to meet was Monday nights at 7pm. Since this is new, I need to be there on a regular basis for about the first year until the group is viable and I've had the chance to identify and train leaders.</i></p> <p><i>In addition, my class and homework schedule for the grad program I'm in at St. Catherine University has increased my workload this semester, and I let Shirley know last year that it might be necessary for me to discontinue serving on the Commission, should that occur.</i></p> <p><i>I have enjoyed the year serving with the Commission, and would be available for it in when my schedule and commitments change again.</i></p> <p><i>Thank you for the opportunity to serve Falcon Heights in this way.</i></p> <p><i>Sincerely,</i> <i>Rev. Rick King, Lead Pastor</i></p>
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • Resolution 20-09 Resignation of Rick King from the Community Engagement Commission
Action(s) Requested	Staff recommends approval of attached resolution accepting the resignation of Rick King from the Community Engagement Commission and thank his years of service and dedication to the City of Falcon Heights.

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**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

February 26, 2020

No. 20-09

**RESOLUTION ACCEPTING THE RESIGNATION OF RICK KING FROM THE FALCON
HEIGHTS COMMUNITY ENGAGEMENT COMMISSION**

WHEREAS, the City appointed Rick King in 2019 as a member of the City of Falcon Heights Community Engagement Commission; and

WHEREAS, on February 10, 2020, Rick King submitted his letter of resignation with a last day of to be effective immediately;

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

1. That the "Letter of Resignation" is accepted by the City Council of the City of Falcon Heights.

Moved by:

Approved by: _____

Randall Gustafson
Mayor

GUSTAFSON _____ In Favor
MIAZGA
ANDREWS _____ Against
LEEHY
WEYHEE

Attested by: _____

Sack Thongvanh
City Administrator

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	February 26, 2020
Agenda Item	Policy G1
Attachment	Amended Policy
Submitted By	Justin Markon, Community Development Coordinator

Item	Amendment to Administrative Manual Regarding Guidelines for Snow and Ice Control
Description	<p>As part of the discussion on parking and snow removal, the City Council requested that staff look into a snow removal policy outside of the formal City Code. Such a policy currently exists in the Administrative Manual. It is unknown when the policy was last revised, but it is in need of updating. The proposed changes to the policy include updated language noting that the City performs its own plowing of local streets as well as updated information on pathway plowing.</p> <p>Also included is specific information related to property damage, parking restrictions, and responsibilities of property owners. The current and proposed policy borrows language from existing policies in Roseville and Arden Hills. Staff believe these changes will provide an important communication tool to residents during winter months.</p>
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> Amended policy with Attachment A (pathway map)
Action(s) Requested	Staff recommend approving the amended policy.

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D. GUIDELINES FOR SNOW AND ICE CONTROL

1. Introduction

The City of Falcon Heights believes that it is in the best interest of the public for the city to assume basic responsibility for control of snow and ice on city streets. Reasonable ice and snow control is necessary for routine travel and emergency services. The city will provide this in a safe and cost effective manner, keeping in mind safety, budget, personnel and environmental concerns. ~~The city contracts for street snow plowing/sanding services with Ramsey County for local streets.~~ City crews remove snow on local streets, some public pathways, designated city parking lots at City Hall, Community Park and Curtiss Field, and, ice rinks.

2. Commencement of Operations

The ~~district street superintendent for Ramsey County~~city's Public Works Director will decide when to begin snow or ice control operations on city streets. The criteria for that decision are:

- a. Accumulation of 2 inches or more, with continual snowfall, warrants commencement of plowing operations;
- b. Drifting of snow may warrant partial or full operations depending on conditions;
- c. Icing of pavements may warrant partial or full sanding operation depending on conditions;
- d. Time of snowfall in relationship to anticipated level of use of streets.

Snow and ice control operations are expensive due to personnel and equipment costs. Consequently, street snowplowing operations will not generally be conducted for snowfalls of less than 2 inches.

3. Procedures

Snow will be plowed in a manner so as to minimize any traffic obstructions. The snow shall be pushed from left to right. The discharge shall go onto the boulevard area of the right-of-way without regard for driveways or sidewalks.

It is the city’s goal to have the entire street system cleared after a “typical” snowfall in approximately 85 hours. Depending on snowfall conditions, duration of the storm, equipment and personnel, cleanup operations can fluctuate.

One of the most frequent and most irritable problems in removal of snow from the public streets is the snow deposited in driveways during plowing operations. Snow being accumulated on the plow blade has no place to go but in the driveway. It is not possible to comply with special requests or conduct special maneuvers in attempt to minimize snow in driveways.

4. Priorities and Schedules

a. Street snowplowing

The city has designated Prior Ave. (off of Larpen~~teur~~ Ave.) and Garden Ave. (Hamline to Snelling Aves.) as top priorities. This classification is based on need to provide access for emergency vehicle fire and medical services and for access to the elementary school. Clearing of these streets is followed by the following neighborhoods subject to weather conditions, weather forecasts, equipment, and availability of crews.

Typical routes if equipment and crews are available:

East Plow

1. Northome
2. Northeast
3. Maple KnollSnelling West
4. Hollywood Court

West Plow

1. University Grove
2. Falcon Woods
3. Lindig/Tatum

b. City Hall parking lot

Clearing of snow from the city hall parking lot will be the first priority of the work week day for the Parks/Public Works staff. Evening and weekend snow removal will be done at the discretion of the Parks/Public Works Superintendent Director based on scheduled meetings and facility rentals.

c. Public pathways

There are approximately 6 miles of paved public pathways for commuter and recreational pedestrian use. ~~These pathways will be cleared of snow~~ The city will plow all trails and sidewalks that abut city property and parks as conditions permit. Conditions that challenge the crews ability to clear snow include: 1) recurring snowfalls resulting in snow accumulation; 2) drifting; 3) limited space for snow storage and 4) availability and condition of the equipment. Pathway

~~clearing is conducted by the Parks/Public Works staff between 8:00 am and 4:00 pm. A map of sidewalks and trails is included as Appendix A to these guidelines.~~

~~Pathway clearing is conducted by the Parks/Public Works staff between 8:00 am and 4:00 pm. Typically, two crews will be out plowing pathways. One will start at Roselawn going east toward Hamline then to Larpenteur, and one will start at city hall heading west toward Cleveland Avenue, then Roselawn, Coffman and Larpenteur. When weather, plowing and equipment conditions require a deviation from these typical routes, the priority routes to be plowed will remain those used mostly by commuters meaning Hamline Avenue for school users (west of Larpenteur) and Cleveland Avenues for U of M personnel (Roselawn to Larpenteur). Other routes will be cleared as it becomes feasible to do so. When weather and plowing conditions are extremely challenging some routes may remain uncleared.~~

~~Secondary plow routes are those along Larpenteur Avenue between Snelling and Fulham Avenues; and Roselawn between Cleveland and Fulham. These pathways can present extraordinary challenges due to the quantity and density of snow plowed on to them off of Larpenteur. In addition, stretches of these pathways can be subject to severe drifting from the adjacent agricultural fields and golf course. While pathways in these areas may be unplowed for lengthy periods of time, or not plowed at all, efforts will be made to keep the areas adjacent to intersections clear. In plowing these secondary routes, crews will initially concentrate their efforts on clearing snow from pathways on one side of the street. It is possible that stretches of cleared pathway may not be continuous and might alternate from one side of the street to the other based on conditions and anticipated levels of use.~~

~~The southside of Larpenteur between Underwood and Arona Street will not be cleared in the winter weather due to the narrowness of the sidewalk and availability of the sidewalk by TIES.~~

d. Ice Skating Rinks

Ice rinks are maintained for the recreational pleasure of the community. Given the high level of community use of the rinks outside of the traditional workday and workweek, rinks are kept free of snow and open for use during these times. Removal of snow from the ice rinks will be done at the discretion of the **Parks/Public Works Superintendent/Director**. Generally, if a “weekend” snowfall should occur and cease prior to noon Sunday, an attempt will be made to clear the rinks and make them available for the weekend. Generally, if a “weekday” snowfall ceases prior to 4:00 p.m., an attempt will be made to make the rinks available for the evening. Consideration of the following factors will be given in the scheduling of ice rink snow removal: condition of pathways (passable), current weather conditions and forces (favorable for skating).

5. Use of Sand and Salt

The city limits the use of sand and salt because it can have adverse effect on the environment. Application is limited to steep grades, curves and intersections and is not intended to provide for widespread bare pavement during winter conditions. The city is not responsible for damage to grass caused by the sand/salt mixture and therefore will not make repairs or compensate residents for salt damage to turf areas in the right-of-way.

6. Property Damage

Snowplowing and ice control operations can cause property damage even under the best of circumstances and care on the part of the operators. The most common types of damage are to improvements in the right-of-way which extends about 10² to 15² feet beyond the curb. The intent of the right-of-way is to provide room for snow storage, utilities, sidewalks and other city uses. The city will assume no liability for personal property that is stored in the right-of-way. Damage to fences, trees or other structures will be repaired or replaced by the city if they are on private property and if the damage could have been avoided. Turf that is scraped or gouged by plow equipment will be repaired by top dressing and seeding the following spring if the damage could be avoided. Residents are requested to assist by watering the areas that are repaired. The city will assume liability for mailboxes damaged during plowing, if it is determined that the plow made direct contact with a mailbox. If a mailbox is damaged due to indirect contact, including the force of snow, the city assumes no responsibility. Final cleaning adjacent to mailboxes is the responsibility of each property owner.

7. Fire Hydrants

Each of the 150 or so fire hydrants scattered throughout the city are equipped with a marker for the purpose of providing increased visibility during the winter season. In addition, the city will encourage residents to keep hydrants clear of snow. Hydrants at major intersections and covered by heavy snow from plows will be kept accessible as needed and as feasible with city crews and equipment.

8. Information and comments

~~A city snow emergency information line will be accessible 24 hours a day at 792-7600 during the months when snow is likely. Ramsey County Public Works is accessible 24 hours a day by telephone and by Ramsey County Sheriff's dispatching. Falcon Heights public works is accessible by pager when the need arises. Comments and complaints will be taken during normal working hours. Complaints that warrant a short term response will typically be responded to within 24 hours of receiving the complaint, whenever feasible to do so.~~

8. Parking Restrictions

Providing quality snow removal on city streets requires the street to be free of vehicles or other obstacles. Vehicles left parked on the street for extended periods of time created significant operational problems for snowplow operators as well as safety problems due to packed snow and ice remaining on the roadway around the vehicle.

Parking on city streets is not allowed after a 2 inch accumulation of snow. Vehicles must remain off the streets for up to 48 hours or until a street have been plowed full-width, whichever comes first. In the instance that streets have been plowed but an additional 2 inches or more of snowfall occurs, vehicles must remain off the street (see City Code Section 46-28). Any vehicle parked in violation of the City Code is subject to a parking citation and is also declared to be a public nuisance. This nuisance may be abated by removing and towing away vehicles under the direction of the Ramsey County Sheriff's Department.

From November 15 to April 1, residents may park one passenger vehicle on the unsurfaced portion of their front yard. This provision only applies to properties with a single-width driveway. The vehicle must be parked parallel to the driveway (see City Code Section 113-310).

9. Responsibility of Property Owners

Residents and/or their contracted snow removal company must keep all snow on the private property. It is a public nuisance to shovel or plow snow into or across the streets or alleys.

Clearing of alleyways is the responsibility of property owners adjacent to the alley. The alley must be cleared within 24 hours after snowfall has ended. Residents are encouraged to manage the alley with one contractor so as to have a uniform plowing.

Some sidewalks in the city must be cleared by the adjacent property owners (see Appendix A). Public sidewalks must be cleared of snow and ice within 24 hours after a storm has ended. Failure to do so is a public nuisance. City staff will monitor the sidewalks and will leave door hangers to remind residents of the sidewalk snow removal regulations. Sidewalks that are not cleared in the appropriate timeframe may be cleared by city staff or a contracted party. The cost of abatement will be billed to the property owner (see City Code Section 22-48). In only the most extreme instances will City staff provide a courtesy plow of sidewalks that are not usually maintained by the City.

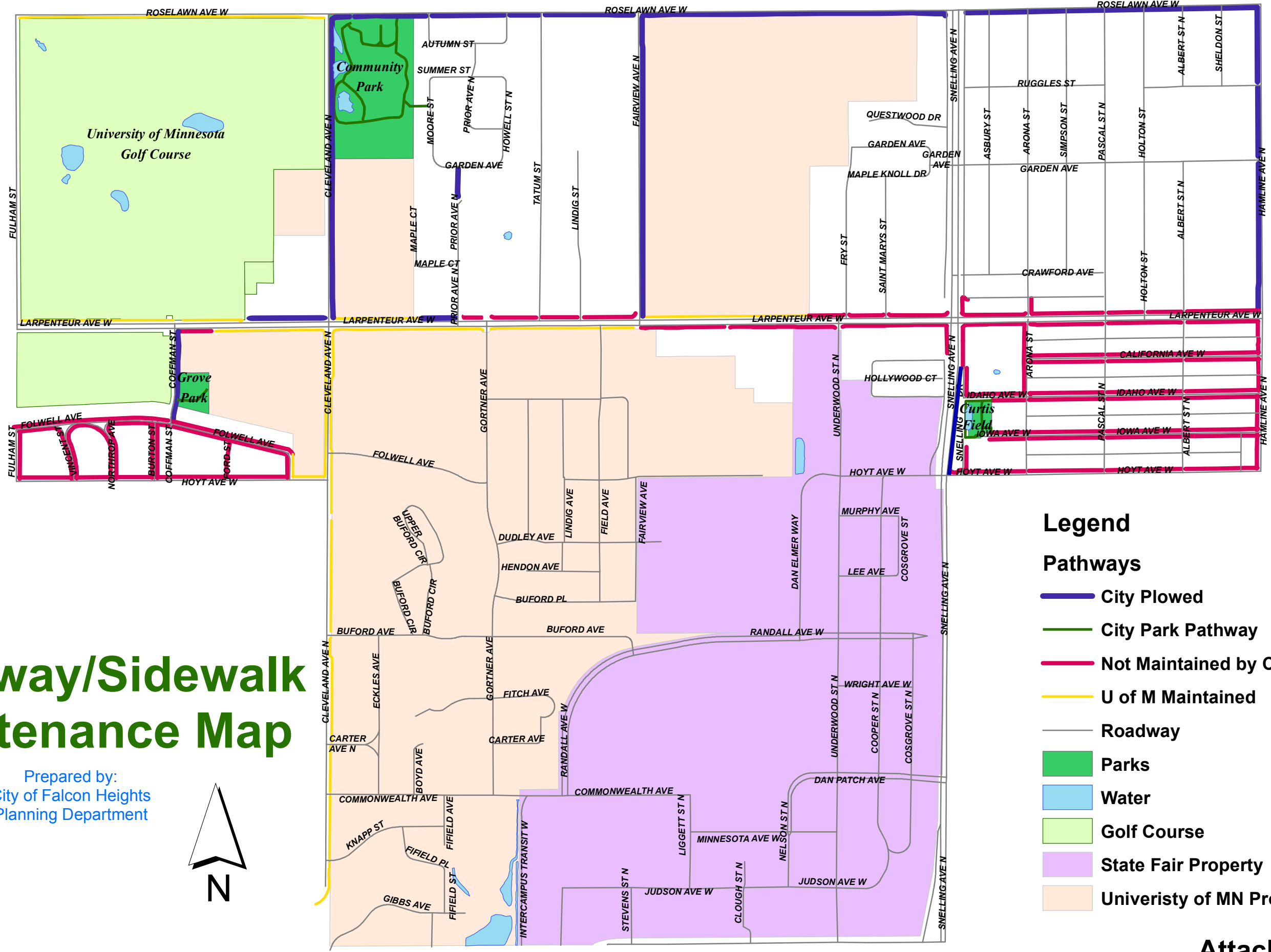
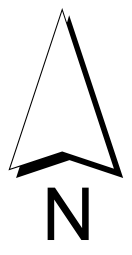
If snow removal occurs during a day of trash collection, receptacles awaiting pickup should be set back at least two feet behind the curb line, not in the street.

10. Information and Comments

Comments and complaints will be taken during normal working hours at city hall.
Complaints that warrant a short term response will typically be responded to within 24
hours of receiving the complaint, whenever feasible to do so.

Pathway/Sidewalk Maintenance Map

Prepared by:
City of Falcon Heights
Planning Department



Legend

Pathways

- City Plowed
- City Park Pathway
- Not Maintained by City
- U of M Maintained
- Roadway
- Parks
- Water
- Golf Course
- State Fair Property
- Uiveristy of MN Property

Attachment A