

**CITY OF FALCON HEIGHTS**  
Regular Meeting of the City Council  
City Hall  
2077 West Larpenteur Avenue  
**AGENDA**  
June 24, 2020 at 7:00 P.M.

**NOTE: THIS MEETING WILL BE HELD BY WEB CONFERENCE\***

A. CALL TO ORDER:

B. ROLL CALL: ANDREWS \_\_\_ GUSTAFSON\_\_\_ LEEHY\_\_\_  
MIAZGA \_\_\_ WEHYEE\_\_\_

STAFF PRESENT: THONGVANH\_\_\_

C. PRESENTATION

1. Community Engagement Commission Annual Report

D. APPROVAL OF MINUTES:

1. June 10, 2020 Regular City Council Meeting

E. PUBLIC HEARINGS:

F. CONSENT AGENDA:

1. General Disbursements through: 6/17/20 \$306,288.56  
Payroll through: 6/10/20 \$21,038.91
2. City Administrator Sack Thongvanh's Step Adjustment
3. City Hall-Rooftop Unit Replacement

G: POLICY ITEMS:

1. COVID-19 Preparedness Plan

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:

\*You can participate in the meeting by clicking the following Zoom link:

<https://us02web.zoom.us/j/81735229426>

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# Community Engagement Commission

KIM JOHNSON

CHAIR

# Community Engagement Commission Members

- ▶ Kim Johnson, Chair
- ▶ Katie Kohn, Vice Chair
- ▶ Georgiana May
- ▶ Karen Cooley-Kistler
- ▶ Dena Larrabee
- ▶ Andrea LaDouceur
- ▶ **1 Vacancy**
- ▶ Yakasah Weyhee, Council Liaison
- ▶ Nalisha Nandkumar, Staff Liaison

# About

- ▶ The Community Engagement Commission advises the City Council on matters related to community needs and issues, crime and prevention, public awareness, community involvement, and human rights issues. The commission also helps plan and facilitate community events such as Human Rights Day, Spring Together and block parties.



## Vision Statements



Falcon Heights has a welcoming and inclusive environment



Falcon Heights has community led service initiatives



Falcon Heights has City and resident led dynamic community engagement activities that engender community participation



Falcon Heights has spaces/buildings to facilitate gathering of our community (within and beyond borders)



Falcon Heights is engaged with local business and organizations



Falcon Heights safety needs are met in a trustworthy and transparent fashion for all



Falcon Heights is a Multi-model, accessible city with aesthetic streetscapes



Falcon Heights' Residents are informed, engaged and connected through multifaceted, accessible and interactive communication

# CITY OF FALCON HEIGHTS VISION FOR 2020

## Strategic Directions

## Goals

## First Year Priorities

### Leveraging Community Involvement

- Integrate business within our community
- Reassess our commission activities
- Empower residents
- Implement CEC strategic plan and integrate with larger plan

1. Create volunteer opportunities for residents
2. Collaborate with businesses in events
3. Create a Community Events Calendar page (residents and businesses can advertise their community events)
4. Have 2 Liaisons meet-up events

### Events

- Increase promotion
- Increase attendance numbers
- Explore partnerships with surrounding cities

1. Create an Evaluation/Survey report after event
2. Post fliers around the community and surrounding cities
3. Contact City of St. Paul, Roseville, Lauderdale, St. Anthony, nonn-profits for event collaboration

### Business Collaboration

- Engage with local business and organizations
- Update the Business Directory
- Look for possible event sponsorship opportunities

1. Advertise business and organizations community involvement events to residents
2. Use business and organizations spaces to host events

### Subcommittees

- Create subcommittees to work on projects
- Create subcommittees to enhance city communications

1. Subcommittee Groups
  - Liaison
  - Communication
  - Events
  - Business
2. Assign commissioners to each group and projects

### Improving Communication

- Establish direct communications between CEC and liaisons to share information in both directions
  - Use of standardized language for liaison program by all city entities
- Collect information from Liaisons

1. Update the Neighborhood Liaison Handbook
2. Update the New Resident Packet
3. CEC visits new residents' homes to welcome them to the community
4. Continue to update the Neighborhood Liaison and Community Events Calendar pages

# Subcommittee Roles

## ▶ Liaisons:

- ▶ Recruit
- ▶ Assign one commissioner to communicate with liaisons
- ▶ Create liaison meet ups
- ▶ Update the Neighborhood Liaison Packet

## ▶ Communication:

- ▶ Monitor/update social media, and content creation
- ▶ Maintain communication with commission subgroups (example follow-ups)
- ▶ Work with city staff on advertisements and outreach strategies

## ▶ Events:

- ▶ Outreach to guest speakers
- ▶ Overseeing and securing location
- ▶ Evaluation report after event
- ▶ Record event inventory

## ▶ Business:

- ▶ Communicate for potential partnerships
- ▶ Update and monitor business directory on the city website
- ▶ Communicator for Businesses **only**
- ▶ Advocate for business such as complaints, city support, advertisements

# 1<sup>st</sup> Quarter Projects Completed

- ▶ **Neighborhood Liaison Handbook**: Update the handbook as needed
  - ▶ Include CERTS under Neighborhood Liaison umbrella
  - ▶ Katie, Kim, Dena
- ▶ **New Resident Packet**: The packet was updated and pared down to be manageable for printing.
  - ▶ Julie, Dena and City Staff Amanda
- ▶ **Hate Speech Resolution**: Create a resolution that reflects the community's values and what Falcon Heights stands for
  - ▶ Georgianna, Councilmember Yakasah, and City Staff Amanda
- ▶ **Recruiting**: Email sent to all Liaisons regarding possible interest in three open positions in CEC. Also asked them to identify others in their neighborhood with a possible interest in acting as a liaison in some respect.
  - ▶ Georgiana and Kim



# Goals for 2<sup>nd</sup> quarter

## ▶ Events:

- ▶ Tuesdays Together in April, to create a means of creating community togetherness while maintaining physical distance. (Kim, Katie)
- ▶ Work with Council and Staff to schedule community conversation(s) regarding policing in Falcon Heights. (Yakasah and Georgiana)
- ▶ Discuss best practice for Ice Cream Social during pandemic, including potential means to make it safer if held.

## ▶ Communication:

- ▶ Social media sub-committee formed to make and respond to posts. They will also create a hashtag for the City so each neighborhood can share their physical distancing events with the City. (Dena and Andrea)
- ▶ Collect resident comments and concerns relating to policing.
- ▶ Present Resolution Denouncing Hate Speech-Acts to City Council

# 3<sup>rd</sup> and 4<sup>th</sup> Quarter Plan

- ▶ Hold at least one community conversation regarding public safety and policing. (Georgiana, Yakasah)
- ▶ Share links to Public Safety page of City website on social media and newsletter (Dena, Andrea)
- ▶ Follow up on possible fall event at Curtiss Field with Minnesota Air National Guard (staff, event sub-committee)
- ▶ Gather topic ideas with possible list of local experts for Human Rights Day Event. Hold event in December.
- ▶ Recognizing that neighborhoods vary, work with residents to brainstorm possible physical distancing events for their neighborhood. Gather ideas to share with all and encourage a physically distanced Night to Unite substitute in August. (Andrea, Dena, Katie)
- ▶ Hold a liaison meet-up, in part to discuss various roles and who is doing them.
- ▶ Recruit volunteers to create a roster for their neighborhood if it hasn't already been done.
- ▶ Contact apartment managers about distributing new resident packets and possible ways to increase community engagement for their residents. (Staff and Kim)
- ▶ Further follow-up required for community events presence on website.
- ▶ Year-end evaluation

# Create a 5 year focus plan

- ▶ Use Strategic Directions from City plan as a guide
- ▶ Continue to recruit Neighborhood Liaisons and make changes to the program as needed.
- ▶ Explore interest in programming specific to youth, seniors or intergenerational groups.
- ▶ Remain nimble to address community need.

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City Hall  
2077 West Larpenteur Avenue  
**AGENDA**  
June 10, 2020 at 7:00 P.M.

A. CALL TO ORDER:

B. ROLL CALL: GUSTAFSON   X   ANDREWS Absent LEEHY   X  

MIAZGA   X   WEHYEE   X  

STAFF PRESENT: THONGVANH   X  

C. PRESENTATION

1. MS4 Permit - Required Annual Report for 2020

Public Works Director Tim Pittman

Director Tim Pittman made a presentation on the Municipal Separate Storm Sewer System. This is a requirement from the MPCA. It should be in place by June 30 of each year. This is a two-phase program. Phase one includes regulating large construction sites and major metropolitan areas. Phase two of the program is broadened to include smaller construction sites and many more municipalities. MS4 is a conveyance of system of conveyances including catch basins, curbs, gutters, ditches, and manmade channels. It is designed or used for collecting or conveying storm water. The U of M and State Fair are permitted separately.

Council Member Leehy

If this was not in place what would we be dealing with?

Public Works Director Tim Pittman

This is to keep infrastructure intact for inspecting catch basins and underground pipes (anything going to our ponds). Possible catch basins in street projects might have to be reconstructed in the future.

Council Member Leehy, Approved 4-0

2. Falcon Heights Fire Department Audit

David Brosnahan, Assistant Fire Chief of Roseville

On December 11, 2019, the City Council approved a professional services agreement with the City of Roseville for administrative direction and command services for fire service. The services also include that the City of Roseville Fire Department conduct an audit of our Fire Department that includes but not limited to training (which is now conducted by the City of



Roseville), leadership structure, internal communications, equipment, gear, annual performance checks & inspections, SOP & SOG, personnel assessments, and officer development.

In addition to administrative and command services, the City of Roseville was tasked to conduct an audit of the Fire Department. The purpose of the audit is to understand the current needs of the department.

The Roseville Fire Department has met with all of the Falcon Heights Firefighters to see what their concerns are and to build a relationship with them. The Fire Department will focus on daytime emergency response, capital outlay and needs, industry standards and compliance, training and organizational culture shift.

\$2,700 per Firefighter should be included in next year's budget for PPE. Training has been focused on core competencies and engagement for all.

Council Member Wehyee

What does training look like now compared to before?

David Brosnahan, Assistant Fire Chief of Roseville

No full knowledge of previous training besides feedback from Firefighters. Training is more hands-on now (working as a team). There are multiple sights being used for training.

Council Member Wehyee

How does the current pay rate compare to other paid on-call Fire Departments?

David Brosnahan, Assistant Fire Chief of Roseville

Little Canada and New Brighton are a couple of dollars higher than Falcon Heights. The incentive for pay increase is a gesture for the Fire Fighters.

Council Member Wehyee

Has the process for updating operating procedures started?

David Brosnahan, Assistant Fire Chief of Roseville

It has started. There are a few standards that don't exist anymore and they have been removed. Going into the summer months a SOP committee will be started. The committee will focus on what needs to be updated, such as documents.

Council Member Miazga

What other techniques could be used for recruitment besides pay increase?

David Brosnahan Assistant Fire Chief of Roseville

Roseville has tried other techniques. Recruiting at businesses could be an option, but there are variables to consider.

City Administrator Thongvanh

Considering other training times besides Tuesday nights is an option. Fire Fighters have become more involved with the department. Cross training is important.

- D. APPROVAL OF MINUTES:  
1. May 27, 2020 Regular City Council Meeting

Approved 4-0

- E. PUBLIC HEARINGS:  
1. Conduit Bonding for Hampton Properties of Ramsey, LLC and Other

City Administrator Thongvanh

The City received a request from Hampton Properties of Ramsey, LLC to finance, in part, the acquisition, construction, and equipping of a facility through issuing conduit bonds. The project will include a 32 unit high-acuity assisted living and memory care senior housing facility the City of Ramsey and known as Suite Living Senior Care of Ramsey.

The City of Falcon Heights may issue up to \$10,000,000 of its own 501(c) (3) bonds each year as bank-qualified bonds. Under the federal tax law, alternative issuers are permitted, but a “nexus” between the jurisdictional city and the issuers is preferred.

The total requested from the City for conduit bonds not to exceed \$8,500,000.

The Bonds will not constitute a charge, lien, or encumbrance, legal or equitable, upon any property of the Issuers, except the interests of the Issuers in payments to be made by the Borrower under the Loan Agreements. The Bonds are not moral obligations on the part of the State or its political subdivisions, including the Issuers, and the Bonds will not constitute a debt of the Issuers within the meaning of any constitutional or statutory limitation.

Daniel Burns from Taft

The City has issued a bond on behalf of a third-party borrower. Bonds to be issued to not exceed \$8,500,000 and will finance a 32 unit assisted living and memory care. It will be in the City of Ramsey.

Council Member Wehyee

How many dollars will the City collect from this bond? Administrator Thongvanh said \$40,000. They money will be allocated to capital outlay funds.

Council Member Miazga, Approved 4-0

- F. CONSENT AGENDA:  
1. General Disbursements through: 6/03/20 \$36,818.52  
Payroll through: 5/31/20 \$19,068.85  
2. Order Feasibility Report for the 2021 Pavement Management Program

Council Member Leehy, Approved 4-0

G: POLICY ITEMS:

H. INFORMATION/ ANNOUNCEMENTS:

Council Member Wehyee

- Hate-Speech Resolution was passed at last meeting.
- Community Engagement Commission will be meeting via zoom on June 15.
- Community Engagement subcommittee will focus on how to engage the community with projects focused on inclusion and diversity.

Council Member Miazga

- Thank you to residents that showed solidarity to our neighbors in St. Paul.
- County Commissioner Castillo will be getting together with Sheriff's office to talk about Use of Force policy.

Council Member Leehy

- Task Force will be reconvening.
- July 6 is the next Parks Commission Meeting.
- July 6 is Restoration Day and July 7 is Unity Day commemorating the life of Philando Castile.

Mayor Gustafson

- Environment Commission is figuring out how to receive public comments.
- Planning Commission is talking about a task-force on gardening.

City Administrator Thongvanh

- Environment and Planning Commission will be part of the garden ordinance.
- There has been a lot of work done over the last 3 years with being an inclusive community.

I. COMMUNITY FORUM:

Michael Baker-1530 Larpenteur Ave

Request for a flashing speed sign on Larpenteur Avenue going westbound by Arona Street.

J. ADJOURNMENT: The meeting adjourned at 8:16PM

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Randy Gustafson, Mayor

Dated this 11th day of June, 2020

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Sack Thongvanh, City Administrator



*The City That Soars!*

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	June 24, 2020
<b>Agenda Item</b>	Consent F1
<b>Attachment</b>	General Disbursements and Payroll
<b>Submitted By</b>	Roland Olson, Finance Director

<b>Item</b>	General Disbursements and Payroll
<b>Description</b>	General Disbursements through: 6/17/20 \$306,288.56 Payroll through: 6/10/20 \$21,038.91
<b>Budget Impact</b>	The general disbursements and payroll are consistent with the budget.
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• General Disbursements and Payroll</li> </ul>
<b>Action(s) Requested</b>	Staff recommends that the Falcon Heights City Council approve general disbursements and payroll.

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PACKET: 02149 JUNE 12 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
=====						
01-00875	BHE COMMUNITY SOLAR, LLC					
I-10568114		SOALR GARDEN ELECT	770.05			
6/12/2020	APBNK	DUE: 6/12/2020 DISC: 6/12/2020		1099: N		
		SOALR GARDEN ELECT		101 4131-85025-000	SOLAR ELECTRIC	770.05
		=== VENDOR TOTALS ===	770.05			
=====						
01-03110	CENTURY LINK					
I-202006127539		LANDLINE SS	68.69			
6/12/2020	APBNK	DUE: 6/12/2020 DISC: 6/12/2020		1099: N		
		LANDLINE SS		601 4601-85011-000	TELEPHONE - LANDLINE	68.69
		=== VENDOR TOTALS ===	68.69			
=====						
01-03108	CERTIFIED LABORATORIES					
I-3966747		FACE MASKS COVID 19	545.19			
6/12/2020	APBNK	DUE: 6/12/2020 DISC: 6/12/2020		1099: N		
		FACE MASKS COVID 19		401 4401-90200-000	COVID 19 CAPITAL ITEMSs	545.19
		=== VENDOR TOTALS ===	545.19			
=====						
01-03122	CITY OF ST PAUL					
I-IN41378		ASPHALT MIX	3,908.40			
6/12/2020	APBNK	DUE: 6/12/2020 DISC: 6/12/2020		1099: N		
		ASPHALT MIX		101 4132-75000-000	BITUMINOUS PATCHING	3,908.40
		=== VENDOR TOTALS ===	3,908.40			
=====						
01-01012	COREMARK MEETALS					
I-5064896		TV STAND CASTERS/FLOOR TAPE	61.23			
6/12/2020	APBNK	DUE: 6/12/2020 DISC: 6/12/2020		1099: N		
		TV STAND CASTERS/FLOOR TAPE		101 4112-70100-000	SUPPLIES	61.23
		=== VENDOR TOTALS ===	61.23			
=====						
01-04027	EMERGENCY APPARATUS MAINT					
I-111495		753 INTAKE VALVESCREEN	67.36			
6/12/2020	APBNK	DUE: 6/12/2020 DISC: 6/12/2020		1099: N		
		753 INTAKE VALVESCREEN		101 4124-87029-000	REPAIR OTHER EQUIPMENT	67.36
I-111496		752 PRIMING VALUE/OIL PRIMER	2,428.08			
6/12/2020	APBNK	DUE: 6/12/2020 DISC: 6/12/2020		1099: N		
		752 PRIMING VALUE/OIL PRIMER R		101 4124-87029-000	REPAIR OTHER EQUIPMENT	2,428.08

PACKET: 02149 JUNE 12 PAYABLES

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DUE TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
01-04027		EMERGENCY APPARATUS MAINT ( ** CONTINUED ** )				

I-112333		757 LIGHT REPAIRS	1,101.87			
6/12/2020	APBNK	DUE: 6/12/2020 DISC: 6/12/2020		1099: N		
		757 LIGHT REPAIRS		101 4124-87029-000	REPAIR OTHER EQUIPMENT	1,101.87
=== VENDOR TOTALS ===			3,597.31			

01-05171 FRA DOR INC

I-205184		BLACK DIRT	34.00			
6/12/2020	APBNK	DUE: 6/12/2020 DISC: 6/12/2020		1099: N		
		BLACK DIRT		101 4141-87120-000	FACILITIES & GROUND MAIN	34.00
=== VENDOR TOTALS ===			34.00			

01-05290 GOODIN COMPANY

I-2396975		AUTOMATIC FAUCETS/TOILET VALV	4,094.44			
6/12/2020	APBNK	DUE: 6/12/2020 DISC: 6/12/2020		1099: N		
		AUTOMATIC FAUCETS/TOILET VALV		401 4401-90200-000	COVID 19 CAPITAL ITEMSs	4,094.44
=== VENDOR TOTALS ===			4,094.44			

01-05166 GRAINGER, W. W., INC.

I-95440611485		EYE WASH SOLUTION	75.33			
6/12/2020	APBNK	DUE: 6/12/2020 DISC: 6/12/2020		1099: N		
		EYE WASH SOLUTION		101 4131-70110-000	SUPPLIES	75.33
=== VENDOR TOTALS ===			75.33			

01-05440 LOFFLER COMPANIES, INC

I-3438701		MAY COPER CSVCSRGWS	33.80			
6/12/2020	APBNK	DUE: 6/12/2020 DISC: 6/12/2020		1099: N		
		MAY COPER CSVCSRGWS		101 4112-87000-000	REPAIR OFFICE EQUIPMENT	33.80
=== VENDOR TOTALS ===			33.80			

01-05493 MCMA

I-202006127541		NALISHA MEMBERSHIP	90.00			
6/12/2020	APBNK	DUE: 6/12/2020 DISC: 6/12/2020		1099: N		
		NALISHA MEMBERSHIP		101 4112-86100-000	CONFERENCES/EDUCATION/AS	90.00
=== VENDOR TOTALS ===			90.00			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
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01-05665	METROPOLITAN COUNCIL					
I-111157		JULY SS	51,341.49			
6/12/2020	APBNK	DUE: 6/12/2020 DISC: 6/12/2020		1099: N		
		JULY SS		601 4601-85060-000	METRO SEWER CHARGES	51,341.49
		=== VENDOR TOTALS ===	51,341.49			
=====						
01-05263	MID CITY SERVICES- INDUSTRIAL					
I-128412		FLOOR MAT SVC	42.15			
6/12/2020	APBNK	DUE: 6/12/2020 DISC: 6/12/2020		1099: N		
		FLOOR MAT SVC		101 4131-70110-000	SUPPLIES	42.15
		=== VENDOR TOTALS ===	42.15			
=====						
01-05794	MINNESOTA EQUIPMENT					
I-P19148		MISC PARTS- PIN SPACER	19.54			
6/12/2020	APBNK	DUE: 6/12/2020 DISC: 6/12/2020		1099: N		
		MISC PARTS- PIN SPACER		101 4132-87000-000	REPAIR EQUIPMENT	19.54
		=== VENDOR TOTALS ===	19.54			
=====						
01-06185	RAMSEY COUNTY					
I-EMCOM 008948		FLEET SUPPORT	68.64			
6/12/2020	APBNK	DUE: 6/12/2020 DISC: 6/12/2020		1099: N		
		FLEET SUPPORT		101 4124-86800-000	RADIO MESB/FLEET SUPPORT	68.64
I-RISK 002051		INS, DENTQAL, DISABILITY LIFE	964.83			
6/12/2020	APBNK	DUE: 6/12/2020 DISC: 6/12/2020		1099: N		
		INS, DENTQAL, DISABILITY LIFE		101 4112-89000-000	MISCELLANEOUS	964.83
		=== VENDOR TOTALS ===	1,033.47			
=====						
01-06184	RAMSEY COUNTY - POLICE AND 911					
I-ELMCOM 008531		9111SISPATCH	2,739.96			
6/12/2020	APBNK	DUE: 6/12/2020 DISC: 6/12/2020		1099: N		
		9111SISPATCH		101 4122-81200-000	911 DISPATCH FEES	2,739.96
I-EMCOM 008548		CAD	530.66			
6/12/2020	APBNK	DUE: 6/12/2020 DISC: 6/12/2020		1099: N		
		CAD		101 4122-81200-000	911 DISPATCH FEES	530.66
I-SHRFL 001888		JUNE POLICE SVCS	97,675.43			
6/12/2020	APBNK	DUE: 6/12/2020 DISC: 6/12/2020		1099: N		
		JUNE POLICE SVCS		101 4122-81000-000	POLICE SERVICES	97,675.43
		=== VENDOR TOTALS ===	100,946.05			

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DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
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01-06628	SACK THONGVANH					
I-202006127542		MAY TO JUNE C3LL PHONE REIMB	120.00			
6/12/2020	APBNK	DUE: 6/12/2020 DISC: 6/12/2020		1099: N		
		MAY TO JUNE C3LL PHONE REIMB		101 4131-85015-000	CELL PHONE	60.00
		MAY TO JUNE C3LL PHONE REIMB		601 4601-85015-000	CELL PHONE	60.00
		=== VENDOR TOTALS ===	120.00			
=====						
01-07250	TRETSVEN, DAVE					
I-202006127544		CONCRETE TOOLS AND REBAR	232.50			
6/12/2020	APBNK	DUE: 6/12/2020 DISC: 6/12/2020		1099: N		
		CONCRETE TOOLS AND REBAR		403 4403-91000-000	MACHINERY & EQUIPMENT	204.90
		MILEAGE EIMHB		101 4132-86101-000	MILEAGE	27.60
		=== VENDOR TOTALS ===	232.50			
=====						
01-06597	TWIN CITIES TRANSPORT & RECOVER					
I-698324		TOW CHRNG TNG	100.00			
6/12/2020	APBNK	DUE: 6/12/2020 DISC: 6/12/2020		1099: N		
		TOW CHRNG TNG		101 4124-86020-000	TRAINING	100.00
I-698325		TOW CHRNG TNG	100.00			
6/12/2020	APBNK	DUE: 6/12/2020 DISC: 6/12/2020		1099: N		
		TOW CHRNG TNG		101 4124-86020-000	TRAINING	100.00
I-698335		TOW CHARGE VEHICLE TNG	100.00			
6/12/2020	APBNK	DUE: 6/12/2020 DISC: 6/12/2020		1099: N		
		TOW CHARGE VEHICLE TNG		101 4124-86020-000	TRAINING	100.00
I-698336		TOW CHRNG TNG	100.00			
6/12/2020	APBNK	DUE: 6/12/2020 DISC: 6/12/2020		1099: N		
		TOW CHRNG TNG		101 4124-86020-000	TRAINING	100.00
		=== VENDOR TOTALS ===	400.00			
=====						
01-05870	XCEL ENERGY					
I-202006127540		ELECT	2,380.89			
6/12/2020	APBNK	DUE: 6/12/2020 DISC: 6/12/2020		1099: N		
		ELECT		101 4131-85020-000	ELECTRIC	143.68
		ELECT		101 4141-85020-000	ELECTRIC/GAS	6.36
		ELECT		101 4141-85020-000	ELECTRIC/GAS	28.87
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	1.85
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	22.42
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	14.82
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	14.82
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	43.90
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	2,047.16
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	14.93

PACKET: 02149 JUNE 12 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	-----ID-----	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-05870	XCEL ENERGY		( ** CONTINUED ** )				
			ELECT		209 4209-85020-000	STREET LIGHTING POWER	0.83
			ELECT		209 4209-85020-000	STREET LIGHTING POWER	41.25
=== VENDOR TOTALS ===				2,380.89			
=== PACKET TOTALS ===				169,794.53			



PACKET: 02151 JUNE 17TH PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS	P.O. #		
LT DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME----- DISTRIBUTION
=====					
01-00230	BOLTON & MENK				

I-251036		STRUCTURAL EVAL COMM PK	2,200.00		
6/17/2020	APBNK	DUE: 6/17/2020 DISC: 6/17/2020		1099: N	
		STRUCTURAL EVAL COMM PK		403 4403-91000-000	MACHINERY & EQUIPMENT 2,200.00
=== VENDOR TOTALS ===			2,200.00		

01-03001 CAMPBELL KNUTSON

I-270		APR GENERAL LEGALS	507.50		
6/17/2020	APBNK	DUE: 6/17/2020 DISC: 6/17/2020		1099: Y	
		APR LEGALS		101 4114-80200-000	LEGAL FEES 507.50
=== VENDOR TOTALS ===			2,375.70		

01-03110 CENTURY LINK

02006177546		JUNE 7 TO JULY 6 SVC	63.35		
6/17/2020	APBNK	DUE: 6/17/2020 DISC: 6/17/2020		1099: N	
		JUNE 7 TO JULY 6 SVC		601 4601-85011-000	TELEPHONE - LANDLINE 63.35
=== VENDOR TOTALS ===			63.35		

01-06290 CITY OF ROSEVILLE

I-229035		ENGINEERING	1,240.26		
6/17/2020	APBNK	DUE: 6/17/2020 DISC: 6/17/2020		1099: N	
		MAY ENG DINO DRIVE		419 4419-80100-000	ENGINEERING 115.15
		MAY PMP 2021 PROJECT		419 4419-80100-000	ENGINEERING 664.51
		GENERAL ENG		101 4133-80100-000	ENGINEERING SERVICES 460.60
=== VENDOR TOTALS ===			1,681.38		

01-04000 EHLERS AND ASSOCIATES

I-83718		CONTINUING DISCLOSURE	750.00		
6/17/2020	APBNK	DUE: 6/17/2020 DISC: 6/17/2020		1099: N	
		CONTINUING DISCLOSURE		311 4311-94900-000	BOND FEES 250.00
		CONTINUING DISCLOSURE		312 4312-94900-000	BOND FEES 250.00
		CONTINUING DISCLOSURE		316 4316-94900-000	BOND FEES 250.00
=== VENDOR TOTALS ===			750.00		

PACKET: 02151 JUNE 17TH PAYABLES  
 VENDOR SET: 01 City of Falcon Heights  
 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
BT DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05290	GOODIN COMPANY					
I-2397207-00		FAWCETT PARTS	71.58			
6/17/2020	APBNK	DUE: 6/17/2020 DISC: 6/17/2020		1099: N		
		FAWCETT PARTS		401 4401-90200-000	COVID 19 CAPITAL ITEMSs	71.58
=====						
I-2397238-00		FAWCETT PARTS	15.62			
6/17/2020	APBNK	DUE: 6/17/2020 DISC: 6/17/2020		1099: N		
		FAWCETT PARTS		401 4401-90200-000	COVID 19 CAPITAL ITEMSs	15.62
=====						
I-2397617-00		FAWCETT PARTS	6.02			
6/17/2020	APBNK	DUE: 6/17/2020 DISC: 6/17/2020		1099: N		
		FAWCETT PARTS		401 4401-90200-000	COVID 19 CAPITAL ITEMSs	6.02
=====						
=== VENDOR TOTALS ===			93.22			

=====						
01-05201	ICMA MEMBERSHIP RENEWALS					
I-202006177548		ICMA MEMBERSHIP RENEWAL SACK	1,023.36			
6/17/2020	APBNK	DUE: 6/17/2020 DISC: 6/17/2020		1099: N		
		ICMA MEMBERSHIP RENEWAL SACK		101 4112-86100-000	CONFERENCES/EDUCATION/AS	1,023.36
=====						
=== VENDOR TOTALS ===			1,023.36			

=====						
01-04570	JOSEPH, KATRINA E.					
I-00101		MAY PROSECUTIONS	2,500.00			
6/17/2020	APBNK	DUE: 6/17/2020 DISC: 6/17/2020		1099: Y		
		MAY PROSECUTIONS		101 4123-80200-000	LEGAL FEES	2,500.00
=====						
=== VENDOR TOTALS ===			2,500.00			

=====						
01-05450	LEAGUE MN CITIES INS TRST					
I-15920		WORKERS COMP MORETTO	21.93			
6/17/2020	APBNK	DUE: 6/17/2020 DISC: 6/17/2020		1099: N		
		WORKERS COMP MORETTO		101 4192-89000-000	MISCELLANEOUS	21.93
=====						
=== VENDOR TOTALS ===			21.93			

=====						
01-05582	MENARDS					
I-202006177550		PLEXIGLASS FOR FRONT CO UNTER	384.93			
6/17/2020	APBNK	DUE: 6/17/2020 DISC: 6/17/2020		1099: N		
		PLEXIGLASS FOR FRONT CO UNTER		401 4401-90200-000	COVID 19 CAPITAL ITEMSs	327.00
		AIR HOSE ANDR SPRAY GUN		101 4124-70100-000	SUPPLIES	47.98
		SAFETY GLASSES		101 4132-70120-000	SUPPLIES	9.95
=====						
=== VENDOR TOTALS ===			384.93			

PACKET: 02151 JUNE 17TH PAYABLES  
 VENDOR SET: 01 City of Falcon Heights  
 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
ST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05252	MN DEPARTMENT OF TRANSPORTATIO					
I-593599		2020 TRAFFIC CONTROL SIDNAL	114,175.55			
6/17/2020	APBNK	DUE: 6/17/2020 DISC: 6/17/2020		1099: N		
		2020 TRAFFIC CONTROL SIDNAL		419 4419-92015-000	2019 TRAFFIC CONTROL SIG	114,175.55
		=== VENDOR TOTALS ===	114,175.55			
=====						
01-05273	MN PUBLIC EMPLOYEES INSURANCE					
I-977500		JUNE HEALETH INS	9,978.28			
6/17/2020	APBNK	DUE: 6/17/2020 DISC: 6/17/2020		1099: N		
		JUNE HEALETH INS		101 4112-89000-000	MISCELLANEOUS	9,978.28
		=== VENDOR TOTALS ===	9,978.28			
=====						
01-05973	NORTH SUBURBAN ACCESS CORPORAT					
I-2020-095		WEBSTREAMING /PRODUCTION SVCS	557.42			
6/17/2020	APBNK	DUE: 6/17/2020 DISC: 6/17/2020		1099: N		
		WEBSTREAMING SVCS 170.67		101 4116-85060-000	WEB SITE	170.67
		PROUECTION SVCS		101 4116-85050-000	CABLE TV	386.75
		=== VENDOR TOTALS ===	557.42			
=====						
01-06112	PIONEER PRESS					
I-520572540		LEGALS	12.47			
6/17/2020	APBNK	DUE: 6/17/2020 DISC: 6/17/2020		1099: N		
		LEGALS		101 4111-70100-000	SUPPLIES	12.47
		=== VENDOR TOTALS ===	12.47			
=====						
01-06115	TIMOTHY PITTMAN					
I-202006177547		MILEAGE REIMB	36.80			
6/17/2020	APBNK	DUE: 6/17/2020 DISC: 6/17/2020		1099: N		
		MILEAGE REIMB		101 4132-86101-000	MILEAGE	36.80
		=== VENDOR TOTALS ===	36.80			
=====						
01-06301	SAMS CLUB MC/SYNCB					
I-202006177549		RUBBER STAMPS/ BASKETBALL RIM	280.27			
6/17/2020	APBNK	DUE: 6/17/2020 DISC: 6/17/2020		1099: N		
		NEWSPAPAER PIONEER PRESS		101 4116-70100-000	SUPPLIES	16.00
		ZOOM		101 4116-85040-000	VIRTUAL COMMUNICATIONS	59.04
		RUBBEER STAMPS		101 4112-70100-000	SUPPLIES	64.86
		BASKEET BALL R8MS		101 4141-87120-000	FACILITIES & GROUND MAIN	105.00
		GATERAID FOR HOT WEATHER		101 4112-70100-000	SUPPLIES	35.37
		=== VENDOR TOTALS ===	280.27			

PACKET: 02151 JUNE 17TH PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-06483	SENTRY SYSTEMS, INC.					
I-759282		3RD QTR MONITORING SVC	94.50			
6/17/2020	APBNK	DUE: 6/17/2020 DISC: 6/17/2020		1099: N		
		3RD QTR MONITORING SVC		101 4131-87100-000	PANIC BUTTON SECURITY	94.50
		=== VENDOR TOTALS ===	94.50			
=====						
01-06628	SACK THONGVANH					
I-202006177551		CLOTH MASKS REIMB	205.00			
6/17/2020	APBNK	DUE: 6/17/2020 DISC: 6/17/2020		1099: N		
		CLOTH MASKS REIMB		101 4131-70111-000	COVID -19 SSUP[PLIES	205.00
		=== VENDOR TOTALS ===	205.00			
=====						
01-05870	XCEL ENERGY					
I-202006177545		ELECT	59.87			
6/17/2020	APBNK	DUE: 6/17/2020 DISC: 6/17/2020		1099: N		
		ELECT		101 4141-85070-000	SEWER	59.87
		=== VENDOR TOTALS ===	59.87			
		=== PACKET TOTALS ===	136,494.03			

EMP #	NAME	AMOUNT
005	SACK THONGVANH	3,660.81
01-1022	NALISHA NANDKUMAR	1,527.41
01-1136	ROLAND O OLSON	2,809.53
01-1021	JUSTIN M MARKON	1,593.90
01-0040	KEVIN ANDERSON	274.27
01-0085	DANIEL S JOHNSON-POWERS	342.84
01-0087	MICHAEL A MCKAY	354.22
01-0095	MICHAEL J POESCHL	474.31
01-0097	PATRICK GAFFNEY	422.59
01-0124	MICHAEL D KRUSE	319.95
01-0132	ANDREW K TEMME	319.65
01-0137	DANIEL J WATTENHOFER	330.98
01-0138	GRANT W HEITMAN	95.49
01-0139	WILLIAM M RAVEN	400.96
01-0140	RYAN J CARLSON	388.63
01-2172	MICHAEL W ARCAND	81.88
01-2258	JOSEPH FLETT	779.71
01-1030	TIMOTHY J PITTMAN	2,239.40
01-1033	DAVE TRETSEVEN	1,773.45
01-1143	COLIN B CALLAHAN	1,860.00

TOTAL PRINTED: 20 20,049.98

6-10-2020 9:33 AM PAYROLL CHECK REGISTER  
PAYROLL NO: 01 City of Falcon Heights

PAGE: 1  
PAYROLL DATE: 6/10/2020

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
0135	MCCANN, MORGAN B	R	6/10/2020	143.23	089587
2262	TWOHY, MICHAEL K	R	6/10/2020	845.70	089588

6-10-2020 9:33 AM PAYROLL CHECK REGISTER  
PAYROLL NO: 01 City of Falcon Heights

PAGE: 2  
PAYROLL DATE: 6/10/2020

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

REGULAR CHECKS:	2	988.93
DIRECT DEPOSIT REGULAR CHECKS:	20	20,049.98
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	22	21,038.91

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






**The City That Soars!**

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	June 24, 2020
<b>Agenda Item</b>	Consent F2
<b>Attachment</b>	N/A
<b>Submitted By</b>	Randy Gustafson, Mayor

<b>Item</b>	City Administrator Sack Thongvanh’s Step Adjustment
<b>Description</b>	<p>Sack Thongvanh, City Administrator was hired April 27, 2015. In accordance with the employment agreement with Administrator Thongvanh the City Council members are to annually review the job performance and compensation. To restore this annual review the City Council completed the 2018-2019 performance review and submitted the forms to the Mayor.</p> <p>The review covered 50 scored questions and four narrative evaluation questions. The Council expressed satisfaction with Mr. Thongvanh's service to the City of Falcon Heights, and found he exceeds the performance standard.</p> <p>In 2019, Administrator Thongvanh facilitated many inclusion efforts that included a partnership with Falcon Heights Elementary through a grant the was awarded to the City from the Saint Paul Foundation.</p>  <p>Administrator Thongvanh was involved in multiple “Cultivating a Caring Community” events (Survey and Service on the Spot and Rec on the Go), facilitated inclusion guest speakers (“Letter from Jackie” with Ron Rabinovitz, “Healing and Understanding” with Valerie Castile, John Thompson, and Kay Andrews and “Grey Area Thinking” with Ellen Krug).</p> <p>In addition, Administrator Thongvanh developed a plan with the Mayor to address multiple concerns over administrative operations of our Fire Department. Administrator Thongvanh handled the process very professionally and was able to secure the City of Roseville Fire Department to provide administrative support and conduct an audit of the department.</p> <p>Following this review it is the practice of the City for the Mayor to discuss the</p>

	performance review results with the Administrator, and address an increase to the base salary and other compensation issues.
<b>Budget Impact</b>	There are available funds for this step adjustment.
<b>Attachment(s)</b>	N/A
<b>Action(s) Requested</b>	I recommend that the Falcon Heights City Council approve a the five-year 5% step adjustment to base salary, and an increase in cell phone reimbursement from \$60 to \$100 per month for City Administrator Sack Thongvanh effective April 27, 2020.



*The City That Soars!*

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	June 24, 2020
<b>Agenda Item</b>	Consent F3
<b>Attachment</b>	Invoice
<b>Submitted By</b>	Sack Thongvanh, City Administrator

<b>Item</b>	City Hall – Rooftop Unit Replacement					
<b>Description</b>	<p>There are four roof top units that maintain the temperature in the City Hall. Each of the units is designated for certain areas of the city hall. This unit controls the heat and air conditioning in the Council Chambers. This unit was installed in 1991. It has surpassed its life expectancy.</p> <p>The last unit that was purchased by the City in 2016 was \$11, 788 and in 2017 for \$8,219.14. We decided to continue the relationship with Joel Smith Heating &amp; AC Conditioning, Inc. due to their low bid from the 2015 rooftop unit replacement.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #d9ead3;">Contractor</th> <th style="background-color: #d9ead3;">Bid Amount</th> </tr> </thead> <tbody> <tr> <td>Joel Smith Heating &amp; Air Conditioning, Inc.</td> <td>\$10,841.00</td> </tr> </tbody> </table>		Contractor	Bid Amount	Joel Smith Heating & Air Conditioning, Inc.	\$10,841.00
Contractor	Bid Amount					
Joel Smith Heating & Air Conditioning, Inc.	\$10,841.00					
<b>Budget Impact</b>	There are funds available in the Capital Fund.					
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Bid from Joel Smith Heating &amp; Air Conditioning, Inc.</li> </ul>					
<b>Action(s) Requested</b>	Staff would recommend authorizing the purchase and payment to Joel Smith Heating & Air Conditioning, Inc. of the amount of \$10,841.00.					

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# Joel Smith Heating & Air Conditioning, Inc.

Proposal

13915 Lincoln St. NE - Suite E, Ham Lake, MN 55304 \* Office 763.792.1066 \* Fax 763.717.3949

For more product information, please visit our website at: [www.jsmithhvac.com](http://www.jsmithhvac.com)

Proposal Submitted to	Phone Number	Email
CITY OF FALCON HEIGHTS	612-366-2307	timp@falconheights.org
Address	City, State, Zip code	Date
2077 LARPEN TEUR AVE WEST	FALCON HEIGHTS MN	6/18/2020

### INSTALL COMFORT SYSTEM TO INCLUDE

INSTALL A 5 TON RUUD ROOFTOP UNIT IN PLACE OF EXISTING 5 TON TRANE, RUUD RGE CZR060ACT 5 TON WITH LOW LEAK ECONOMISER, FIELD MEASURED CURB ADAPTER, ELECTRIC, RECYCLE OLD UNIT, PERMIT EXTRA.

**\*1 WEEK LEAD TIME ON CUSTOM CURB ADAPTER\***

\$ 10,841.00

Permit Additional

**TOTAL \$ 10,841.00**

#### Contractor's Agreement:

All work to be completed in a professional manner according to standard practices. Any changes from the specifications above may result in additional charges. **Payment for services rendered is due upon completion.** A service charge of 1.5% monthly will be assessed on all amounts past due. **Prices listed herein are valid for 30 days.**

Contractor  
Signature **JOEL P SMITH**  
Date **6/18/2020**

#### Acceptance of Proposal:

Upon signing, this proposal becomes a legal agreement between the contractor, Joel Smith Heating and Air Conditioning, Inc, and the home owner. Homeowner agrees to the following: The above details are satisfactory and are hereby accepted. You are authorized to perform the work as specified. Payment will be made as outlined above.

Homeowner  
Signature *[Handwritten Signature]*  
Date **6.25.20**

#### Contractors Notice to Home Owner:

- (a) Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions.
- (b) Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due from us until 120 days after completion of the improvements unless we give you a lien waiver signed by persons who supplied any labor or material from the improvement and who gave you timely notice.

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**The City That Soars!**

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	June 24, 2020
<b>Agenda Item</b>	Policy G1
<b>Attachment</b>	Preparedness Plan and Resolution
<b>Submitted By</b>	Justin Markon, Community Development Coordinator

<b>Item</b>	Adoption of COVID-19 Preparedness Plan
<b>Description</b>	<p>Under Executive Order 20-74, released by Governor Tim Walz on June 5, critical sector businesses – including government entities like cities – are now required to adopt a COVID-19 Preparedness Plan.</p> <p>Previously, only non-critical businesses were required to have a Preparedness Plan prior to reopening. Cities do not have to stop operations while creating a plan, but they must adopt a plan by June 29.</p> <p>City Staff have researched plans that have been developed in other cities and used guidance from the League of Minnesota Cities to draft the attached plan. While City Hall will open for visitors soon, staff will use the plan to prepare and adjust operations as necessary. This already includes the installation of a plastic shield across the front counter and floor stickers with social distancing reminders.</p>
<b>Budget Impact</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• COVID-19 Preparedness Plan</li> <li>• Resolution 20-27 Adopting and Approving City of Falcon Heights COVID-19 Preparedness Plan</li> </ul>
<b>Action(s) Requested</b>	Staff recommend City Council adopt the City’s COVID-19 Preparedness Plan.

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# COVID-19 Preparedness Plan for the City of Falcon Heights

The City of Falcon Heights is committed to providing a safe and healthy workplace for all employees. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. All City of Falcon Heights employees are responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces, and that requires full cooperation among all employees. Only through this cooperative effort can we establish and maintain the safety and health of our staff and workplaces.

All City employees are responsible for implementing and complying with all aspects of this Preparedness Plan. The City of Falcon Heights' City Council fully supports enforcing the provisions of this policy.

The City of Falcon Heights recognizes that our employees are our most important assets. We are serious about safety, health and keeping our employees working at the City. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees in this process by seeking ideas, feedback and suggestions for how best practices can be implemented to maintain the health and safety of everyone. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- housekeeping – cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to employees; and
- management and supervision necessary to ensure effective implementation of the plan.

## ***Screening and policies for employees exhibiting signs and symptoms of COVID-19***

Employees have been informed of and are encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented for workers to report when they are sick or experiencing symptoms.

All employees are expected to stay home when feeling ill or when experiencing symptoms that suggest potential exposure to COVID-19. Employees shall inform their immediate supervisor as soon as symptoms begin so that the supervisor can determine what communication measures should be initiated to inform other employees. Supervisors should immediately inform the City Administrator if an employee is experiencing symptoms that suggest potential exposure to COVID-19.

The City of Falcon Heights has implemented a temporary personnel leave policy "COVID-19 Leave" that promotes employees staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household.

If a presumed or confirmed exposure of COVID-19 occurs with an employee, information will be shared with other city employees to the extent necessary to assess the risks involved. As much information will remain confidential to maintain the privacy of the employee's health status and health information. The

City's Personnel Policy also provides guidance for other types of leave options available to employees on a case by case basis. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented.

The City of Falcon Heights' COVID-19 Leave Policy includes language for informing employees if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the recommended amount of time per CDC guidelines.

If COVID-19 testing becomes widely available, the City may require employees to see their doctor and provide testing results to confirm if they have contracted the virus or not. Each situation will be evaluated on a case by case basis.

### ***Handwashing***

Basic infection prevention measures are being implemented at our workplaces at all times. Employees are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, before and after any mealtimes and after using the toilet. All City buildings and workplaces will have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used by staff and the public for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Supervisors will provide the necessary time to allow employees to maintain proper handwashing protocols as appropriate to their position. Supervisors responsible for the overall management of each City building shall also be responsible to keep the necessary hand washing and sanitizing supplies on hand and available to employees and for public use.

### ***Respiratory etiquette: Cover your cough or sneeze***

Employees and visitors are instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all employees and visitors to City buildings. Etiquette reminders will be communicated to all staff on an ongoing basis.

### ***Social distancing***

Social distancing is being implemented in the workplace through the following engineering and administrative controls:

- Employees will maintain social distancing (six feet of distance) between workers to the extent practical, minimize in-person meeting time and utilize electronic means of communication to continue City operations.
- Departments that can stagger shifts to reduce the employees in the workplace at one time without reducing the effectiveness of operations should do so. Employees should not share equipment or vehicles unless there are practical reasons for doing so or when in emergency situations.

- City meetings will be conducted in person when deemed safe and appropriate. Seating will be adjusted to maintain social distancing. If an in-person meeting is determined to not be in the best interest of the public, City staff will create a virtual meeting and will post the meeting information to allow the public to listen to the business being conducted.
- Departments that have frequent interactions with the public will install a screen to provide an additional protective barrier between the employee and the public.
- Supervisors will regularly assess what personal protective equipment needs are, such as masks, gloves, disinfectant, shields, etc., and will ensure employees within each department have the necessary supplies in order to perform their work safely.
- Supervisors will regularly seek for feedback and suggestions from staff to ensure the proper measures are being taken as needs and circumstances change, and will communicate any needs or changes to protocols to the City Administrator as soon as possible.

### ***Housekeeping***

The City had previously implemented housekeeping practices as part of its normal operating procedures. City buildings receive a deep cleaning at least weekly for both employee and public spaces. Additional and more robust housekeeping practices are being implemented, including expanded cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunch rooms and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc. Employees who have a private office will clean and sanitize their office equipment on a daily basis. Employees will also minimize the use of office equipment outside of what has been personally issued to them. All City vehicles will be sanitized daily. The City will use cleaning products specifically designed for office spaces and equipment as appropriate.

If an employee contracts COVID-19 the City will evaluate the potential exposure to other City employees, address the necessary quarantine measures and complete the necessary disinfecting process for any/all equipment used by the employee who contracted COVID-19.

### ***Communications and training***

This Preparedness Plan was communicated electronically on June 25, 2020 and where appropriate in-person to all employees. Additional communication and any necessary training will be ongoing and provided to all workers on an as-needed basis. Supervisors are to monitor how effective the program has been implemented and to communicate any needs or adjustments to the City Administrator. Employees are asked to work through this new program together and update the training as necessary. This Preparedness Plan has been certified by the City of Falcon Heights City Council and was posted throughout the workplace and on the City's website on June 25, 2020. It will be updated as necessary.

Certified by:

**Sack Thongvanh**  
**City Administrator**  
**June 24, 2020**

## **Appendix A – Guidance for developing a COVID-19 Preparedness Plan**

### **General**

[www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)

[www.health.state.mn.us/diseases/coronavirus](http://www.health.state.mn.us/diseases/coronavirus)

[www.osha.gov](http://www.osha.gov)

[www.dli.mn.gov](http://www.dli.mn.gov)

### **Handwashing**

[www.cdc.gov/handwashing/when-how-handwashing.html](http://www.cdc.gov/handwashing/when-how-handwashing.html)

[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)

<https://youtu.be/d914EnpU4Fo>

### **Respiratory etiquette: Cover your cough or sneeze**

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

[www.health.state.mn.us/diseases/coronavirus/prevention.html](http://www.health.state.mn.us/diseases/coronavirus/prevention.html)

[www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

### **Social distancing**

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

[www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

### **Housekeeping**

[www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)

[www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

[www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

### **Employees exhibiting signs and symptoms of COVID-19**

[www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

[www.health.state.mn.us/diseases/coronavirus/basics.html](http://www.health.state.mn.us/diseases/coronavirus/basics.html)

### **Training**

[www.health.state.mn.us/diseases/coronavirus/about.pdf](http://www.health.state.mn.us/diseases/coronavirus/about.pdf)

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

[www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)

**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

June 24, 2020

No. 20-27

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**RESOLUTION ADOPTING AND APPROVING CITY OF FALCON HEIGHTS  
COVID-19 PREPAREDNESS PLAN**

**WHEREAS**, on March 13, 2020, Governor Tim Walz, by way of Emergency Executive Order 20-01, declared a Peacetime State of Emergency to authorize any and all necessary resources to be used in support of the COVID-19 response, effective immediately, which Peacetime Emergency has been extended by Executive Order through June 12, 2020; and

**WHEREAS**, pursuant to Executive Order 20-74, Critical Businesses, including the City of Falcon Heights, are required to develop and implement a COVID-19 Preparedness Plan as set forth in paragraph 7.e of Executive Order 20-74 and in accordance with the industry guidance currently posted to the Stay Safe Minnesota website (<https://staysafe.mn.gov>) and any additional applicable industry guidance that will be posted to the Stay Safe Minnesota website (<https://staysafe.mn.gov>); and

**WHEREAS**, the City has prepared the attached City of Falcon Heights COVID-19 Preparedness Plan based on the industry guidance posted on the Stay Safe Minnesota Website.

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

1. The City Council hereby approves and adopts the attached City of Falcon Heights COVID-19 Preparedness Plan.
2. The City Council authorizes the City Administrator to modify and amend the City of Falcon Heights COVID-19 Preparedness Plan as necessary based on any additional applicable industry guidance posted to the Stay Safe Minnesota website or further executive order.

Adopted by the City Council of the City of Falcon Heights this 24<sup>th</sup> day of June, 2020.

Moved by:

Approved by: \_\_\_\_\_  
Randall C. Gustafson  
Mayor

GUSTAFSON        \_\_\_    In Favor  
MIAZGA  
ANDREWS        \_\_\_    Against  
LEEHY  
WEYHEE

Attested by: \_\_\_\_\_  
Sack Thongvanh  
City Administrator