

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

AGENDA
April 8, 2020 at 7:00 P.M.

NOTE: THIS MEETING WAS HELD BY PHONE CONFERENCE

A. CALL TO ORDER:

B. ROLL CALL: ANDREWS_X_ GUSTAFSON_X_ LEEHY_X_
MIAZGA_X_ WEHYEE_X_

STAFF PRESENT: THONGVANH_X_

C. PRESENTATION

D. APPROVAL OF MINUTES:

1. March 23, 2020 Emergency/Special City Council Meeting (held by phone conference)

Approved 5-0

E. PUBLIC HEARINGS:

F. CONSENT AGENDA:

1. General Disbursements through: 3/31/20 \$5,255.18
Payroll through: 3/31/20 \$18,704.76
2. Approve Good Neighbor Fund
3. Resignation of Julie Stegman from the Community Engagement Commission

City Administrator Thongvanh

Request for amendment on the Request for Council Action, there was a typo in the action requested box. Change "thank his years of service and dedication to the City of Falcon Heights" to "her years of service...".

Council Member Wehyee, Approved 5-0

G: POLICY ITEMS:

1. Resignation of Administrative Coordinator Amanda Lor

City Administrator Thongvanh

Amanda has helped with our communication with social media, website, redesigning the current e-newsletter and other marketing materials. Amanda has shown dedication in her position with the City. Amanda has gone above and beyond the call of duty the last year and a

half. We will miss her greatly and we wish her the best in her future endeavors with her new career with Minnesota Department of Housing as their Digital Communication Specialist.

Council Member Miazga

Amanda will be missed. City should consider the option of not filling the position due to ongoing circumstances.

Council Member Leehy

Council Member Leehy has had only positive interactions with Amanda in the time she has been with our City and she will be missed.

Council Member Wehyee

Council Member Wehyee stated that Amanda was nice to work with and has helped him navigate his new role on the City Council. She has left a great legacy that we hope to continue on the Community Engagement Commission.

Mayor Gustafson

Amanda has been a pleasure to work with and will be missed.

Council Member Andrews

Agrees that Amanda has been a great addition to the City and will be missed.

Council Member Leehy, Approved 5-0

2. Job Description and Title Change from Administrative Coordinator to Administrative and Communications Coordinator

City Administrator Thongvanh

This title change is based on a discussion with Amanda and the new demands that the position has taken on. Over the years, the position has changed from part-time to full time. Additional responsibility was added to the position including Community Engagement Commission and communications (newsletter, e-news, website, street-sweeping notification, etc.). Communication used to be 20% of this job description and that has now changed to 40% due to the duties. This position is also engaged with event planning and stakeholders. The position has not been posted yet due to the current situation and what the norm will be.

Council Member Leehy

One of the duties listed under communication is community outreach. Amanda ended up doing more with the Community Engagement Commission. History has always been that staff has always been assigned to a commission. Due to our Cultivating a Caring Community initiative, this has been increased. Is the statement community outreach sufficient? Should there be additional info referencing the Community Engagement Commission duties.

City Administrator Thongvanh

In the 2020 budget, there has been \$10-\$15,000 allocated to a Community Engagement Intern position. This has been put on hold. The individual to fill the position being discussed would temporarily fill the duties of the community engagement position.

Council Member Miazga

Not filling the Community Engagement Intern position right away will assist with the budget. We also might not get people applying for the position right away.

Council Member Leehy

The times that we are in will create a different pool of people that are applying. Agreeing with Miazga.

Mayor Gustafson

The unemployment rate right now may mean that there are people that are looking for positions like we have to offer right now.

City Administrator Thongvanh

City Administrator Thongvanh has stated that he does not want to be in the predicament of having more than one vacant position. City staff has divided the current duties of the vacant position. Training a new person in the position wouldn't be difficult as city operations are continuing as normal (applications, permits, city code, etc.)

Council Member Wehyee

Punctuation- periods at the end of the bullet points

Mayor Gustafson

Should add "working knowledge" to the social media duties under communication

Council Member Miazga, Approved 5-0

H. INFORMATION/ANNOUNCEMENTS:

Council Member Andrews

- Positive feedback from the community during this time

Council Member Miazga

- The positive effort from the community making masks
- Attended six foot dance at Falcon Heights UCC about two weeks ago
- COVID-19 response in MN has been good
- Recognition to the University of Minnesota for creating an on-site testing facility in Minneapolis by converting two of their research buildings. One of the interdisciplinary research teams has designed two respirator mask prototypes from industry donations. Another team has created a prototype for low-cost ventilators.

Council Member Leehy

- Strong sense of community in Falcon Heights

Council Member Wehyee

- The community has been doing a great job responding to the Census
- Metropolitan Council has been offering free services, rides and grocery delivery
- Practice social distancing and continue to great community effort

Mayor Gustafson

- A great community effort, stay at home and still engaged
- County Commissioner Trista MatasCastillo has offered her word to the City for assistance.
- Ramsey County has many services for residents.
- COVID rate is lower than other populated counties.
- Sheriff's Office has instituted the HELP Team during COVID response. Fifteen individuals including the Sheriff's wife as the coordinator. This team will connect people with resources, pick up groceries, provide cloth masks, etc. This team is looking to especially assist Senior Residents.

City Administrator Thongvanh

- Thank you to residents and Council Members for the support of City operations.
- Press releases have been sent out in regard to our parks and courts being closed. Trails are open if residents adhere to social distancing.
- Governor has extended stay at home order until May 4th.
- In contact with other cities about teleconferencing and how they are handling the executive orders given by the Governor.
- There has been a request for Conduit Bonding; usually request are connected to the City. Conduit Bonding requires public hearings. Requests have been made by other cities on how they can go about this during the current situation. League of Minnesota Cities and CTV are also looking into this.
- Audit presentation will be conducted via web. Audit for revenue and expenditure source went well according to Finance Director. Looking into a \$300,000 increase in General Fund from a mistake that was clarified. \$90-100,000 in revenue for franchise fees with Xcel. Those are initially designated to be used as a capital (not confirmed yet).


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. A PROCESS TO RECEIVE PUBLIC FEEDBACK IS BEING CONSIDERED.

J. ADJOURNMENT: The meeting adjourned at 8:05 p.m.


Randy Gustafson, Mayor

Dated this 8th day of April, 2020


Sack Thongvanh, City Administrator