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CITY OF FALCON HEIGHTS
Regular Meeting of the City Council
City Hall
2077 West Larpenteur Avenue
MINUTES
January 12, 2022 at 7:00 P.M.

- A. CALL TO ORDER: 7:02 PM
- B. ROLL CALL: ANDREWS __X_ GUSTAFSON __X_ LEEHY __X_
MEYER __X_ WEHYEE __X_
STAFF PRESENT: THONGVANH __X_

Council Member Wehyee requested to amend the agenda and change Consent Item F7 to Policy Item G2 for further discussion.

City Administrator Thongvanh requested to amend the agenda and add Policy Item G3
Appoint Public Works Director Tim Pittman as Interim City Clerk.

Motion by Council Member Wehyee to adopt the amended agenda;
Approved, 4-0.

- C. PRESENTATION
1. Oath of Office for Eric Meyer to City Council Member
 2. Oath of Office for Melanie Leehy to City Council Member
- D. APPROVAL OF MINUTES:
1. September 22, 2021 City Council Regular Minutes
 2. October 13, 2021 City Council Regular Minutes
 3. October 27, 2021 City Council Regular Minutes
 4. November 10, 2021 City Council Regular Minutes
 5. December 1, 2021 City Council Workshop Minutes
 6. December 8, 2021 City Council Regular Minutes
 7. December 22 2021 City Council Regular Minutes

Council Member Leehy requested to amend the December 22, 2021 Minutes to fix a typo.

Motion by Council Member Andrews to approve the minutes;
Approved, 5-0.

- E. PUBLIC HEARINGS:
- F. CONSENT AGENDA:
1. General Disbursements through: 1/05/22 \$175,986.39

- Payroll through: 12/31/22 \$21,197.34
2. Approval of License(s)
 3. Designation of Official Depositories for 2022
 4. Review Elected Official Out-of-State Travel Policy
 5. Review and Adopt Council Standing Rules and Council/Advisory Commission Roles and Guidelines
 6. Council Appointment as Liaison for City Commissions
 7. ~~Appointment of Acting Mayor~~
 8. Mile Reimbursement Rate for 2022
 9. Appointment of Amy Christiansen to the Environment Commission
 10. Appointment of John Pellegrini to the Environment Commission
 11. 2022 Commission Re-Appointment(s)

Motion by Council Member Leehy to approve the Consent Agenda;
Approved, 5-0.

G: POLICY ITEMS:

1. City Administrator Hiring Process Timeline

Administrator Thongvanh gave a brief overview of the hiring timeline and what processes the City has utilized in the past. The job posting closed today at 4:30 p.m. and a total of 18 applications were received. There are a number of qualified candidates and he was excited to present them to the council for initial review. Thongvanh asked council members to decide who will be on the community panel for interviews. In the past, residents from various city commissions were selected.

Mayor Gustafson asked if an additional meeting would be scheduled this month so the council would have additional time to review applications and discuss which candidates will move forward for interviews.

Administrator Thongvanh agreed and stated that he and the mayor could review all applications and form a list of those who meet the minimum requirements. Then, the list would be sent to the rest of council for review and each council member would select their top 5 candidates. If everyone is comfortable with that timeline, another workshop meeting could be held next week to confirm interview candidates.

Council Member Leehy stated she has been a part of the hiring process in the past and the community panel is an important part of the process. Therefore, once it's decided who should be on the panel it's important to have a few alternates in case there are scheduling conflicts.

Administrator Thongvanh agreed. In the past each council member has selected a community member to be on the community panel.

Council Member Wehyee asked if the city could send a message out to the community to inform residents of the opportunity to provide input and serve on the panel.

Administrator Thongvanh responded that was an option and the city has done that in the past when assembling taskforces. However, keep in mind that doing so would add at least 2-4 weeks

to the overall hiring process. Additional time would be needed to advertise, review applications, and have further discussions with the council before moving forward.

Council Member Meyer agreed with Wehyee and thought it would be ideal to expand community involvement if they had enough time.

Council Member Leehy added while it was a good idea, it was a very time-consuming process when they appointed community members to the task force and may not be appropriate in this hiring process since there is limited time.

Council Member Wehyee disagreed stating that since the city administrator position is an important role and the hiring process shouldn't necessarily be expedited. He wanted to ensure that community members felt they had been given ample opportunity to participate.

Council Member Meyer stated that was a fair point. He asked whether there were any cons to employing an interim administrator for longer should the council wish to spend more time on the hiring process.

Administrator Thongvanh responded that since city administration is such a small operation, it can be critical for staff to have that position filled as quickly as possible since it guides all other positions.

Council Member Leehy added that the longer the process takes, the higher the potential is to lose some applicants to other positions. This has happened before. Thongvanh agreed.

Council Member Andrews expressed concerns regarding the current number of openings on city commissions impacting the amount of commissioner participation in this process.

Mayor Gustafson added that council members could post on their social media to advertise the opportunity to participate on the community panel. Each council member would have the discretion to choose any resident they wish to represent them during the community panel interviews. It does not have to be a current commissioner member.

Council Member Leehy agreed and stated that seemed like the best option. Council members could either have the option to pick community members that are already serving on city commissions, or reach out to other community members who are qualified or want a chance to participate. Thongvanh agreed.

Council Member Wehyee responded that while this was not his first choice, he understood the concerns on adhering to the timeline. It would not be ideal to jeopardize city operations by prolonging the absence of a city administrator.

Mayor Gustafson stated that every council member should try to recruit at least one community member to be part of the interview panel as soon as possible. At the workshop meeting next week, the council will go through the top applicants and decide who will move onto the interview process. The council will also confirm the list of community panelists.

All council members agreed to call a workshop meeting next Wednesday, January 19th at 6:30 p.m. to discuss the following:

1. Create a list of top candidates from the job applicant pool that will move forward to the interview process
2. Each council member will bring forward a recommendation for the community panel
3. Confirm which council members will serve on the community panel
4. Solidify the interview questions for the job applicants

Motion by Council Member Leehy to set the workshop meeting and agenda;
Approved, 5-0.

2. Appointment of Acting Mayor

Mayor Gustafson stated that he had originally chosen Council Member Leehy as the 2022 Acting Mayor. This is standard each year, especially if any absences from the current mayor are anticipated.

Council Member Wehyee stated he had taken this item off of the consent agenda because he would like to have more discussion about this decision. Historically, there had been a rotation so that each council member had an opportunity to share the responsibilities and experience. Wehyee pointed out that Leehy had already served as Acting Mayor in the past.

Administrator Thongvanh agreed that this had been done in the past, however, as time went on it became more difficult to adhere to the rotation system with council member transitions. The default became selecting a council member with experience in the city and community. It is normal for this item to be on the consent agenda since the mayor is choosing who will represent them in their absence and typically there's not much discussion on this item.

Mayor Gustafson added that he had chosen Leehy since she is not serving as a council liaison to a commission this year and thus had more availability. If the council were to follow the rotation system technically Council Member Andrews should be selected for 2022. Andrews also has the most experience on the council after Council Member Leehy.

Council Member Meyer thanked Wehyee for opening up this discussion, stating it's important to know how these decisions are made and the processes that go behind them.

Motion by Council Member Meyer to appoint Council Member Andrews as the 2022 Acting Mayor;
Approved, 5-0.

3. Appointment of Public Works Director Tim Pittman as Interim City Clerk

Administrator Thongvanh stated that the City had not hired an interim administrator in the past. Typically, another staff member would temporarily fill in. Now that the City is hiring an interim administrator it will be important to give a trusted staff member the power to sign off on checks, payables and bills. Tim Pittman would act as temporary city clerk until the new administrator is hired.

Council Member Andrews and Council Member Wehyee asked if this would change his current salary or hours.

Administrator Thongvanh responded that it may slightly increase his hours but ultimately, he is only needed to review financials and sign off on them. He also noted that Pittman has served as Interim City Administrator in the past and is relatively familiar with these duties.

Motion by Council Member Leehy to approve Public Works Director Tim Pittman as the Interim City Clerk.
Approved, 5-0.

H. INFORMATION/ ANNOUNCEMENTS:

Council Member Meyer stated that he is happy to be here and appreciative of the residents of Falcon Heights for giving him this opportunity. He also thanked Gustafson for walking him through the council processes.

Council Member Leehy thanked residents for reelecting her to serve the community. She is excited for the positive change that can be made in the term ahead.

Council Member Andrews updated the council on the winter event that will be held mid-February. It is being planned by the Community Engagement and Parks Commissions. She had concerns with the city having an event when there are currently many health concerns occurring in the state.

Mayor Gustafson provided more information on the winter event, newly named Snowstravaganza, and explained that necessary COVID-19 precautions will be put in place. He stated that the League of Women Voters is holding a virtual event on January 20th. He also encouraged residents to reach out council members if they would like to participate in the hiring process through the community panel.

Administrator Thongvanh stated that the council will need to decide whether a workshop will be held in February. He planned to have the interim administrator in place by then. He also planned to have the draft vaccine mandate to the council by the next regular meeting.

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: 8:55 PM

Randall C. Gustafson, Mayor

Dated this 26th day of January, 2022

Sack Thongvanh, City Administrator

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

MINUTES
January 5, 2022
6:30 P.M.

- A. CALL TO ORDER: 7:00 PM
- B. ROLL CALL: ANDREWS GUSTAFSON LEEHY
MEYER WEHYEE

STAFF PRESENT: THONGVANH

- C. PRESENTATIONS:

- D. POLICY ITEMS:

1. Review City Administrator Hiring Process

Administrator Thongvanh updated the council members on prospective applicants and explained the process he underwent when he was hired. Thongvanh has also been reviewing a list of interim city administrators provided by the League of Minnesota Cities (LMC). He may recommend the former Assistant City Manager of Elko-New Market be chosen as Interim City Administrator since he has recently retired, has over 30 years of experience in municipalities, and lives nearby in Arden Hills.

Mayor Gustafson asked whether the other council members were comfortable using past hiring processes. Council Member Andrews and Council Member Meyer agreed.

Administrator Thongvanh stated that he will create a timeline and solidify the process so that council may reference this to guide them moving forward. In the past the following timeline and hiring process was utilized:

1. The position is posted and the mayor and city administrator review qualifications of the applicants.
2. Qualified applicants will be selected and put on a preferred list which is then sent to all council members for review.
3. Council decides who will move forward for interviews.

4. The first round of interviews is conducted with a community panel and then a staff panel. The community panel will consist of the mayor, one council member, and up to five community members.
5. The final round of interviews is conducted with the full city council.

Administrator Thongvanh stated that the council will formally vote to approve this hiring process at the regular meeting next week. He asked the council members to think about how they would like to select residents for the community review panel.

Mayor Gustafson asked whether they would be able to repost the position if they do not receive an adequate number of applicants. Thongvanh agreed and stated that sometimes that is necessary.

Council Member Meyer asked to what extent is the current administrator able to help with this transition?

Administrator Thongvanh stated typically it's difficult for the former administrator to be involved since the hiring process can be lengthy and he has a new position to begin with a different city. That is why choosing an interim is a common practice. His last day will be on February 1st and by that point he anticipated that at least the first round of interviews would be taking place. Thongvanh stated that the interim or new administrator are welcome to call him anytime if questions should arise.

E. INFORMATION/ANNOUNCEMENTS:

Administrator Thongvanh stated that he is still working on the vaccine mandate policy with the city attorney and is hoping to bring it to the council by the end of January. He also stated that there is currently no COVID-19 paid leave policy in place should staff test positive and need to quarantine. However, he noted that all administrative staff should have the opportunity to work from home should they need to quarantine. Thongvanh emphasized the importance of technology being available for this purpose and stated his next goal would be to ensure all council members have laptops and work from home capabilities as well.

Mayor Gustafson reported that the Community Engagement Commission and the Parks and Recreation Commission met earlier this week and set a date for the winter event, Snowstravaganza. This event will be held on Saturday, February 12th from 1-3 pm at the Community Park.

F. ADJOURNMENT: 7:45 PM

Randall C. Gustafson, Mayor

Dated this 26th day of January, 2022

Sack Thongvanh, City Administrator



REQUEST FOR COUNCIL ACTION

Meeting Date	January 26, 2022
Agenda Item	Consent G1
Attachment	General Disbursements and Payroll
Submitted By	Roland Olson, Finance Director

Item	General Disbursements and Payroll Amended
Description	General Disbursements through: 1/19/22 \$79,579.28 Payroll through: 1/15/22 \$19,469.05
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: 02443 January 19 Payables
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
C 122		CITY OF ST PAUL				
I-IN48294		CITY OF ST PAUL	300.00			
1/19/2022	APBNK	DUE: 1/19/2022 DISC: 1/19/2022		1099: N		
		Street Light Maintenance Nov		209 20200-000	ACCOUNTS PAYABLE	300.00
I-IN48301		CITY OF ST PAUL	299.82			
1/19/2022	APBNK	DUE: 1/19/2022 DISC: 1/19/2022		1099: N		
		Street Light Maintenance Nov		209 20200-000	ACCOUNTS PAYABLE	299.82
		=== VENDOR TOTALS ===	599.82			
01-04000		EHLERS AND ASSOCIATES				
I-89383		EHLERS AND ASSOCIATES	405.00			
1/19/2022	APBNK	DUE: 1/19/2022 DISC: 1/19/2022		1099: N		
		Confirm TIF Payments		414 20200-000	ACCOUNTS PAYABLE	202.50
		Prepare 2nd Half TIF Note Sch		414 20200-000	ACCOUNTS PAYABLE	202.50
		=== VENDOR TOTALS ===	405.00			
01-05870		XCEL ENERGY				
I-202201198048		XCEL ENERGY	4,380.60			
1/19/2022	APBNK	DUE: 1/19/2022 DISC: 1/19/2022		1099: N		
		Gas		101 20200-000	ACCOUNTS PAYABLE	1,284.98
		Elect		101 20200-000	ACCOUNTS PAYABLE	591.42
		Elect		101 20200-000	ACCOUNTS PAYABLE	212.09
		Elect		101 20200-000	ACCOUNTS PAYABLE	32.01
		Elect		101 20200-000	ACCOUNTS PAYABLE	35.27
		Elect		209 20200-000	ACCOUNTS PAYABLE	2,198.64
		Elect		209 20200-000	ACCOUNTS PAYABLE	25.55
		Elect		209 20200-000	ACCOUNTS PAYABLE	0.64
		=== VENDOR TOTALS ===	4,380.60			
		=== PACKET TOTALS ===	5,385.42			

PACKET: 02441 January 14 Payables
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

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61	ANCHOR PAPER COMPANY					
I-10676216-00		ANCHOR PAPER COMPANY	729.49			
1/14/2022	APBNK	DUE: 1/14/2022 DISC: 1/14/2022		1099: N		
		Roll towels, & toilet paper		101 4131-70110-000	SUPPLIES	729.49
		=== VENDOR TOTALS ===	729.49			
<hr/>						
01-03110	CENTURY LINK					
I-202201148047		CENTURY LINK	71.43			
1/14/2022	APBNK	DUE: 1/14/2022 DISC: 1/14/2022		1099: N		
		Landline SS		601 4601-85011-000	TELEPHONE - LANDLINE	71.43
		=== VENDOR TOTALS ===	71.43			
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01-06290	CITY OF ROSEVILLE					
I-0230635		CITY OF ROSEVILLE	3,179.49			
1/14/2022	APBNK	DUE: 1/14/2022 DISC: 1/14/2022		1099: N		
		IT Operational Support Jan		101 4116-85070-000	TECHNICAL SUPPORT	1,005.59
		IT Staff Support Jan		101 4116-85070-000	TECHNICAL SUPPORT	1,873.40
		IT Software Support Jan		101 4116-85070-000	TECHNICAL SUPPORT	195.56
		IT Equipment Jan		101 4116-85070-000	TECHNICAL SUPPORT	104.94
		=== VENDOR TOTALS ===	3,179.49			
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01-05172	GOODYEAR TIRE AND RUBBER COMPA					
I-124-1103902		GOODYEAR TIRE AND RUBBER COMP	202.00			
1/14/2022	APBNK	DUE: 1/14/2022 DISC: 1/14/2022		1099: N		
		John Deer Tractor Tires		101 4132-87000-000	REPAIR EQUIPMENT	202.00
		=== VENDOR TOTALS ===	202.00			
<hr/>						
01-05115	GOPHER STATE ONE CALL					
I-2000384		GOPHER STATE ONE CALL	50.00			
1/14/2022	APBNK	DUE: 1/14/2022 DISC: 1/14/2022		1099: N		
		Locates		601 4601-88030-000	LOCATES	50.00
		=== VENDOR TOTALS ===	50.00			

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01-0509		LEAGUE OF MN CITIES				
I-358661		LEAGUE OF MN CITIES	275.00			
1/14/2022	APBNK	DUE: 1/14/2022 DISC: 1/14/2022		1099: N		
		2022 Elected Leaders Program		101 4111-86100-000	CONFERENCES/EDUCATION/TR	275.00
		=== VENDOR TOTALS ===	275.00			
01-05263		MID CITY SERVICES- INDUSTRIAL				
I-173438		MID CITY SERVICES- INDUSTRIAL	45.10			
1/14/2022	APBNK	DUE: 1/14/2022 DISC: 1/14/2022		1099: N		
		Floor Mats Svc		101 4131-87010-000	CITY HALL MAINTENANCE	45.10
		=== VENDOR TOTALS ===	45.10			
01-05273		MN PUBLIC EMPLOYEES INSURANCE				
I-1157991		MN PUBLIC EMPLOYEES INSURANCE	10,830.92			
1/14/2022	APBNK	DUE: 1/14/2022 DISC: 1/14/2022		1099: N		
		Health Insurance Feb		101 4112-89000-000	MISCELLANEOUS	10,830.92
		=== VENDOR TOTALS ===	10,830.92			
01-07312		NESCO LLC				
I-C007898		NESCO LLC	219.00			
1/14/2022	APBNK	DUE: 1/14/2022 DISC: 1/14/2022		1099: N		
		Spinner Part for Truck #12		101 4132-70120-000	SUPPLIES	219.00
		=== VENDOR TOTALS ===	219.00			
01-06185		RAMSEY COUNTY				
RISK-002144		RAMSEY COUNTY	1,058.89			
1/14/2022	APBNK	DUE: 1/14/2022 DISC: 1/14/2022		1099: N		
		Insurance/HR Admin Fee		101 4112-89000-000	MISCELLANEOUS	1,058.89
		=== VENDOR TOTALS ===	1,058.89			
		=== PACKET TOTALS ===	16,661.32			

PACKET: 02439 January 14 Payables
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
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001		CAMPBELL KNUTSON				
I-290		CAMPBELL KNUTSON	348.00			
1/14/2022	APBNK	DUE: 1/14/2022 DISC: 1/14/2022 General Matters Legal		1099: Y 101 20200-000	ACCOUNTS PAYABLE	348.00
=== VENDOR TOTALS ===			348.00			
<hr/>						
01-05115		GOPHER STATE ONE CALL				
I-1120384		GOPHER STATE ONE CALL	20.25			
1/14/2022	APBNK	DUE: 1/14/2022 DISC: 1/14/2022 Locates		1099: N 601 20200-000	ACCOUNTS PAYABLE	20.25
=== VENDOR TOTALS ===			20.25			
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01-04570		JOSEPH, KATRINA E.				
I-120		JOSEPH, KATRINA E.	2,500.00			
1/14/2022	APBNK	DUE: 1/14/2022 DISC: 1/14/2022 Prosecutions Dec		1099: Y 101 20200-000	ACCOUNTS PAYABLE	2,500.00
=== VENDOR TOTALS ===			2,500.00			
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01-05440		LOFFLER COMPANIES, INC				
I-3916628		LOFFLER COMPANIES, INC	47.43			
1/14/2022	APBNK	DUE: 1/14/2022 DISC: 1/14/2022 Copier		1099: N 101 20200-000	ACCOUNTS PAYABLE	47.43
=== VENDOR TOTALS ===			47.43			
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01-06185		RAMSEY COUNTY				
PUBW-019508		RAMSEY COUNTY	4,600.00			
1/14/2022	APBNK	DUE: 1/14/2022 DISC: 1/14/2022 Salt for roads		1099: N 101 20200-000	ACCOUNTS PAYABLE	4,600.00
=== VENDOR TOTALS ===			4,600.00			
<hr/>						
01-06301		SAMS CLUB MC/SYNCB				
I-202201148046		SAMS CLUB MC/SYNCB	1,173.29			
1/14/2022	APBNK	DUE: 1/14/2022 DISC: 1/14/2022 Pioneer Press Paper		1099: N 101 20200-000	ACCOUNTS PAYABLE	32.00
		Calculator and ribbon		101 20200-000	ACCOUNTS PAYABLE	169.37
		Zoom virtual		101 20200-000	ACCOUNTS PAYABLE	220.11
		Binders and headphones		101 4112-70100-000	SUPPLIES	39.99
		Fuel		101 4132-74000-000	MOTOR FUEL & LUBRICANTS	300.00
		Computer monitor		401 4401-90100-000	FURNITURE & EQUIPMENT	411.82
=== VENDOR TOTALS ===			1,173.29			

PACKET: 02439 January 14 Payables
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

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C 062		SUMMIT COMPANIES				
I-130034628		SUMMIT COMPANIES	231.00			
1/14/2022	APBNK	DUE: 1/14/2022 DISC: 1/14/2022 Annual Fire Extinguisher Insp		1099: N 101 20200-000	ACCOUNTS PAYABLE	231.00
		=== VENDOR TOTALS ===	231.00			
		=== PACKET TOTALS ===	8,919.97			

PACKET: 02437 January 12 Payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

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

01-03025 COLIN CALLAHAN

I-202201128041 COLIN CALLAHAN 208.41
 1/12/2022 APBNK DUE: 1/12/2022 DISC: 1/12/2022 1099: N
 Flex Payment 101 21711-000 DEPENDENT CARE FLEX PAYA 85.45
 Flex Payment 601 21711-000 DEPENDENT CARE FLEX PAYA 97.95
 Flex Payment 602 21711-000 DEPENDENT CARE FLEX PAYA 25.01
 === VENDOR TOTALS === 208.41

01-03089 CASH

I-202201128042 CASH 49.95
 1/12/2022 APBNK DUE: 1/12/2022 DISC: 1/12/2022 1099: N
 Ear Protectors 101 4132-87000-000 REPAIR EQUIPMENT 49.95
 === VENDOR TOTALS === 49.95

01-03423 ELMQUIST, ROSALIND

I-202201128043 ELMQUIST, ROSALIND 50.00
 1/12/2022 APBNK DUE: 1/12/2022 DISC: 1/12/2022 1099: N
 Refund Rental License 101 32150-000 RENTAL HOUSING LICENSE 50.00
 === VENDOR TOTALS === 50.00

01-05665 METROPOLITAN COUNCIL

I-1134783 SANITARY SEWER FEB 40,389.49
 1/12/2022 APBNK DUE: 1/12/2022 DISC: 1/12/2022 1099: N
 SANITARY SEWER FEB 601 4601-85060-000 METRO SEWER CHARGES 40,389.49
 === VENDOR TOTALS === 40,389.49

01-06115 TIMOTHY PITTMAN

I-202201128044 TIMOTHY PITTMAN 63.99
 1/12/2022 APBNK DUE: 1/12/2022 DISC: 1/12/2022 1099: N
 Flex Payment 101 21712-000 MEDICAL FLEX SAVINGS PAY 25.60
 Flex Payment 601 21712-000 MEDICAL FLEX SAVINGS PAY 22.40
 Flex Payment 602 21712-000 MEDICAL FLEX SAVINGS PAY 15.99
 === VENDOR TOTALS === 63.99

PACKET: 02437 January 12 Payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

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01-00935	ST PAUL REGIONAL WATER SERVICE				

I-202201128045	ST PAUL REGIONAL WATER SERVIC		250.00		
1/12/2022	APBNK	DUE: 1/12/2022 DISC: 1/12/2022	1099: N		
		Auto Fire Service Comm Park	204 4204-87120-000	REPAIRS & MAINTENANCE	150.00
		Auto Fire Service City Hall	204 4204-87120-000	REPAIRS & MAINTENANCE	100.00
		=== VENDOR TOTALS ===	250.00		
=====					
01-05195	TYLER TECHNOLOGIES				

I-025-357778	TYLER TECHNOLOGIES		7,600.73		
1/12/2022	APBNK	DUE: 1/12/2022 DISC: 1/12/2022	1099: N		
		Annual Software Maintenance	101 15500-000	PREPAID EXPENDITURES	7,600.73
		=== VENDOR TOTALS ===	7,600.73		
		=== PACKET TOTALS ===	48,612.57		

----- NAME -----	AMOUNT
SACK THONGVANH	100.00
VANDARA THAMMAVONGSA	1,652.20
ROLAND O OLSON	2,923.52
MATTHEW CHERNUGAL	423.26
TIMOTHY J PITTMAN	2,359.75
DAVE TRETSVEN	1,853.48
COLIN B CALLAHAN	2,052.16

TOTAL PRINTED: 7 11,364.37

1-10-2022 6:32 AM PAYROLL CHECK REGISTER
PAYROLL NO: 01 City of Falcon Heights

PAGE: 1
PAYROLL DATE: 1/10/2022

EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
THONGVANH, SACK	R	1/10/2022	4,014.95	091041
PAVEK, MEGAN E	R	1/10/2022	1,651.10	091042
LANDBERG, ALYSSA	R	1/10/2022	235.49	091043
MORETTO, PAUL A	R	1/10/2022	2,203.14	091044

1-10-2022 6:32 AM PAYROLL CHECK REGISTER
PAYROLL NO: 01 City of Falcon Heights

PAGE: 2
PAYROLL DATE: 1/10/2022

*** REGISTER TOTALS ***

REGULAR CHECKS:	4	8,104.68
DIRECT DEPOSIT REGULAR CHECKS:	7	11,364.37
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	11	19,469.05

*** NO ERRORS FOUND ***

END OF REPORT **



ITEM FOR DISCUSSION

Meeting Date	January 26, 2022
Agenda Item	Consent G2
Attachment	N/A
Submitted By	Vandara Thammavongsa Assistant to the City Administrator

Item	Approval of City License(s)
Description	<p>The following individuals/entities have applied for a <u>Tree Contractors License</u> for 2022. Staff have received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Morgan’s Tree Service <p>The following individuals/entities have applied for a <u>Municipal Business License</u> for 2022. Staff have received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Young Spa - 1541 Larpenteur Ave W <p>The following individuals/entities have applied for a <u>Multifamily Rental Dwelling License</u> for 2022. Staff have received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. PC Hendrickson LLC - 1750 Larpenteur Ave W <p>The following individuals/entities have applied for a <u>Single Family Rental Dwelling License</u> for 2022. Staff have received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Greg Rogers - 1947 Autumn 2. Rachael Witt - 1900 Tatum Street
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	Staff recommends approval of the City license applications contingent on background checks and fire inspections as required.

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ITEM FOR DISCUSSION

Meeting Date	January 26, 2022
Agenda Item	Consent G3
Attachment	N/A
Submitted By	Sack Thongvanh, City Administrator

Item	City Attorney Fee Adjustment
Description	The Legal Services Agreement with Campbell Knutson has not been updated since February of 2008. The proposal contract reflects the standard rates for most of their cities and is commensurate with the contract rates for similar cities.
Budget Impact	The increase is within the adopted 2022 Budget.
Attachment(s)	<ul style="list-style-type: none"> • Proposed Legal Services Agreement
Action(s) Requested	Staff recommends approval of the proposed legal services agreement and authorize the City Administrator and Mayor to execute all necessary documents.

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**AGREEMENT FOR LEGAL SERVICES
BETWEEN THE CITY OF FALCON HEIGHTS AND
CAMPBELL KNUTSON
*Professional Association***

AGREEMENT made this _____ day of _____, 2022, by and between the **CITY OF FALCON HEIGHTS**, a Minnesota municipal corporation ("City") and **CAMPBELL KNUTSON, *Professional Association***, a Minnesota corporation ("Attorney").

NOW, THEREFORE, in consideration of the mutual undertakings herein, the parties hereto agree as follows:

1. SERVICES AND RELATIONSHIP.

A. The Attorney shall furnish and perform general civil municipal legal services for the City. These services shall include:

1) The City will request the Attorney to act on civil matters on an ongoing and "as needed" basis.

2) The types of services required may include, but may not be limited to, some or all of the following:

a) Attendance at City Council meetings and other City board, commission, or committee meetings as requested by the City Council or City Administrator.

b) Drafting of ordinances, resolutions, and correspondence as requested.

c) Review of council and planning commission agenda items and minutes as requested.

d) Meetings and/or telephone conversations discussing and advising Mayor, Councilmembers, City Administrator, and designated individuals on general legal matters.

e) Review of municipal contracts, including contracts for public improvements, joint powers agreements, construction, purchase of equipment, and the like.

f) Representation of the City in the acquisition of properties for public improvements, easements, parks, and the like.

g) Representation of the City in condemnation proceedings for public improvement projects, etc.

h) Representation of the City in matters related to the enforcement of City building, housing, and zoning codes.

i) Representation of the City in employment related issues, labor negotiations, arbitration, administrative hearings, and in litigation involving same.

j) Representation and advice with respect to municipal employment matters, including but not limited to: PERA, labor agreements, personnel policy, FLSA, veteran's preference, unemployment compensation, and worker's compensation.

k) Research and submission of legal options on municipal or other legal matters requested by City Council or City Administrator.

l) Providing a legal briefing as requested to the City Staff and Council regarding new or proposed legislation affecting municipal operations and activities.

m) Providing periodic written updates on new state or federal legislation or judicial holding impacting upon the City, and suggested action or changes in operations or procedures to assure compliance.

n) Defend the City in all litigation, except in those cases where insurance companies are required to exclusively provide defense, including but not limited to: (i) human rights claims; (ii) zoning and land use regulation matters; (iii) permits and administrative actions; and (iv) labor and employment matters.

o) Review bonds and insurance requirements required by or for contracts or activities.

p) Respond to City Staff inquiries and return telephone calls within the same day of inquiry.

B. The Attorney shall be engaged as an independent contractor and not as a City employee. The Attorney is free to contract with other entities.

C. Andrea McDowell Poehler will act as lead civil counsel for the City and be designated as City Attorney. Ms. Poehler's designation as City Attorney means that she will attend council meetings as requested and be the main contact and legal representative for the City. She will consult with and refer the City officials to other attorneys within the firm when appropriate.

D. This Agreement does not preclude the City from seeking legal counsel from another firm, if it finds it necessary to do so.

2. TERM.

A. The Attorney shall serve at the pleasure of the City Council, and this Agreement may be terminated without cause by action of the City Council.

B. The Attorney may terminate this Agreement at any time, provided that the Attorney shall give the City thirty (30) days written notice before the termination becomes effective.

3. PAYMENT.

A. **General Civil Municipal:** Attorneys - \$165.00 per hour, Legal Assistants and Law Clerks - \$90.00 per hour. The foregoing fees will increase commensurate with the increase provided by the City to non-union employees beginning on January 1st of each year.

B. **Pass-through Legal Services:** The customary hourly rate of the particular attorney doing the work, currently ranging from \$200.00 to \$400.00 per hour and legal assistants/law clerks at \$125 per hour, for legal services that are to be passed through to third parties according to the City's policies, or financed as part of a specific project or fund, or which constitute active representation of the City in agency or legislative proceedings, grievance or interest arbitration, pre-litigation, litigation and appellate matters.

C. **Meetings:** All meetings will be billed at the hourly rates set forth in Sections 3.A and 3.B, as applicable.

D. **Minimum Billing Increment:** The minimum billing increment for all services is 2/10ths of an hour.

E. **Costs:** Out-of-pocket costs without mark-up. Costs include:

- Westlaw
- recording fees
- postage of 50¢ or more
- photocopies at 20¢ per copy
- long distance telephone calls
- litigation (court filing fees, expert witnesses, acquisitions, subpoenas, service of process, etc.)

F. **Payments:** Payments for legal services provided the City shall be made in the manner provided by law. The City will normally pay for services within thirty (30) days of receipt of a statement for services rendered.

4. **INSURANCE.** The Attorney will purchase and maintain sufficient insurance to protect Attorney against claims for legal malpractice.

5. **MISCELLANEOUS.**

A. **Governing Law.** This Agreement shall be governed by the laws of the State of Minnesota.

B. **Assignment.** The Attorney may not assign or refer any of the legal services to be performed hereunder without the written consent of the Falcon Heights City Council.

C. **Effective Date.** This Agreement shall become effective upon its execution by the City and the Attorney. This Agreement shall not be modified or amended without the approval in writing of the Falcon Heights City Council.

Dated: _____, 2022.

CITY OF FALCON HEIGHTS

BY: _____
Randy Gustafson, Mayor

AND _____
Sack Thongvanh, City Administrator

Dated: _____, 2022.

CAMPBELL KNUTSON
Professional Association

BY: _____
Andrea McDowell Poehler, President

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ITEM FOR DISCUSSION

Meeting Date	January 26, 2022
Agenda Item	Consent G4
Attachment	N/A
Submitted By	Sack Thongvanh, City Administrator

Item	Assistant to the City Administrator Pay Adjustment
Description	From time to time, pay adjustments are needed to be in line with pay equity. The pay for the “Assistant to the City Administrator” will need to be adjusted.
Budget Impact	The increase will be adjusted for 2022.
Attachment(s)	N/A
Action(s) Requested	Staff would recommend approval of the pay adjustment for the Assistant to the City Administrator to \$60,000 (\$28.85/hr) effective immediately.

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ITEM FOR DISCUSSION

Meeting Date	January 26, 2022
Agenda Item	Consent G5
Attachment	N/A
Submitted By	Sack Thongvanh, City Administrator

Item	Interim City Administrator
Description	
Budget Impact	
Attachment(s)	N/A
Action(s) Requested	Staff would recommend authorizing the City Administrator to hire an Interim City Administrator and execute all necessary documents.