

CITY OF FALCON HEIGHTS
Regular Meeting of the City Council
City Hall
2077 West Larpenteur Avenue
AGENDA
July 13, 2022 at 7:00 P.M.

A. CALL TO ORDER:

B. ROLL CALL: ANDREWS ^{Excuse absence} GUSTAFSON ✓ LEEHY ✓

MEYER ✓ WEHYEE ✓

STAFF PRESENT: LINEHAN ✓

C. APPROVAL OF AGENDA

D. PRESENTATION

E. APPROVAL OF MINUTES:

1. June 22, 2022 City Council Regular Meeting Minutes
2. July 6, 2022 City Council Workshop Meeting Minutes

F. PUBLIC HEARINGS:

G. CONSENT AGENDA:

1. General Disbursements through: 7/6/22 \$170,850.85
Payroll through: 6/30/22 \$23,615.69
Wire Payments through: 6/30/22 \$15,965.84
2. Approval of City License(s)
3. Waiving Bid Requirements and Ratifying Contract with Q3 for 2021 PMP Turf Restoration
4. Release of RFQ for Police Contract Analysis and Consulting Services
5. Just Deeds Resolution

Leahy 4-0

H. POLICY ITEMS:

1. Data Practices Policies
2. Vacant Property Ordinance

I. INFORMATION/ANNOUNCEMENTS:

J. 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.

K. ADJOURNMENT:

→ B. Police RFO
→ 4. Just Deeds

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REQUEST FOR COUNCIL ACTION

Meeting Date	July 13, 2022
Agenda Item	Consent GI
Attachment	General Disbursements, Payroll, and Wire Payments
Submitted By	Roland Olson, Finance Director

Item	General Disbursements, Payroll and Wire Payments
Description	General Disbursements through: 7/6/22 \$170,850.85 Payroll through: 6/30/22 \$23,615.69 Wire Payments through: 6/30/22 \$15,965.84
Budget Impact	The general disbursements, payroll and wire payments are consistent with the budget.
Attachment(s)	<ul style="list-style-type: none"> • General Disbursements, Payroll and Wire Payments
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve general disbursements, payroll and wire payments.

PACKET: 02556 JULY 8 PAYBALES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

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-----ID-----
      DATE  BANK CODE  -----DESCRIPTION-----  GROSS  P.O. #
      DISCOUNT  G/L ACCOUNT  -----ACCOUNT NAME-----  DISTRIBUTION
=====
01-04570  JOSEPH, KATRINA E.

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I-125      MAY AND JUNE PROSECUTIONS      5,000.00
7/07/2022  APBNK  DUE: 7/07/2022 DISC: 7/07/2022      1099: Y
      MAY AND JUNE PROSECUTIONS      101 4123-80200-000  LEGAL FEES      5,000.00

=== VENDOR TOTALS ===      5,000.00
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01 05665 METROPOLITAN COUNCIL

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I-1142633  AUG WASTE WATER SVCS      40,389.49
7/07/2022  APBNK  DUE: 7/07/2022 DISC: 7/07/2022      1099: N
      AUG WASTE WATER SVCS      601 4601-85060-000  METRO SEWER CHARGES      40,389.49

=== VENDOR TOTALS ===      40,389.49
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01-06030 OLSON,ROLAND

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I-202207076202  FLEX      113.81
7/07/2022  APBNK  DUE: 7/07/2022 DISC: 7/07/2022      1099: N
      FLEX      101 21712-000      MEDICAL FLEX SAVINGS PAY      94.46
      FLEX      601 21712-000      MEDICAL FLEX SAVINGS PAY      17.07
      FLEX      602 21712-000      MEDICAL FLEX SAVINGS PAY      2.28

=== VENDOR TOTALS ===      113.81
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01-06184 RAMSEY COUNTY - POLICE AND 911

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I-SHRFL 002077  POLICE SVCS  JULY      95,560.97
7/07/2022  APBNK  DUE: 7/07/2022 DISC: 7/07/2022      1099: N
      POLICE SVCS  JULY      101 4122-81000-000  POLICE SERVICES      95,560.97

=== VENDOR TOTALS ===      95,560.97

=== PACKET TOTALS ===      141,064.27

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PACKET: 02556 JULY 8 PAYBALES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

**** T O T A L S ****

INVOICE TOTALS	141,064.27
DEBIT MEMO TOTALS	0.00
CREDIT MEMO TOTALS	0.00

BATCH TOTALS	141,064.27
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**** G/L ACCOUNT TOTALS ****

BANK	YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====		=====GROUP BUDGET=====	
					ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
2022		101-20200-000	ACCOUNTS PAYABLE	100,655.43-*				
		101-21712-000	MEDICAL FLEX SAVINGS PAY	94.46				
		101-4122-81000-000	POLICE SERVICES	95,560.97	1,152,805		483,878.21	
		101-4123-80200-000	LEGAL FEES	5,000.00	31,000		15,800.00	
		601-20200-000	ACCOUNTS PAYABLE	40,406.56-*				
		601-21712-000	MEDICAL FLEX SAVINGS PAY	17.07				
		601-4601-85060-000	METRO SEWER CHARGES	40,389.49	484,676		161,560.08	
		602-20200-000	ACCOUNTS PAYABLE	2.28-*				
		602-21712-000	MEDICAL FLEX SAVINGS PAY	2.28				
		999-13100-000	DUE FROM OTHER FUNDS	141,064.27 *				
			** 2022 YEAR TOTALS	141,064.27				

PACKET: 02554 July 6 Payables
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUPLICATE FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-397		BARTON SAND AND GRAVEL CO				
I-220630		BARTON SAND AND GRAVEL CO	100.00			
7/06/2022	APBNK	DUE: 7/06/2022 DISC: 7/06/2022 Concrete Disposal		1099: N 101 4132-87010-000	BOULEVARD MAINTENANCE	100.00
=== VENDOR TOTALS ===			100.00			
=====						
01-06290		CITY OF ROSEVILLE				
I-2231045		CITY OF ROSEVILLE	3,179.49			
7/06/2022	APBNK	DUE: 7/06/2022 DISC: 7/06/2022 IT Support and Equipment July		1099: N 101 4116-85070-000	TECHNICAL SUPPORT	3,179.49
I-231067		CITY OF ROSEVILLE	3,452.20			
7/06/2022	APBNK	DUE: 7/06/2022 DISC: 7/06/2022 Engineering May Engineering 2021 May Engineering 2023 May		1099: N 101 4133-80100-000 426 4426-80100-000 419 4419-80100-000	ENGINEERING SERVICES ENGINEERING ENGINEERING	334.36 567.72 2,550.12
=== VENDOR TOTALS ===			6,631.69			
=====						
01-05115		GOPHER STATE ONE CALL				
I-2060385		GOPHER STATE ONE CALL	114.75			
7/06/2022	APBNK	DUE: 7/06/2022 DISC: 7/06/2022 Locates		1099: N 601 4601-88030-000	LOCATES	114.75
=== VENDOR TOTALS ===			114.75			
=====						
01-05235		JAN-PRO CLEANING SYSTEMS				
I-10765		JAN-PRO CLEANING SYSTEMS	450.00			
06/2022	APBNK	DUE: 7/06/2022 DISC: 7/06/2022 Janitorial Service July		1099: N 101 4131-87010-000	CITY HALL MAINTENANCE	450.00
=== VENDOR TOTALS ---			450.00			
=====						
01-06053		OREILLY AUTO PARTS				
I-202207068201		OREILLY AUTO PARTS	314.63			
7/06/2022	APBNK	DUE: 7/06/2022 DISC: 7/06/2022 Antifreeze, Spreader, Oil Filter Motor Oil		1099: N 101 4132-70120-000 101 4132-74000-000	SUPPLIES MOTOR FUEL & LUBRICANTS	185.68 28.95
--- VENDOR TOTALS ---			214.63			

PACKET: 02554 July 6 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
0.	41	SHI INTERNATIONAL GROUP					
I-B15463065		SHI INTERNATIONAL GROUP	296.00				
7/06/2022	APBNK	DUE: 7/06/2022 DISC: 7/06/2022 2021 Windows		1099: N 101 4112-70100-000	SUPPLIES		296.00
=== VENDOR TOTALS ===			296.00				

01-05374	TENNIS SANITATION LLC						
I-3314014		TENNIS SANITATION LLC	7,458.75				
7/06/2022	APBNK	DUE: 7/06/2022 DISC: 7/06/2022 Recycling SFD&MFD FH		1099: N 206 4206-82030-000	RECYCLING CONTRACTS		7,458.75
I-3314015		TENNIS SANITATION LLC	66.50				
7/06/2022	APBNK	DUE: 7/06/2022 DISC: 7/06/2022 Recycling Ramsey Cty SWMT&CEC		1099: N 101 4131-87010-000	CITY HALL MAINTENANCE		66.50
=== VENDOR TOTALS ===			7,525.25				

01-05737	VERIZON WIRELESS						
I-9909607683		VERIZON WIRELESS	103.24				
7/06/2022	APBNK	DUE: 7/06/2022 DISC: 7/06/2022 Cell phones to June 23		1099: N 101 4131-85015-000	CELL PHONE		103.24
=== VENDOR TOTALS ===			103.24				

01-05870	XCEL ENERGY						
I-202207068200		XCEL ENERGY	28.02				
7/06/2022	APBNK	DUE: 7/06/2022 DISC: 7/06/2022 Elect		1099: N 209 4209-85020-000	STREET LIGHTING POWER		28.02
=== VENDOR TOTALS ===			28.02				
=== PACKET TOTALS ===			15,463.58				

PACKET: 02552 JULY 1 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
=====						
01-05422	BP					
I-202207018199		FUEL	1,873.41			
7/01/2022	APBNK	DUE: 7/01/2022 DISC: 7/01/2022		1099: N		
		FUEL		101 4141-74000-000	MOTOR FUEL & LUBRICANTS	1,000.00
		FUEL		101 4132-74000-000	MOTOR FUEL & LUBRICANTS	873.41
		=== VENDOR TOTALS ===	1,873.41			
=====						
01-05175	CONTINENTAL RESEARCH CORPORAT					
I-36698		WEED KILLER	530.00			
7/01/2022	APBNK	DUE: 7/01/2022 DISC: 7/01/2022		1099: N		
		WEED KILLER		101 4141-97120-000	FACILITIES & GROUND MAINT	530.00
		=== VENDOR TOTALS ===	530.00			
=====						
01-02552	DIVERSIFIED REAL ESTATE SVC IN					
I-22145		BAL PYMT COM PARK VALUATION	3,000.00			
7/01/2022	APBNK	DUE: 7/01/2022 DISC: 7/01/2022		1099: N		
		BAL PYMT COM PARK VALUATION		403 4403-89100-000	Park Appraisals	3,000.00
		=== VENDOR TOTALS ===	3,000.00			
=====						
01-05263	MID CITY SERVICES- INDUSTRIAL					
I-187654		FLOOR MAT SVC	61.69			
7/01/2022	APBNK	DUE: 7/01/2022 DISC: 7/01/2022		1099: N		
		FLOOR MAT SVC		101 4131-87010-000	CITY HALL MAINTENANCE	61.69
		=== VENDOR TOTALS ===	61.69			
=====						
01-06024	ON SITE SANITATION					
I-1353106		EXTRA PORTABLE TOILET CURTISS	84.75			
7/01/2022	APBNK	DUE: 7/01/2022 DISC: 7/01/2022		1099: N		
		EXTRA PORTABLE TOILET CURTISS		601 4601-85080-000	PORTABLE TOILET PARKS	84.75
		=== VENDOR TOTALS ===	84.75			
=====						
01-06185	RAMSEY COUNTY					
I-risk 002177		JUNE DENTAL/DISABILITY/LIFE I	948.67			
7/01/2022	APBNK	DUE: 7/01/2022 DISC: 7/01/2022		1099: N		
		JUNE DENTAL/DISABILITY/LIFE IN		101 4112-89000-000	MISCELLANEOUS	948.67
		=== VENDOR TOTALS ===	948.67			
		=== PACKET TOTALS ===	6,498.52			

PACKET: 02552 JULY 1 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS	6,498.52
DEBIT MEMO TOTALS	0.00
CREDIT MEMO TOTALS	0.00

BATCH TOTALS 6,498.52

** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====		=====GROUP BUDGET=====	
					ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
2022		101-20200-000	ACCOUNTS PAYABLE	3,413.77-*				
		101-4112-89000-000	MISCELLANEOUS	948.67	4,000	17,443.36- Y		
		101-4131-87010-000	CITY HALL MAINTENANCE	61.69	9,000	3,695.28		
		101-4132-74000-000	MOTOR FUEL & LUBRICANTS	873.41	8,000	1,914.53		
		101-4141-74000-000	MOTOR FUEL & LUBRICANTS	1,000.00	1,000	0.00		
		101-4141-87120-000	FACILITIES & GROUND MAIN	530.00	7,000	2,087.75- Y		
		403-20200-000	ACCOUNTS PAYABLE	3,000.00-*				
		403-4403-89100-000	Park Appraisals	3,000.00	0	6,000.00- Y		
		601-20200-000	ACCOUNTS PAYABLE	84.75-*				
		601-4601-85080-000	PORTABLE TOILET PARKS	84.75	3,600	1,974.25		
		999-13100-000	DUE FROM OTHER FUNDS	6,498.52 *				
			** 2022 YEAR TOTALS	6,498.52				

6/29/2022 9:24 AM
 PACKET: 02548 June 29 Payables
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

-----ID-----				GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION		
01	01	ANCHOR PAPER COMPANY						
I-10691702-00		ANCHOR PAPER COMPANY	465.71					
6/29/2022	APBNK	DUE: 6/29/2022 DISC: 6/29/2022 Roll Towels & Trash Can Liners		1099: N 101 4131-70110-000	SUPPLIES	465.71		
		=== VENDOR TOTALS ===	465.71					
01-01042		BRYAN ROCK PRODUCTS						
I-53569		BRYAN ROCK PRODUCTS	842.14					
6/29/2022	APBNK	DUE: 6/29/2022 DISC: 6/29/2022 Trail Materials Community Park		1099: N 101 4141-87120-000	FACILITIES & GROUND MAIN	842.14		
		=== VENDOR TOTALS ===	842.14					
01-03103		CANON FINANCIAL SERVICES						
I-28716234		CANON FINANCIAL SERVICES	122.39					
6/29/2022	APBNK	DUE: 6/29/2022 DISC: 6/29/2022 Copier Contract Charge June		1099: N 101 4131-87010-000	CITY HALL MAINTENANCE	122.39		
		=== VENDOR TOTALS ===	122.39					
01-03122		CITY OF ST PAUL						
I-IN49682		CITY OF ST PAUL	76.93					
6/29/2022	APBNK	DUE: 6/29/2022 DISC: 6/29/2022 Asphalt Mix-4A		1099: N 101 4132-75000-000	BITUMINOUS PATCHING	76.93		
		=== VENDOR TOTALS ===	76.93					
01-01153		HOME DEPOT CRC/GECF						
I-02206298190		HOME DEPOT CRC/GECF	7.29					
6/29/2022	APBNK	DUE: 6/29/2022 DISC: 6/29/2022 Liquid Nails		1099: N 101 4131-70110-000	SUPPLIES	7.29		
		=== VENDOR TOTALS ===	7.29					
01-05509		LEAGUE OF MN CITIES						
I-365020		LEAGUE OF MN CITIES	15.00					
6/29/2022	APBNK	DUE: 6/29/2022 DISC: 6/29/2022 Data Practices Course - Jack		1099: N 101 4112-86100-000	CONFERENCES/EDUCATION/AS	15.00		
		=== VENDOR TOTALS ===	15.00					

6/29/2022 9:24 AM
 PACKET: 02548 June 29 Payables
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

ID	POST DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
01-056 LINEHAN, JACK							
I-202206298191	6/29/2022	APBNK	LINEHAN, JACK DUE: 6/29/2022 DISC: 6/29/2022 Mileage Reimbursement	80.54	1099: N 101 4112-86010-000	MILEAGE & PARKING	80.54
=== VENDOR TOTALS ===				80.54			
01-05582 MENARDS							
I-202206298195	6/29/2022	APBNK	MENARDS DUE: 6/29/2022 DISC: 6/29/2022 Hose Repair & Boiler Drain Garden Hose Tank Sprayer	112.51	1099: N 101 4141-70100-000 203 4203-70100-000 101 4132-70120-000	SUPPLIES SUPPLIES SUPPLIES	13.98 50.55 47.98
=== VENDOR TOTALS ===				112.51			
01-05263 MID CITY SERVICES- INDUSTRIAL							
I-185193	6/29/2022	APBNK	MID CITY SERVICES- INDUSTRIAL DUE: 6/29/2022 DISC: 6/29/2022 Floor Mats Svc	61.69	1099: N 101 4131-87010-000	CITY HALL MAINTENANCE	61.69
=== VENDOR TOTALS ===				61.69			
01-05843 MN NCPERS LIFE INSURANCE							
I-458800072022	6/29/2022	APBNK	MN NCPERS LIFE INSURANCE DUE: 6/29/2022 DISC: 6/29/2022 2022 Life Insurance July 2022 Life Insurance July 2022 Life Insurance July 2022 Life Insurance July	48.00	1099: N 101 21709-000 204 21709-000 601 21709-000 602 21709-000	OTHER PAYABLE OTHER PAYABLE OTHER PAYABLE OTHER PAYABLE	24.64 1.60 15.52 6.24
=== VENDOR TOTALS ===				48.00			
01-06030 OLSON, ROLAND							
I-202206298196	6/29/2022	APBNK	OLSON, ROLAND DUE: 6/29/2022 DISC: 6/29/2022 Mileage Reimbursement June	34.75	1099: N 101 4113-86010-000	MILEAGE	34.75
I-202206298197	6/29/2022	APBNK	OLSON, ROLAND DUE: 6/29/2022 DISC: 6/29/2022 Flex Payment Flex Payment Flex Payment	110.00	1099: N 101 21712-000 601 21712-000 602 21712-000	MEDICAL FLEX SAVINGS PAY MEDICAL FLEX SAVINGS PAY MEDICAL FLEX SAVINGS PAY	91.30 16.50 2.20
=== VENDOR TOTALS ===				144.75			

PACKET: 02548 June 29 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
01-15 TIMOTHY PITTMAN						
I-202206298192		TIMOTHY PITTMAN	74.88			
6/29/2022	APBNK	DUE: 6/29/2022 DISC: 6/29/2022		1099: N		
		Mileage Reimbursement		101 4112-86010-000	MILEAGE & PARKING	74.88
=== VENDOR TOTALS ===			74.88			
01-06483 SENTRY SYSTEMS, INC.						
I-777431		SENTRY SYSTEMS, INC.	94.50			
6/29/2022	APBNK	DUE: 6/29/2022 DISC: 6/29/2022		1099: N		
		Commercial Monitoring Service		101 4131-87100-000	PANIC BUTTON SECURITY	94.50
=== VENDOR TOTALS ===			94.50			
01-00935 ST PAUL REGIONAL WATER SERVICE						
I-202206298193		ST PAUL REGIONAL WATER SERVIC	124.72			
6/29/2022	APBNK	DUE: 6/29/2022 DISC: 6/29/2022		1099: N		
		City Hall Water		101 4131-85040-000	WATER	63.20
		City Hall SS		601 4601-85070-000	SAC CHARGES AND SS CHARG	16.83
		Community Park Water		101 4141-85040-000	WATER	32.61
		Community Park SS		601 4601-85070-000	SAC CHARGES AND SS CHARG	12.08
=== VENDOR TOTALS ===			124.72			
01-05737 VERIZON WIRELESS						
I-9907293142		VERIZON WIRELESS	103.24			
6/29/2022	APBNK	DUE: 6/29/2022 DISC: 6/29/2022		1099: N		
		Cell Phones to May 23		101 4131-85015-000	CELL PHONE	103.24
=== VENDOR TOTALS ===			103.24			
01-05870 XCEL ENERGY						
I-202206298194		XCEL ENERGY	44.14			
6/29/2022	APBNK	DUE: 6/29/2022 DISC: 6/29/2022		1099: N		
		Elect		101 4121-85020-000	ELECTRIC	13.98
		Elect		101 4141-85020-000	ELECTRIC/GAS	30.16
=== VENDOR TOTALS ===			44.14			

6/29/2022 9:24 AM

A/P Regular Open Item Register

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PACKET: 02548 June 29 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	.05	ZEP SALES & SERVICE					
I-9007364029		ZEP SALES & SERVICE		598.37			
6/29/2022	APBNK	DUE: 6/29/2022 DISC: 6/29/2022			1099: N		
		Truck Wash			101 4141-70100-000 SUPPLIES		598.37
		=== VENDOR TOTALS ===		598.37			
		=== PACKET TOTALS ===		3,016.80			

PACKET: 02550 June 29 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/I. ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01 028	ALLSTREAM					
I-18530371		ALLSTREAM	46.70			
6/29/2022	APBNK	DUE: 6/29/2022 DISC: 6/29/2022 Emergency Landline CH		1099: N 101 4116-85010-000	TELEPHONE	46.70
=== VENDOR TOTALS ===			46.70			
61-03103	CANON FINANCIAL SERVICES					
I-202206298198		CANON FINANCIAL SERVICES	40.00			
6/29/2022	APBNK	DUR: 6/29/2022 DISC: 6/29/2022 Copier Contract Underpayment		1099: N 101 4131-87010-000	CITY HALL MAINTENANCE	40.00
=== VENDOR TOTALS ===			40.00			
01-06154	RAMY TURF PRODUCTS					
I-OP-86711_06		RAMY TURF PRODUCTS	190.00			
6/29/2022	APBNK	DUE: 6/29/2022 DISC: 6/29/2022 Grass Seed		1099: N 101 4141-70100-000	SUPPLIES	190.00
=== VENDOR TOTALS ===			190.00			
=== PACKET TOTALS ===			276.70			

PACKET: 02543 JUNE 16 2ND 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
01-02552		DIVERSIFIED REAL ESTATE SVC IN				
I-202206168183		APPRAISAL FEE RETAINER	3,000.00			
6/16/2022	APBNK	DUE: 6/16/2022 DISC: 6/16/2022		1099: N		
		APPASAL FEE RETAINER		403 4403-89100-000	Park Appraisals	3,000.00
		=== VENDOR TOTALS ===	3,000.00			
		=== PACKET TOTALS ===	3,000.00			

PACKET: 02545 June 22 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
01 110		CENTURY LINK				
I-202206228184		CENTURY LINK	63.59			
6/22/2022	APBNK	DUE: 6/22/2022 DISC: 6/22/2022 Landline Svc		1099: N 101 4141-85011-000	TELEPHONE - LANDLINE	63.59
=== VENDOR TOTALS ===			63.59			
01-04000		EHLERS AND ASSOCIATES				
I-90765		EHLERS AND ASSOCIATES	206.25			
6/22/2022	APBNK	DUE: 6/22/2022 DISC: 6/22/2022 TIF Communications/Discussion		1099: N 414 4414-81900-000	OTHER PROFESSIONAL SERV	206.25
=== VENDOR TOTALS ===			206.25			
01-04066		GUSTAFSON, RANDALL C				
I-202206228188		GUSTAFSON, RANDALL C	51.20			
6/22/2022	APBNK	DUE: 6/22/2022 DISC: 6/22/2022 RCLLG Annual Meeting Mileage		1099: N 101 4111-86130-000 101 4111-86130-000	MEETINGS MEETINGS	40.00 11.20
=== VENDOR TOTALS ===			51.20			
01-05854		HANSEN, LAURA				
I-202206228185		HANSEN, LAURA	57.00			
6/22/2022	APBNK	DUE: 6/22/2022 DISC: 6/22/2022 Refund of Rec Sports Fee		1099: N 201 34310-000	RECREATION FEES	57.00
=== VENDOR TOTALS ===			57.00			
0 30		OLSON, ROLAND				
I-202206228186		OLSON, ROLAND	26.44			
6/22/2022	APBNK	DUE: 6/22/2022 DISC: 6/22/2022 Flex Payment Flex Payment Flex Payment		1099: N 101 21712-000 601 21712-000 602 21712-000	MEDICAL FLEX SAVINGS PAY MEDICAL FLEX SAVINGS PAY MEDICAL FLEX SAVINGS PAY	21.95 3.97 0.52
--- VENDOR TOTALS ---			26.44			

PACKET: 02545 June 22 Payables
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
01 24 ON SITE SANITATION						
I-1343329 6/22/2022	APBNK	ON SITE SANITATION DUE: 6/22/2022 DISC: 6/22/2022 Additional Service	22.00	1099: N 601 4601-85080-000	PORTABLE TOILET PARKS	22.00
I-1345103 6/22/2022	APBNK	ON SITE SANITATION DUE: 6/22/2022 DISC: 6/22/2022 Portable Toilets/Sanitizers	75.00	1099: N 601 4601-85080-000	PORTABLE TOILET PARKS	75.00
I-1345104 6/22/2022	APBNK	ON SITE SANITATION DUE: 6/22/2022 DISC: 6/22/2022 Portable Toilets/Sanitizers	165.00	1099: N 601 4601-85080-000	PORTABLE TOILET PARKS	165.00
=== VENDOR TOTALS ===			262.00			
01-05784 UPPER CUT TREE SERVICES						
J-5292 6/22/2022	APBNK	UPPER CUT TREE SERVICES DUE: 6/22/2022 DISC: 6/22/2022 Storm Damage Cleanup	825.00	1099: N 101 4134-84040-000	STORM DAMAGE	825.00
=== VENDOR TOTALS ===			825.00			
01-05855 WILLIAMS, JANIYAH						
I-202206228187 6/22/2022	APBNK	WILLIAMS, JANIYAH DUE: 6/22/2022 DISC: 6/22/2022 Overpayment Refund	5.00	1099: N 201 34310-000	RECREATION FEES	5.00
=== VENDOR TOTALS ===			5.00			
01-0970 XCEL ENERGY						
I-3444398 6/22/2022	APBNK	XCEL ENERGY DUE: 6/22/2022 DISC: 6/22/2022 Elect	34.50	1099: N 101 4141-85020-000	ELECTRIC/GAS	34.50
=== VENDOR TOTALS ===			34.50			
=== PACKET TOTALS ===			1,530.98			

*** DIRECT DEPOSIT LIST *****

PAY PERIOD ENDING

6/30/2022

DIRECT DEPOSIT EFFECTIVE DATE

6/23/2022

#	NAME	AMOUNT
022	RANDALL C GUSTAFSON	293.07
J023	MELANIE M LEEHY	262.05
-0025	YAKASAH WEHYEE	262.05
-0026	KAY ANDREWS	258.04
-0027	ERIC G MEYER	262.05
-1006	JACK LINEHAN	3,141.07
-1026	BRENNAN J SORENSEN	1,466.17
-1136	ROLAND O OLSON	2,942.13
-2268	MATTHEW CHERNUGAL	1,027.94
-1030	TIMOTHY J PITTMAN	2,368.47
-1033	DAVE TRETSEVEN	1,861.53
-1143	COLIN B CALLAHAN	2,061.30

TOTAL PRINTED: 12 16,205.87

23-2022 2:10 PM

PAYROLL CHECK REGISTER

PAGE: 1

ROLL NO: 01 City of Falcon Heights

PAYROLL DATE: 6/23/2022

NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
	PAVEK, MEGAN E	R	6/23/2022	1,717.49	091444
9	CHERNE, CHRISTOPHER D	R	6/23/2022	536.48	091445
2	LANDBERG, ALYSSA	R	6/23/2022	516.62	091446
8	MORETTO, PAUL A	R	6/23/2022	3,845.94	091447
4	NEIS, ADRIAN J	R	6/23/2022	300.47	091448
9	WASSON, LUKE D	R	6/23/2022	388.93	091449
2	STONE, MIA D	R	6/23/2022	103.89	091450

6-23-2022 2:10 PM

PAYROLL CHECK REGISTER

PAGE: 2

PAYROLL NO: 01 City of Falcon Heights

PAYROLL DATE: 6/23/2022

*** REGISTER TOTALS ***

REGULAR CHECKS:	7	7,409.82
DIRECT DEPOSIT REGULAR CHECKS:	12	16,205.87
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	19	23,615.69

*** NO ERRORS FOUND ***

** END OF REPORT **

June 30 payroll

Fed With	8,448.15
St With	1,545.55
Pera	4,662.30
ICMA	1,283.34
Child supp	<u>26.50</u>
	15,965.84

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REQUEST FOR COUNCIL ACTION

Meeting Date	July 13, 2022
Agenda Item	Consent G2
Attachment	N/A
Submitted By	Megan Pavek Assistant to the City Administrator

Item	Approval of City License(s)
Description	The following individuals/entities have applied for a <u>Municipal Business License</u> for 2022. Staff have received the necessary documents for licensure. 1. Out on a Limb Dance Studio
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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REQUEST FOR COUNCIL ACTION

Meeting Date	July 13, 2022
Agenda Item	Consent G3
Attachment	Quote, Resolution
Submitted By	Jack Linehan, City Administrator

Item	Ratification of Contract with Q3 to Perform 2021 PMP Restorations in an amount not to exceed \$30,000.00
Description	<p>At the June 8, 2022 City Council meeting, the City Council authorized the City Administrator to execute a contract up to \$30,000.00 for turf restoration for the 2021 PMP. On July 5, the City received the anticipated quote from Q3 to perform the restorations for an amount between \$21,000.00 to \$27,000.00, depending on final counts.</p> <p>In the essence of time and that this is a long outstanding project, the City Administrator accepted the quote from Q3 this week.</p>
Budget Impact	Funds for the restoration remain reserved in the 2021 PMP project budget.
Attachment(s)	<ul style="list-style-type: none"> • Signed Quote • Resolution 22-28
Action(s) Requested	Staff recommends that the Falcon Heights City Council adopt the attached Resolution 22-28 to ratify the City Administrator’s signing of the 2021 PMP turf restoration quote with Q3.



Q3 Contracting, Inc.
 3066 Spruce Street
 Little Canada, MN 55117
 Office: 651-224-2424
 Fax: 651-224-2220
 Cell: 612-369-4625
 Quote By: Chris Hillman

Proposal Submitted to:	City Of Falcon Height
Job Name/Location:	Various Blocks
Project #:	
Contact Person:	Stephanie Smith 651-352-7476

Line No.	Item Description Equipment Charges	Units	Quantity	Unit Price	Bld Amount
	Dirt & Seed with Futura Mat	SF	1	\$1.20	
	Watering 2 Times a Week for 4 Weeks	Minimum	1	\$21,000.00	
	Dirt & Seed with flex Tara	SF	1	\$0.85	
	Watering 3 Times A Week for 4 Weeks	Minimum	1	\$27,300.00	
	Mobilization for going back after we finished	Minimum	1	\$300.00	
	TOTAL				
	***Prices will be invoiced on actual installed, not estimated quantities.				
	Includes: Labor and material for prices above.				
	Does not include: Permits, bond, retainage, subgrade correction, aggregate base material, traffic control(unless quoted above), testing, survey, compaction.				

Project Notes: This is only a quote, contracts need to be mutually agreed upon before we can proceed.

All work to be completed under the provisions of this proposal shall be done in a workmanlike manner according to standard practices. Any alterations or deviations from the above specifications resulting in extra costs, will be executed only upon written orders, and shall result in an extra charge over and above the estimated cost contained herein. All agreements are contingent upon strikes, accidents, and delays beyond the control of Q3 Contracting. The above prices, specifications, and terms and conditions on the front and back of this agreement are hereby accepted. Payment will be made as outlined above.

Note : This proposal may be withdrawn by Q3 Contracting if not accepted with in 30 days.

Customer Signature:  Print Name: Jack Linchen Date: 7/6/22

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

July 13, 2022

No. 22-28

**RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE AND
EXECUTE A CONTRACT NOT TO EXCEED \$30,000.00 FOR THE 2021 PAVEMENT
MANAGEMENT PROJECT RESTORATIONS**

WHEREAS, the City of Falcon Heights awarded the 2021 Pavement Management Project contract to Molnau Trucking LLC with Resolution 21-08; and

WHEREAS, as part of the bid award, Molnau Trucking LLC was required to restore the disturbances to both private and public property impacted by the work; and

WHEREAS, Molnau Trucking LLC is no longer able to complete the restorations; and

WHEREAS, it is in the interest of the City to ensure restoration is completed as part of the project; and

WHEREAS, the restorations need to be made in an expedited manner due to the project delays already experienced; and

WHEREAS, staff received a quote from Q3 that is determined to be a competitive quote; and

WHEREAS, staff is of the opinion that it will be the only quote received.

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

1. That the City Council waive the bidding requirements for the City.
2. That the City Council ratify the quote from Q3 that was signed by City Administrator Linehan.

Moved by:

GUSTAFSON
LEEHY
MEYER
WEHYEE
ANDREWS

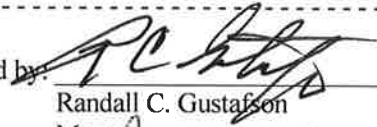
4

In Favor

0

Against

Approved by:


Randall C. Gustafson
Mayor

Attested by:


Jack Linehan
City Administrator

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	July 13, 2022
Agenda Item	Consent G4
Attachment(s)	RFQ, Resolution 22- 29
Submitted By	Jack Linehan, City Administrator

Item	Police Contract Analysis and Consulting Services RFQ
Description	Staff is seeking authorization to solicit qualifications for a consultant to analyze the City's contract for police services and provide professional guidance for the City. The consultant will analyze our current services, conduct a series of community focus groups and will provide a recommendation on the City's options for police services beyond 2023.
Budget Impact	Special Revenue Fund 210 - Community Inclusion has been identified as a potential funding source for a portion of this project for 2022. Staff will include additional funding for 2023 in General Fund - Administrative Expenditures - 112 - 80330 Consultant to supplement future contract costs.
Attachment(s)	<ul style="list-style-type: none"> • RFQ • Resolution 22-29
Action(s) Requested	Approve the attached Resolution 22-29 to authorize the City Administrator to release and advertise the Police Contract Analysis and Consulting Services RFQ.



July 15, 2022

REQUEST FOR QUALIFICATIONS

The City of Falcon Heights

Police Contract Analysis and Consulting Services

Bid Submittal Deadline: August 15, 2022 by 4:00 P.M.

Prepared By:
Jack Linehan, City Administrator
City of Falcon Heights
2077 Larpentuer Ave West
Falcon Heights, MN 55113
jack.linehan@falconheights.org
651-792-7611

Request for Proposal

TABLE OF CONTENTS

SECTION 1: INTRODUCTION

SECTION 2: PROCESS

SECTION 3: SCOPE OF SERVICES

SECTION 4: PROPOSAL FORM AND CONTENT

SECTION 5: EVALUATION CRITERIA

Appendix A: FALCON HEIGHTS TASK FORCE ON INCLUSION AND POLICING RECOMMENDATIONS

SECTION 1

INTRODUCTION

The City of Falcon Heights, Minnesota is seeking proposals for a consultant to examine our current contract for policing services from the contracted policing agency (Ramsey County Sheriff's Department), advise the City on future police staffing needs, and make recommendations for how the City can implement the recommendations from the Task Force on Inclusion and Policing.

The Consultant, Consultants, or Consultant Team will advise the City Council and City Staff on the satisfaction with current and historical police services by conducting community outreach to residents and other stakeholders.

Background on Falcon Heights, MN:

Falcon Heights, the City that Soars! Is located just ten minutes from both downtown St. Paul and Minneapolis, we are the home of the Minnesota State Fair, with over two million visitors a year, the University of Minnesota St. Paul Campus, whose wide open agriculture fields give our community a rural feel in the heart of the Twin Cities metropolitan area, the Gibbs Farm Museum, the University of Minnesota Les Bolstad Golf Course and Bell Museum.

The City has an estimated population of 5,369 residents with a total area of 2.24 square miles. Falcon Heights is bordered by Lauderdale to the west, St. Paul to the south and Roseville to the north and east. Based on the 2020 census, there are 2,251 housing units.

On July 6, 2016, Philando Castile was killed in Falcon Heights by a City of St. Anthony Police Officer. The City of Falcon Heights contracted with the City of St. Anthony to provide police services at that time. Following the incident, the City formed the Task Force on Inclusion and Policing to look in to the matters of policing and race relations. The findings of the Task Force are included as Appendix A. Following the Task Force recommendations, the City of St. Anthony and the City of Falcon Heights parted ways. The City of Falcon Heights joined the Ramsey County Sheriff's Department as a contracted city in 2018.

The City receives contract services for fire/ambulance services from the City of Saint Paul Fire Department.

SECTION 2

PROCESS

Notice is hereby given that proposals will be received by the City of Falcon Heights, Ramsey County, Minnesota for Police Contract Analysis and Consulting Services. The City of Falcon Heights (the City) invites qualified individuals or firms to submit proposals to provide Police Contract Analysis and Consulting Services based upon the scope of work contained herein. Information regarding the RFP process, if not found within this document, may be obtained from Jack Linehan, City Administrator by email at jack.linehan@falconheights.org or by phone at 651-792-7611. Find additional information about the City of Falcon Heights at www.falconheights.org

2-1 **Requests for Proposal**

The City of Falcon Heights invites qualified individuals or firms to submit proposals for Police Contract Analysis and Consulting Services as described in the scope of work set forth in Section 3 of this Request for Proposals (RFQ).

2-2 **Schedule (tentative)**

Issue Date: July 15, 2022
Closing Date: August 15, 2022
Anticipated Award Notice: September 9, 2022
Anticipated Contract Approval: September 12, 2022
Service to Begin: October 3, 2022

2-3 **Official Contact**

Questions regarding the scope of services shall be directed to:

Jack Linehan, City Administrator
City of Falcon Heights
2077 Larpentuer Ave West
Falcon Heights, MN 55113
jack.linehan@falconheights.org
651-792-7611

2-4 **Proposal Due Date:**

Four (4) copies of the proposal must be delivered to Jack Linehan, 2077 Larpentuer Avenue West, Falcon Heights, MN 55113, no later than 4:00 P.M. on August 15th. Proposals should be marked "RFQ for Police Contract Analysis and Consulting Services". Late proposals will be kept by the City, but not considered for award. Proposals must be sealed and clearly addressed and marked with the RFP title.

2-5 **Cancellation, Delay or Suspension of Solicitation: Rejection of Proposals**

The City may cancel, delay or suspend this solicitation if in the best interest of the City as determined by the City. The City may reject any or all proposals, in whole or in part, if in the best interest of the City as determined by the City. The City reserves the right to reject any or all proposals not in compliance with public bidding procedures.

2-6 **Incurring Costs**

The City is not liable for any costs incurred by a proposer in the preparation and/or presentation of a proposal. The City is not liable for any cost incurred by a proposer in protesting the City's selection decision.

2-7 **Confidentiality of Information**

All information and data furnished to the proposer by the City and all other documents to which the proposer's employees have access during the preparation and submittal of the proposal shall be treated as confidential to the City. Any oral or written disclosure to unauthorized individuals is prohibited.

Once a proposal has been opened, it will be determined a public document and non-private information may be shared upon request. The recommended proposal response will also be published online as part of the agenda packet.

SECTION 3

SCOPE OF SERVICES

The City of Falcon Heights welcomes proposals from individual consultants or teams in response to specific work products identified below.

The scope of services to be provided fall in three primary areas of need:

Current Service Analysis

1. Perform an analysis on the City's contracted services for law enforcement and determine if the current structure is the best fit for the city by:
 - a. Community value and satisfaction measurement:
 - i. Determine the community's value of current and historical police services, including the types and levels of service the community desires and expects.
 - ii. Determine the community's level of satisfaction with the police services overall, and with the services provided.
 - b. Workload analysis:
 - i. Determine the City's current police services utilization using data from the Ramsey County Sheriff's Office, including considerations of number of responding units needed by call type, the number and frequency of outside agency assistance required, caller initiated versus officer initiated activities, effect of community policing on discretionary patrol time and the time necessary to conduct proactive police activities, and the amount of time necessary to handle police calls and activities from inception to completion.
 - c. Contract analysis:
 - i. Analyze the current contract and associated costs for policing services compared to the utilization of policing services as determined under Section b. Workload analysis.

Future Service Recommendations

2. Advise the City on future police needs by:
 - a. Recommendation on strategic police services:
 - i. Analyzing the current police services provided by nearby communities.
 - ii. Determine the various options for the City to either provide or contract for police service
 - iii. Draft a report on how to structure future contracts for police services.
 - b. Soliciting alternatives:
 - i. In the event that it is determined that the City of Falcon Heights should explore alternatives to the current contract for police services, the

consultant would draft, distribute and solicit requests on behalf of the City for contracted police services**¹.

Task Force Recommendations Implementation

3. Recommend how the City can implement the recommendations found in Appendix A: Falcon Heights Task Force on Inclusion and Policing by:
 - a. Analyzing the current recommendations that were adopted by the City Council on May 24, 2017
 - b. Determine which of the recommendations have been completed or addressed to date.
 - c. Develop a report of actionable steps that can be undertaken in the current or future police contracts to address the Task Force recommendations.

¹ ***Pricing for this service is called out separately as a mutually agreed upon optional service in the Fee Schedule*

SECTION 4

PROPOSAL FORM AND CONTENT

4-1 Proposal Submittal

Proposals shall be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content and cost effectiveness of the proposal.

4-2 Proposal Form and Content

Proposals should include the following items in their proposals addressing the scope of work in Section 3. Proposal and cost schedule shall be valid and binding for ninety (90) days following the proposal due date and will become part of the contract that is negotiated with the City.

1. Letter of Transmittal

All proposals must include a cover letter addressed to Jack Linehan, City Administrator, and signed by a duly constituted official legally authorized to bind the applicant to both its proposal and cost schedule. The cover letter must include name, address, and telephone number of the proposer, as well as the name, title, address, telephone number, and email address of the contact person, or persons, who will be assigned to work on the project.

2. Proposed Consultant's Qualifications

Summarize your or the firm's background and history; include the depth and breadth of your firm's collective police staffing and management analysis experience. The number of years in business and scope of services you or your firm have provided.

3. Scope of Services Offered

Provide a detailed breakdown of how you would approach the Scope of Work proposed in Section 3. Include specific information on the steps that would be taken to address each of the three primary areas of need.

4. References

Proposals shall list a minimum of three (3) references that can attest to the qualifications of you and/or your firm. Include the contact name, email, telephone number and the nature of relationship for each reference.

5. Additional Information

Any information that the proposer feels is applicable to the evaluation of the Proposal or of their qualifications for accomplishing this request for services

should be included in this section. You may use this section to address the aspects of your services that distinguish you or your firm from other firms.

6. Fee Schedule

A). Provide a proposed fee broken down to address each of the three areas of primary needs in the Scope of Work separately

1) Please include a separate and optional price, if applicable and within your firm's scope of work, of what it would be the proposed fee to manage the RFP process for contracted police services for the City.

B). What reimbursable costs, if any, would be billed separately? What is the rate for these reimbursable costs?

SECTION 5

EVALUATION CRITERIA

The City shall evaluate the proposal on criteria including, but not limited to, the following list (in no order of priority).

1. The consultant adheres to the instruction in this Request for Proposals on preparing and submitting the proposal;
2. Thoroughness of approach to conducting Police Contract Analysis and Consulting Services for the City and demonstration of the understanding of the objectives and scope of the Services.
3. Maximum fees to provide the services.
4. Finalist Bidders may have the opportunity to interview with staff in-person or via web conference, depending on what works best for all parties. The recommended bidder may be requested to meet with the Mayor and City Council prior to approval.

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

July 13, 2022

No. 22-29

**RESOLUTION APPROVING RELEASE OF REQUEST FOR QUALIFICATIONS FOR POLICE
CONTRACT ANALYSIS AND CONSULTING SERVICES**

WHEREAS, the City identified the need a review of current and future police services operations; and

WHEREAS, the City has determined that outside expertise will help guide the decision-making process;
and

WHEREAS, the attached Exhibit A: Request for Qualifications is intended to solicit
qualifications from firms to provide the service for the City; and

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

1. Authorizes the City Administrator to release and advertise an RFQ for Police Contract Analysis
and Consulting Services.

Moved by:

GUSTAFSON
LEEHY
MEYER
WEHYEE
ANDREWS


4
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In Favor
Against

Approved by:


Randall C. Gustafson
Mayor

Attested by:


Jack Linehan
City Administrator

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REQUEST FOR COUNCIL ACTION

Meeting Date	July 13, 2022
Agenda Item	Consent G5
Attachment	Resolution 22-30
Submitted By	Jack Linehan, City Administrator

Item	Just Deeds Resolution
Description	<p>Mapping Prejudice recently published their findings on racial covenants in Ramsey County. A total of 2,400 property deeds were found to have a racial covenant, of which over 100 properties located in Falcon Heights have a covenant, with most located in the Northome/Northeast Quadrant areas.</p> <p>Just Deeds was a presenter at the 2021 Human Rights Day. Just Deeds is a group of attorneys working with the City of Golden Valley, Mapping Prejudice, and local realtors to help homeowners discharge the racial covenants on their deeds.</p> <p>The Community Engagement Commission approved the attached resolution that would have the City of Falcon Heights join as a Participating City. By becoming a participating City, Falcon Heights would work with Just Deeds to create a registration form on our website that would put homeowners with a racial covenant in touch with Just Deeds. The City would also work to promote the project and notify homeowners listed on the Ramsey County Mapping Prejudice map of the status of their deed.</p>
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • Resolution 22-30
Action(s) Requested	Approval of Resolution 22-30 to become a participating city with Just Deeds.

Standards For Verifying Identity

The following constitute proof of identity:

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

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

Data Request Form – Data Subject



**DATA PRIVACY FORM
REQUEST FOR REVIEW OF PUBLIC RECORDS**

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

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

GOVERNMENT RECORDS (specify)

Signature _____ Date _____

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



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

We will respond to your request within 10 business days

To Be Completed By Staff Member Responding to Data Request:

Identity Confirmed:

Date:

Staff Name:

Copy Costs – Data Subjects

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

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

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

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

Actual Cost of Making the Copies

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

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

Data Practices Contacts

Responsible Authority / Data Practices Compliance Official

Jack Linehan, City Administrator

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

Phone Number: (651)792-7611

Email: jack.linehan@falocnheights.org

Data Practices Designee(s)

Megan Pavek, Assistant to the City Administrator

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

Phone Number: (651)792-7611 ⁷

Email: megan.pavek@falconheights.org

Brennan Sorensen, Administrative and Communications Coordinator

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

Phone Number: (651)792-7621

Email: brennan.sorensen@falconheights.org

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

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

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

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

When Your Data are Inaccurate or Incomplete

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

How to Make a Request For Your Data

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

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

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

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

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

How We Respond to a Data Request

Upon receiving your request, we will review it.

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

- Juvenile case files
- Internal investigations
- Witness reports

Your Rights Under the Government Data Practices Act

As a data subject, you have the following rights.

Access to Your Data

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

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

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

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

When We Collect Data From You

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

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

Protecting Your Data

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

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

What is a “Data Subject”?

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

When Admin Has Data About You

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

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

Public Data

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

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

Private data

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

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

Confidential Data

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

Data Practices Policy:

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

Minnesota Statutes, sections 13.025 and 13.03 require this policy.

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

Notice of Adoption of Model Policies

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

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

Notice to Commissioner of Administration: Adoption of Model Policies

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

[Signed by]

[Title]

[Date]

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

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

Data Request Form – Requesting Public Data



DATA PRIVACY FORM

REQUEST FOR REVIEW OF PUBLIC RECORDS

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

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

GOVERNMENT RECORDS (specify)

Signature

Date

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



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

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

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

Copy Costs – When You Request Public Data

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

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

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

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

For 100 or fewer paper copies – 25 cents per page

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

Most other types of copies – actual cost

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

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

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

Data Practices Contacts

Responsible Authority / Data Practices Compliance Official

Jack Linehan, City Administrator

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

Phone Number: (651)792-7611

Email: jack.linehan@falocnheights.org

Data Practices Designee(s)

Megan Pavek, Assistant to the City Administrator

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

Phone Number: (651)792-7611

Email: megan.pavek@falconheights.org

Brennan Sorensen, Administrative and Communications Coordinator

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

Phone Number: (651)792-7621

Email: brennan.sorensen@falconheights.org

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

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

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

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

Requests for Summary Data

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

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

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

Your Right to See Public Data

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

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

How to Request Public Data

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

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

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

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

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

How We Will Respond to Your Data Request

Upon receiving your request, we will review it.

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

Data Practices Policy For the Public

Minnesota Statutes, sections 13.025 and 13.03 require this policy.

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

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

July 13, 2022

No. 22-30

**RESOLUTION CONDEMNING THE USE OF DISCRIMINATORY COVENANTS,
DISCHARGING DISCRIMINATORY COVENANTS ON CITY-OWNED PROPERTY,
AND APPROVING PARTICIPATION IN THE JUST DEEDS COALITION**

WHEREAS, discriminatory covenants were tools used by real estate developers to prevent BIPOC and non-Christian individuals from buying or occupying property in certain areas, and they were common throughout the United States from the early 1900s to the 1960s; and

WHEREAS, the purpose of discriminatory covenants was to racially and religiously homogenize communities by excluding BIPOC and non-Christian individuals from Falcon Heights. These tools segregated the metro area and built a hidden system of apartheid; and

WHEREAS, in 2016, the University of Minnesota founded Mapping Prejudice to expose the racist practices that shaped the landscape of the metro area. Mapping Prejudice researched restrictive covenants in Ramsey County and created the first-ever comprehensive map of racial covenants in an American city. The project mapped 1,830 covenants in Ramsey County, including 101 covenants in Falcon Heights; and

WHEREAS, an example of a common covenant in Falcon Heights declared that “RESTRICTION AND; and that said property shall in no manner be conveyed to persons of African or Oriental descent”; and

WHEREAS, the discriminatory covenants in Falcon Heights are concentrated along its borders with St. Paul and Roseville; and

WHEREAS, there are parcels located in the Northeast Quadrant, Northhome, and Snelling West that contain discriminatory covenants; and

WHEREAS, restrictive covenants are no longer enforceable. Legal efforts to eliminate Discriminatory Covenants include Shelley v. Kraemer, 334 U.S. 1 (1948), in which the United States Supreme Court prohibited courts from enforcing Discriminatory Covenants and the Minnesota legislature in 1953 enacted statutes that prohibited new covenants, but existing covenants were still legal in Minnesota until 1962; and

WHEREAS, as a result of these judicial and legislative actions, today, Minnesota law and federal law prohibit discrimination in the sale or lease of housing based on race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, or familial status and those state and federal prohibitions extend to the refusal to sell or to circulate, post or cause to be printed, circulated, or posted, any limitation,

specification, or discrimination as to race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, or familial status; and

WHEREAS, in 2019, the Minnesota Legislature passed a law authorizing property owners to individually discharge or renounce discriminatory covenants by recording a discharge form in the county property records; and

WHEREAS, discriminatory covenants promoted and established residential racial segregation, which historically and currently has impacted property ownership, accumulation of wealth, property transfers, mortgage eligibility, rental eligibility, property values, property tax base, internet access, and more. Discriminatory covenants fortified systemic racism and compounded economic divestment in specific communities within Ramsey County; and

WHEREAS, discriminatory covenants benefitted White communities. For example, homes that were racially covenanted are still predominantly owned by White people and are worth approximately 15% more today than non-covenanted properties; and

WHEREAS, discriminatory covenants created demographic patterns that remain in place today. Due in part to this historical practice, the population of the City of Falcon Heights is less racially diverse than the populations of all of its neighboring communities and has a lower percentage of minority owned businesses than many neighboring communities; and

WHEREAS, in 2022, the City Council directed the Community Engagement Commission to begin work on the Just Deeds Project, which connects residents to pro bono attorneys who can help remove discriminatory covenants from property titles in Falcon Heights; and

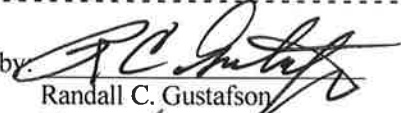
WHEREAS, the State of Minnesota, including the City of Falcon Heights, recognizes the harm that Discriminatory Covenants—and the racial, religious, and other discriminatory practices that they represent—cause to society in general and to the individuals who are adversely affected by racial, religious, and other discrimination through the presence of discriminatory covenants in the public land records.

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

1. The City of Falcon Heights disavows and condemns the past use of discriminatory covenants and prohibits discriminatory covenants from being used in the future.
2. The City Attorney is directed to investigate and to identify any real property owned or leased by the City that contains discriminatory covenants and to prepare and record an affidavit or request an examiner's directive discharging such discriminatory covenants pursuant to Minnesota Statute § 507.18, subd. 5.
3. City staff is directed to participate in the work of the Just Deeds Coalition to educate the community about this and other historically discriminatory practices; to identify contemporary discriminatory systems, policies, and practices; and to take action to

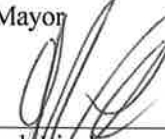
dismantling racist systems, practices, and policies in the City of Falcon Heights to create equity for all.

Moved by:

Approved by: 
Randall C. Gustafson
Mayor

GUSTAFSON
LEEHY
MEYER
WEHYEE
ANDREWS

4 In Favor
0 Against

Attested by: 
Jack Linehan
City Administrator

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REQUEST FOR COUNCIL ACTION

Meeting Date	July 13, 2022
Agenda Item	Policy Item H1
Attachment	Policies, Resolution 22-31
Submitted By	Jack Linehan, City Administrator

Item	Data Practice Policies
Description	<p>Minnesota State Statute requires each government body adopt data practice policies. While the City has historically operated on past-practices, it is important to formalize a policy on how to handle data on the two primary subjects: data on the public, and data on a subject.</p> <p><i>MN State Statute 13.025 GOVERNMENT ENTITY OBLIGATION.</i></p> <p style="padding-left: 40px;"><i>Subdivision 1.Data inventory.</i></p> <p style="padding-left: 40px;"><i>The responsible authority shall prepare an inventory containing the authority's name, title, address, and a description of each category of record, file, or process relating to private or confidential data on individuals maintained by the authority's government entity. Forms used to collect private and confidential data may be included in the inventory. The responsible authority shall update the inventory annually and make any changes necessary to maintain the accuracy of the inventory. The inventory must be available from the responsible authority to the public according to the provisions of sections 13.03 and 15.17. The commissioner may require responsible authorities to submit copies of the inventory and may request additional information relevant to data collection practices, policies, and procedures.</i></p> <p style="padding-left: 40px;"><i>Subd. 2.Public data access policy.</i></p> <p style="padding-left: 40px;"><i>The responsible authority shall prepare a written data access policy and update it no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.</i></p> <p style="padding-left: 40px;"><i>Subd. 3.Data subject rights and access policy.</i></p> <p style="padding-left: 40px;"><i>The responsible authority shall prepare a written policy of the rights of data subjects under section 13.04 and the specific procedures used by the government entity for access by the data subject to public or private data on individuals. The written policy must be updated no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.</i></p> <p>The Act requires cities to develop and adopt a policy each year.</p> <p>The Minnesota Department of Administration provides governmental entities model policies that they may adopt rather than create a policy.</p>

Budget Impact	
Attachment(s)	<ul style="list-style-type: none">• Public Data Access Policy• Data Subject Rights and Access Policy• Resolution 22-31 Approving Policies for the Minnesota Government Data Practices Act
Action(s) Requested	Staff recommends approving the attached resolutions prior to the State of Minnesota's August 1 deadline for approval.

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

July 13, 2022

No. 22-31

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

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

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

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

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

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

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


1. Approves the Data Practice Policies

Moved by:

GUSTAFSON
LEEHY
MEYER
WEHYEE
ANDREWS

_____ In Favor
_____ Against

Approved by:


Randal C. Gustafson
Mayor

Attested by:


Jack Linellan
City Administrator

Notice of Adoption of Model Policies

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

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

Notice to Commissioner of Administration: Adoption of Model Policies

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

[Signed by]

[Title]

[Date]

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

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

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REQUEST FOR COUNCIL ACTION

Meeting Date	July 13, 2022
Agenda Item	Policy Item H2
Attachment	Ordinance 22-01 Vacant Properties Summary Resolution
Submitted By	Paul Moretto Community Development Coordinator

Item	Amendment to Chapter 105 Regarding Vacant Properties
Description	<p>The Planning Commission is tasked, by ordinance and statute, to make recommendations to Council concerning zoning and other related issues. In 2017, citizens of the City of Falcon Heights requested the Planning Commission review rules and requirements concerning vacant homes and properties.</p> <p>The Planning Commission began the task of addressing the concerns of the residents by studying and reviewing other municipal requirements and regulations. To aid in this task, the Planning Commission created a small group or sub-committee of the Commission to study the issue and bring ideas back to the Commission.</p> <p>The sub-committee of the Planning Commission, with staff's help, has prepared the attached ordinance relating to vacant buildings. The draft ordinance has been reviewed by the City Attorney with minor changes and is based off of the 2020/2021 Planning Commission subcommittee's recommendations. Changes were made to the draft ordinance that aligned with the 2021/2022 subcommittee's recommendation to limit the ordinance to a registration of vacant properties as a starting measure to address vacant property issues. Future action can be reviewed and considered if the condition warrants it.</p> <p>The Planning Commission held a hearing of the draft ordinance on June 28, 2022 and voted to recommend approval of Ordinance 22-01 to City Council.</p> <p>Staff recommends the approval of Ordinance 22-01 Vacant Property Registration and the Summary Resolution also attached.</p>
Budget Impact	N/A
Attachment(s)	Ordinance 22-01 Vacant Properties Summary Resolution for Ordinance 22-01 Vacant Properties

Action(s) Requested	A Motion to approve Ordinance 22-01 Requiring the Registration of Vacant Properties in the City of Falcon Heights and the Summary Resolution
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ORDINANCE NO. 22-01

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

**AN ORDINANCE AMENDING CHAPTER 105
OF THE FALCON HEIGHTS
CITY CODE CONCERNING VACANT PROPERTIES
THE CITY COUNCIL OF FALCON HEIGHTS ORDAINS:**

SECTION 1 In Chapter 105 – Buildings and Building Regulations of the City Code of Falcon Heights, Article VI – Vacant Properties is added as follows:

ARTICLE VI – VACANT PROPERTIES

Sec. 105-120. - Definitions

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

Compliance official has the meaning assigned in Sec. 105-87.

Vacant Properties means a property with a building or buildings constructed or reconstructed for a business or residential purpose that is unoccupied.

Sec. 105-121. - Policy

The purpose of this subsection is to protect the public health, safety, and welfare by establishing a program for the identification and registration of vacant Properties within the City.

Sec. 105-122 - Registration required; form-

(1) The owner of a vacant Property located within the City, or an agent of the owner, shall register the property with the compliance official. The registration shall be submitted on forms provided by the compliance official and shall include the following information supplied by the owner:

- (a) Street address of the Vacant property;
- (b) The names and addresses of the owner or owners;
- (c) The contact phone number and email address of the owners and any property managers

- or caretakers responsible for the upkeep or supervision of the property;
- (d) The date the building became vacant, the period of time the building is expected to remain vacant;
 - (e) A plan for compliance with all applicable provisions of City Code and other applicable regulations, including building maintenance, snow removal, yard maintenance, and nuisance prevention;
 - (f) Whether service for water, sewer, natural gas and electric utilities is active;
 - (g) The owner must notify the compliance official of any changes in information supplied as part of the vacant building registration within 30 days of any change;
 - (h) The addresses of all other properties within the City, whether vacant, undeveloped, or occupied, that the owner owns or has an ownership interest in;
 - (i) If a property is vacant and the owner fails to complete the registration process, the City may administratively register the property.
- (2) The current owner of a vacant property shall file a new registration with the compliance official within 30 days of any of the following occurring:
- (a) Any transfer of ownership interest in the property;
 - (b) Change of the contact phone number or email address of the owner or the property manager or caretaker; or
 - (c) Change to the plan for compliance with applicable City Code provisions.
- (3) The owner of a vacant property shall file a new registration every two years.

Sec. 105-123. - Presumptions, exceptions, and fee waivers.

- (1) Any one of the following conditions shall constitute a rebuttable presumption that a building is vacant. It shall be the responsibility of the owner to establish that it is not a vacant property if any of these conditions exist.
- (a) Discontinuance of trash service;
 - (b) Disconnection from water or sewer service; or
 - (c) Water usage of less than an average of 50 gallons over a three-month period.
- (2) Vacant Properties are not required to register or pay the registration fee if any of the following apply:
- (a) the City or any governmental entity is the owner of the vacant property;
 - (b) the owner possesses a valid building permit for remodeling the building located thereon or for construction of a new building on such property;
 - (c) there is a valid, unexpired business license issued by the City;

- (d) there is a valid, unexpired residential rental license issued pursuant to Article IV of Chapter 105;
 - (e) there is a valid development agreement or redevelopment agreement with the City; or
 - (f) the property is actively marketed as "for sale" at a reasonable price by the owner or the owner's designee, broker, or agent. It is the obligation of the vacant Property owner to produce evidence of active marketing at a reasonable price to claim this exemption. A property listed on the MLS (multiple listing service) or similar listing service is presumed to be actively marketed.
- (3) The following vacant Properties are required to register, but the registration fee is waived;
- (a) Residential properties with one or two dwelling units where the owner intends to resume occupancy of at least one unit as a dwelling within 180 days; provided, however, that failure to actually resume use of the vacant Property as a dwelling within 180 days will result in imposition of the waived registration fee; or
 - (b) The City Administrator may grant a waiver of the registration fee one time for an owner suffering hardship and for which the registration fee is a burden.

Sec. 105-124 - Recordkeeping

The compliance official shall maintain a record of all vacant buildings that have become known to the compliance official, including those registered and those not registered.

Sec. 105-125 - Fees.

The City Council may, by fee schedule or ordinance, adopt a fee or fees for the registration required by this article. If adopted, the fee must be limited to the reasonable costs associated with registration, enforcement, and compliance of this article.

SECTION 2 Sections 105-115 through 105-119 are added as follows.


ARTICLE V – ELECTRICAL REGULATIONS

Secs. 105-115 through 105-119. Reserved.

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

ADOPTED this 13th day of July, 2022, by the City Council of the City of Falcon Heights, Minnesota.

Moved by: *meyer*


Approved by: 

Randall C. Gustafson
Mayor

GUSTAFSON
LEEHY
MEYER
WEHYEE
ANDREWS

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Attested by: 

Jack Linehan
City Administrator

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

July 13, 2022

No. 22-32

**A RESOLUTION APPROVING SUMMARY PUBLICATION FOR ORDINANCE CONCERNING
VACANT PROPERTIES**

WHEREAS, the City Council of the City of Falcon Heights has adopted the above referenced ordinance; and

WHEREAS, Minnesota Statutes, section 412.191, subdivision 4 allows publication by title and summary in the case of lengthy ordinances or those containing maps or charts; and

WHEREAS, the City Council believes that the following summary would clearly inform the public of the intent of Ordinance 2022-01.

NOW, THEREFORE, BE IT RESOLVED that: the following summary of Ordinance 2022-01 shall be published in the official paper in lieu of the entire ordinance.

SUMMARY PUBLICATION

An Ordinance Amending Chapter 105 Of The Falcon Heights City Code Concerning Vacant Property

THE CITY SHALL REQUIRE VACANT PROPERTY, WHICH IS DEFINED AS VACANT, BE REGISTERED WITH THE CITY OF FALCON HEIGHTS;

The City Council of the City of **FALCON HEIGHTS** ordains:

STATEMENT OF INTENT AND PURPOSE

The purpose of this Ordinance is to protect the public health, safety, and welfare by establishing a program for the identification and registration of vacant Properties within the City.

Adoption of this Ordinance is, in the judgment of the Council, in the best interests of the City and its residents.

Ordinance 22-01 is available, upon request, at City Hall, **2077 W. Larpenteur Ave, Falcon Heights, MN 55113.**

Adopted this 13th day of July, 2022.

Moved by:

Leehy

Approved by:

Randall C. Gustafson
Randall C. Gustafson
Mayor

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In Favor
Against

Attested by:

Jack Linehan
Jack Linehan, City Administrator

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