

**CITY OF FALCON HEIGHTS**  
Regular Meeting of the City Council  
City Hall  
2077 West Larpenteur Avenue  
**AGENDA**  
August 10, 2022 at 7:00 P.M.

- A. CALL TO ORDER:
- B. ROLL CALL: ANDREWS \_\_\_ GUSTAFSON \_\_\_ LEEHY \_\_\_  
MEYER \_\_\_ WEHYEE \_\_\_
- STAFF PRESENT: LINEHAN \_\_\_\_\_
- C. APPROVAL OF AGENDA
- D. PRESENTATION
- E. APPROVAL OF MINUTES:  
1. July 13<sup>th</sup>, 2022 City Council Regular Meeting Minutes  
2. July 27<sup>th</sup>, 2022 City Council Regular Meeting Minutes
- F. PUBLIC HEARINGS:
- G. CONSENT AGENDA:  
1. General Disbursements through: 8/3/22 \$42,315.36  
Payroll through: 7/31/22 \$21,761.09  
Wire Payments through: 7/31/22 \$15,860.52  
2. Acceptance of the Resignation of the Assistant to the City Administrator – Megan Pavek  
3. Resignation of Ron Eischen from the Parks Commission  
4. Resignation of Chris LaCasse from the Parks Commission  
5. Hamline Church Dining Hall Day Proclamation  
6. Commercial Real Estate Broker RFP
- H. POLICY ITEMS:
- I. INFORMATION/ANNOUNCEMENTS:  
1. Budget Workshop #1 – Wednesday, August 17<sup>th</sup> – 6:30 p.m.  
2. Budget Workshop #2 – Wednesday, September 7<sup>th</sup> – 6:30 p.m.  
3. Budget Workshop #3 – Wednesday, September 21<sup>st</sup> – 6:30 p.m.
- 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:

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

A. CALL TO ORDER: 7:02 p.m.

B. ROLL CALL: ANDREWS \_\_\_ GUSTAFSON\_\_X\_\_ LEEHY\_X\_\_

MEYER\_X\_\_ WEHYEE\_X\_\_

STAFF PRESENT: LINEHAN\_\_X\_\_

C. APPROVAL OF AGENDA

Council Member Wehyee requested to amend the agenda and change Consent Item G4 and G5 to Policy Item H3 and H4 for further discussion.

Motion by Mayor Gustafson of approval of agenda; approved 4-0

D. PRESENTATION

E. APPROVAL OF MINUTES:

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

Motion by Mayor Gustafson of approval of June 22, 2022 City Council Regular Meeting Minutes; approved 4-0

Motion by Council Member Leehy to table July 6, 2022 City Council Workshop Meeting Minutes; approved 4-0

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

Motion by Council Member Leehy of approval of consent agenda; approved 4-0

H: POLICY ITEMS:

1. Data Practices Policies

Jack Linehan, the City Administrator, states that the City attorneys recommended that the City update the data practices policies. The City last approved a policy in 2005. Linehan says that moving forward, the City should do it annually. These two policies outline the steps that City uses when it comes to data records. There are two different types of data usually. There is data for the public, and then there is data on an individual subject. These two models' policies were drafted by the state of Minnesota and meet the test set forth by Minnesota state law. There is fairly little change to the policies. The City will publicize these policies through our data request forms.

Council Member Leehy comments on correcting the phone numbers so that they are the right ones for when people reach out to the City, which is on page 6 of data practices contacts. Leehy also states that it this a good idea to have these policies. Leehy asks Linehan if the City Council will be approving these policies on an annual basis. Linehan says yes, these policies will be brought to the City Council every January.

The Mayor thanked Linehan for getting the City in compliance with having a written policy and going through the procedures.

Motion by Council Member Wehyee of approval of data practices policies; approved 4-0

2. Vacant Property Ordinance

Linehan says the vacant property registration and ordinance started about five years ago. The idea has morphed over time. The Planning Commission has been looking at this and discussing it. Originally this ordinance started probably as a stricter policy which would have created more of a requirement and punishment if properties did not register. How it's laid out and how the Commission came to the final version of this. It was thought of for a long time, and a lot of effort was put into this ordinance from the Planning Commission, which is almost in service at this point. What the ordinance does if there are properties that the City recognizes through, let's say, low water usage, canceling trash services, or if a resident comes to the City and self-reports that they are going to have a vacant property such as maybe a parent passing away or some other reason. The City can put that property on a private registry. This allows the City to share these properties with St. Paul Water so they could watch it for any abnormal water usage and report it back to the contact for that property. This ordinance also helps give the City contact information letting the City know to who this property belongs. The Planning Commission had its Public Hearing on June 28th. They had a member in attendance who did speak at the public hearing and was a former member of the Commission. He stated his concerns that this ordinance did not have enough enforcement ability for the City. The ordinance did pass the Planning Commission unanimously. The City Council does not have to have a public hearing since this ordinance already has a public hearing, so there is not one tonight. Usually, with a new ordinance, there would be a public hearing, but since there has already

been one at the Planning Commission level, the City does not have to do another one. The ordinance has been published in the newspaper, and the summary resolution will also be published.

Council Member Leehy commends the Planning Commission for their years of work on this ordinance. Leehy appreciates that the Planning Commission did not hurry through the process.

Mayor Gustafson stated that one thought occurred to him was that there is no snowbird registration in this policy unless it is more significant than 180 days that the property will be vacant. The Mayor says this ordinance will not create any additional burden for those that do winter away; however, they could still list it with the City to keep an eye on it. Linehan responds by saying it would be voluntary and would not be required. Linehan then states that was part of the concerns, too, and a part of the many versions and discussions. The Planning Commission also received some feedback from snowbirds, which was part of why they wanted to have the public hearing in June just because they thought that would be a good time to capture the snowbirds.

Council Member Meyer asks how the fee schedule works because nothing is listed in the ordinance. Linehan states that is the next step essentially. That was one of the discussions internally. Do we set a fee schedule ahead of time and include it, or do we approve it at a future meeting? The idea is that the City Council will approve the fee schedule at a future meeting.

Council Member Wehyee states his understanding of the provision section 105-125 about the fee schedule was that there is a provision in there that allows the City Council to retroactively go back and implement a fee schedule if the City Council deems it necessary but not necessarily as a thing that needs to occur. For instance, once the City Council approves this ordinance, it goes into effect, and things are fine, and there's no need for an enforcement mechanism which would be the fee schedule component. The City Council won't necessarily need to establish that. Still, if the City Council finds it necessary because residents are not reporting their vacant properties, then the City Council will enact a fee schedule. Linehan states that is a good point, and that is his understanding. A fee schedule could be adopted, but the idea is that this is service unless City staff finds that this is taking up a lot of staff time or resources. The idea is that it would not have a fee for registering, but long term, if there were penalties or fines again, the discussion has not been there and not how this ordinance is set up, but it does create a provision that a fee schedule could be amended.

Council Member Leehy states that this becomes a balancing of everything in regards to vacant homes where people walk away and are not there, so just being able to balance that out for those that are snowbirds versus those that walk away and leave their house vacant and then that was the fee would increase versus without this in place people could leave their property abandon. It becomes very taxing time-wise and finically for the staff to be on top of things and the staff going and attending to the yard.

Mayor Gustafson states looking at the fee schedule, which is going to be a reasonable cost associated with doing so, and finding out what those are and then why it is not in this ordinance is also a part of the City's effort the last several years where the City has removed the fees that are inside of the ordinance themselves so that and then set

them up on a fee schedule so the City Council could talk about them rather than making amendments for every code items that have fees. So it is a streamlining of the process to ensure that the City Council acknowledges what fees the City is charging and that when it adjusts those fees, the Council is doing so fairly and equitably.

Council Member Meyer asks how many vacant properties the City sees every year. Linehan states he cannot answer that question fully and that he has not experienced it for himself yet. Linehan knows vacant properties have been an issue. One property was the spark behind this ordinance that caused a lot of concern, but it does come up now and then. Some properties are vacant, sometimes for long periods or sometimes just for a short period. It is a little interesting just with the current economy and the housing market. Linehan does not think it is going to be quite as popular as it was back in 2012 when there were a lot of foreclosures and empty properties that were sitting for a while, so currently, if they are vacant, it is usually for something such as a family trust and holding on to a home. Still, we do not know how many vacant properties there are because of this.

Council Member Wehyee states that one of the benefits of the current ordinance is that it establishes a system whereby a resident or businesses can report their vacant properties, whereas that mechanism did not exist before. Therefore, the City did not have an official way to track and monitor vacancies, which is part of why the administrator cannot give any specifics in terms of the scale of the challenge. The hope with this ordinance is that by enacting it and establishing a system whereby the City can actively track vacancies within the City limits so the City can have a better understanding of what residents' needs are and allow residents and businesses to report vacancies without getting into trouble for it. Wehyee also says thank you to the Planning Commission for working hard on this ordinance. Wehyee also states that he expressed concern about the forcibility of this ordinance and whether it will compel businesses and residents to report their vacant properties because there is not a stipulation initially that holds them accountable in a strong way which most ordinances typically do. Wehyee's concern is eased a bit by section 105-25, which grants the Council the powers to go back and establish a fee schedule if necessary. Wehyee believes that mechanism does provide a process by which the Council can establish more of an enforceable mechanism if needed. The purpose of this ordinance is to be more of a service and not necessarily be punitive, but if required, based on how the ordinance goes into effect and how residents and businesses comply or do not comply. The Council can give the ordinance more teeth if required. Wehyee believes this is a great start, and this ordinance is exactly what the City needs.

Council Member Leehy states that years ago, residents had the opportunity. Maybe they still do now that the City is with Ramsey County Sheriff's Office, that if someone is going to be gone on vacation, they have the opportunity to reach out to the City's contracted police service and say we are going to be gone from this day to that day, this is the vehicle that is in the driveway so then they could keep watch of it, and they would be checking in those homes. So this ordinance is similar to Leehy's understanding that people will voluntarily do so because they have had that opportunity in the past, even if they were gone for a brief time.

Mayor Gustafson states this ordinance allows the City to track vacant properties to avoid problems such as the vacant Northhome property. It took several years to resolve this and a year to find the owner who walked away. There is a form on both the City website and the Ramsey County Sheriff's website for when you are on

vacation/housing watch services that people can fill out that goes into roll call the deputies, so they know what's going on, so it's related but different things.

Motion by Council Member Meyer for approval of ordinance 22-01 ordinance amending chapter 105 of the Falcon Heights City Code concerning vacant properties and authorizing the City Administrator Mayor to execute the necessary documentation to make it happen; approved 4-0

Motion by Council Member Leehy for approval of the summary resolution for ordinance 22-01 Vacant Properties known as 22-32; approved 4-0

### 3. Release of RFQ for Police Contract Analysis and Consulting Services

Linehan explains the difference between an RFQ and an RFP. Initially, the City Council was talking about RFP, a proposal request. Usually, that is much more of a formalized process for products, so if you are getting a couple of different proposals, such as purchasing a truck, it is the same truck everyone is offering. You go with the lowest price, which is an RFP. RFQ, which is essentially asking them to send the City their qualifications which gives the City a little bit more flexibility to look at other things other than price, so if we get one submission for a certain dollar amount and one that is more, it does allow the City to look and say who is the more qualified firm to do this task and service. Those are the main difference between RFP and RFQ. There are different guidelines through state law and purchasing policies. So RFQ gives a little bit more flexibility in that regard, and again because it is a professional service that is not a standard price, it allows the City to do so.

Council Member Wehyee states that he wanted to take this policy item off of the consent agenda because it is an important piece of information that Wehyee wanted the Administrator to elaborate more to the public about what this policy is attempting to do and also allow Council Member Meyers to hear what the discussion was at least a summary what the discussion was from the July 6th Council Workshop so that the City Council are all of the same pages.

Linehan gives an overview of the July 6th Council Workshop. Essentially, this discussion came out of the City Council retreat on June 11th. The City Council discussed the police contract and how the City should move forward with the next step. The City Council came up with the idea of doing a consultant to help the City through this process, having some professional expertise to look at the City's current service levels, receiving, and needs. What this will do is create a profile for the City, so a report that if the City goes out for a bid, this will allow the City has a good profile such as what are the City's needs, calls, peak periods, how often does there need to be two or more officers responding, strategically what are the nearest stations that could respond quickly are things on the report. The consultant will also do some community analysis by having meetings and focus groups with residents, asking them important questions about what they want to see, what's important to them, do they want to see police officers walking down the block, do they want to see them involved at block parties. Just getting a good idea of what the community wants from a police service, and again what this could do is if the result is entering a long-term agreement with the Sheriff's Office, which is a reminder the City's original contract

expired last year. It is essentially tolling on a year-to-year contract until either party gives notice nine months out. What this could do is build a new long-term contract with the Sheriff's Office. It gives some guidance as to what the City's profile is and what the communities desires are, which they could look at. If the recommendation is that the City does an RFP essentially for police contracted services, the consultant will help the City through that process, whether managing the entire process, soliciting bids, advertising, or if it is just the consultant helping create a framework for the City. Either way it does help the City with one of its biggest expenses. The police contract is about 60% of the City's total fund budget. Unfortunately, the police contract has been going up the last couple of years. Long-term, it is an important decision for the City to have a solution.

Council Member Wehyee states that the City Council agreed at the Workshop that this was the right thing to do. Still, Wehyee just wanted to put it into plain language about what the City Council is trying to do in terms of the City's police services and trying to inquire about the various options.

Council Member Leehy comments one of the reasons why she agrees with this is because it gives the City more of a solution rather than the City being caught off guard, which provides the City with more leverage in making a decision.

Council Member Meyer states that it is a great idea like Linehan was saying, when you are looking at a contract that is such a large part of the City budget, it makes sense to spend a little bit of extra to bring in some expertise to make sure the City gets it right. Meyer looks forward to seeing what kind of suggestions, conclusions, and information is gathered and participating in the process.

Mayor Gustafson agrees with Meyer, and the RFQ makes sense to take a good look at policing. Law enforcement contracts mean to the City of Falcon Heights and how the Council can best utilize that to benefit the City and its residents, businesses, and visitors.

Council Member Leehy notices that on page two, it states requests for proposal and asks if that is intentional. Linehan states that he doesn't believe it makes a difference, but at the end of the day, they are still providing a proposal to the City.

Motion by Council Member Meyer for approval the  
Council Resolution 22-29 Resolution Approving  
Release of Request for Qualifications for Police  
Contract Analysis and Consulting Services;  
approved 4-0

#### 4. Just Deeds Resolution

Linehan states that this is a discussion that started technically in December of 2021 on Human Rights Day. Just Deeds and the Mapping Prejudice Project were two of the guest speakers at the event. They presented the project that was occurring in Ramsey County. The project started in Hennepin County a few years ago and now moved over to Ramsey County. They look through thousands upon thousands of deeds in Ramsey County looking at micro film deeds trying to find certain racial covenants in the deeds. A little bit about what a racial covenant is. They are antiquated covenants in



the deed that essentially will state that only members of certain races may purchase a home or occupy a home. They were found in the 1950s to be no longer valid but they still exist on the deed. Linehan outlines what Just Deeds is doing and they did present at the Council Workshop last week. They are partnering with cities to provide guidance. The City had Jared Shepherd from Campbell Knutson. Campbell Knutson is also the Cities contracted law firm. They are providing assistance for residents to help disavow these racial covenants from their deed. What they will do is work with the City. The City will create a registration form on the City website which we do upon passage of this resolution. Residents will be able to fill it out and register it with the City where we would send it to Just Deeds attorney who is working pro bono to help work with the resident to help disavow the racial covenant on their deed. In total they have found over a hundred properties in Falcon Heights had racial covenants primarily in the Northome and Northeast Quadrant areas. Another thing the City has offered to do as well is send out a direct mailer to residents who have been identified by Mapping Prejudice as having a deed and offering this service to them. If they are interested it is no obligation but they could work with a Just Deeds attorney to help get this disavowed from their deed on their property. A part of Shepherd's presentation last week he did state the importance of not striking it entirely because in a way the State Legislature could pass a bill that could completely remove all of these from all deeds but Jared stated it is important not to remove them from deeds because it is important that we remember our history and that we see this as something that did exist and try not to just wash over it. Overall, we think it would be a benefit and so staff and the Community Engagement Commission did approve this resolution in their June meeting and so by participating the City of Falcon Heights will be one of a hand full of city's that participate in the metro area with their project.

Council Member Meyer asks what would it actually say in the deed if it still had a racial covenant on the deed? Would it be crossed off in red ink or what? Linehan states that is a good question and wishes Jared was here for that one. Linehan says he doesn't know if Jared covered that in the presentation as to how it will work in that regards.

Council Member Leehy states if she remembers correctly from when they did the Human Rights Day presentation that it would be an additional line on the deed disavowing what's previously stated in the deed.

Council Member Wehyee states basically it would call attention to the racist language and then it would essentially assert that it does recognize that language as being legitimate.

Council Member Meyer states that it is the morally right thing to do. Meyer was trying to think is there a practical benefit. This is an opportunity to educate people about the racist history of housing in this country. There has been more and more education on this in the past few years but still a lot of people still have no idea how much people of color were held back by things like this so it is a really good opportunity to share that.

Mayor Gustafson states he thinks this will be a great benefit for the community and it will share that were opposed to this type of racial bias.

Council Member Wehyee states thank you to Just Deeds, Mapping Prejudice, and the Community Engagement Commission for working so hard on putting this together.

The legacy of racism continues to permeate in nearly every aspect of our society and of the various ways of which racism is manifested institutional racism is the most harmful and no other form of institutional racism has caused more harm than discriminatory housing policies such as red lining and racial covenants so the Mapping Prejudice Project and Just Deeds has revealed that Falcon Heights has not been exempt from perpetuating institutional racist policies such as racial housing covenants of the past which continue to impact home ownership in our community today and as a City that is committed fostering a caring and inclusion community for all residents the Just deeds resolution will provide our residents the opportunity to call attention to the pernicious legacy of racial housing covenants in our community allowing them to formally disavow the hate filled language outlined in their deeds and by doing this residents will no longer be passive stooges of the racist covenant languages in their deeds. They will now possess the tools to exercise their personal agency in disavowing this particular form of institutional racism within the limits of Falcon Heights so for those reasons Wehyee is in full support of this resolution.

Council Member Leehy states as an African American woman and a woman native of Minneapolis, she wanted to address this as well and thanks Wehyee for his remarks. Even though these covenants were applied to Falcon Heights properties before Falcon Heights was even a village. Leehy is very proud of this community for the energy and the time invested to make this change and be dedicated to disavowing covenants. In North Minneapolis where I have done a lot of work and continue to work over recent years a lot of people are not aware of how these red lining and covenants have impacted North Minneapolis so historically this can show what can happen to a community over time and the covenants in North Minneapolis impacted Jewish and African American people. There was a community that was built for the affluent professionals and when the individuals did not move into these houses that they expected. The developers lifted the covenant off of the Jewish people and allowed Jewish people to move into this community and then it started to create a rift between the Jewish people and the African American community which we saw that coming to head in 1967 when people would literally go door to door prior to that and tell anybody that was Caucasian or Jewish that African Americans are moving in so you want to move out and that caused a lot of the white flight out of North Minneapolis. Those that remained there was this tension that came to ahead with the riots between the Jewish and African American people. There has been some healing in that regard but that's an explosion that can happen when we have covenants of racism pit people against one another. Leehy wants to thank residents who have already approached the Council. The Mayor and Leehy wanted to do something in Falcon Heights and pressed it and saw that become an agenda for Human Rights Day. Leehy also wants to thank residents that in 2016 when Philando Castile was killed on Larpentuer Ave. that participated in the task force and even work done outside of the task force. There were residents saying did you know there are racial covenants on the properties in Falcon Heights and began to do the research and continue to do the research now not just from their homes but volunteered with the Ramsey County and UMN to do the research to find which homes had it because you could not just go to Ramsey County Records and find it until the deep dive took place. This is a community as a whole that can be proud of the work to acknowledge negativity to turn it around to a positive. Leehy also wanted to thank Administrator Linehan for coming into the City and hitting the ground running to make sure that he is not only aware of what the work that is going in our community but also being hands as well to keep pushing the ball forward and commended our City as a whole for investing time and Just Deeds of course.

Mayor Gustafson thanks all of the residents that volunteered with the Mapping Prejudice Project many of our residents were a part of that research team that did that.

Motion by Council Member Leehy for approval the Council Resolution 22-30 Just Deeds Resolution; approved 4-0

## I. INFORMATION/ANNOUNCEMENTS:

Council Member Wehyee states that last week he celebrated with the Castile family at Unity and Restoration Day; both events were well attended, well organized, and, as always, very impactful. Wehyee personally appreciated having the opportunity to participate.

Council Member Leehy states that last week was special and is grateful to our council and residents that we now have Restoration and Unity Day on July 6th and 7th for those that participated in private and by interacting with someone different than yourself, such as getting to know a neighbor or restoring a bridge between relationship whether that was between family or former foe. On that day, we did have a Castile family gathering at the Philando Castile Memorial Peace Garden; all of the words were about peace, healing, and removing the language between them and us because we are a collective. It was well attended, beautiful evening. The weather cooperated with us. Some of you might remember last year when we broke ground for establishing the Peace Garden that it rained, but this time, we got to look at all the work that went into it. It is absolutely beautiful for anybody to stop there at any time and reflect and have a place for peace. On the following day, the 7th, the family held their barbeque at City Hall, which was for the entire community, so mark your calendars for next year. Leehy thanked Linehan for speaking on the 7th and everything that took place.

Mayor Gustafson says the message is we are moving forward. Next, the Community Engagement Commission and Parks and Recreation Commission will hold a joint meeting on Monday at 6:30 p.m. The Commission will welcome a couple of new members to the Commissions. Then, we will take up last-minute preparations for the big event on Thursday, July 21st, Ice Cream Social at Community Park. Shout out to the Lions Club for all they do in the community. It is just tremendous. They will provide the tents, and we will have community resources available. The Sheriff's Office Foundation is providing free hot dogs and water, and the City is providing ice cream, which is free. Also, get your reservations for your block party for August 2nd; that's the first Tuesday in August. Night to Unite is a celebration of neighborhoods and neighborhood safety.

Linehan states echoes the previous comments about Unity Day and Restoration Day. One of the things coming in as a new City Administrator coming to Falcon Heights and seeing the situation and knowing what happened in 2016 to Philando Castile, a little apprehension and how do you move past this and what do you do from here and I think I had a lot of questions and the more that I have become familiar with this City, the more I meet Valerie Castile, the family I think it is a testament to all of the hard work City did and taking a terrible situation and trying to come together as community afterward. It was a very emotional night, and I felt welcomed and appreciated the opportunity to speak and meet people. It was a nice event, and I think that just the fact that we can all get together

the City, the family, and the residents are again a testament to the character of many good people.

Linehan also states:

- **Garden Avenue Open House**
  - Wednesday, July 20<sup>th</sup> from 5:30 – 7PM
  - Falcon Heights Elementary Cafeteria
  - Final planned open house for residents in the Northeast Quadrant to discuss the five options for Garden Avenue
  - Topic of a future workshop and then a regular City Council agenda for a formal vote
  - Assessment hearings later this fall
- **Ice Cream Social**
  - Thursday, July 21<sup>st</sup> from 5-7PM
  - Community Park
    - Kids Games
    - Live Music
    - Bouncy House
    - Dog Parade
    - Resource Fair
    - And of course, free ice cream and hot dogs
- **Zik the Ox**
  - On Saturday, July 16<sup>th</sup> at 5:30PM, Zik and his owners Patty and Terry Doerksen will be close to finishing their Oxcart Trail trek from Winnipeg to St. Paul. To celebrate, they will unload Zik at Rose Hill Alliance Church in Roseville, and travel southbound on Cleveland to Gibbs Farm.
  - Spectators are welcome to park at Community Park and watch along the Cleveland Avenue sidewalk.
  - RCSO has been asked to assist with traffic.
- **State Fair Permit Parking Passes**
  - State Fair permit parking passes for 2022 are set to go out the final week of July. As is past practice, each household will receive two passes.
  - Those showing hardship or having proof of extenuating circumstances can receive up to two additional passes at City Hall.
  - Temporary one-day passes will be issued per the Administrative Manual.

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:** 8:21 p.m.

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Randall C. Gustafson, Mayor

Dated this 10<sup>th</sup> day of August, 2022

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Jack Linehan, City Administrator

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**CITY OF FALCON HEIGHTS**  
Regular Meeting of the City Council  
City Hall  
2077 West Larpenteur Avenue  
**MINUTES**  
July 27, 2022 at 7:00 P.M.

A. CALL TO ORDER: 7:02 p.m.

B. ROLL CALL: ANDREWS \_\_\_ GUSTAFSON\_\_X\_\_ LEEHY\_\_X\_\_

MEYER \_\_\_ WEHYEE\_\_X\_\_

STAFF PRESENT: LINEHAN\_\_X\_\_

C. APPROVAL OF AGENDA

Motion by Council Member Melanie  
Leehy of approval of agenda;  
approved 3-0

D. PRESENTATION

E. APPROVAL OF MINUTES:

1. July 6, 2022 City Council Workshop Meeting Minutes

Motion by Council Member Yakasah  
Wehyee of approval of minutes;  
approved 3-0

F. PUBLIC HEARINGS:

G. CONSENT AGENDA:

1. General Disbursements through: 7/19/22 \$158,179.83  
Payroll through: 7/15/22 \$21,372.93  
Wire Payments through: 7/15/22 \$14,765.65
2. Six Month Employee Step Adjustment - Assistant to the City Administrator Megan Pavek
3. 18 Month Employee Step Adjustment – Community Development Coordinator Paul Moretto
4. Night to Unite Proclamation

Council Member Wehyee thanked Moretto and Pavek for their service in the community.

Motion by Council Member Wehyee to  
approve the consent agenda;  
approved 3-0

Council Member Leehy requested to provide more commentary on the consent agenda items and for the Night to Unite Proclamation to be read out loud. Leehy expressed appreciation for the staff and stated how important it is to be fully staffed in a small city. Leehy congratulated Moretto and Pavek on their adjustments.

Mayor Randy Gustafson read the Night to Unite Proclamation. Gustafson spoke about the history of Night to Unite and its purpose of crime prevention. Gustafson stated that there are currently 8 Night to Unite events registered with the Sheriff's office in Falcon Heights and expressed that it will be a very fun night.

H: POLICY ITEMS:

I. INFORMATION/ANNOUNCEMENTS:

Council Member Leehy stated that Night to Unite is a very powerful event that allows people to reconnect with their neighbors or get to know new people on their block. Leehy encouraged those who want to participate in Night to Unite to invite their neighbors or visit City Hall for further assistance. Furthermore, Leehy encouraged participants in Night to Unite to form a neighborhood contact list in case of emergencies.

Council Member Leehy acknowledged the open house for Garden Avenue. Leehy received a phone call from a concerned resident and reaffirmed that the City Council will always have an open ear for resident concerns.

Council Member Wehyee stated that the open house for Garden Avenue was very well attended and that there were great community participation and suggestions given. Wehyee looks forward to discussing those suggestions more with the Council and ultimately making a decision that Wehyee hopes the community will be pleased with.

Mayor Gustafson stated that there will be a few more hearings in regards to the Garden Avenue project and there will be more opportunities to weigh in. There are now a handful of alternatives to make the street safer and work to the benefit of everybody. Gustafson looks forward to meeting with everybody and continuing discussions on this matter.

Mayor Gustafson expressed that the Ice Cream Social was a wonderful experience. Gustafson summarized the event; there were free hot dogs, ice cream, beverages, and a lot of information in the tents. The band and the dancers did a great job. The dog parade was also a fun experience. The temperature and wind were comfortable. Gustafson thanked all those involved whether they be volunteers, commission members, or city staff.

City Administrator Jack Linehan reported:

### **Garden Avenue Discussion**

There were about 50 people in attendance at the Garden Avenue discussion. Linehan expressed that community feedback on the Garden Avenue project is very important and that the goal of the project is to incorporate that feedback, not just stick to what they already have.

### **Ice Cream Social**

Linehan thanked those involved at the Ice Cream Social and stated that 300-350 units of ice cream were given out. The city hopes attendance will increase even more next year.



### **Citywide Garage Sale**

Linehan announced the citywide garage sale will occur on Saturday, September 10<sup>th</sup>. Those who want to participate can register on the city website.

### **August 3<sup>rd</sup> Workshop**

The workshop may include: a proposal for plowing services in Lauderdale, discussion on snow plowing maps in the city, a draft RFP for hiring a commercial real estate broker to offer services to the city in negotiations for the purchase of Community Park, a Garden Avenue open house recap and further discussion.

### **State Fair Parking Permits**

The city will be mailing out state fair parking permits this week. Two passes per household and one pass per apartment unit will be mailed out. Those who have a case for needing additional parking permits should come to City Hall to present their case. The city can provide them with up to two additional parking passes. For those who have special events such as a graduation party or a funeral, the city will be offering temporary one-day permits.

#### **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: 7:26 P.M.**

Motion by Council Member Leehy for  
adjournment;  
approved 3-0

Dated this 10<sup>th</sup> day of August, 2022

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Randall C. Gustafson, Mayor

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Jack Linehan, City Administrator

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## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	August 10, 2022
<b>Agenda Item</b>	Consent G1
<b>Attachment</b>	General Disbursements, Payroll, and Wire Payments
<b>Submitted By</b>	Roland Olson, Finance Director

<b>Item</b>	General Disbursements, Payroll and Wire Payments
<b>Description</b>	General Disbursements through: 8/3/22 \$42,315.36 Payroll through: 7/31/22 \$23,761.09 Wire Payments through: 7/31/22 \$15,860.52
<b>Budget Impact</b>	The general disbursements, payroll and wire payments are consistent with the budget.
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• General Disbursements, Payroll and Wire Payments</li> </ul>
<b>Action(s) Requested</b>	Staff recommends that the Falcon Heights City Council approve general disbursements, payroll and wire payments.

PACKET: 02569 July 26 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 27		BARTON SAND AND GRAVEL CO						
I-220715		BARTON SAND AND GRAVEL CO	75.00					
7/26/2022	APBNK	DUE: 7/26/2022 DISC: 7/26/2022		1099: N				
		Concrete Disposal		101 4132-87010-000	BOULEVARD MAINTENANCE			75.00
		=== VENDOR TOTALS ===	75.00					
01-00869		BENEFIT EXTRAS, INC						
I-110093		BENEFIT EXTRAS, INC	180.00					
7/26/2022	APBNK	DUE: 7/26/2022 DISC: 7/26/2022		1099: N				
		July - Dec Fee		101 4112-89000-000	MISCELLANEOUS			180.00
		=== VENDOR TOTALS ===	180.00					
01-00875		BHE COMMUNITY SOLAR, LLC						
I-202207268215		BHE COMMUNITY SOLAR, LLC	1,265.62					
7/26/2022	APBNK	DUE: 7/26/2022 DISC: 7/26/2022		1099: N				
		Solar Garden Elect May		101 4131-85025-000	SOLAR ELECTRIC			1,265.62
		=== VENDOR TOTALS ===	1,265.62					
01-03089		CASH						
I-202207268219		CASH	76.14					
7/26/2022	APBNK	DUE: 7/26/2022 DISC: 7/26/2022		1099: N				
		Ice Cream Social Supplies		101 4116-89010-000	SPECIAL EVENTS			2.48
		Dump Truck Repair		101 4132-87000-000	REPAIR EQUIPMENT			50.00
		Supplies for Rec Sports		101 4141-70100-000	SUPPLIES			23.66
		=== VENDOR TOTALS ===	76.14					
01 17		CITY OF LITTLE CANADA						
I-202207268220		CITY OF LITTLE CANADA	23,154.61					
7/26/2022	APBNK	DUE: 7/26/2022 DISC: 7/26/2022		1099: N				
		Building Inspections Jan-June		101 4117-81210-000	BUILDING INSPECTORS			18,790.61
		Mechanical Inspections Jan-Jun		101 4117-81220-000	MECHANICAL INSPECTORS			3,048.00
		Plumbing Inspections Jan-June		101 4117-81230-000	PLUMBING INSPECTORS			1,316.00
		=== VENDOR TOTALS ===	23,154.61					

PACKET: 02569 July 26 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 12			COREMARK METALS				
I-5303406	7/26/2022	APBNK	COREMARK METALS DUE: 7/26/2022 DISC: 7/26/2022 Dump Truck Repair Parts	37.76	1099: N 101 4132-87000-000	REPAIR EQUIPMENT	37.76
I-5303675	7/26/2022	APBNK	COREMARK METALS DUE: 7/26/2022 DISC: 7/26/2022 Steel	92.40	1099: N 101 4132-87000-000	REPAIR EQUIPMENT	92.40
I-5303889	7/26/2022	APBNK	COREMARK METALS DUE: 7/26/2022 DISC: 7/26/2022 Steel	24.30	1099: N 101 4132-87000-000	REPAIR EQUIPMENT	24.30
I-5305852	7/26/2022	APBNK	COREMARK METALS DUE: 7/26/2022 DISC: 7/26/2022 Dump Truck Repair Parts	13.45	1099: N 101 4132-87000-000	REPAIR EQUIPMENT	13.45
I-5306298	7/26/2022	APBNK	COREMARK METALS DUE: 7/26/2022 DISC: 7/26/2022 Dump Truck Repair Parts	29.85	1099: N 101 4132-87000-000	REPAIR EQUIPMENT	29.85
			=== VENDOR TOTALS ===	197.76			
01-05731			MN DEPARTMENT OF LABOR INDUSTR				
I-JUNE1230152022	7/26/2022	APBNK	MN DEPARTMENT OF LABOR INDUST DUE: 7/26/2022 DISC: 7/26/2022 2nd Qtr Surcharges	485.84	1099: N 101 20801-000	DUE TO OTHER GOVERNMENTS	485.84
			=== VENDOR TOTALS ===	485.84			
01-05843			MN NCPERS LIFE INSURANCE				
58800082022	7/26/2022	APBNK	MN NCPERS LIFE INSURANCE DUE: 7/26/2022 DISC: 7/26/2022 2022 Life Insurance Aug	48.00	1099: N 101 21709-000	OTHER PAYABLE	24.64
			2022 Life Insurance Aug		204 21709-000	OTHER PAYABLE	1.60
			2022 Life Insurance Aug		601 21709-000	OTHER PAYABLE	15.52
			2022 Life Insurance Aug		602 21709-000	OTHER PAYABLE	6.24
			=== VENDOR TOTALS ===	48.00			

PACKET: 02569 July 26 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-202207268216		TIMOTHY PITTMAN		40.00			
7/26/2022	APBNK	DUE: 7/26/2022 DISC: 7/26/2022			1099: N		
		Mileage Reimbursement			101 4112-86010-000	MILEAGE & PARKING	40.00
		=== VENDOR TOTALS ===		40.00			
01-05784		UPPER CUT TREE SERVICES					
I-5375		UPPER CUT TREE SERVICES		2,200.00			
7/26/2022	APBNK	DUE: 7/26/2022 DISC: 7/26/2022			1099: N		
		Tree Trimming			101 4134-84010-000	TREE TRIMMING	2,200.00
I-5376		UPPER CUT TREE SERVICES		825.00			
7/26/2022	APBNK	DUE: 7/26/2022 DISC: 7/26/2022			1099: N		
		Remove Dead Tree			101 4134-84020-000	TREE REMOVAL	825.00
		=== VENDOR TOTALS ===		3,025.00			
01-05870		XCEL ENERGY					
I-202207268221		XCEL ENERGY		62.82			
7/26/2022	APBNK	DUE: 7/26/2022 DISC: 7/26/2022			1099: N		
		Elect			101 4131-85020-000	ELECTRIC	62.82
		=== VENDOR TOTALS ===		62.82			
01-07205		ZEP SALES & SERVICE					
I-202207268217		ZEP SALES & SERVICE		334.22			
7/26/2022	APBNK	DUE: 7/26/2022 DISC: 7/26/2022			1099: N		
		Degreaser			101 4131-70110-000	SUPPLIES	334.22
		=== VENDOR TOTALS ===		334.22			
		=== PACKET TOTALS ===		28,945.01			

PACKET: 02572 AUG 2 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
=====						
01-05422	BP					
I-202208028224		FUEL	1,913.84			
8/02/2022	APBNK	DUE: 8/02/2022 DISC: 8/02/2022		1099: N		
		FUEL		101 4132-74000-000	MOTOR FUEL & LUBRICANTS	1,117.25
		FUEL		601 4601-74000-000	MOTOR FUEL & LUBRICANTS	400.00
		FUEL		602 4602-74000-000	FUEL & LUBRICANTS	396.59
		=== VENDOR TOTALS ===	1,913.84			
=====						
01-05153	HOME DEPOT CRC/GECP					
I-202208028223		TRIM LINE AND PLYWOOD	273.55			
8/02/2022	APBNK	DUE: 8/02/2022 DISC: 8/02/2022		1099: N		
		TRIM LINE AND PLYWOOD		101 4132-70120-000	SUPPLIES	273.55
		=== VENDOR TOTALS ===	273.55			
=====						
01-05582	MENARDS					
I-202208028222		FRAMING WOOD AND CLEANER	244.50			
8/02/2022	APBNK	DUE: 8/02/2022 DISC: 8/02/2022		1099: N		
		FRAMING WOOD AND CLEANER		101 4131-70110-000	SUPPLIES	244.50
		=== VENDOR TOTALS ===	244.50			
=====						
01-05374	TENNIS SANITATION LLC					
I-3340939		RECYCLING SFD AND MFD	7,458.75			
8/02/2022	APBNK	DUE: 8/02/2022 DISC: 8/02/2022		1099: N		
		RECYCLING SFD AND MFD		206 4206-82030-000	RECYCLING CONTRACTS	7,458.75
I-3340940		RECYCLING RAMSEY CTY SWMT/CEC	66.50			
8/02/2022	APBNK	DUE: 8/02/2022 DISC: 8/02/2022		1099: N		
		RECYCLING RAMSEY CTY SWMT/CEC		101 4131-87010-000	CITY HALL MAINTENANCE	66.50
		=== VENDOR TOTALS ===	7,525.25			
		=== PACKET TOTALS ===	9,957.14			

PACKET: 02574 August 3 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
01-0028	ALLSTREAM							
I-18628395		ALLSTREAM		47.64				
8/03/2022	APBNK	DUE: 8/03/2022 DISC: 8/03/2022			1099: N			
		Emergency Landline City Hall			101 4116-85010-000	TELEPHONE		47.64
		=== VENDOR TOTALS ===		47.64				
01-00875	BHE COMMUNITY SOLAR, LLC							
I-202208038225		BHE COMMUNITY SOLAR, LLC		1,354.48				
8/03/2022	APBNK	DUE: 8/03/2022 DISC: 8/03/2022			1099: N			
		Solar Garden Elect June			101 4131-85025-000	SOLAR ELECTRIC		1,354.48
		=== VENDOR TOTALS ===		1,354.48				
01-05290	GOODIN COMPANY							
I-02522761-00		GOODIN COMPANY		210.12				
8/03/2022	APBNK	DUE: 8/03/2022 DISC: 8/03/2022			1099: N			
		Water Filter			101 4131-70110-000	SUPPLIES		210.12
		=== VENDOR TOTALS ===		210.12				
01-05115	GOPHER STATE ONE CALL							
I-2070387		GOPHER STATE ONE CALL		145.80				
8/03/2022	APBNK	DUE: 8/03/2022 DISC: 8/03/2022			1099: N			
		Locates			601 4601-88030-000	LOCATES		145.80
		=== VENDOR TOTALS ===		145.80				
01-00956	LINEHAN, JACK							
I-202208038226		LINEHAN, JACK		115.52				
8/03/2022	APBNK	DUE: 8/03/2022 DISC: 8/03/2022			1099: N			
		Mileage Reimbursement			101 4112-86010-000	MILEAGE & PARKING		115.52
		=== VENDOR TOTALS ===		115.52				
01-05263	MID CITY SERVICES- INDUSTRIAL							
I-189739		MID CITY SERVICES- INDUSTRIAL		61.69				
8/03/2022	APBNK	DUE: 8/03/2022 DISC: 8/03/2022			1099: N			
		Floor Mats Svc			101 4131-87010-000	CITY HALL MAINTENANCE		61.69
		=== VENDOR TOTALS ===		61.69				



PACKET: 02574 August 3 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 02		NINENORTH						
I-2022-137		NINENORTH	683.66					
8/03/2022	APBNK	DUE: 8/03/2022 DISC: 8/03/2022		1099: N				
		2 Municipal Mtg - Webstream		101 4116-85050-000	CABLE TV			683.66
		=== VENDOR TOTALS ===	683.66					
01-06030		OLSON,ROLAND						
I-202208038227		OLSON,ROLAND	34.00					
8/03/2022	APBNK	DUE: 8/03/2022 DISC: 8/03/2022		1099: N				
		Mileage Reimbursement July		101 4113-86010-000	MILEAGE			34.00
		=== VENDOR TOTALS ===	34.00					
01-05530		OSI ENVIRONMENTAL						
I-2099604		OSI ENVIRONMENTAL	75.00					
8/03/2022	APBNK	DUE: 8/03/2022 DISC: 8/03/2022		1099: N				
		Oil Disposal		101 4132-85030-000	Oil disposal			75.00
		=== VENDOR TOTALS ===	75.00					
01-06185		RAMSEY COUNTY						
I-PUBW-019829		RAMSEY COUNTY	100.72					
8/03/2022	APBNK	DUE: 8/03/2022 DISC: 8/03/2022		1099: N				
		Jan-June Emerg Street Light Sv		209 4209-87120-000	REPAIR & MAINTENANCE			100.72
I-RISK-002185		RAMSEY COUNTY	370.91					
8/03/2022	APBNK	DUE: 8/03/2022 DISC: 8/03/2022		1099: N				
		Insurance/HR Admin Fee July		101 4112-89000-000	MISCELLANEOUS			370.91
		=== VENDOR TOTALS ===	471.63					
01-00935		ST PAUL REGIONAL WATER SERVICE						
I-202208038228		ST PAUL REGIONAL WATER SERVIC	147.73					
8/03/2022	APBNK	DUE: 8/03/2022 DISC: 8/03/2022		1099: N				
		City Hall Water		101 4131-85040-000	WATER			86.21
		City Hall Sanitary Sewer		601 4601-85070-000	SAC CHARGES AND SS CHARG			16.83
		Community Park Water		101 4141-85040-000	WATER			32.61
		Community Park Sanitary Sewer		601 4601-85070-000	SAC CHARGES AND SS CHARG			12.08
		=== VENDOR TOTALS ===	147.73					

PACKET: 02574 August 3 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
01-057		TWIN CITY ROOFING					
I-202208038229		TWIN CITY ROOFING		5.00			
8/03/2022	APBNK	DUE: 8/03/2022 DISC: 8/03/2022			1099: N		
		Refund of Permit Overpayment			101 32210-000	BUILDING PERMITS	5.00
		=== VENDOR TOTALS ===		5.00			
01-05737		VERIZON WIRELESS					
I-9911928380		VERIZON WIRELESS		13.32			
8/03/2022	APBNK	DUE: 8/03/2022 DISC: 8/03/2022			1099: N		
		Cell Phone to July 23			101 4131-85015-000	CELL PHONE	13.32
		=== VENDOR TOTALS ===		13.32			
01-05870		XCEL ENERGY					
I-202208038230		XCEL ENERGY		47.62			
8/03/2022	APBNK	DUE: 8/03/2022 DISC: 8/03/2022			1099: N		
		Elect			101 4121-85020-000	ELECTRIC	13.53
		Elect			101 4141-85020-000	ELECTRIC/GAS	34.09
		=== VENDOR TOTALS ===		47.62			
		=== PACKET TOTALS ===		3,413.21			

EMP #	NAME	AMOUNT
) 022	RANDALL C GUSTAFSON	293.07
)1-0023	MELANIE M LEEHY	262.05
)1-0025	YAKASAH WEHYEE	262.05
)1-0026	KAY ANDREWS	258.04
)1-0027	ERIC G MEYER	262.05
)1-1006	JACK LINEHAN	3,141.07
)1-1026	BRENNAN J SORENSEN	1,466.17
)1-1136	ROLAND O OLSON	2,985.13
)1-2268	MATTHEW CHERNUGAL	1,369.43
)1-1030	TIMOTHY J PITTMAN	2,368.47
)1-1033	DAVE TRETSEVEN	1,861.53
)1-1143	COLIN B CALLAHAN	2,061.30

TOTAL PRINTED: 12 16,590.36

7-26-2022 8:59 AM PAYROLL CHECK REGISTER  
PAYROLL NO: 01 City of Falcon Heights

PAGE: 1  
PAYROLL DATE: 7/26/2022

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
102	PAVEK, MEGAN E	R	7/26/2022	1,717.49	091526
1039	CHERNE, CHRISTOPHER D	R	7/26/2022	775.53	091527
1162	LANDBERG, ALYSSA	R	7/26/2022	825.50	091528
1018	MORETTO, PAUL A	R	7/26/2022	2,549.81	091529
1184	NEIS, ADRIAN J	R	7/26/2022	232.17	091530
1179	PITTMAN, JUSTIN J	R	7/26/2022	64.64	091531
2249	WASSON, LUKE D	R	7/26/2022	446.69	091532
2272	STONE, MIA D	R	7/26/2022	289.32	091533
2273	RILEY, LEILA E	R	7/26/2022	269.58	091534

26-2022 8:59 AM PAYROLL CHECK REGISTER  
ROLL NO: 01 City of Falcon Heights

PAGE: 2  
PAYROLL DATE: 7/26/2022

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

REGULAR CHECKS:	9	7,170.73
DIRECT DEPOSIT REGULAR CHECKS:	12	16,590.36
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	21	23,761.09

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

WIRE PAYMENTS

July 31 payroll

Fed With	8,467.76
St With	1,547.53
Pera	4,535.39
ICMA	1,283.34
Child suppor	<u>26.50</u>

15,860.52

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## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	August 10, 2022
<b>Agenda Item</b>	Consent G2
<b>Attachment</b>	Resignation Letter, Resolution 22-33
<b>Submitted By</b>	Jack Linehan, City Administrator

<b>Item</b>	Resignation of Assistant to the City Administrator Megan Pavek
<b>Description</b>	<p>Assistant to the City Administrator Megan Pavek has submitted a letter of resignation. Megan’s last day with the city will be Thursday, August 18<sup>th</sup>.</p> <p>Megan has made a big impact in her time with the city by helping keep city operations moving during the administrator transition, training all of the new staff, running a successful 2022 parks program and streamlining our business licensing process.</p> <p>We wish Megan the best of luck as she continues her career in Seattle, WA.</p>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Resignation Letter</li> <li>• Resolution 22-33 Accepting the Resignation of Assistant to the City Administrator Megan Pavek</li> </ul>
<b>Action(s) Requested</b>	Staff would recommend approve of attached resolution to accept the resignation of Assistant to the City Administrator Megan Pavek.

August 1, 2022

Dear Mr. Linehan,

Please accept this letter as a formal notice of my resignation from my position as Assistant to the City Administrator. My last day of employment will be on August 18, 2022.

This was not an easy decision to make as the time I spent working for the City has been very rewarding. It has been a pleasure working with you and the Falcon Heights team.

Please let me know how I can help during this transition. I wish you and the City of Falcon Heights all the best.

Sincerely,

A handwritten signature in black ink, appearing to read "Megan Pavek", with a stylized flourish at the end.

Megan Pavek

**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

August 10, 2022

No. 22-33

-----  
**RESOLUTION ACCEPTING THE RESIGNATION OF ASSISTANT TO THE CITY  
ADMINISTRATOR MEGAN PAVEK FROM THE CITY OF FALCON HEIGHTS**

**WHEREAS**, the City Council appointed Megan Pavek on February 23, 2022 as the Assistant to the City Administrator; and

**WHEREAS**, Megan Pavek submitted her letter of resignation with a last day in the office of August 18, 2022;

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

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

-----  
Moved by:

Approved by: \_\_\_\_\_

Randall C. Gustafson  
Mayor

GUSTAFSON        \_\_\_    In Favor  
MEYER  
ANDREWS        \_\_\_    Against  
LEEHY  
WEHYEE

Attested by: \_\_\_\_\_

Jack Linehan  
City Administrator



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## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	August 10, 2022
<b>Agenda Item</b>	Consent G3
<b>Attachment</b>	Resolution 22-34
<b>Submitted By</b>	Megan Pavek, Assistant to the City Administrator

<b>Item</b>	Resignation of Ron Eischen from the Parks and Recreation Commission
<b>Description</b>	Ron Eischen was appointed in 2014 and has been a great addition to the commission, notably serving past his term until a replacement could be appointed. Staff would like to thank Ron for his commitment and time while wishing him well in future endeavors.
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Resolution 22-34 Resignation of Ron Eischen from PARC</li> </ul>
<b>Action(s) Requested</b>	Staff recommend approval of attached resolution accepting the resignation of Ron Eischen from the Parks and Recreation Commission.

**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

August 10, 2022

No. 22-34

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**RESOLUTION ACCEPTING THE RESIGNATION OF RON EISCHEN FROM THE  
FALCON HEIGHTS PARKS AND RECREATION COMMISSION**

**WHEREAS**, the City appointed Ron Eischen as a member of the City of Falcon Heights Parks and Recreation Commission in 2014; and

**WHEREAS**, on August 1, 2022 Mr. Eischen communicated his intent to resign his duties from the Commission effective immediately;

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

1. That the resignation is accepted by the City Council of the City of Falcon Heights.

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Moved by:

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

GUSTAFSON        \_\_\_\_\_    In Favor  
MEYER  
ANDREWS        \_\_\_\_\_    Against  
LEEHY  
WEHYEE

Attested by: \_\_\_\_\_  
Jack Linehan  
City Administrator

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## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	August 10, 2022
<b>Agenda Item</b>	Consent G4
<b>Attachment</b>	Resolution 22-35
<b>Submitted By</b>	Megan Pavek, Assistant to the City Administrator

<b>Item</b>	Resignation of Christopher LaCasse from the Parks and Recreation Commission
<b>Description</b>	Christopher LaCasse was appointed to the commission in 2020. Staff would like to thank Christopher for his time and wish him well in future endeavors.
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Resolution 22-35 Resignation of Christopher LaCasse from PARC</li> </ul>
<b>Action(s) Requested</b>	Staff recommend approval of attached resolution accepting the resignation of Christopher LaCasse from the Parks and Recreation Commission.

**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

August 10, 2022

No. 22-35

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**RESOLUTION ACCEPTING THE RESIGNATION OF CHRISTOPHER LACASSE  
FROM THE FALCON HEIGHTS PARKS AND RECREATION COMMISSION**

**WHEREAS**, the City appointed Christopher LaCasse as a member of the City of Falcon Heights Parks and Recreation Commission in 2020; and

**WHEREAS**, on August 2, 2022 Mr. LaCasse communicated his intent to resign his duties from the Commission effective immediately;

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

1. That the resignation is accepted by the City Council of the City of Falcon Heights.

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Moved by:

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

GUSTAFSON        \_\_\_\_\_    In Favor  
MEYER  
ANDREWS        \_\_\_\_\_    Against  
LEEHY  
WEHYEE

Attested by: \_\_\_\_\_  
Jack Linehan  
City Administrator

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## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	August 10, 2022
<b>Agenda Item</b>	Consent G5
<b>Attachment</b>	Proclamation
<b>Submitted By</b>	Jack Linehan, City Administrator

<b>Item</b>	Proclamation Designating August 25 <sup>th</sup> as Hamline Church Dining Hall Day
<b>Description</b>	<p>The Hamline Church Dining Hall is celebrating its 125<sup>th</sup> anniversary at the Minnesota State Fair. To commemorate the occasion, the Hamline Church Dining Hall will have a ceremony at the opening of the Fair on Thursday, August 25<sup>th</sup> at 9AM. The group has requested the City to consider proclaiming August 25<sup>th</sup> as Hamline Church Dining Hall Day in Falcon Heights.</p> <p>The Hamline Methodist Episcopal Church Ladies Aid Society 1897 opened a small food stand at the Minnesota State Fair, serving lemonade and sandwiches. The women wished to help their congregation raise money to build their own church. The dining hall has continued through two world wars, the Great Depression, the 1940s polio epidemic, and the recent COVID-19 pandemic. The dining hall has become the oldest continuously operated food service establishment at the fair and is a traditional stop for many fairgoers. The proceeds have supported St. Paul area nonprofits, including Keystone Community Services Food Shelf and Emma Norton Services. The dining hall crew is proud to be part of the fair and the City of Falcon Heights.</p>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	Resolution 22-36 - Proclamation
<b>Action(s) Requested</b>	Approve the attached resolution proclaiming August 25 <sup>th</sup> , 2022 as Hamline Church Dining Hall Day in the City of Falcon Heights.



**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

August 10, 2022

No. 22-36

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**Celebrating the 125<sup>th</sup> anniversary of the Hamline Church Dining Hall at the Minnesota State Fair**

**Whereas**, the Hamline Methodist Episcopal Church Ladies Aid Society in 1897 opened a small food stand at the Minnesota State Fair, serving lemonade and sandwiches; and

**Whereas**, the women wished to help their congregation raise money to build its own church; and

**Whereas**, that effort by women and the greater congregation launched a tradition that continues today; and

**Whereas**, that tradition is one that generations of church members and friends have taken part in; and

**Whereas**, the dining hall has continued through two world wars, the Great Depression, the 1940s polio epidemic and the recent COVID-19 pandemic; and

**Whereas**, the dining hall continues to provide good food and fellowship to fairgoers; and

**Whereas**, the dining hall has become the oldest continuously operated food service establishment at the fair today and is a traditional stop for many fairgoers; and

**Whereas**, the dining hall proceeds have supported St. Paul area nonprofits including Keystone and Emma Norton Services; and

**Whereas**, the dining hall crew is proud to be part of the fair and part of the fine City of Falcon Heights; and

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

- Thursday, August 25 is declared Hamline Church Dining Hall Day in the City of Falcon Heights.
-

Moved by:

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

GUSTAFSON \_\_\_\_\_ In Favor  
LEEHY \_\_\_\_\_  
MEYER \_\_\_\_\_ Against  
WEHYEE \_\_\_\_\_  
ANDREWS \_\_\_\_\_

Attested by: \_\_\_\_\_  
Jack Linehan  
City Administrator

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**The City That Soars!**

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	August 10, 2022
<b>Agenda Item</b>	Consent G6
<b>Attachments</b>	RFP, Resolution 22-37
<b>Submitted By</b>	Jack Linehan, City Administrator

<b>Item</b>	Commercial Real Estate Broker RFP
<b>Description</b>	<p>The City of Falcon Heights leases the Community Park land from the University of Minnesota and the current lease agreement is set to expire at the end of 2024. Both parties have expressed interest in the City purchasing the land from the University, and both have completed a commercial appraisal of the property. Due to the scale of this land acquisition, staff have determined it's within the City's best interest to obtain commercial real estate brokerage services.</p> <p>With approval from Council, staff would plan to issue a Request for Proposal (RFP) on August 12, and provide Council with a recommendation mid-September. The goal is to have qualified individuals or firms help staff navigate real estate transaction services, negotiations, and proper documentation and execution of the entire process.</p> <p>Staff is seeking approval to release and advertise the RFP starting on August 12<sup>th</sup>, 2022.</p>
<b>Budget Impact</b>	
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• RFP</li> <li>• Resolution 22-37</li> </ul>
<b>Action(s) Requested</b>	Provide approval for staff to release and advertise the RFP for commercial real estate brokerage services starting August 12 <sup>th</sup> .



August 12<sup>th</sup>, 2022

**REQUEST FOR PROPOSAL**

The City of Falcon Heights

**Professional Commercial Real Estate Brokerage Services**

Bid Submittal Deadline: August 26<sup>th</sup>, 2022 at 12 p.m.

Prepared By:

Jack Linehan, City Administrator

City of Falcon Heights

2077 Larpenteur Ave West

Falcon Heights, MN 55113

[jack.linehan@falconheights.org](mailto:jack.linehan@falconheights.org)

651-792-7611

Request for Proposal

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SECTION 1: INTRODUCTION

SECTION 2: PROCESS

SECTION 3: SCOPE OF SERVICES

SECTION 4: PROPOSAL FORM AND CONTENT

SECTION 5: EVALUATION CRITERIA

## SECTION 1

### INTRODUCTION

The City of Falcon Heights, Minnesota currently leases our 14.50-acre Community Park from the University of Minnesota (U of M). The current lease agreement, which dates back to the 1980s, allows the City to use and operate structures on the U of M's property for \$1.00 annually in lease payments.

As the lease term comes to an end, both parties have expressed interest in the City of Falcon Heights purchasing the land from the U of M to allow the City to build a new park building.

The City and the University of Minnesota have both completed a commercial appraisal of the property.

## SECTION 2

### PROCESS

Notice is hereby given that proposals will be received by the City of Falcon Heights, Ramsey County, Minnesota for Commercial Real Estate Brokerage Services. The City of Falcon Heights (the City) invites qualified individuals or firms to submit proposals to provide Commercial Real Estate Brokerages 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](mailto:jack.linehan@falconheights.org) or by phone at 651-792-7611. Find additional information about the City of Falcon Heights at [www.falconheights.org](http://www.falconheights.org)

#### 2-1 **Requests for Proposal**

The City of Falcon Heights invites qualified individuals or firms to submit proposals for Real Estate Commercial Brokerage Services as described in the scope of work set forth in Section 3 of this Request for Proposals (RFP).

#### 2-2 **Schedule (tentative)**

Issue Date: August 12, 2022

Closing Date: August 26, 2022

Anticipated Award Notice: September 9, 2022

Anticipated Contract Approval: September 14, 2022

Service to Begin: September 15, 2022

#### 2-3 **Official Contact**

Questions regarding the scope of services shall be directed to:

Jack Linehan, City Administrator  
City of Falcon Heights  
2077 Larpenteur Ave West  
Falcon Heights, MN 55113  
[jack.linehan@falconheights.org](mailto:jack.linehan@falconheights.org)  
651-792-7611

2-4 **Proposal Due Date:**

One (1) copy of the proposal must be delivered to Jack Linehan, 2077 Larpenteur Avenue West, Falcon Heights, MN 55113, no later than 4:00 p.m. on August 15<sup>th</sup>. A proposal may alternatively be emailed by August 12<sup>th</sup> at 4:00 p.m. to [jack.linehan@falconheights.org](mailto:jack.linehan@falconheights.org), and must receive acknowledgement of receipt by August 15<sup>th</sup> at 4:00 p.m. to be considered. Proposals should be titled “RFP for Commercial Real Estate Brokerage Services”. Late proposals will be retained by the City and deemed ineligible for award. Proposals must be sealed, clearly addressed, and correctly labelled with the aforementioned 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 **Incurred Costs**

The City is not liable for any costs incurred by the Proposer in the preparation and/or presentation of a proposal. The City is not liable for any cost incurred by the 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 accepted and is presented to the City Council for approval, it will be determined a public document and non-private information which shall be shared and published online, including the response to this proposal.



## SECTION 3

### SCOPE OF SERVICES

The City of Falcon Heights welcomes proposals from qualified individuals or firms in response to the specific services identified below.

#### 3-1 **Scope of Work and Deliverables**

The principal responsibility of the selected Broker is to provide commercial real estate brokerage services in the acquisition of the Community Park parcel on behalf of the City.

The role of the selected Broker will be to complete all tasks necessary to acquire the subject property for the City of Falcon Heights.

#### 3-2 **Real Estate Transaction Services**

Services the Broker performs may include, but are not limited to, the following:

##### **1. Confirm Real Estate Requirements**

Review new and existing studies or documentation, and recommend additional studies if needed to re-confirm real estate assumptions for the subject property.

##### **2. Negotiations**

Upon approval to proceed, Broker shall develop, present, and obtain pre-approval of the real estate negotiations strategies from the Falcon Heights City Administrator and/or their designee. The Broker shall conduct negotiations in coordination with the City Administrator to secure an optimal real estate transaction consistent with professional ethics and current market conditions. The Broker must provide written documentation of the negotiation process, terms of agreements, letters of intent, etc.

##### **3. Sellers Proposal Evaluation**

The Broker will review and evaluate all appraisals and existing documentation on the subject property and use due diligence to confirm the merits of any proposal received by the University of Minnesota or their agent. The Broker will confirm all costs associated with acquiring the subject property and prepare site specific financial acquisition analysis.

##### **d 4. Council Presentations/Approval to Proceed**

City Council review and approval will be required before proceeding with any real estate acquisition negotiations. Negotiation limits will be set by

City Council with a not to exceed limit. For seller proposals above the not to exceed limit, a City Council presentation will be required for approval to move forward with negotiations.

**3-3 Escrow / Documentation**

The Broker will prepare and/or coordinate the completion of required documentation in coordination with the City Administrator to finalize the approved real estate transaction.

**SECTION 4**

**PROPOSAL FORM AND CONTENT**

**4-1 Proposal Submittal**

Proposals shall be prepared simply and economically, providing a straightforward and 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**

Each proposal shall be comprehensive in addressing the scope of work outlined 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.

The following will be considered minimum requirements of the proposal and must be submitted in the order listed:

**1. Approach to Brokerage Services**

A description of the proposed Real Estate approach and methodology to be utilized; the deliverables to be provided by the responder, and a description of the proposed Real Estate broker techniques. Brokers are encouraged to propose additional tasks or activities if they believe such tasks or activities will substantially improve the results of the project. Any proposed additional tasks should be separated from the required material.

**2. Qualifications**

Summarize your or the firm's background and history; include the depth and breadth of your firm's experience in commercial real estate and any experience you may have working on behalf of public entities or parks purchasing.

**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 (3) 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**

The Broker must submit a compensation schedule for the services outlined in the preliminary scope of work. The compensation schedule submitted shall be guaranteed by the Broker for the term of the contract. The Broker shall include a compensation schedule for any non-commission fees due to the Broker and identify under what circumstances these fees might apply. The Broker's compensation schedule shall include all costs/fees that Broker will be assessed. Broker shall warrant that quoted fees are the only compensation that they shall receive from the transactions completed under this RFP.

## 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 Proposer adheres to the instruction in this Request for Proposals on preparing and submitting the proposal;
2. Thoroughness of approach to representing the City as a commercial real estate broker and ability to demonstrate understanding of the objectives and Scope of Services.
3. Compensation schedule.
4. Finalist Bidders will 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**

August 10, 2022

No. 22-37

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**RESOLUTION APPROVING RELEASE OF REQUEST FOR PROPOSALS FOR  
COMMERCIAL REAL ESTATE BROKERAGE SERVICES**

**WHEREAS**, the City has a desire to purchase the Community Park property; and

**WHEREAS**, the City identified the need a for a commercial real estate broker to represent the City in the purchase of the Community Park property; and

**WHEREAS**, the attached Exhibit A: Request for Proposals is intended to solicit proposals from qualified individuals or firms to provide commercial real estate brokerage 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 RFP for Commercial Real Estate Broker Services.
- 

Moved by:

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

GUSTAFSON        \_\_\_\_\_    In Favor  
LEEY                \_\_\_\_\_  
MEYER              \_\_\_\_\_    Against  
WEHYEE  
ANDREWS

Attested by: \_\_\_\_\_  
Jack Linehan  
City Administrator

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