

BLANK PAGE

**CITY OF FALCON HEIGHTS**  
Regular Meeting of the City Council  
City Hall  
2077 West Larpenteur Avenue  
**MINUTES**  
February 8, 2023 at 7:00 P.M.

- A. CALL TO ORDER: 7:00 p.m.
- B. ROLL CALL: GUSTAFSON \_\_X\_\_ LEEHY \_\_X\_\_ MEYER \_\_X\_\_  
WASSENBERG \_\_X\_\_ WEHYEE \_\_X\_\_

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

- C. APPROVAL OF AGENDA

Council Members Wehyee and Leehy  
motion to approve the agenda;  
approved 5-0

- D. PRESENTATION  
1. League of Women Voters - ADA Study Results

Bonnie Koch from the League of Women Voters states that the LWV did a two-year long ADA study. The study looked into the compliance level of the five cities according to the section of the Americans Disabilities Act that guarantees access to public buildings and sites. Specifically, the study examined compliance policies, administration, and physical accessibility of residents who are mobility challenged to government buildings, polling locations, and city recreational venues. The steps of the study included contacting the City Administrators and asking specific compliance questions, reviewing City developed documents and the City website, and in-person visits by committee members to all buildings and park facilities to document all ADA specific requirements. Koch thanked Mayor Gustafson because he was the City of Falcon Heights' contact person. During the study, the LMV also contacted the Ramsey County Elections Administrator and the Minnesota Disability Council website because there are some slight differences from the federal requirements. The LMV did an individual study analysis of each city. The study concluded that, fortunately, most of the cities in the area met almost all of the ADA requirements. Those they didn't meet, could easily improve non-compliance areas with some modifications and limited financial investment. The study found that most cities have non-compliance, predominantly in parking situations in parks, and, in a few instances, polling locations. Also, cities should improve their website access to ADA policies, and cities should include residents with disabilities in oversight planning and visionary groups to understand their needs better. In response to the ADA study, the LMV developed four positions. First, support ADA compliant opportunities for resident participation in city government, including early public participation in the decision-making process and open appointment for advisory committees. Second, support ADA compliant, safe, non-motorized pathways with costs assessed areawide. Third, support city government compliance with the ADA requirements in administrative policy and access to and use of City owned, leased buildings, voting precincts, and recreational locations. Fourth, support compliance by city governments with ADA requirements for identification of ADA coordinators and grievance procedures and ease of access on city websites.

Council Member Wehyee asks what the added value of adopting an official compliance policy is.

Koch says that part of it is size and that technically, the City of Falcon Heights is a smaller staff and does not have to have one, but beyond that, its message to the residents is it's an issue of importance to the City.

Council Member Wehyee asks if Koch can speak to what is in the City of Maplewood's grievance process.

Koch states that she did not work with the City of Maplewood during the study and is unsure of the answer to that question. However, she will consult with the person that works with the City of Maplewood and get an answer for Council Member Wehyee.

Council Member Wehyee asks if Koch has any ideas on increasing the representation of people with disabilities on the City Commissions.

Koch says that is something that needs to be discussed. Getting the word out into the community without a local paper is difficult. Koch thinks there must be a conversation on improving communications with Falcon Heights residents.

Council Member Wehyee asks what the support of the LMV looks like in practice.

Koch states that the LMV can do what the City needs. For example, the LMV can speak on a specific topic, provide written support or do whatever the City thinks would be helpful.

Council Member Meyer asks about the difference between an official compliance policy and a compliance plan.

Koch says that the LMV found that some of the city's planning is in their comprehensive plans and mentions ADA. Those are plans, but they are not specifically written down policies.

Council Member Wehyee states that the difference might be that a policy might be more enforceable, and a plan is more of a declaration of sorts.

Jack Linehan, the City Administrator, says from the Staff perspective for plans, the City has both the comprehensive plan and adopted the most recent ADA recommendations for engineering standards. Whenever the City is redoing roads or sidewalks, the City follows those recommendations. Linehan mentions that one of the things about the compliance policy is that it is required at certain organizations of a certain size that they have a compliance policy as part of that it does require additional funding and action by the City. When this was instituted, there was concern from small organizations, and knew these small organizations couldn't retrofit everything that was not in compliance and gave some leeway for the smaller cities.

Council Member Leehy states that there is always room for improvement and thinks it has been mentioned that the time to implement are during upgrades. That is the biggest key to planning when any upgrades are considered. Going from most recent to latter, is that recently there was a Council Member that was blind. Having that disability and to see all of the aspects that Staff and the Council did to make sure that the former Council Member had what she needed to accomplish her role. Until the time comes for the upgrade, then bringing those things to attention is beneficial.

Koch states that all the Cities in the study are aware and looking forward.

E. APPROVAL OF MINUTES:

1. January 25, 2023 City Council Regular Meeting Minutes

Council Member Meyer motions to approve the minutes; approved 5-0

F. PUBLIC HEARINGS:

G. CONSENT AGENDA:

1. General Disbursements through: 2/2/23 \$119,902.44  
Payroll through: 1/31/23 \$23,915.01  
Wire Payments through: 1/31/23  
Bond Principal & Interest Payments \$267,350.00  
Payroll Taxes/Payments \$16,141.97
2. City License(s)
3. Establishment of Falcon Heights State Fair Policies and Procedures Review Task Force
4. Accept the Resignation of Administrative & Communications Coordinator Brennan Sorensen

Council Member Leehy motions to approve the consent agenda; approved 5-0

Mayor Gustafson and Council Member Wehyee thank Brennan Sorensen for his work at the City.

Mayor Gustafson states that the interest for the State Fair Task Force is online and wants as many people as possible from the community to sign up.

Council Member Leehy motions to amend the disbursement through 2/2/23 \$119,902.44; approved 5-0

H: POLICY ITEMS:

1. Falcon Heights Book Club - Appeal to Waive Rental Fee for Use of Conference Room at City Hall in 2023

Linehan states that The Falcon Heights Book Club was proposed by the City Council and formed in 1996. Laura Kuettel was a Council Member at the time and became an active participant and leader of the monthly book club. The Falcon Heights Book Club has previously asked for the rental fee waived so that they could meet each month for one hour in the Conference Room at City Hall without charge. City policy states that the City Council must hear any consideration for waiving rental fees. The Falcon Heights Book Club is asking the Council to waive the \$100 annual rental fee so that they may use the Conference Room in 2023 without charge.

Council Member Wassenberg asks whether the Book Club has paid a fee to the City.

Linehan states that Staff's understanding from looking at old emails this re arose last year. Last year, the Falcon Heights Book Club was looking to return and reached out to the Assistant to the City Administrator at that time, and it was forwarded to the City Administrator. It was denied and had to go to the Council for it to be waived.

Council Member Wassenberg asks if there are any marginal costs to waiving the fee. Linehan states no; Staff provides them with a key, and all rentals will pay a damage deposit.

Council Member Meyer asks whether the City has ever charged a different rate for the conference room.

Linehan states there is a different rental rate. Essentially if they didn't get the annual rate for being one of the organizations that the City lists, they would go over the \$100 probably in two to three meetings \$100 is a major discount over the fees the City charges.

Council Member Wassenberg asks if the Council were to grant this exemption for this group, are there other groups that would fall into the same category?

Linehan states that it could.

Council Member Meyer states rather than having the limit be twice a year for a free pass. What if the Council changed that to something like once a month for groups like this?

Mayor Gustafson states it would be particularly for the conference room.

Council Member Leehy states that she favors looking at this as a case by case instead of expanding it.

Council Member Meyer states that it is a service to the community to have these civic groups such as this a part of Falcon Heights and favors waiving this fee.

Mayor Gustafson states that the fee only applies for this year rather than next. After that, they would have to come to Council again next year.

Council Member Wehyee states he is now more inclined to change the policy.

Council Member Wassenberg states that the council should waive the fee for this year and then change the current policy at a later date.

Mary Ward, 1811 Moore St., states that she has been a resident of Falcon Heights for 40 years and has been a member of this book club for ten years. It is a great service to offer to the Falcon Heights community.

Council Member Leehy asks how did Mary hear about the Book Club. Also, is there a maximum number of participants?

Mary states the Roseville review had an ad for the Club, and now it is just word of mouth. In years past, the City website had the books that the Book Club was reading, but now that is not the case. Generally, it's about eight people.

Mayor Gustafson states the City will be able to help the Book club by promoting what they are reading on the website and newsletter.

Council Members Leehy and Wassenberg motion to the rental fee for the Falcon Heights Book Club; approved 5-0

I. INFORMATION/ANNOUNCEMENTS:

Council Member Wassenberg states he attended his first Parks and Recreation Commission meeting. The Commission discussed summer programming and how to increase familiarity with all Falcon Heights Parks.

Council Member Meyer is excited about the Environment Commission on Monday, where they will elect officers. A guest speaker is coming who is an expert on city planning.

Mayor Gustafson states that the Community Engagement Commission will be meeting next Wednesday. There is a new vacancy on the Commission, so if people are interested, please join.

Linehan states

**Community Park Update**

Progress is continuing toward the city's purchase and renovation of Community Park. The University Board of Regents will consider authorization of the sale at their February Board of Regents meeting. A public hearing is planned for the February 28th Planning Commission meeting to review the proposal to subdivide the existing 40-acre parcel to facilitate the sale of the 15.5-acre park parcel.

**Spring Newsletter**

Staff is working on the Spring 2023 newsletter mailed to all Falcon Heights residents. We anticipate it will be sent out in late February or early March. The edition includes summer recreation programming, city updates, and important seasonal reminders.

**Parks Winter Programming**

Reminder: NEW - Breathwork Classes - February 16th through March 23rd on Thursdays at 7:00 p.m.

**AARP Foundation Tax Aide Preparation**

Volunteers will be available at City Hall every Thursday from February 16th through April 13th, from 9 a.m. to 2 p.m., for free of charge tax assistance for taxpayers who are over 50 and have low to moderate income. We are getting many calls and still have openings, while some other area AARP classes have filled up. Appointments are by appointment only. Call or email Assistant to the City Administrator Kelly Nelson at [kelly.nelson@falconheights.org](mailto:kelly.nelson@falconheights.org) or at 651-792-7617 to reserve your appointment.

**State Fair Task Force**

Interest forms are available for the State Fair Policies and Procedures Review Task Force. Maximum of seven voting members, comprised of residents. Five applications have been received so far. Applications are open through February 15th, depending on if enough applicants are selected. Appointments anticipated February 22nd, with the committee meeting every Tuesday at 6:30 March through April.

**Contracted Law Enforcement Satisfaction Services**

As part of our consultant's study on law enforcement contract options, a survey was sent to 100 random addresses in Falcon Heights to collect additional data. We are collecting responses through February 20th.

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: 8:15 p.m.

Council Member Wehyee  
motions to adjourn the  
meeting; approved 5-0



---

Randall C. Gustafson, Mayor

Dated this 22<sup>nd</sup> day of February, 2023



---

Jack Linehan, City Administrator

BLANK PAGE