

CITY OF FALCON HEIGHTS
Regular Meeting of the City Council
City Hall
2077 West Larpenteur Avenue
AGENDA - AMENDED
November 15, 2023 at 7:00 P.M.

- A. CALL TO ORDER: 7:01 p.m.
- B. ROLL CALL: GUSTAFSON LEEHY MEYER EA
WASSENBERG WEHYEE
STAFF PRESENT: LINEHAN Lynch Podder
- C. APPROVAL OF AGENDA Loachy 4-0
- D. PRESENTATION
- E. APPROVAL OF MINUTES:
1. October 25, 2023 City Council Regular Meeting Minutes Wassenberg 4-0
- F. PUBLIC HEARINGS:
- G. CONSENT AGENDA: Wehjae 4-0
 - 1. General Disbursements through 11/08/23: \$224,055.81
Payroll through 10/31/23: \$21,248.22
Wire Payments through 10/31/23: \$13,519.08
 - 2. Approval of City License(s)
 - 3. Canvassing Election Results for November 7, 2023
 - 4. Construction Cooperation Agreement for Roselawn Avenue
 - 5. Resolution in Support of Application for MPCA Brownfield Assessment Grant
 - 6. 2024 Ramsey County Select Committee on Recycling & The Environment (SCORE) Grant Submittal and Enter into Agreement with Ramsey County for Funding
 - 7. City Administrator Jack Linehan - 18-Month Employee Step Adjustment
 - 8. Finance Director Roland Olson - Pay Adjustment
 - 9. Authorization for City Administrator to Negotiate and Approve Employee Benefit Plans
 - 10. Release of RFP for 2024 Printing Services
 - 11. Support for City Administrator Jack Linehan to Participate in Compass Peer Leadership Group
- H. POLICY ITEMS:
1. Amber Flats PUD Wassenberg 4-0
2. Pathway Sidewalk Maintenance Map and Plowing Update Wassenberg 4-0
3. Resolution Authorizing the City Administrator to Execute Grant Applications Loachy 4-0
4. Law Enforcement Contract Update

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:

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

MINUTES
Wednesday, October 25, 2023
7:00 p.m.

- A. CALL TO ORDER: 7:00 PM
- B. ROLL CALL: GUSTAFSON_X_ LEEHY_X_ MEYER_X_

WASSENBERG_X_ WEHYEE__

STAFF PRESENT: LINEHAN_X__

- C. APPROVAL OF AGENDA

Administrator Linehan takes item 4. Appointment of Wesley Goldberg to the Parks and Recreation Commission of the Consent Agenda on the request of the applicant.

Councilmember Leehy motions to approve the amended agenda; approved 4-0

- D. PRESENTATION

1. Charitable Gambling Proceeds Donation to the Friends of the Philando Castile Peace Garden

Administrator Linehan explains that the City maintains a Charitable Gambling fund that is financed by a tax on charitable gambling activity within Falcon Heights. Of the 10% funds that are collected to this fund, a portion needs to go back into the community. The funds were collected a number of years ago and it is of the best interest for the City to find a use for the fund. One of these purposes is that a contribution to a 501(c)(3) is allowable. Formal approval is recommended for the contribution of these 10% gambling funds to the 501(c)(3) "Friends of the Philando Castile Peace Garden" to assist in getting a water hookup to the site and closure of Special Revenue Fund 203.

Council agrees this would benefit the volunteers, who are Falcon Heights residents as well as the Philando Castile Peace Garden, which is located in Falcon Heights and therefore benefits the community.

Councilmember Meyer reads Resolution 23-69 Resolution for Contribution to The Friends of the Philando Castile Peace Garden into record.

Councilmember Leehy motions to approve Resolution 23-69 Resolution for Contribution to The Friends of the Philando Castile Peace Garden into record; approved 4-0

Sue Gehrz thanks the City for this generous donation. This will help pay for a permanent water source. The Peace Garden has been an effort of this community and surrounding communities. Provides recent updates:

- Signage has been installed in the garden with explanations
- Planning for installation of boulders that will provide additional seating

- Designing proposals for lighting in the garden
- Bringing back original donated artwork
- Plan for virtual exhibit of the garden.

They also had an art festival on September 9th at the garden, sponsored by Public Arts St. Paul. The garden is still relying on volunteers to help water, weed and maintain the garden.

Councilmember Leehy adds that those interested can visit <https://philandocastile-peacegarden.org/>

E. APPROVAL OF MINUTES:

1. October 11, 2023 City Council Regular Meeting Minutes

Councilmember Wassenberg motions to approve the minutes; approved 4-0

F. PUBLIC HEARINGS:

G. CONSENT AGENDA:

1. General Disbursements through 10/20/23: \$154,383.15
Payroll through 10/15/23: \$19,395.00
Wire Payments through 10/15/23: \$12,681.96
2. City Licenses
3. 6-Month Performance Evaluation – Administrative and Communications Coordinator
Elke van der Werff
- ~~4. Appointment of Wesley Goldberg to the Parks and Recreation Commission~~
5. Resolution in Support of Buhl Investors’ Application for Emerging and Diverse Developers Grant Funds

Councilmember Meyer motions to approve the Consent Agenda; approved 4-0

Administrator Linehan thanks Council for the 6-month step adjustment for Administrative and Communications Coordinator Elke van der Werff. This position is the first-person people see or hear when interacting with the City, and Elke does a great job of listening to residents and diffusing situations.

Administrator Linehan states that this Resolution in Support of Buhl Investors’ Application for Emerging and Diverse Developers Grant Funds is not a vote of any matter for the Amber Flats proposal, rather this is to help Buhl Investors with the grant application process, which they qualify for.

H. POLICY ITEMS:

I. INFORMATION/ ANNOUNCEMENTS:

Councilmember Meyer reminds everyone to get out and vote.

Councilmember Leehy has no announcements.

Councilmember Wassenberg reminds residents about the public engagement session for the Community Park. This will take place during the Parks and Recreation Commission Meeting on Monday, November 6 at 6:30 PM at City Hall.

Mayor Gustafson announces that the Planning Commission held the first community meeting of the Snelling & Larpenteur Corridor Study on October 18 at City Hall together with the consultant WSB. Staff created a webpage where residents can fill out a community survey and

provide input on a community map. The Planning Commission also held a Public Hearing on October 24, regarding a proposal from Buhl Investors for the parking lot next to Amber Union. Conversations with Constitutions will be held on October 26 at the Roseville City Hall at 6:30PM where all mayors from surrounding cities will gather. Lastly, Public Works has two open positions.

Administrator Linehan states that the City Council meeting for Wednesday, November 8th will be moved to Wednesday, November 15th to allow for certification of election results. Ramsey County requires certification by City Councils between November 13th - 17th. The City Council Workshop next Wednesday, November 1st will include Personnel Policy Updates, Sidewalk Snow Plowing and a Map Update as well as a 10-Year Capital Plan Budget Update. The general election is on Tuesday, November 7. Polling locations remain the same. City Hall will be a polling location, only on election day itself. Residents west of Snelling vote at City Hall, east of Snelling vote at Falcon Heights Church. The Community Engagement Commission is looking for commissioners as there are currently 3 vacancies.

J. COMMUNITY FORUM:

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Chuck Long - 1717 Albert St. N.

Chuck Long states at their last meeting on October, 24, the Planning Commission voted to approve a PUD proposal for the apartment building, Amber Flats. Before the proposal will get voted on by the City Council, Chuck asks the Council why they should make a decision about the PUD now, when the Larpenteur & Snelling Corridor Study just kicked off. He believes the City should wait for the results of the study.

Ric Cox - 1639 Larpenteur Ave.

Ric and his wife are residents of Roseville and business owners in Falcon Heights. Ric provides history on how they acquired the property on Larpenteur for their business and how they renovated it over time. They are interested in the development of the vacant lot located next to Amber Union and across from their property, but are asking the City to make an informed decision and await the result of the Larpenteur & Snelling Corridor Study as they are worried about parking at both properties. Ric states they need more parking at their property and are concerned they cannot expand their parking and therefore stay in Falcon Heights.

K. ADJOURNMENT: 7:57 PM

Councilmember Leehy motions to adjourn the meeting; approved 4-0


Randall C. Gustafson, Mayor

Dated this 15th day of November, 2023


Jack Linehan, City Administrator

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PACKET: 02918 October 23 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
01-03111		CENTER FOR ENERGY AND ENVIRONM				
I-23320		Home Energy Squad Visits	300.00			
10/23/2023	APBNK	DUE: 10/23/2023 DISC: 10/23/2023		1099: N		
		Home Energy Squad Visits		101 4117-89070-000	ENERGY AUDIT INCENTIVE	300.00
=== VENDOR TOTALS ===			300.00			
01-03110		CENTURY LINK				
I-202310238657		Landline Svc Oct	64.43			
10/23/2023	APBNK	DUE: 10/23/2023 DISC: 10/23/2023		1099: N		
		Landline Svc Oct		101 4141-85011-000	TELEPHONE - LANDLINE	64.43
=== VENDOR TOTALS ===			64.43			
01-06290		CITY OF ROSEVILLE				
I-241972		Engineering Sept	13,371.37			
10/23/2023	APBNK	DUE: 10/23/2023 DISC: 10/23/2023		1099: N		
		Engineering Sept		101 4133-80100-000	ENGINEERING SERVICES	273.49
		Engineering 2023 PMP Sept		429 4429-80100-000	ENGINEERING	13,097.88
=== VENDOR TOTALS ===			13,371.37			
01-05995		LANDFORM				
I-34864		Planning Consulting	459.00			
10/23/2023	APBNK	DUE: 10/23/2023 DISC: 10/23/2023		1099: N		
		Planning Consulting		101 4117-80400-000	CONSULTING PLANNER	459.00
=== VENDOR TOTALS ===			459.00			
C 70		XCEL ENERGY				
I-847371522		Elect	2,323.41			
10/23/2023	APBNK	DUE: 10/23/2023 DISC: 10/23/2023		1099: N		
		Elect		209 4209-85020-000	STREET LIGHTING POWER	2,323.41
=== VENDOR TOTALS ===			2,323.41			
=== PACKET TOTALS ===			16,518.21			

PACKET: 02921 October 27 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. 222 ALLEGRA PRINT & IMAGING						
I-170583		Report Covers	78.65			
10/27/2023	APBNK	DUE: 10/27/2023 DISC: 10/27/2023		1099: N		
		Report Covers		101 4113-70100-000	SUPPLIES	78.65
=== VENDOR TOTALS ===			78.65			
01-03103 CANON FINANCIAL SERVICES						
I-31411271		Copier Contract Charge Oct	163.59			
10/27/2023	APBNK	DUE: 10/27/2023 DISC: 10/27/2023		1099: N		
		Copier Contract Charge Oct		101 4131-87010-000	CITY HALL MAINTENANCE	163.59
=== VENDOR TOTALS ===			163.59			
01-03108 CERTIFIED LABORATORIES						
I-8416974		Wipes & Sting X Pro Aerosol	394.40			
10/27/2023	APBNK	DUE: 10/27/2023 DISC: 10/27/2023		1099: N		
		Wipes & Sting X Pro Aerosol		101 4132-70120-000	SUPPLIES	394.40
=== VENDOR TOTALS ===			394.40			
01-03123 CINTAS CORPORATION						
I-4171430780		Floor Mats Svc 10/20	66.45			
10/27/2023	APBNK	DUE: 10/27/2023 DISC: 10/27/2023		1099: N		
		Floor Mats Svc 10/20		101 4131-87010-000	CITY HALL MAINTENANCE	66.45
=== VENDOR TOTALS ===			66.45			
01-03122 CITY OF ST PAUL						
IN55945		Street Light Maintenance	158.00			
10/27/2023	APBNK	DUE: 10/27/2023 DISC: 10/27/2023		1099: N		
		Street Light Maintenance		209 4209-87120-000	REPAIR & MAINTENANCE	158.00
I-IN55946		Material Supplies	20.76			
10/27/2023	APBNK	DUE: 10/27/2023 DISC: 10/27/2023		1099: N		
		Material Supplies		209 4209-87120-000	REPAIR & MAINTENANCE	20.76
=== VENDOR TOTALS ===			178.76			

PACKET: 02921 October 27 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
=====						
0.	.090	FIRESIDE HEARTE AND HOME				
I-202310278659		Refund of Double Permit Pymt	124.57			
10/27/2023	APBNK	DUE: 10/27/2023 DISC: 10/27/2023		1099: N		
		Refund of Double Permit Pymt		101 32220-000	MECHANICAL PERMITS	124.57
== VENDOR TOTALS ==			124.57			
=====						
01-05171 FRA DOR INC						
I-2310043		Black Dirt for Sidewalks	79.00			
10/27/2023	APBNK	DUE: 10/27/2023 DISC: 10/27/2023		1099: N		
		Black Dirt for Sidewalks		419 4419-92005-000	SIDEWALK IMPROVEMENTS	79.00
== VENDOR TOTALS ==			79.00			
=====						
01-03421 GENERAL REPAIR SERVICE						
I-81197		Lift Station Maintenance	701.16			
10/27/2023	APBNK	DUE: 10/27/2023 DISC: 10/27/2023		1099: N		
		Lift Station Maintenance		601 4601-87000-000	REPAIR EQUIPMENT	701.16
== VENDOR TOTALS ==			701.16			
=====						
01-05153 HOME DEPOT CRC/GEFC						
I-05153		Supplies	374.50			
10/27/2023	APBNK	DUE: 10/27/2023 DISC: 10/27/2023		1099: N		
		Lift Station Paint		602 4602-70200-000	SUPPLIES	36.98
		Prairie Sign Supplies		101 4131-70110-000	SUPPLIES	23.56
		Fertilizer & Grass Seed		101 4131-70110-000	SUPPLIES	37.94
		Battery Chargers & Surge Prote		101 4132-70120-000	SUPPLIES	243.08
		Shop Supplies		101 4132-70120-000	SUPPLIES	32.94
== VENDOR TOTALS ==			374.50			
=====						
01-05731 MN DEPARTMENT OF LABOR INDUSTR						
I-Sept 1230152023		3rd Qtr Surcharges	603.66			
10/27/2023	APBNK	DUE: 10/27/2023 DISC: 10/27/2023		1099: N		
		3rd Qtr Surcharges		101 20801-000	DUE TO OTHER GOVERNMENTS	603.66
== VENDOR TOTALS ==			603.66			

PACKET: 02921 October 27 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
01-0043		MN NCPERS LIFE INSURANCE				
I-458800112023		2023 Life Insurance Sept	64.00			
10/27/2023	APBNK	DUE: 10/27/2023 DISC: 10/27/2023		1099: N		
		2023 Life Insurance Sept		101 21709-000	OTHER PAYABLE	39.52
		2023 Life Insurance Sept		204 21709-000	OTHER PAYABLE	1.60
		2023 Life Insurance Sept		601 21709-000	OTHER PAYABLE	16.16
		2023 Life Insurance Sept		602 21709-000	OTHER PAYABLE	6.72
		=== VENDOR TOTALS ===	64.00			
01-00935		ST PAUL REGIONAL WATER SERVICE				
I-202310278660		Water & Sanitary Sewer	143.39			
10/27/2023	APBNK	DUE: 10/27/2023 DISC: 10/27/2023		1099: N		
		Community Park Water		101 4141-85040-000	WATER	35.63
		Community Park Sanitary Sewer		601 4601-85075-000	CITY BUILDINGS SANITARY	12.33
		City Hall Water		101 4131-85040-000	WATER	75.82
		City Hall Sanitary Sewer		601 4601-85075-000	CITY BUILDINGS SANITARY	19.61
		=== VENDOR TOTALS ===	143.39			
01-05752		UNIVERSAL TRUCK SERVICE LLC				
I-86974		Sweeper Repairs	1,014.65			
10/27/2023	APBNK	DUE: 10/27/2023 DISC: 10/27/2023		1099: N		
		Sweeper Repairs		602 4602-87000-000	REPAIR EQUIP/CATCH BASIN	1,014.65
		=== VENDOR TOTALS ===	1,014.65			
01-05784		UPPER CUT TREE SERVICES				
I-5705		Tree Services	910.00			
10/27/2023	APBNK	DUE: 10/27/2023 DISC: 10/27/2023		1099: N		
		Remove Trees & Grind Stumps		101 4134-84020-000	TREE REMOVAL	260.00
		Remove Storm Damaged Trees		101 4134-84040-000	STORM DAMAGE	650.00
		=== VENDOR TOTALS ===	910.00			
		=== PACKET TOTALS ===	4,896.78			

10/30/2023 3:11 PM

A/P Regular Open Item Register

PAGE: 1

PACKET: 02924 OCTOBER 30 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
=====						
01-05386		KLUGE, KEVIN E				
I-202310308661		SEWER BACK UP CLAIM 8/17/23	4,346.01			
10/30/2023	APBNK	DUE: 10/30/2023 DISC: 10/30/2023		1099: N		
		SEWER BACK UP CLAIM 8/17/23		601 4601-87250-000	DAMAGE CLAIMS	4,346.01
		=== VENDOR TOTALS ===	4,346.01			
		=== PACKET TOTALS ===	4,346.01			

PACKET: 02926 OCTOBER 31 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
=====							
01-00028	ALLSTREAM						
I-19971789		EMERG LANDLINE CITY HALL	96.83				
10/31/2023	APBNK	DUE: 10/31/2023 DISC: 10/31/2023		1099: N			
		EMERG LANDLINE CITY HALL		101 4116-85010-000	TELEPHONE		96.83
		=== VENDOR TOTALS ===	96.83				
=====							
01-00875	BHE COMMUNITY SOLAR, LLC						
I-11924909		SOLAR GARDEN ELECT AUG	1,150.93				
10/31/2023	APBNK	DUE: 10/31/2023 DISC: 10/31/2023		1099: N			
		SOLAR GARDEN ELECT AUG		101 4137-85025-000	SOLAR ELECTRIC		1,150.93
		=== VENDOR TOTALS ===	1,150.93				
=====							
01-05422	BP						
I-202310318664		FUEL	1,350.56				
10/31/2023	APBNK	DUE: 10/31/2023 DISC: 10/31/2023		1099: N			
		FUEL		101 4132-74000-000	MOTOR FUEL & LUBRICANTS		906.96
		FUEL		101 4141-74000-000	MOTOR FUEL & LUBRICANTS		300.00
		FUEL		602 4602-74000-000	FUEL & LUBRICANTS		143.60
		=== VENDOR TOTALS ===	1,350.56				
=====							
01-03117	CITY OF LITTLE CANADA						
I-20511		3RD QTR BLDG INSPECTOR MILEAG	573.26				
10/31/2023	APBNK	DUE: 10/31/2023 DISC: 10/31/2023		1099: N			
		3RD QTR BLDG INSPECTOR MILEAGE		101 4117-81210-000	BUILDING INSPECTORS		573.26
		=== VENDOR TOTALS ===	573.26				
=====							
01-05856	LINEHAN, JACK						
I-202310318666		OCT TELEPHONE REIMB	60.00				
10/31/2023	APBNK	DUE: 10/31/2023 DISC: 10/31/2023		1099: N			
		OCT TELEPHONE REIMB		601 4601-85015-000	CELL PHONE		60.00
		=== VENDOR TOTALS ===	60.00				
=====							
01-05903	LUTZ, MIRIAM						
I-202310318665		REFUND DOUBLE PERMIT FEE	50.00				
10/31/2023	APBNK	DUE: 10/31/2023 DISC: 10/31/2023		1099: N			
		REFUND DOUBLE PERMIT FEE		101 32150-000	RENTAL HOUSING LICENSE		50.00
		=== VENDOR TOTALS ===	50.00				

PACKET: 02926 OCTOBER 31 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
-----ID-----						
01-07331 MARTIN MARIETTA MATERIALS						
I-40708480		RUBBLE DISPOSAL	50.00			
10/31/2023	APBNK	DUE: 10/31/2023 DISC: 10/31/2023		1099: N		
		RUBBLE DISPOSAL		419 4419-92005-000	SIDEWALK IMPROVEMENTS	50.00
=== VENDOR TOTALS ===			50.00			
-----ID-----						
01-05582 MENARDS						
I-202310318663		OIL/SANDING DISC/HITCH/TRASH	1,053.95			
10/31/2023	APBNK	DUE: 10/31/2023 DISC: 10/31/2023		1099: N		
		ENGINE OIL/WIRE BRUSH/FACE SHI		101 4132-70120-000	SUPPLIES	100.69
		TRASH CANS/SCREEN KIT/CUTTING		101 4131-70110-000	SUPPLIES	188.66
		OIL		101 4132-70120-000	SUPPLIES	251.86
		SNAPPER 3200 PSI		101 4131-70110-000	SUPPLIES	448.29
		STRIPPING DISCS		101 4132-70120-000	SUPPLIES	29.56
		TRAILER HITCH		101 4132-70120-000	SUPPLIES	34.89
=== VENDOR TOTALS ===			1,053.95			
-----ID-----						
01-07299 NELSON, KELLY						
I-202310318667		MILEAGE REIMB	7.04			
10/31/2023	APBNK	DUE: 10/31/2023 DISC: 10/31/2023		1099: N		
		MILEAGE REIMB		101 4116-86010-000	MILEAGE	7.04
=== VENDOR TOTALS ===			7.04			
-----ID-----						
01-06030 OLSON,ROLAND						
I-202310318662		MILEAGE FOR OCT	61.31			
10/31/2023	APBNK	DUE: 10/31/2023 DISC: 10/31/2023		1099: N		
		MILEAGE FOR OCT		101 4113-86010-000	MILEAGE	61.31
=== VENDOR TOTALS ===			61.31			
-----ID-----						
01-05850 RECYCLE TECHNOLOGIES						
I-240119		LIGHT BULBS RECYCLING	23.96			
10/31/2023	APBNK	DUE: 10/31/2023 DISC: 10/31/2023		1099: N		
		LIGHT BULBS RECYCLING		206 4206-89000-000	MISCELLANEOUS	23.96
=== VENDOR TOTALS ===			23.96			

PACKET: 02926 OCTOBER 31 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
01-04420		SIGN SOLUTIONS USA LLC				
I-408953		GREEN U CHANNEL POSTS	516.25			
10/31/2023	APBANK	DUE: 10/31/2023 DISC: 10/31/2023		1099: N		
		GREEN U CHANNEL POSTS		429 4429-75100-000	SIGNS	516.25
		=== VENDOR TOTALS ===	516.25			
		=== PACKET TOTALS ===	4,994.09			

PACKET: 02928 November 3 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
-----ID-----						
01-15	GOPHER STATE ONE CALL					
I-3100390		October Locates	85.05			
11/03/2023	APBNK	DUE: 11/03/2023 DISC: 11/03/2023		1099: N		
		October Locates		601 4601-88030-000	LOCATES	85.05
== VENDOR TOTALS ==			85.05			

01-05204	IWORQ					
I-201934		Community Development Package	4,000.00			
11/03/2023	APBNK	DUE: 11/03/2023 DISC: 11/03/2023		1099: N		
		Community Development Package		401 4401-90100-000	FURNITURE & EQUIPMENT	4,000.00
== VENDOR TOTALS ==			4,000.00			

01-05886	KELLY & LEMMONS					
I-61761		Oct Prosecutions	2,500.00			
11/03/2023	APBNK	DUE: 11/03/2023 DISC: 11/03/2023		1099: N		
		Oct Prosecutions		101 4123-80200-000	LEGAL FEES	2,500.00
== VENDOR TOTALS ==			2,500.00			

01-06184	RAMSEY COUNTY - POLICE AND 911					
I-EMCOM-011265		CAD Services Oct	368.76			
11/03/2023	APBNK	DUE: 11/03/2023 DISC: 11/03/2023		1099: N		
		CAD Services Oct		101 4122-81200-000	911 DISPATCH FEES	368.76
== VENDOR TOTALS ==			368.76			

I-EMCOM-011281		911 Dispatch Services Oct	2,268.88			
11/03/2023	APBNK	DUE: 11/03/2023 DISC: 11/03/2023		1099: N		
		911 Dispatch Services Oct		101 4122-81200-000	911 DISPATCH FEES	2,268.88
== VENDOR TOTALS ==			2,268.88			

01-05870	XCEL ENERGY					
I-202311038668		Elect	45.25			
11/03/2023	APBNK	DUE: 11/03/2023 DISC: 11/03/2023		1099: N		
		Elect		101 4121-85020-000	ELECTRIC	12.38
		Elect		101 4141-85020-000	ELECTRIC/GAS	32.87
== VENDOR TOTALS ==			45.25			
== PACKET TOTALS ==			9,267.94			

PACKET: 02930 November 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
01-543		ASSURED PARTNERS OF MN LLC				
I-444214		Bond	375.00			
11/06/2023	APBNK	DUE: 11/06/2023 DISC: 11/06/2023		1099: N		
		Bond		101 4113-89000-000	INSURANCE & BONDS	375.00
== VENDOR TOTALS ==			375.00			
01-03123		CINTAS CORPORATION				
I-4172838396		Floor Mats Svc 11/3	66.45			
11/06/2023	APBNK	DUE: 11/06/2023 DISC: 11/06/2023		1099: N		
		Floor Mats Svc 11/3		101 4131-87010-000	CITY HALL MAINTENANCE	66.45
== VENDOR TOTALS ==			66.45			
01-05908		METRO-INET				
I-1565		Nov IT Support	3,528.00			
11/06/2023	APBNK	DUE: 11/06/2023 DISC: 11/06/2023		1099: N		
		Nov IT Support		101 4116-85070-000	TECHNICAL SUPPORT	3,528.00
== VENDOR TOTALS ==			3,528.00			
01-05665		METROPOLITAN COUNCIL				
I-1164336		December Waste Water Services	55,832.95			
11/06/2023	APBNK	DUE: 11/06/2023 DISC: 11/06/2023		1099: N		
		December Waste Water Services		601 4601-85060-000	METRO SEWER CHARGES	55,832.95
== VENDOR TOTALS ==			55,832.95			
01-024		ON SITE SANITATION				
I-1629133		Portable Toilet at Comm Park	165.00			
11/06/2023	APBNK	DUE: 11/06/2023 DISC: 11/06/2023		1099: N		
		Portable Toilet at Comm Park		601 4601-85080-000	PORTABLE TOILET PARKS	165.00
== VENDOR TOTALS ==			165.00			
01-05530		OSI ENVIRONMENTAL				
I-20106137		Oil Disposal	100.00			
11/06/2023	APBNK	DUE: 11/06/2023 DISC: 11/06/2023		1099: N		
		Oil Disposal		101 4132-85030-000	Oil disposal	100.00
== VENDOR TOTALS ==			100.00			

PACKET: 02930 November 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
01 11/06/2023		TENNIS SANITATION LLC				
I-3743043		Recycling-SFD&MFD FH Oct	8,453.25			
11/06/2023	APBNK	DUE: 11/06/2023 DISC: 11/06/2023		1099: N		
		Recycling-SFD&MFD FH Oct		206 4206-82030-000	RECYCLING CONTRACTS	8,453.25
I-3743044		Recycling-Ramsey Cty SWMT&CEC	66.50			
11/06/2023	APBNK	DUE: 11/06/2023 DISC: 11/06/2023		1099: N		
		Recycling-Ramsey Cty SWMT&CEC		101 4131-87010-000	CITY HALL MAINTENANCE	66.50
		== VENDOR TOTALS ==	8,519.75			
		== PACKET TOTALS ==	68,587.15			

POST DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
-----ID-----						
01-025	J25	COLIN CALLAHAN				
I-202311088671		Gas Reimbursement	23.00			
11/08/2023	APBNK	DUE: 11/08/2023 DISC: 11/08/2023		1099: N		
		Gas Reimbursement		209 4209-87120-000	REPAIR & MAINTENANCE	23.00
=== VENDOR TOTALS ===			23.00			
01-03110 CENTURY LINK						
I-202311088669		Nov Landlines Sanitary Sewer	75.36			
11/08/2023	APBNK	DUE: 11/08/2023 DISC: 11/08/2023		1099: N		
		Nov Landlines Sanitary Sewer		601 4601-85011-000	TELEPHONE - LANDLINE	75.36
=== VENDOR TOTALS ===			75.36			
01-05235 JAN-PRO CLEANING SYSTEMS						
I-122370		Janitorial Service Nov	550.00			
11/08/2023	APBNK	DUE: 11/08/2023 DISC: 11/08/2023		1099: N		
		Janitorial Service Nov		101 4131-87010-000	CITY HALL MAINTENANCE	550.00
=== VENDOR TOTALS ===			550.00			
01-05450 LEAGUE MN CITIES INS TRST						
I-21655		Workers' Comp Claim	506.09			
11/08/2023	APBNK	DUE: 11/08/2023 DISC: 11/08/2023		1099: N		
		Workers' Comp Claim		101 4192-89000-000	MISCELLANEOUS	506.09
=== VENDOR TOTALS ===			506.09			
01-05509 LEAGUE OF MN CITIES						
I-292409		Fall Forums	30.00			
11/08/2023	APBNK	DUE: 11/08/2023 DISC: 11/08/2023		1099: N		
		Fall Forums		101 4112-86100-000	CONFERENCES/EDUCATION/AS	30.00
=== VENDOR TOTALS ===			30.00			
01-06002 NINENORTH						
I-2023-195		3 Municipal Meetings - Oct	737.66			
11/08/2023	APBNK	DUE: 11/08/2023 DISC: 11/08/2023		1099: N		
		3 Municipal Meetings - Oct		101 4116-85050-000	CABLE TV	737.66
=== VENDOR TOTALS ===			737.66			

PACKET: 02932 November 8 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
-----ID-----						
0.	J30	OLSON,ROLAND				
I-202311088670		Flex Payment	46.71			
11/08/2023	APBNK	DUE: 11/08/2023 DISC: 11/08/2023		1099: N		
		Flex Payment		101 21712-000	MEDICAL FLEX SAVINGS PAY	38.77
		Flex Payment		601 21712-000	MEDICAL FLEX SAVINGS PAY	7.01
		Flex Payment		602 21712-000	MEDICAL FLEX SAVINGS PAY	0.93
== VENDOR TOTALS ==			46.71			
=====						
01-06024 ON SITE SANITATION						
I-1636589		Portable Toilet at Curtiss	147.32			
11/08/2023	APBNK	DUE: 11/08/2023 DISC: 11/08/2023		1099: N		
		Portable Toilet at Curtiss		601 4601-85080-000	PORTABLE TOILET PARKS	147.32
== VENDOR TOTALS ==			147.32			
=====						
01-06053 OREILLY AUTO PARTS						
I-3243-402098		Oil Filters & Coolant	321.61			
11/08/2023	APBNK	DUE: 11/08/2023 DISC: 11/08/2023		1099: N		
		Oil Filters & Coolant		101 4132-70120-000	SUPPLIES	321.61
== VENDOR TOTALS ==			321.61			
=====						
I-3243-402426		Air Filter	40.86			
11/08/2023	APBNK	DUE: 11/08/2023 DISC: 11/08/2023		1099: N		
		Air Filter		101 4132-74000-000	MOTOR FUEL & LUBRICANTS	40.86
== VENDOR TOTALS ==			40.86			
=====						
01-06184 RAMSEY COUNTY - POLICE AND 911						
-SHRFL-002189		Law Enforcement Services Nov	109,405.81			
11/08/2023	APBNK	DUE: 11/08/2023 DISC: 11/08/2023		1099: N		
		Law Enforcement Services Nov		101 4122-81000-000	POLICE SERVICES	109,405.81
== VENDOR TOTALS ==			109,405.81			
=====						
01-06314 REEDER FORESTRY CONSULTING						
I-377		Forestry Consulting Sept	127.96			
11/08/2023	APBNK	DUE: 11/08/2023 DISC: 11/08/2023		1099: N		
		Forestry Consulting Sept		101 4134-80330-000	FORESTRY CONSULTANT	127.96
== VENDOR TOTALS ==			127.96			

PACKET: 02932 November 8 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.	898	WSB				
I-R-023472-000-2		Snelling Larp Corridor Study	3,433.25			
11/08/2023	APBNK	DUE: 11/08/2023 DISC: 11/08/2023		1099: N		
		Snelling Larp Corridor Study		101 4117-80450-000	SNELLING/LARP CORRIDOR S	3,433.25
		== VENDOR TOTALS ==	3,433.25			
		== PACKET TOTALS ==	115,445.63			

***** DIRECT DEPOSIT LIST *****

PAY PERIOD ENDING 10/31/2023
DIRECT DEPOSIT EFFECTIVE DATE 10/24/2023

EMP #	NAME	AMOUNT
0 J022	RANDALL C GUSTAFSON	293.07
01-0023	MELANIE M LEEHY	262.05
01-0025	YAKASAH WEHYEE	262.05
01-0027	ERIC G MEYER	262.05
01-0028	JAMES J WASSENBERG	262.05
01-1006	JACK LINEHAN	2,753.54
01-1027	KELLY A NELSON	2,101.40
01-1029	ELKE VAN DER WERFF	1,630.27
01-1136	ROLAND O OLSON	3,060.44
01-1162	ALYSSA LANDBERG	1,101.44
01-1028	HANNAH B LYNCH	2,692.17
01-1167	DAVID S SIMONS	1,909.73
01-1033	DAVE TRETSVEN	1,946.63
01-1143	COLIN B CALLAHAN	2,711.33

TOTAL PRINTED: 14 21,248.22

10-24-2023 6:45 AM

PAYROLL CHECK REGISTER

PAGE: 1

PAYROLL NO: 01 City of Falcon Heights

PAYROLL DATE: 10/24/2023

*** REGISTER TOTALS ***

REGULAR CHECKS:		
DIRECT DEPOSIT REGULAR CHECKS:	14	21,248.22
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		

TOTAL CHECKS:	14	21,248.22

*** NO ERRORS FOUND ***

** END OF REPORT **

WIRE PAYMENTS

Oct 30 Payroll

Fed With	7,646.47
St With	1,354.95
Pera	4,317.66
ICMA	200.00
Child supp	<u>-</u>
	13,519.08

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Meeting Date	November 15, 2023
Agenda Item	Consent G2
Attachment	N/A
Submitted By	Kelly Nelson Assistant to the City Administrator

Item	Approval of City License(s)
Description	<p>The following individuals/entities have applied for a <u>Municipal Business License</u> for 2024. Staff have received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Hamline Family Dental 2. Falcon Heights Gas & Convenience Inc. 3. Merwin Liquors 4. Hair Designs Unlimited 5. National Dentex Twin Cities Laboratory
	<p>The following individuals/entities have applied for a <u>Gasoline Station Operator License</u> for 2024. Staff have received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Falcon Heights Gas & Convenience Inc.
	<p>The following individuals/entities have applied for a <u>Retail Grocery License</u> for 2024. Staff have received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Falcon Heights Gas & Convenience Inc.
	<p>The following individuals/entities have applied for a <u>Massage Therapy</u> for 2024. Staff have received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Hair Designs Unlimited, Ferencz Mihaly Vincze Turcean
	<p>The following individuals/entities have applied for a <u>Home Occupation License</u> for 2024. Staff have received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Pamela M Harris PLLC 2. Weyandt Mediation PLLC
	<p>The following individuals/entities have applied for a <u>Tree Contractors License</u> for 2024. Staff have received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. The Davey Tree Expert Company 2. Precision Landscape and Tree, Inc. 3. Bratt Tree Company 4. Three Trees Horticulture

The following individuals/entities have applied for a Refuse & Recycling Hauler License for 2024. Staff have received the necessary documents for licensure.

1. Walters Recycling and Refuse
2. Tennis Sanitation, LLC
3. Gene's Disposal Service Inc.
4. Curbside Waste, Inc.

The following individuals/entities have applied for a Multifamily Rental Dwelling License for 2024. Staff have received the necessary documents for licensure.

1. Donald Sobania; 1510 Larpenteur Ave. W.
2. Larpenteur Manor LLC; 1710, 1720, 1730 and 1740 Larpenteur Ave. W.
3. Apartments, LLC; 1845 Larpenteur Ave. W.
4. Larpenteur Crossing / Legacy Apartments, LLC; 1855 Larpenteur Ave. W.
5. Carousel Flats/Midtown 2500, LLC; 1561 Idaho, 1634 and 1642 Snelling Ave. N.
6. Larpenteur Terrace/Edwards Properties; 1504 Larpenteur Ave. W.
7. Falcon Arms/1717 Fry Company Ltd. Partnership; 1687, 1697, 1707 and 1717 Fry St.
8. Chad Johnson; 1800 and 1818 Larpenteur Ave. W.
9. PC Hendrickson, LLC; 1750 Larpenteur Ave. W.

The following individuals/entities have applied for a Restaurant License for 2024. Staff have received the necessary documents for licensure.

1. Jimmy John's
2. Dino's Gyros
3. Stout's Pub
4. Ayvaz Pizza LLC dba Pizza Hut

The following individuals/entities have applied for a Liquor License for 2024. Staff have received the necessary documents for licensure.

1. Merwin Liquors
2. Dino's Gyros
3. Stout's Pub

The following individuals/entities have applied for Holiday Tree Sales for 2023. Staff have received the necessary documents for licensure.

1. Falcon Heights - Lauderdale Lions Club
2. University of Minnesota Forestry Club

	<p>The following individuals/entities have applied for a <u>Car Wash License</u> for 2024. Staff have received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Falcon Heights Gas & Convenience Inc. <p>The following individuals/entities have applied for a <u>Tobacco License</u> for 2024. Staff have received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Falcon Heights Gas & Convenience Inc. 2. Merwin Liquors
	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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Meeting Date	November 15, 2023
Agenda Item	Consent G3
Attachment	Resolution 23-71
Submitted By	Jack Linehan, City Administrator

Item	Canvassing Election Results																													
Description	<p>The City is required to hold a meeting to accept and approve election results for the years that the City holds an election. I have attached a resolution to accept the results with certified results provided by Ramsey County Elections.</p> <table border="1" data-bbox="422 787 1485 1186"> <thead> <tr> <th>Candidate(s)</th> <th>Totals</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Mayor (Elect 1)</td> <td></td> <td></td> </tr> <tr> <td>Randy Gustafson</td> <td>1,089</td> <td>95.11%</td> </tr> <tr> <td>Write-In</td> <td>56</td> <td>4.89%</td> </tr> <tr> <td>Council Member at Large (Elect 2)</td> <td></td> <td></td> </tr> <tr> <td>Jim Wassenberg</td> <td>954</td> <td>45.82%</td> </tr> <tr> <td>Paula Mielke</td> <td>1,097</td> <td>52.69%</td> </tr> <tr> <td>Write-In</td> <td>31</td> <td>1.49%</td> </tr> <tr> <td>Voters Registered: 3,088</td> <td></td> <td></td> </tr> </tbody> </table>			Candidate(s)	Totals	Percentage	Mayor (Elect 1)			Randy Gustafson	1,089	95.11%	Write-In	56	4.89%	Council Member at Large (Elect 2)			Jim Wassenberg	954	45.82%	Paula Mielke	1,097	52.69%	Write-In	31	1.49%	Voters Registered: 3,088		
Candidate(s)	Totals	Percentage																												
Mayor (Elect 1)																														
Randy Gustafson	1,089	95.11%																												
Write-In	56	4.89%																												
Council Member at Large (Elect 2)																														
Jim Wassenberg	954	45.82%																												
Paula Mielke	1,097	52.69%																												
Write-In	31	1.49%																												
Voters Registered: 3,088																														
Budget Impact	N/A																													
Attachment(s)	<ul style="list-style-type: none"> • Certified Results from Ramsey County Elections • Resolution 23-71 Approving the 2023 Election Results 																													
Action(s) Requested	Staff would recommend approval of attached resolution and Abstract.																													

Abstract of Votes Cast
In the Precincts of the City of Falcon Heights
State of Minnesota
at the Municipal and School District General
Held Tuesday, November 7, 2023
as compiled from the official returns.

Summary of Totals
City of Falcon Heights
Tuesday, November 7, 2023 Municipal and School District General

Number of persons registered as of 7 a.m.	3088
Number of persons registered on Election Day	24
Number of accepted regular, military, and overseas absentee ballots and mail ballots	213
Number of federal office only absentee ballots	0
Number of presidential absentee ballots	0
Total number of persons voting	1304

Summary of Totals
City of Falcon Heights
Tuesday, November 7, 2023 Municipal and School District General

KEY TO PARTY ABBREVIATIONS

NP - Nonpartisan

Mayor (Falcon Heights)

NP	WI
Randy Gustafson	WRITE-IN
1089	56

Council Member at Large (Falcon Heights) (Elect 2)

NP	NP	WI
Jim Wassenberg	Paula Mielke	WRITE-IN
954	1097	31

Detail of Election Results
City of Falcon Heights
 Tuesday, November 7, 2023 Municipal and School District General

Precinct	Persons Registered as of 7 A.M.	Persons Registered on Election Day	Total Number of Persons Voting
62 0060 : FALCON HEIGHTS P-1	1424	14	556
62 0070 : FALCON HEIGHTS P-2	1664	10	748
City of Falcon Heights Total:	3088	24	1304

Detail of Election Results
 City of Falcon Heights
 Tuesday, November 7, 2023 Municipal and School District General

Office Title: Mayor (Falcon Heights)

Precinct

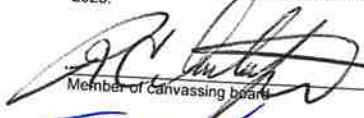
	NP	WI
62 0060 : FALCON HEIGHTS P-1	Randy Gustafson	WRITE-IN
62 0070 : FALCON HEIGHTS P-2	494	12
Total:	595	44
	1089	56


Office Title: Council Member at Large (Falcon Heights) (Elect 2)


Precinct

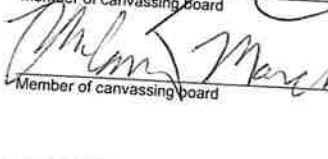
	NP	NP	WI
62 0060 : FALCON HEIGHTS P-1	Jim Wassenberg	Paula Mielke	WRITE-IN
62 0070 : FALCON HEIGHTS P-2	415	484	8
Total:	539	613	23
	954	1097	31

We, the legally constituted county canvassing board, certify that we have herein specified the names of the persons receiving votes and the number of votes received by each office voted on, and have specified the number of votes for and against each question voted on, at the Municipal and School District General held on Tuesday, November 7, 2023. As appears by the returns of the election precincts voting in this election duly returned to, filed, opened, and canvassed, and now remaining on file in the office of the City of Falcon Heights Clerk. Witness our official signature at City Hall in Reno County this 15 day of NOVEMBER 2023.


Member of canvassing board Mayor Ronny Gustafson


Member of canvassing board Council member Jim Wassenberg


Member of canvassing board Council member Yakusah Wehpee


Member of canvassing board Council member Melonie March Lechy

Member of canvassing board _____

Member of canvassing board _____

Member of canvassing board _____

State of Minnesota
City of Falcon Heights

I,  Clerk of the City of Falcon Heights do hereby certify the within and foregoing File (5) pages to be a full and correct copy of the original abstract and return of the votes cast in the City of Falcon Heights Municipal and School District General held on Tuesday, November 7, 2023.

Witness my hand and official seal of office this 15th day of November, 2023.

CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION

November 15, 2023

No. 23-71

RESOLUTION APPROVING ABSTRACT OF VOTES CAST IN THE PRECINCTS
OF THE CITY OF FALCON HEIGHTS STATE OF MINNESOTA AT THE
GENERAL ELECTION HELD TUESDAY, NOVEMBER 7, 2023

WHEREAS, the City of Falcon Heights held a municipal election on November 7, 2023;
and

WHEREAS, the abstract of votes cast are attached and incorporated into this resolution;

NOW, THEREFORE, BE IT RESOLVED that the Falcon Heights City Council, sitting as
members of the canvassing board, approve the abstract of votes cast attached to this
resolution.

Passed and Adopted by the Council on this 15th day of November 2023.

Moved by:

Wehyee

Approved by:

Randall C. Gustafson
Mayor

GUSTAFSON
MEYER
WASSENBERG
LEEHY
WEHYEE

4

In Favor

0

Against

Attested by:

Jack Linehan
City Administrator

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Meeting Date	November 15, 2023
Agenda Item	Consent G4
Attachment	Cooperative Agreement, Resolution
Submitted By	Stephanie Smith, Interim City Engineer

Item	Approve Construction Cooperation Agreement for Street Construction on Roselawn Avenue and Order Feasibility Report
Description	<p>Falcon Height’s pavement management program provides maintenance of the city’s street system as identified in the Capital Improvement Plan (CIP). The aim of the program is to maintain the street infrastructure, provide timely maintenance to reduce long-term costs, and improve the quality of city infrastructure.</p> <p>Falcon Heights has identified Roselawn Avenue between Snelling Avenue (TH51) and Hamline Avenue for a mill and overlay as the 2024 Pavement Management Project. Roselawn Avenue is bordered on the north by Roseville and on the south by Falcon Heights. Roseville has also identified this segment of Roselawn Avenue for improvement in 2024, with the intent to work with Falcon Heights on this project.</p> <p>The project is proposed to include milling the top layer of asphalt, paving a new asphalt layer, spot curb and gutter repair and minor utility work.</p> <p>To document the responsibilities and costs associated with the project between Falcon Heights and Roseville, a Construction Cooperation Agreement for Street Construction on Roselawn Avenue has been drafted and is included as Attachment 1. Both City Attorneys have reviewed the document. The major terms of the agreement are as follows:</p> <ul style="list-style-type: none"> • Nothing within this agreement will alter the ownership and maintenance after the project is complete. • Roseville will be the engineer and contracting agency for the project. <ul style="list-style-type: none"> ○ City of Roseville has in-house staff to complete this work and currently provides municipal engineering services to Falcon Heights. • Falcon Heights intends to assess the project to their residents adjacent to Roselawn Avenue. Roseville will provide technical assistance for the MN 429 Statute assessment process. • Roseville will prepare the project documents. Falcon Heights will need to approve the project documents prior to bid.

	<ul style="list-style-type: none"> • If the bid is 120 percent over the estimate, Falcon Heights can notify Roseville to reject the bids. • Cost participation <ul style="list-style-type: none"> ○ Falcon Heights <ul style="list-style-type: none"> ○ 50% cost of roadway improvements ○ 100% cost of stormwater improvements south of Roselawn Avenue centerline ○ A pro-rata share of mobilization, traffic control, and similar items ○ \$8,500, for 50% of engineering costs and 100% of the costs incurred in the assessment process ○ Roseville <ul style="list-style-type: none"> ○ 50% of roadway improvement costs ○ 100% of stormwater improvement costs north of Roselawn Avenue centerline ○ A pro-rata share of mobilization, traffic control, and similar items ○ 50% of engineering costs <p>Staff believes the cost breakdown fairly reflects the benefits the cities both receive from the improvements.</p> <p>The project is scheduled to be bid in the winter of 2024 for construction in the spring/summer of 2024.</p> <p>A portion of the improvement cost is proposed to be assessed. The approval of the attached resolution is required for the Minnesota Chapter 429 Assessment Process to order the preparation of the feasibility report. The report will discuss the project need, estimate costs, cost effectiveness, available funding and the preliminary assessment roll.</p>
Budget Impact	<p>This project has the following financial implications for the city and property owners along the streets being considered for maintenance:</p> <ul style="list-style-type: none"> • Assessments levied in accordance with the City’s assessment policy. • Use of Municipal State Aid (MSA) and street infrastructure funds to pay the City’s portion of the project. • Expenditure of utility fund dollars to pay for repairs needed to the existing utility system.
Attachment(s)	Cooperative Agreement Resolution 23-72
Action(s) Requested	<ol style="list-style-type: none"> 1. Consider a motion to approve the Construction Cooperation Agreement for Street Construction on Roselawn Avenue with the City of Roseville; and 2. Approve resolution to Order Feasibility Report for Roselawn Avenue Pavement Management Project.

**CONSTRUCTION COOPERATION AGREEMENT FOR
STREET CONSTRUCTION ON
ROSELAWN AVENUE**

THIS AGREEMENT is made and entered into on November 15, 2023, by and between the CITY OF ROSEVILLE, Minnesota ("Roseville") a municipal corporation under the laws of the State of Minnesota, and the CITY OF FALCON HEIGHTS, Minnesota, a municipal corporation under the laws of the State of Minnesota ("Falcon Heights").

BACKGROUND RECITALS

1. Both Roseville and Falcon Heights have identified, in their respective Capital Improvement Plans, mill and overlay rehabilitation and related work to improve Roselawn Avenue between Snelling Avenue and Hamline Avenue (the "Project") as shown on the Scope of Work attached hereto as **Exhibit A**.
2. Both Roseville and Falcon Heights desire that the Project be designed and constructed by Roseville, with certain input and financial contributions from Falcon Heights, as described herein.
3. The Cities of Roseville and Falcon Heights shall cooperate in the development and construction of the Project. The cooperative development is pursuant to Minn. Stat. §471.59 et. Seq. and other applicable statutes and express and implied powers of the parties. The power and responsibilities with respect to such joint endeavor shall be exercised by the Cities, through their City Councils and authorized designees.

NOW, THEREFORE, for mutual consideration, the receipt and sufficiency of which is hereby acknowledged by the parties, the parties agree as follows:

AGREEMENT

I. Purpose of Agreement

1. This Agreement describes the responsibilities of each of the Parties for design, construction, and financing of the Project.
2. Roseville will provide qualified engineering staff to perform street and utility design and related technical services for the Project. At its discretion, Roseville may enter into a contract with a qualified third party to complete any of these services. These services include:
 - a. Preliminary Design; Feasibility Report;
 - b. Final design;
 - c. Acquire required permits and approvals;
 - d. Prepare plans and specifications;
 - e. Manage contracts made for completion of the Project;
 - f. Small utility coordination;
 - g. Supervise construction, including inspection of the work;
 - h. Conduct construction surveying;

- i. Prepare as- built drawings;
3. Falcon Heights appoints Roseville as its agent to obtain bids, enter into a contract for the design and construction of the work, and supervise the work performed on the Project for compliance with the Project construction documents and this Agreement.
4. The scope and location of the Project is reflected in **Exhibit A**.
5. Special Assessments. Each party to this agreement has the authority to specially assess the cost of the Project to the benefitting properties in their own city. Roseville understands that Falcon Heights intends to pay for the Project by assessment and will hold and conduct all hearings and meetings pursuant to and in accordance with Minnesota Statutes, Chapter 429 and determine the assessment amount, equal to or less than the value added by said improvements to the benefitting properties. Roseville will provide all necessary assistance to Falcon Heights in the conduct of the hearings required under Minn. Stat. 429 and will prepare for Falcon Heights the assessment rolls to be certified by the Falcon Heights City Council and notices of the public hearing on the improvement and assessments pursuant to the requirements of Minnesota Statutes, Chapter 429.

II. Construction Documents

1. Roseville will prepare the necessary detailed construction documents for the Project (“Project Construction Documents”). The Project Construction Documents will contain plans and specifications, a schedule for construction of the Project suitable for use by proposed contractors in the preparation of their bids, and a cost estimate. The cost estimate will include all anticipated costs of the Project and a contingency budget. The Project Construction Documents will be prepared using the most current industry standards and practices.
2. Final construction plans, engineering drawings, specifications and cost estimates, including the cost for each City, will be submitted to Falcon Heights for approval prior to bidding. The Falcon Heights City Engineer or their representative must approve all Project Construction Documents before the Project Construction Documents are released for bid.

III. Ownership of Improvements

1. At the conclusion of the Project, ownership of Roselawn Avenue will remain unchanged. Nothing within this agreement will alter the ownership and maintenance after the Project is complete.

IV. Procedure for Acceptance of Bids

1. Roseville will advertise for bids for the work and construction of the Project, receive and open bids and may, subject to Falcon Heights’ acceptance of the bid submitted, enter into a construction contract with the successful bidder in accordance with applicable law. After opening the bids, Roseville will give Falcon Heights a written tabulation of the bids with Roseville’s recommendation for selection of the lowest responsible bidder.

2. **Acceptance or Rejection of Project Bid Amount.**

a. If the bid is less than 120% of the construction cost estimate in the final Project Construction Documents (excluding the contingency and contract administration costs), Roseville will accept the bid for the Project.

b. If the bid is 120 percent or more of the construction cost estimate in the final Project Construction Documents (excluding contract administration costs), either party may elect to reject the bid and the Project will be redesigned or cancelled. Unless Falcon Heights gives Roseville notice stating that Falcon Heights does not agree to be bound by the bid prices for the Project within 14 days Roseville may award the bid. If Falcon Heights does not notify Roseville within 14 days, the bids for the Project will be deemed accepted by Falcon Heights.

V. Construction and Contract Administration

1. Roseville will enter into the construction contract and will perform and direct all construction supervision, contract administration and inspections required to complete the Project.

2. Roseville will include in the construction contract for the Project, the Project Construction Documents, and require that the contractor construct the Project according to these Documents. At least 14 days before the contractor begins work on the Project, Roseville will give written notice to Falcon Heights that the contractor will begin construction by sending notice to:

City of Roseville: City Manager
2660 Civic Center Drive
Roseville, MN 55113

City of Falcon Heights: City Administrator
2077 Larpenteur Avenue
Falcon Heights, MN 55113

3. Roseville will notify Falcon Heights of any change order which increases the cost of any individual construction contract for the Project by more than 20% of the original amount thereof or which materially changes the scope of the Project. Roseville shall obtain the written authorization of Falcon Heights prior to approving such a change order. However, prior written authorization is not necessary if the change order is required to address an imminent risk to health/safety making prior authorization impractical. In such cases, the change order shall be sent to Falcon Heights as soon as reasonably possible. Falcon Heights must not unreasonably withhold its consent to change orders resulting from unforeseen circumstances arising during construction.

4. All invoices of requests for payment will be paid by Roseville. Within 10 days of the end of each calendar month, Roseville shall provide an invoice to Falcon Heights showing the invoices received and the full costs of services provided by Roseville staff, and the amount Falcon Heights owes to Roseville for the Project and for items outside of the Project. Within 30 days of the receipt of that statement, Falcon Heights shall pay that amount to Roseville. If Falcon Heights disputes any amount, they shall provide in writing a list and explanation of any amounts it disputes and pay

the undisputed amount. Any disputes regarding payment shall be resolved through the dispute resolution process in Article X.

5. Roseville shall abide by Minnesota Department of Transportation standard specifications, rules and contract administration procedures, unless amended by contract specification approved by both Cities.

5. Final Acceptance. Final completion of the Project must be approved by both Roseville and Falcon Heights.

V. Payment of Project Costs

1. Roseville will pay the following costs:

- a. Half the cost of the road improvements.
- b. The cost of any stormwater improvements north of the centerline of Roselawn.
- c. 50% of the Engineering costs for the Project, not to include the 429 Process for Falcon Heights' assessments.
- d. A pro-rata share of mobilization, traffic control and similar items if constructed as part of a larger project.

2. Falcon Heights will pay the following costs:

- a. Half the cost of the road improvements.
- b. The cost of any stormwater improvements south of the centerline of Roselawn.
- c. \$8,500 for 50% of the Engineering costs for the Project and all of the 429 Process for Falcon Heights' assessments.
- d. A pro-rata share of mobilization, traffic control, and similar items, if constructed as part of a larger project.

3. Each Party's pro-rata share shall be determined at the time of approval of the construction costs and will be equal to each party's share of the total construction costs (not including administrative costs).

VIII. Modifications to Construction Documents

1. Roseville may make minor changes in the Project Construction Documents if the changes are necessary to complete construction.

2. Roseville will give notice of all proposed material changes to the Project Construction Documents to Falcon Heights. Falcon Heights will review the documents and communicate in writing its acceptance or rejection to Roseville within seven days. Roseville will not materially amend the Project Construction Documents until it receives Falcon Heights's written acceptance or Falcon Heights fails to accept or reject within seven days.

VIII. Warranties/Maintenance

1. Except as otherwise provided herein, the Project bonds and warranties will be issued in the name of Roseville. Once construction of the Project is complete and Falcon Heights accepts their portion of the Project, the Falcon Heights Portion of the Project will be under the full control of Falcon Heights and that portion of the bonds, warranties and guarantees provided by the sureties, construction contractors and subcontractors for that portion of the Project are the property of Falcon Heights. If a surety prohibits assignment then Roseville will require the contractor to ensure that the affected bond or warranty is applied both to the City of Roseville and City of Falcon Heights.

IX. Liability

1. **Employees of Parties.** Any and all persons engaged in the work to be performed by Roseville shall not be considered employees of Falcon Heights, for any purpose, including Worker's Compensation, and any and all claims that may or might arise out of said employment context on behalf of said employees while so engaged. Any and all persons engaged in the work to be performed by Falcon Heights shall not be considered employees of Roseville for any purpose, including Worker's Compensation, and any and all claims that may or might arise out of said employment context on behalf of said employee while so engaged.

2. To the extent authorized by law each party is responsible only for its own acts and the results of its acts. Each Party's liability is governed by the provisions of Minnesota Statutes, Chapter 466. In the event of any claims or actions filed against either party, nothing in this Agreement shall be construed to allow a claimant to obtain separate judgments or separate liability caps from the individual parties. Roseville shall include Falcon Heights as additional insured in the contract documents.

3. Roseville and Falcon Heights each warrant that they have an insurance or self-insurance program with minimum coverage consistent with the liability limits in Minnesota Statutes, Chapter 466. Nothing in this Agreement is a waiver or limitation of any immunity or limitation of liability by Roseville or Falcon Heights.

X. Dispute Resolution

1. If a dispute arises between the Parties regarding this agreement or the construction of the Project, the City Manager and City Administrator of each city, or their designees, must promptly meet and attempt in good faith to negotiate a resolution of the dispute.

2. If the Parties have not negotiated a resolution of the dispute within 30 days after the initial meeting of the City Manager and the City Administrator, the Parties may agree to participate in mediation. A mediator will be chosen by agreement of the parties. In the event of such mediation, the Parties will share the cost of mediation equally.

3. If either Party does not agree to mediate, or if the Parties are unable to resolve the dispute within 30 days after the first meeting with the selected mediator, either party may pursue legal action regarding the dispute.

XI. General Provisions

1. All records kept by Roseville and Falcon Heights with respect to the Project are subject to examination by representatives of each party. All data collected, created, received, maintained or disseminated for any purpose by Roseville or Falcon Heights under this Agreement are governed by Minnesota Statutes, Chapter 13 ("Act"), and the Minnesota Rules implementing the Act.
2. Roseville agrees to comply with all laws applicable to Roseville relating to nondiscrimination, affirmative action, public purchases, contracting, employment, workers' compensation, and surety deposits required for construction contracts. Minnesota Statutes, Section 181.59 and any applicable local ordinance relating to civil rights and discrimination and the Affirmative Action Policy statement of Roseville is considered a part of this Agreement.
3. The employees of the parties, and all other persons engaged by each party will not be considered employees of the other party. Each party is solely responsible for all claims arising from its employees including claims under the Worker's Compensation Act, the Minnesota Economic Security Law and all third party claim resulting from an act or omission of an employee.
4. If hazardous wastes, pollutants or contaminants as those terms are defined in law exist on the Project site, Roseville will lead any response or remedial action, monitoring or reporting under the law. Cost for response and remediation will be the responsibility of the City where the issue is located. Roseville will apply for and, if appropriate, have Falcon Heights named as an additional beneficiary in any no association letters, no action/no further action letters and other environmental regulatory assurances for the site. Roseville will give Falcon Heights copies of any Phase I and Phase II environmental investigations, approved Response Action Plans, and environmental assurance letters naming the Roseville as a beneficiary. Nothing in this paragraph requires that Roseville accept responsibility for any environmental conditions that are not Roseville's legal responsibility. This paragraph survives the termination of this Agreement.
5. This Agreement is the entire agreement between the parties and supersedes all oral agreements and negotiations between the parties relating to this Agreement. All exhibits and attachments to this Agreement are incorporated into the Agreement. If there is a conflict between the terms of this Agreement and any of the exhibits the Agreement governs.
6. The provisions of this Agreement are severable. If a court finds any part of this Agreement void, invalid, or unenforceable, it will not affect the validity and enforceability of the remainder of this Agreement. A waiver by a party of any part of this Agreement is not a waiver of any other part of the Agreement or of a future breach of the Agreement.
7. Any modifications to this Agreement must be in writing as a formal amendment.
8. This Agreement is binding upon and for the benefit of the parties and their successors and assigns. This Agreement is not intended to benefit any third-party.
9. Except as otherwise provided for in this Agreement, the Agreement may be terminated by the mutual agreement of the parties.

10. If a force majeure event occurs, neither party is responsible for a failure to perform or a delay in performance due to the force majeure event. A force majeure event is an event beyond a party's reasonable control, such as unusually severe weather, fire, floods, other acts of God, labor disputes, acts of war or terrorism, or public health emergencies.

11. Under Minnesota Statutes, Section 16C.05, subdivision 5, the Parties agree that the books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by either Party and the state auditor or legislative auditor, as appropriate, for at least six years from the end of this Agreement.


IN WITNESS HEREOF, the undersigned parties have entered into this Agreement as of the date set forth.

CITY OF ROSEVILLE,
A municipal corporation of the
State of Minnesota

Date: 11/6/23

By: 
Patrick Trudgeon, City Manager

Date: 11-6-23

By: 
Daniel Roe, Mayor

CITY OF FALCON HEIGHTS
A municipal corporation of the
State of Minnesota

Date: 11-15-23

By: 
Randall C. Gustafson, Mayor

Date: 11-15-23

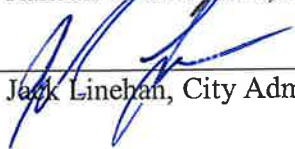
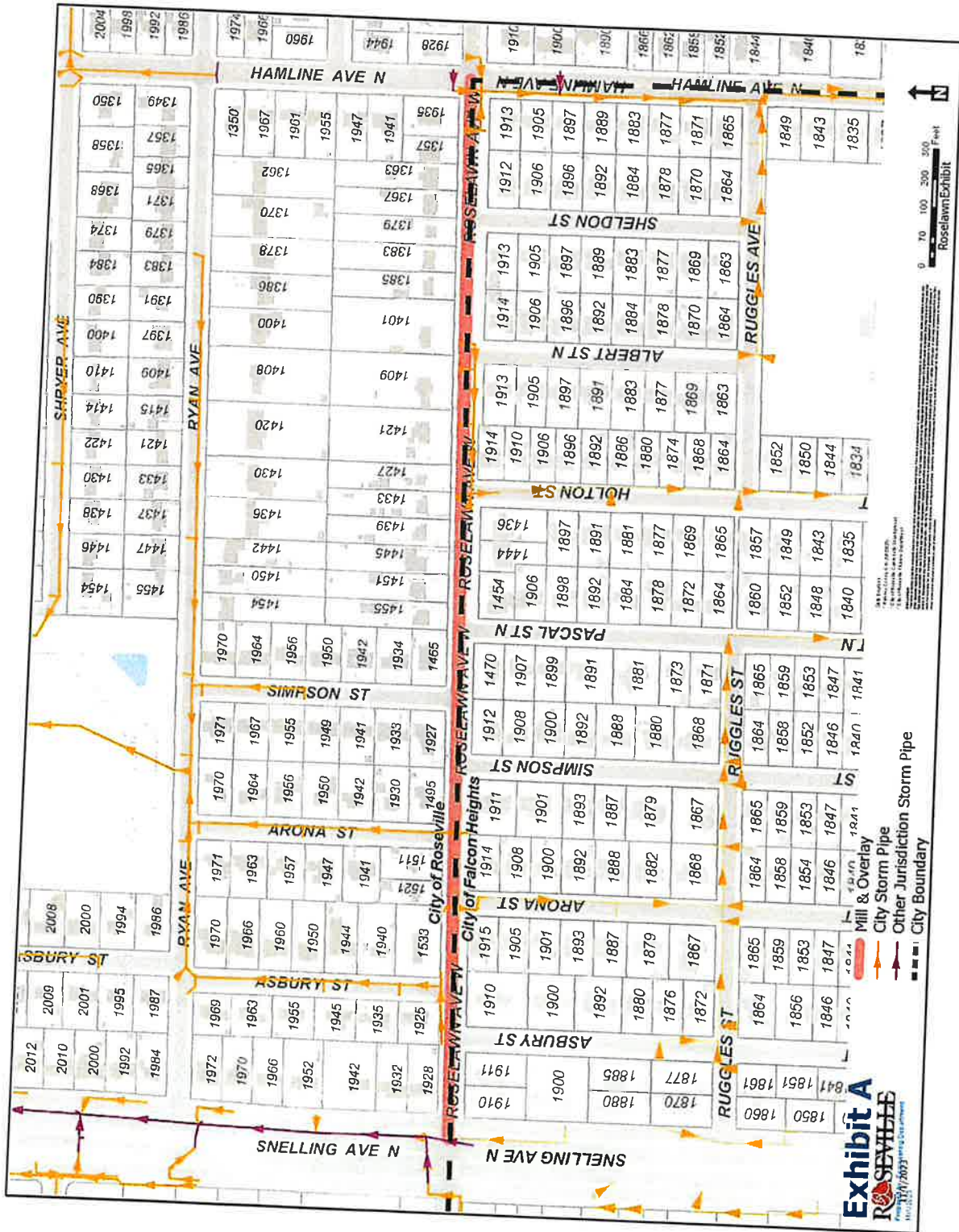
By: 
Jack Linehan, City Administrator

Exhibit A Scope of Work



CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION

November 15, 2023

No. 23-72

**RESOLUTION ORDERING FEASIBILITY REPORT FOR ROSELAWN AVENUE
PAVEMENT MANAGEMENT PROJECT FH24-01**

BE IT RESOLVED by the City Council of the City of Falcon Heights, as follows:

WHEREAS, IT IS PROPOSED TO IMPROVE Roselawn Avenue between Snelling Avenue (TH 51) and Hamline Avenue and to assess the benefitted property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429,

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


That the proposed improvement, called Improvement FH24-01, Roselawn Avenue Pavement Management Project, be referred to the Interim-City Engineer for study and that the engineer is instructed to report to the council with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

Adopted by the Falcon Heights City Council this 15th day of November, 2023.

Moved by: Wehyee

Approved by: 
Randall C. Gustafson
Mayor

GUSTAFSON 4 In Favor
LEEHY
MEYER 0 Against
WASSENBERG
WEHYEE

Attested by: 
Jack Linehan
City Administrator

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Meeting Date	November 15, 2023
Agenda Item	Consent G5
Attachment	Resolution 23-73
Submitted By	Hannah Lynch, Community Development Coordinator

Item	Support of MPCA Brownfield Assessment Grant Application for Get Pressed Property Environmental Site Assessment
Description	<p>Brownfields are abandoned, blighted, or underused properties where reuse is complicated by potential or actual contamination. The Minnesota Pollution Control Agency (MPCA) has grant money available to fund investigation of previous uses of properties to support redevelopment and reuse. The work is performed by MPCA contractors at no cost to the grant recipients. Funding comes from the U.S. Environmental Protection Agency (EPA).</p> <p>1407 Larpenteur Ave W, the site of the former Get Pressed dry-cleaning business, is a property that has been condemned and has been identified as a source of blight within the community. Recently there have been discussions about possible redevelopment there to include residential townhomes, however this cannot occur without first having an environmental site assessment and potential mitigation plan taking place. As the property was a dry-cleaner and, prior to that, a gas station, there are suspected contaminants located on site. This grant would allow for the investigation and reporting efforts to commence.</p>
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • Resolution 23-73 in Support of MPCA Brownfield Assessment Grant Application for Get Pressed Property Environmental Site Assessment • MPCA Brownfield Investigation Grant Application
Action(s) Requested	Staff recommend approval of resolution in support of application for MPCA Brownfield Assessment Grant for environmental site assessment at 1407 Larpenteur Ave W.

November 2, 2023

VIA EMAIL

Minnesota Pollution Control Agency - Brownfield Assessment Grant
brownfieldgrants.MPCA@state.mn.us

RE: Request for MPCA Brownfield Assessment Grant Application

Dear MPCA Brownfield Assessment Grant Coordinators:

Please consider this letter a request on behalf of Sarin Homes, LLC for Minnesota Pollution Control Agency (MPCA) Brownfield Assessment Grant for "Get Pressed" located at 1407 Larpenteur Ave W, Falcon Heights, MN 55113, Ramsey County. The property is shown on the attached map and includes .50 acres of land.

The property is presently owned by Sarin Homes, LLC. The property is presently an unused site with a condemned dry cleaning building on it and is being considered for potential redevelopment.

We understand that we will be contacted by the MPCA Brownfield Assessment Grant coordinators to inform us of the outcome of our application.

I can be reached at 651.792.7613 or hannah.b.lynch@falconheights.org

Sincerely,

Hannah B. Lynch
cc: Lee Sarin

Instructions: Please fill out *Section 1. Site Eligibility* to determine if your property meets the basic requirements. If questions 1-4 indicate the property is eligible to be considered for the Brownfield Assessment Grant, continue with the remaining questions. Provide as much information as you can for each question and contact us if you need help.

Please attach this completed form to the cover letter (see page 4) and attach any other supporting information (pictures, support letters, etc.) and email the package to brownfieldgrants.MPCA@state.mn.us.

Section 1. Property Eligibility

1. Is there known or potential contamination on the Property that hinders the expansion, redevelopment, or reuse of the Property?
 - Yes
 - No **Stop.** Funding is only available for properties with known or potential environmental contamination

2. To the best of your knowledge, does the property fall into any of the following categories? (If you need help with this, please contact Shanna Schmitt at 651-757-2697 or shanna.schmitt@state.mn.us.)
 - Yes No Is the property the subject of a planned or ongoing removal/cleanup under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA)? [CERCLA/Federal Superfund site lookup.](#)
 - Yes No Is the property an active site listed or proposed for listing on the U. S. Environmental Protection Agency's (EPA) National Priority List (NPL), or a portion of an active NPL site? [CERCLA/Superfund site lookup.](#)
 - Yes No Is the property the subject of a unilateral administrative order, a court order, an administrative order on consent, or judicial consent decrees issued to or entered into by the parties under CERCLA, the Solid Waste Disposal Act (SWDA), the Federal Water Pollution Act, the Toxic Substances Control Act (TSCA), or the Safe Drinking Water Act?
 - Yes No Is the property owned by the U.S. government, not including land held in trust by the U.S. for an Indian tribe?
 - Yes No Is there a polychlorinated biphenyls (PCB) release on the property that is subject to remediation under the TSCA (i.e., PCB concentrations greater than 50 parts per million)?
 - Yes No Is the property a closed permitted landfill?
 - Yes No Is the property an active site listed or proposed for listing on the Minnesota Permanent List of Priorities (PLP), or a portion of an active PLP Site? [PLP/State Superfund site lookup on the What's in My Neighborhood online application.](#)

If "yes" is checked in any of the categories above, the project is not eligible for a Brownfield Assessment Grant – Stop.

3. Is the applicant a potentially responsible party that has caused or contributed to the contamination at the property, including petroleum, non-petroleum, or agricultural contamination?
 - Yes **Stop** – Funding cannot be used to assist potential responsible parties.
 - No

4. Does the applicant have, or can it obtain, access to the entire property?
 - Yes An Access Agreement will be emailed to the applicant once the MPCA approves the application.
 - No **Stop** – The MPCA cannot proceed without access to the property.

5. If contamination has been identified at the property, does a potential responsible party exist?
 - Yes List the entity:
Note: Answering yes does not necessarily mean the project is not eligible.
 - No

If the property is eligible, please continue to complete application.

Section 2. Property Description

1. Provide the property name and any aliases or historic names the property is known by. A current project name will also work.

Get Pressed Dry Cleaners, One Hour Martinizing

2. List the street address of the property, the city, county, and parcel identification number(s).

1407 Larpenteur Ave W, Falcon Heights, MN 55113

Ramsey County, MN

PIN 152923340061, 152923340062

3. List the size of the property, in acres.

Two Parcels, .21 acres and .29 acres

4. Submit a map of the property that clearly shows the outline of the property boundary (look on your County's property map page).

5. List and describe any known or suspected areas of contamination and contaminants of concern at the property.

Previously a dry cleaning location and a gas station. We've been told the old tanks are in the ground but are capped. The most recent use of a dry cleaner took the items off site, but in the past the work was done on site.

Known or suspected sources/wastes – Indicate if the sources of contamination/wastes are known ("K") or suspected ("S"):

<input type="checkbox"/> Foundry sand	<input checked="" type="checkbox"/> Surface spills	<input checked="" type="checkbox"/> Routine industrial operations	<input type="checkbox"/> Transformer
<input type="checkbox"/> Dumping or buried drums	<input type="checkbox"/> Burning of materials	<input checked="" type="checkbox"/> Underground pipeline or tank	<input type="checkbox"/> Lagoon
<input checked="" type="checkbox"/> Contaminated building	<input type="checkbox"/> Industrial accident	<input type="checkbox"/> Aboveground pipeline or tank	<input type="checkbox"/> Fly ash
<input type="checkbox"/> Old, imported fill	<input type="checkbox"/> Other (specify): _____		

Past use of the property – Indicate if the sources of contamination/wastes are known ("K") or suspected ("S"):

<input checked="" type="checkbox"/> Service station	<input type="checkbox"/> Salvage yard	<input type="checkbox"/> Pipeline	<input checked="" type="checkbox"/> Drycleaner
<input type="checkbox"/> Coal gas manufacturer	<input type="checkbox"/> Electroplater	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Unknown
<input type="checkbox"/> Bulk plant	<input type="checkbox"/> Tannery	<input type="checkbox"/> Landfill (dump)	
<input type="checkbox"/> Other (specify): _____			

6. Identify the current landowner:

Name: Sarin Homes LLC

Mailing address: 1693 Ridgewood Ln N

City: Roseville

State: MN

Zip code: 55113

Phone: 612.817.6774

Email: lhsarin@gmail.com

7. How did the current landowner acquire the property?

Purchase Donation Tax forfeit Payment in lieu of taxes

Date of acquisition (mm/dd/yyyy): 7/30/2018

8. Is there a potential health, safety, or ecological concern at the property? Check all that apply.

The property is currently occupied by residents or employees.

The property poses a physical hazard to trespassers.

The contamination at the property may be affecting residents or employees of adjacent properties.

The property includes, or is adjacent to, a sensitive ecological area.

Section 3. Proposed Project Details

1. Is there a confirmed end user in place for the property?

- Yes Explain: _____
- Yes A developer is in place, but no final end users confirmed: The current owner is wanting to redevelop the property. We are also including it in a current study for redevelopment at the city level.
- No Project is included in the community's master plan or being evaluated for redevelopment.
- No Property is not included in community's master plan or being evaluated for redevelopment.

2. Describe the proposed future use of the property (residential, recreational, commercial, industrial, green space, etc.):

The most recent proposed future use of the property is for ten townhomes on the site.

3. Is this a community driven project or does it have strong support within the community?

- Yes Describe how the project benefits the community. What steps have been taken and/or are planned to engage the local community? List the community groups that are active in the project area.

Currently the property is an eyesore. The building is condemned. No use can be made of the current property without it being cleaned up and the building either being completely renovated or demolished. We have held community meetings to talk to neighbors about the potential for townhomes. We are also currently including the property in a study to determine the best future use of our two main city corridors. The community supports something happening there. It seems like residential is the best fit. It's more of a question of how many units to put on the property, rather than if it should or should not be residential.
- No
- Unknown at this time. Explain below: _____

4. Provide a general timeframe for assessment activities that need to be performed.

We'd prefer as soon as possible since nothing can happen there until an assessment is completed, but we don't have a set deadline currently.

5. Has a Phase I Environmental Site Assessment (ESA) been completed?

- Yes No If yes, please submit a PDF copy of the Phase I ESA with this application.

6. Have Phase II Environmental Site Assessment(s) been completed?

- Yes No If yes, please submit PDF copies of any Phase II ESAs with this application.

Section 4. Information Certification

I certify that the information provided in this application, the cover letter, and any attachments are true and correct.

Note: Environmental Consultants **cannot** sign applications. Electronic signatures are accepted.

Applicant

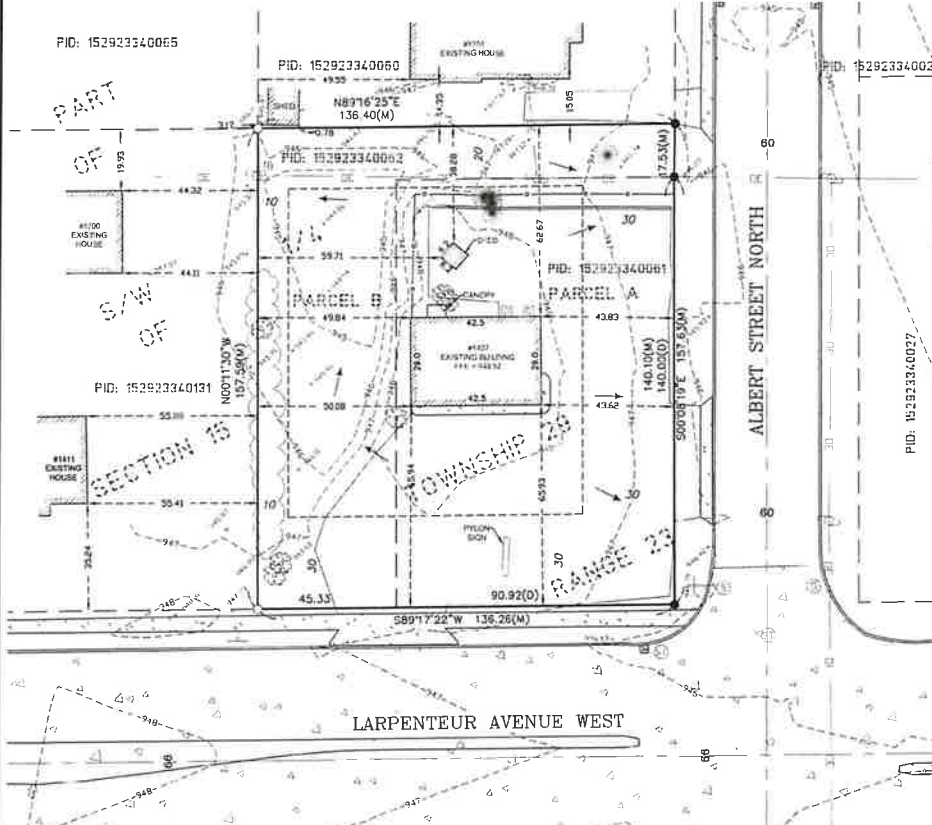
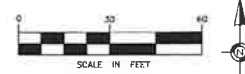
Print name: Hannah B. Lynch Title: Community Development Coordinator / Planner

Signature: _____ Date (mm/dd/yyyy): _____

Phone: 651.792.7613 Email: hannah.b.lynch@falconheights.org

CERTIFICATE OF SURVEY for SARIN HOMES LLC

Call 48 Hours before digging
GOPHER STATE ONE CALL
 Twin Cities Area 651-454-0002
 MN. Toll Free 1-800-252-1166



- LEGEND**
- DENOTES FOUND PROPERTY IRON
 - DENOTES SET 1/2" X 16" REBAR WITH PLASTIC CAP "PLS 25105"
 - DENOTES BOUNDARY LINE
 - - - DENOTES LOT LINE
 - - - DENOTES SETBACK LINE
 - DENOTES EXISTING SPOT ELEVATION
 - DENOTES EXISTING CONCRETE SURFACE
 - DENOTES EXISTING CONTOUR LINE
 - DENOTES FINISH FLOOR ELEVATION
 - DENOTES BITUMINOUS SURFACE
 - DENOTES TREE LINE
 - DENOTES DECIDUOUS TREE
 - DENOTES CONIFEROUS TREE
 - DENOTES CHAINLINK FENCE
 - DENOTES OVERHEAD ELECTRIC
 - DENOTES ELECTRIC POWER POLE
 - DENOTES MEASURED DISTANCE
 - DENOTES PLATTED DISTANCE
 - DENOTES SANITARY MANHOLE
 - DENOTES DRAINAGE FLOW
 - DENOTES STORM SEWER MANHOLE
 - DENOTES STORM CATCH BASIN (SQUARE)
 - DENOTES TELEPHONE BOX
 - DENOTES SIGN/POST
 - DENOTES GAS METER

EXISTING HARDCOVER

EXISTING HOUSE	1,232 SQ. FT.
EXISTING SHED	38 SQ. FT.
EXISTING CONCRETE SURFACE	183 SQ. FT.
EXISTING BITUMINOUS SURFACE	10,637 SQ. FT.
TOTAL IMPERVIOUS AREA	12,070 SQ. FT.
TOTAL LOT AREA	21,406 SQ. FT.
EXISTING HARDCOVER	56.2%

BUILDING SETBACKS

ZONING	81 - NEIGHBORHOOD CONVENIENCE BUSINESS
HOUSE	FRONT = 30 FT REAR = 20 FT SIDE = 10 FT

REFERENCE BENCHMARK
 ELEVATION = 070.44 MNDOT
 DISK "BOSE PFF"

LEGAL DESCRIPTION

Parcel A
 That part of the East Quarter of the West Half of the Southeast Quarter of the Southwest Quarter of Section 15, Township 29, Range 23 described as follows: beginning at a point 49.50 feet North and 50.00 feet West of the Southeast corner of the West Half of the Southeast Quarter of the Southwest Quarter of the aforesaid Section; thence North 140.00 feet; thence West 90.92 feet; thence South 140.00 feet; thence East 90.92 feet to the point of beginning. Ramsey County, Minnesota.

Parcel B
 The South 207.00 feet of the East Quarter of the West Half of the Southeast Quarter of the Southwest Quarter of Section 15, Township 29, Range 23, except the South 189.50 feet of the East 120.92 feet thereof.

- NOTES**
- THE BASIS OF THIS BEARING SYSTEM IS ASSAILED.
 - NO SPECIFIC SOIL INVESTIGATION HAS BEEN COMPLETED.
 - CONTRACTOR SHALL VERIFY PROPOSED ELEVATIONS.
 - NO TITLE INFORMATION WAS PROVIDED FOR THIS SURVEY. THIS SURVEY DOES NOT PURPORT TO SHOW ALL EASEMENTS OF RECORD.
 - EXISTING UTILITIES AND SERVICES SHOWN HEREON WERE LOCATED EITHER PHYSICALLY ON THE GROUND DURING THE SURVEY OR FROM EXISTING RECORDS MADE AVAILABLE TO US OR BY RESIDENT TESTIMONY. OTHER UTILITIES AND SERVICES MAY BE PRESENT. VERIFICATION AND LOCATION OF UTILITIES AND SERVICES SHOULD BE OBTAIN FROM THE OWNERS OF RESPECTIVE UTILITIES BY CONTACTING GOPHER STATE ONE CALL AT (651) 454-0002 PRIOR TO ANY DESIGN, PLANNING OR EXCAVATION.

EDS ENGINEERING DESIGN & SURVEYING
 8480 Weyzata Blvd., Minneapolis, MN 55425
 OFFICE: (763) 343-2800 FAX: (763) 343-2801
 EMAIL: info@edsma.com WEBSITE: http://edsma.com

I HEREBY CERTIFY THAT THIS SURVEY WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

Paul Sorenson
 MAJOR SURVEYOR, L.S. NO. 29102 DATED: 04/29/2023

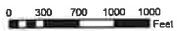
JOB NAME: SARIN HOMES LLC	FIELD WORK DATE: 04/13/2023	DRAWN BY: GST	PROJECT NO.: 23-030
LOCATION: 1407 LARPELLEUR AVE. W & PID 15293340062 FALCON HEIGHT, MN 55113-8304	FIELD BOOK NO.: EDS-15	CHECKED BY: VS	SHEET NO. 1 OF 1



Base Map



Prepared by
City of Roseville Engineering Department
4/26/2023

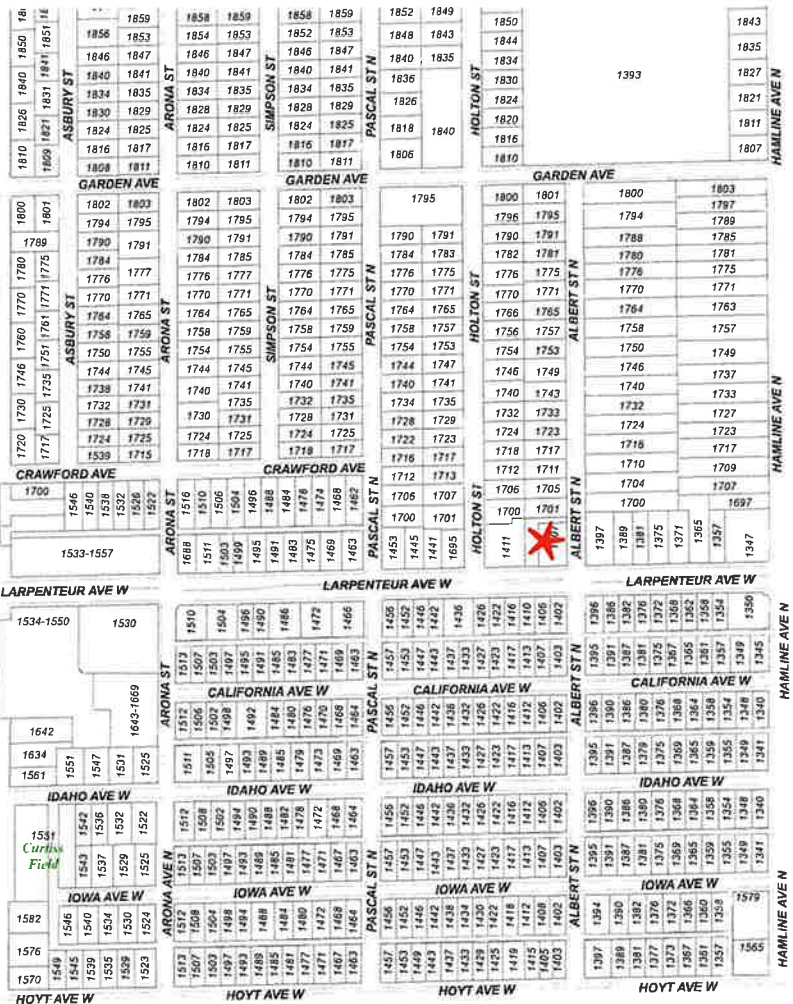
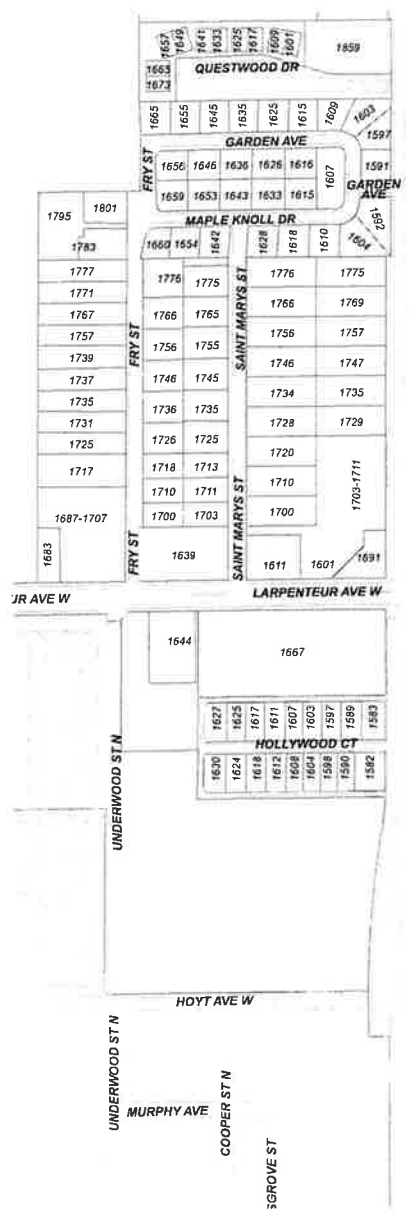


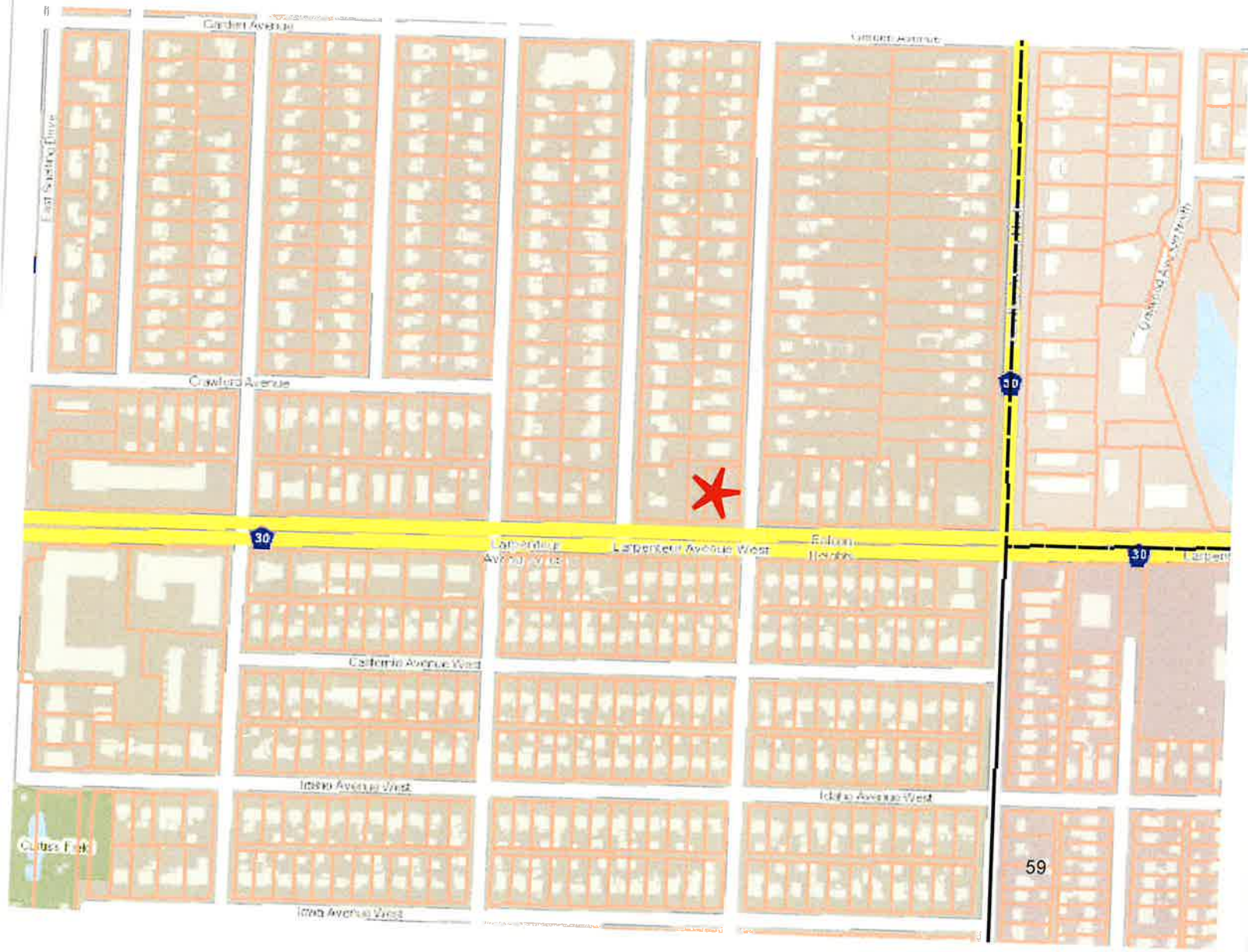
BaseMap



Base Map
City of Roseville Engineering Department
4/26/2023

57





East Sutter Street

Gardner Avenue

Curtis Avenue

Crawford Avenue

30

California Avenue West

La Berkey Avenue West

Robson Street

30

California Avenue West

Irwin Avenue West

Idaho Avenue West

Cliff Park

Irwin Avenue West

59





Larpenteur Avenue West

Larpenteur Avenue West



CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION

November 15, 2023

No. 23-73

**RESOLUTION IN SUPPORT OF MPCA BROWNFIELD ASSESSMENT GRANT
APPLICATION FOR GET PRESSED PROPERTY ENVIRONMENTAL SITE ASSESSMENT**

WHEREAS, The Minnesota Pollution Control Agency (MPCA) has grant funds available to fund investigation of previous uses of properties to support redevelopment and reuse; and

WHEREAS, the program provides MPCA contractors and staff to perform technical reviews and approve work plans, investigation reports, and cleanup plans to ensure environmental concerns are properly addressed during site redevelopment at no cost to the grant recipients; and

WHEREAS, the site of the former dry-cleaning business, Get Pressed, located at 1407 Larpenteur Ave W is a site where redevelopment has been proposed; and

WHEREAS, redevelopment of the site cannot begin until an environmental site assessment and mitigation plan has been developed due to possible contaminants on the site from the dry-cleaning work and from the former use as a gas station.

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

1. That the City fully supports the application to seek funding from the MPCA for a Phase I environmental site assessment for the property located at 1407 Larpenteur Ave W, Ramsey County Tax Parcels 152923340061 and 152923340062.
2. That the Mayor and City Administrator are hereby authorized to execute all necessary documents.

Adopted by the Falcon Heights City Council this 15th day of November, 2023.


Moved by:

Wehyee

GUSTAFSON
LEEHY
MEYER
WEHYEE
WASSENBERG

4 In Favor
0 Against

Approved by:


Randall C. Gustafson
Mayor

Attested by:


Jack Linehan
City Administrator

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Meeting Date	November 15, 2023
Agenda Item	Consent G6
Attachment	Resolution 23-74
Submitted By	Hannah Lynch, Community Development Coordinator

Item	2024 Ramsey County Select Committee on Recycling & The Environment (SCORE) Grant Submittal and Enter Into Agreement with Ramsey County for Funding
Description	<p>The City of Falcon Heights has a long standing history of working with Ramsey County to increase participation in City Wide Recycling Services. The SCORE Grant helps the City to perform these services and to increase the participation rate through education, events, and a diversity of the activities. The results of these actives contribute to our high participation rate and will continue to do so into the future.</p> <p>Our estimated allocation for 2024 from Ramsey County is \$15,268.</p>
Budget Impact	Funds from the SCORE grant are used for a number of recycling efforts in the city.
Attachment(s)	<ul style="list-style-type: none"> Resolution 23-74 Authorization to Apply for the Select Committee on Recycling & the Environment (SCORE) Grant
Action(s) Requested	Staff recommend approval of attached resolution authorizing application of the 2024 SCORE grant. The grant is in the estimated amount of \$15,268.

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

November 15, 2023

No. 23-74

**RESOLUTION AUTHORIZING THE 2024 RAMSEY COUNTY SELECT COMMITTEE
ON RECYCLING & THE ENVIRONMENT (SCORE) GRANT SUBMITTAL AND
ENTER INTO AN AGREEMENT WITH RAMSEY COUNTY FOR FUNDING**

WHEREAS, the City of Falcon Heights has a recycling program, which serves the residents of the City; and

WHEREAS, the City utilizes the Select Committee on Recycling & the Environment (SCORE) Grant funding to offset costs of that program each year; and

WHEREAS, the City Council has determined that participation in this program is beneficial to the residents of Falcon Heights.

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

1. Direct staff to apply for the Select Committee on Recycling & the Environment (SCORE) Grant funding to offset costs of the program.
2. Authorize the Mayor and City Administrator to execute all necessary documents.

ADOPTED by the Falcon Heights City Council this 15th day of November, 2023.

Moved by: Wehyee

GUSTAFSON
LEEHY
MEYER
WEHYEE
WASSENBERG

4 In Favor
0 Against

Approved by: _____


Randall C. Gustafson
Mayor

Attested by: _____


Jack Lingham
City Administrator

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Meeting Date	November 15, 2023
Agenda Item	Consent G7
Attachment	N/A
Submitted By	Randy Gustafson, Mayor

Item	City Administrator (Jack Linehan) - Eighteen Month Employee Step Adjustment
Description	Jack Linehan, City Administrator began his employment with the City on May 2, 2022. Jack has completed his first eighteen (18) months with the City. It is the practice of the City to reward after the eighteen-month probationary period with up to a 5% step increase in their base salary.
Budget Impact	There are available funds budgeted for this step adjustment.
Attachment(s)	N/A
Action(s) Requested	I recommend that the Falcon Heights City Council approve a 5% step adjustment for Jack Linehan effective November 2, 2023.

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Meeting Date	November 15, 2023
Agenda Item	Consent G8
Attachment	N/A
Submitted By	Jack Linehan, City Administrator

Item	Finance Director Roland Olson – Pay Adjustment
Description	Roland Olson, Finance Director, has been with the City of Falcon Heights for 25 years. The last adjustment to his pay, outside of a cost of living adjustment, was in 2019. Our pay structure provides increases at 6-months, 18-months, 5-years and 10-years. Employees who have greater than 10-years of service tend to see their pay stagnate. From time to time, the City will adjust for seniority to ensure internal pay equity is maintained. It is recommended in this instance/
Budget Impact	There are available funds budgeted for this step adjustment.
Attachment(s)	N/A
Action(s) Requested	I recommend that the Falcon Heights City Council approve a 3% step adjustment for Roland Olson effective November 15, 2023.

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Meeting Date	November 15, 2023
Agenda Item	Consent G9
Attachment	
Submitted By	Roland Olson, Finance Director

Item	Authorization for City Administrator to Negotiate and Approve Employee Benefit Plans
Description	Ramsey County, earlier in 2023, dropped the employee benefits coverage that the City had with Ramsey County for 2024 and beyond. The City has been actively looking for coverage from other sources. The City has been waiting weeks for benefit information. It is now finally starting to arrive. As the end of 2023 is fast approaching, it is paramount that these employee benefit decisions be made since these benefits need to be on line by January 1, 2024 and available to the employees in early December so they can make informed decisions about the benefits. As the year-end crunch is fast approaching with the tax hearing, and other year-end City business, staff needs to be able to complete the negotiations and finalize the arrangements for these employee benefits. Staff requests that the City Administrator finalize the negotiations and enroll the City in these employee benefits plans.
Budget Impact	Employee benefits are part of the compensation package for all the full time employees and budgeted in the annual budget.
Attachment(s)	
Action(s) Requested	Staff recommends council approval for the City Administrator to conclude the negotiations with the outside benefit carriers and execute the agreements so the employee benefits are available for employee review and effective for January 1, 2024.

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Meeting Date	November 15, 2023
Agenda Item	Consent G10
Attachment(s)	Request for Proposals for 2024 Printing Services
Submitted By	Elke van der Werff, Administrative & Communications Coordinator

Item	Release of RFP for 2024 Printing Services
Description	<p>The attached Request for Proposals (RFP) will notify vendors that the City is accepting proposals for printing services for 2024 for the City's bi-annual Newsletter and potential other mailings. Since 2019, Falcon Heights has utilized service of Rengel Printing Co. located in St. Cloud, MN. The City would like to accept proposals for printing services to compare fees and delivery timelines.</p> <p>The City will begin accepting proposals from qualified vendors from November 16, 2023 through December 06, 2023. Proposals should include printer qualifications, scope of services offered, samples, fee schedule and any additional information the vendor feels is applicable.</p> <p>Proposals will be evaluated based on the proposed turnaround time from receipt of a draft newsletter to delivery to the post office, compensation schedule and printing samples.</p>
Budget Impact	The 2024 draft budget includes costs for printing services
Attachment(s)	<ul style="list-style-type: none"> Request for Proposals for 2024 Printing Services
Action(s) Requested	Staff recommends that City Council allow the City to advertise the RFP and solicit responses for 2024 Printing Services.

November 15, 2023

REQUEST FOR BIDS

The City of Falcon Heights

2024 Printing Services

Bid Submittal Deadline: Wednesday, December 06, 2023 at 4:30 PM

Prepared By:
Elke van der Werff, Administrative & Communications Coordinator
City of Falcon Heights
2077 Larpenteur Ave West
Falcon Heights, MN 55113
elke.vanderwerff@falconheights.org
651-792-7621

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

SECTION 1

INTRODUCTION

The City of Falcon Heights is seeking proposals from vendors who are interested in providing cost-effective and quality services for the City's 2024 Printing Services. The City of Falcon Heights may extend the contract based on the vendor's performance and the need of the City. The print vendor must be located in close proximity to City Hall to provide timely printing services. Proposals must include all items specified in this document. All proposals must be submitted to the City's Administrative & Communications Coordinator Elke van der Werff at elke.vanderwerff@falconheights.org no later than 4:30PM on Wednesday, December 6th 2023.

SECTION 2

PROCESS

Notice is hereby given that proposals will be received by the City of Falcon Heights, Ramsey County, Minnesota for printing services. The City of Falcon Heights (the City) invites qualified individuals or firms to submit proposals to provide newsletter/postcard printing services based upon the scope of work contained herein. Information regarding the RFP process, if not found within this document, may be obtained from Elke van der Werff, Administrative & Communications Coordinator, by email at elke.vanderwerff@falconheights.org or by phone at 651-792-7621. 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 newsletter/postcard printing as described in the scope of work set forth in Section 3 of this Request for Proposals (RFP).

2-2 **Schedule (tentative)**

Issue Date: November 16, 2023
Closing Date: December 06, 2023
Anticipated Award Notice: December 08, 2023
Anticipated Contract Approval: December 13, 2023
Service to Begin: December 14, 2023

2-3 **Official Contact**

Questions regarding the scope of services shall be directed to:

Elke van der Werff, Administrative & Communications Coordinator
City of Falcon Heights
2077 Larpenteur Ave West
Falcon Heights, MN 55113
elke.vanderwerff@falconheights.org

2-4 **Proposal Due Date:**
Three (3) copies of the proposal must be delivered to Elke van der Werff, 2077 Larpenteur Avenue West, Falcon Heights, MN 55113, no later than 4:30PM on Wednesday, December 6th 2023. A digital proposal may also be emailed by this deadline to elke.vanderwerff@falconheights.org but samples should be mailed or delivered. Proposals should be marked "RFP Newsletter/Postcard Printing 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 **Incurred 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.

SECTION 3

SCOPE OF SERVICES

The City of Falcon Heights welcomes proposals from individual printing companies or individuals in response to specific work products identified below.

3-2 **Scope of Work and Deliverables**
The principal responsibility of the selected printer is a part of a periodic assessment of the cost-effectiveness and quality of Falcon Heights printed material, and the city is requesting proposals for various printing needs.

City of Falcon Heights Bi-annual Newsletter: Bid Option 1 – Half-Page Newsletter

- Folded size 8.5" x 11" saddle stitched
- Full color
- A full color proof will be provided to the city for review before the publication is approved for print. Please include the fee for revisions to the final proof.
- 4,116 mailing by simplified carrier routes – Every Door Direct Mailing

- 100 copies boxed and delivered to City Hall

City of Falcon Heights Bi-annual Newsletter: Bid Option 2 – Full Size Newsletter

- Folded size 11" x 17" saddle stitched
- Full color
- A full color proof will be provided to the city for review before the publication is approved for print. Please include the fee for revisions to the final proof.
- 4,116 mailing by simplified carrier routes – Every Door Direct Mailing
- 100 copies boxed and delivered to City Hall

A specific brand of paper is not specified in this RFP, however a high quality, 100% post-consumer recycled content paper is required.

Mailing: The City of Falcon Heights Bi-annual Newsletter is mailed, via carrier route, to all Falcon Heights households and businesses. The printer is responsible for mailing preparation and delivery to the post office. The City will provide payment for postage, payable to the printer as part of the printing invoice. Postage cost should be at the presort standard rate.

Schedule: The City of Falcon Heights Bi-annual Newsletter will be printed and mailed two times during the year on the following schedule.

- January/February – Printed late January or early February for delivery late February
- July/August – Printed late July or early August, for delivery before the start of the Minnesota State Fair

The printer will have all of the materials delivered to the United States Postal Service within seven business days of receiving approval of the proof from the City.

City of Falcon Heights Postcards

- 6.25 x 9 postcard size
- Full color
- 4,116 mailing by simplified carrier routes
- 100 copies boxed and delivered to City Hall

Mailing: The City of Falcon Heights postcards are mailed, via carrier route, to all Falcon Heights households and businesses. The printer is responsible for mailing preparation and delivery to the post office. The City will provide payment for postage, payable to the printer as part of the printing invoice. Postage cost should be at the presort standard rate.

Schedule: The City of Falcon Heights postcards can be printed up to four times during 2024. The City of Falcon Heights will notify the printer a week in advance to prepare for printing. The printer will have all of the materials delivered to the United States Postal Service within seven business days of receiving approval of the proof from the City.

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.

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

1. **Proposed Printer's Qualifications**

Summarize your or the firm's background and history; include the depth and breadth of your firm's experience in printing newsletters and any experience you may have working on related projects.

2. **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 primary areas of need.

3. **Samples**

Proposals shall include a minimum of two (2) samples demonstrate a community newsletter that uses the same or similar specifications to the bid.

4. **Fee Schedule**

The printer must submit a compensation schedule for the services outlined in the preliminary scope of work. The compensation schedule submitted shall be guaranteed by the printer for the term of the contract.

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.

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 printer adheres to the instruction in this Request for Proposals on preparing and submitting the proposal;
2. The proposed turnaround time from receipt of a draft newsletter to delivery to the post office;
3. Compensation schedule;
4. Printing samples.

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Meeting Date	November 15, 2023
Agenda Item	Consent G11
Attachment	Brochure
Submitted By	Jack Linehan, City Administrator

Item	Support for Participation in Compass Peer Group
Description	<p>I've been invited to participate in a new cohort of other city administrators in the Twin Cities that focuses on leadership development starting in January 2024. The cohort will be made up of 8-12 city administrators of various experience levels, and is led by Edina City Manager Scott Neal. Consultant and former City Manager Craig Rapp is the founder/facilitator of the groups.</p> <p>Compass Peer Groups has operated in Minnesota since December 2011. During that time, 100 City Managers & Assistants have been members. Currently, there are 43 Managers and 20 Assistants across six groups. They provide a safe, supportive environment to share, learn and grow.</p> <p>The Basics:</p> <ul style="list-style-type: none"> • Groups meet for 3 hours once a month--ten sessions. No meeting in July, optional retreat in December. Minimum group size: 8; maximum group size: 12. • 1/2 of the session is devoted to peer support, 1/2 to a curated leadership and personal development topics. Content satisfies ICMA Credentialing credits. • Cost: \$1,600/year. <p>Past Falcon Heights city administrators have participated in the group, and our leadership/training budget currently reflects the cost of participation. Due to the cost and time commitment required, I'm seeking formal support from the City Council to participate.</p>
Budget Impact	\$1,600 per year. There are funds available in our leadership and training line-items to cover this cost.
Attachment(s)	<ul style="list-style-type: none"> • Compass Peer Group Brochure
Action(s) Requested	Request for the City Council to formally support City Administrator Jack Linehan's participation in the Compass Peer Group.



COMPASS
PEER GROUP

*Peer support &
leadership development
for
local government executives*

When was the last
time you admitted
you were
overwhelmed?




When was the
last time you
claimed your
brilliance?



When was the last
time you shared a
personal problem?

With your peers?



A woman with dark hair, wearing a white long-sleeved shirt, is seated at a desk in a dark room. She is looking intently at a computer monitor on the right side of the frame. Her hands are positioned on a keyboard. The room is dimly lit, with a blueish light coming from a window in the background, suggesting it is nighttime. The overall mood is quiet and focused.

It's lonely at the top...

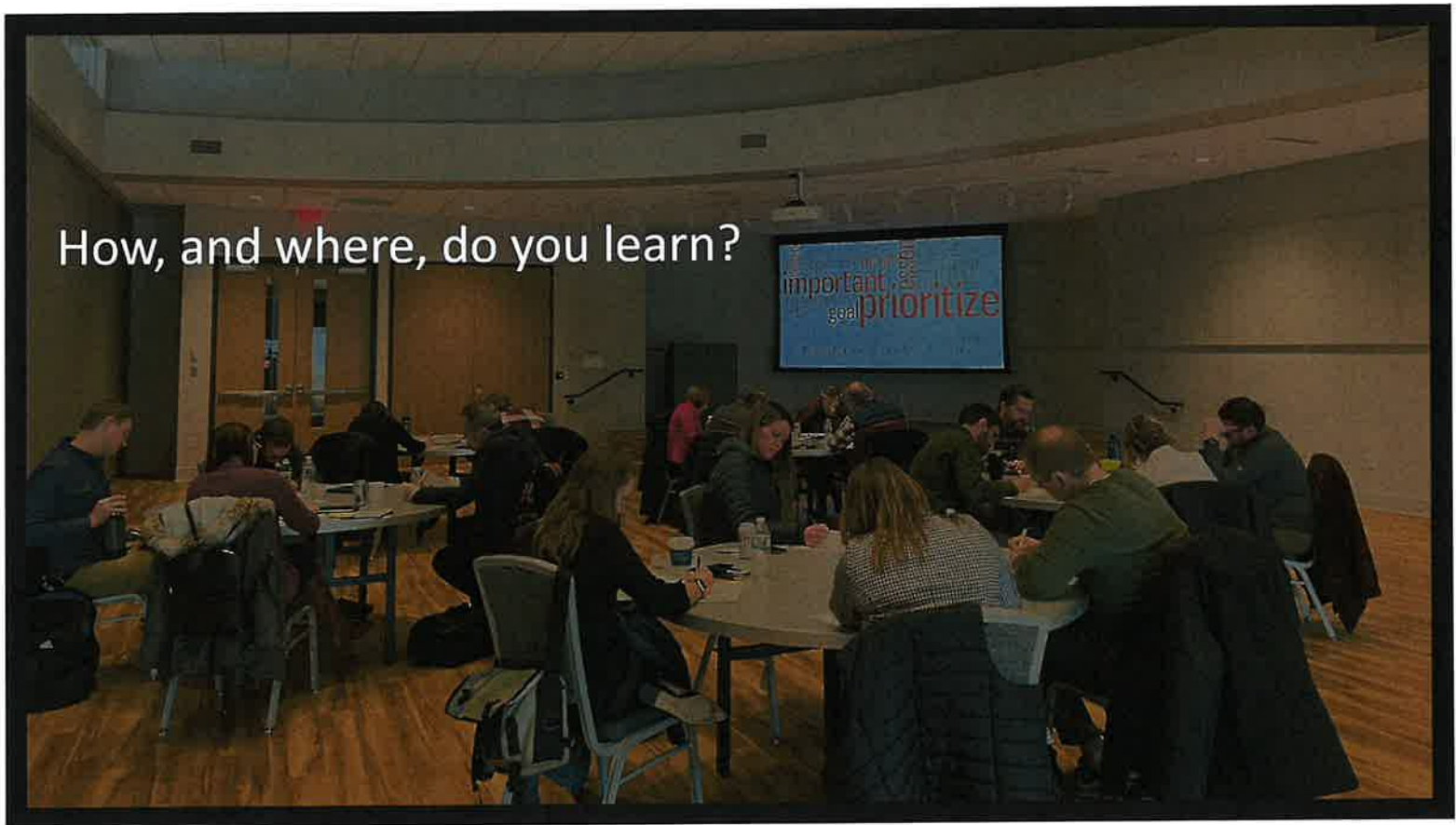


Where do you go for answers?

...and support



How, and where, do you learn?



There's power
in sharing...

...with people
who've walked
in your shoes



Forum

```
graph TD; Forum[Forum] --> Framework[Framework]; Framework --> Facilitation[Facilitation];
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Framework

Facilitation



COMPASS
PEER GROUP

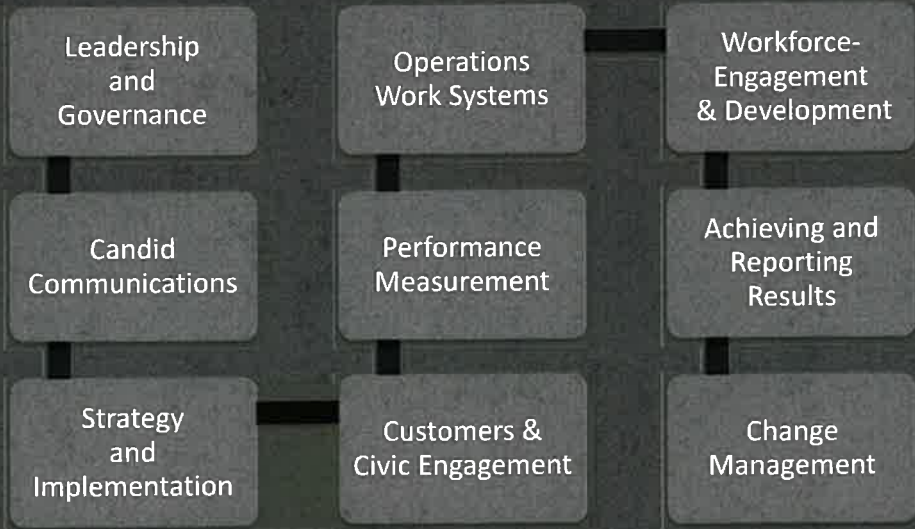
**PEER
SUPPORT**

**LEADERSHIP
DEVELOPMENT**

**INDIVIDUAL
DEVELOPMENT
PLANNING**

**PERSONAL
ASSESSMENTS**

COACHING



Comprehensive Content



- **KNOW YOURSELF**
- **Self Awareness**



- **KNOW YOUR ENVIRONMENT**
- **Situational Awareness**



- **KNOW HOW TO ACT/REACT**
- **Emotional Awareness**

Deep Dives

	AWARE	CLEAR
SELF	Session 1 Self-awareness assessment Problems of not seeing yourself Developing greater self-awareness	Session 2 Being more open, sharing more What are Emotions? Balanced emotions Relishing feedback, learning from it
OTHER	Session 3 Relationship-awareness assessment Problems of not seeing others Finding strengths in others	Session 4 Active Constructive Responding Listening skills; Developing empathy Building strong relationships
TEAM	Session 5 Team-awareness assessment Problems of not seeing teams Trust	Session 6 Skills for strong teams Dealing with conflict Commitments, Accountability, Results
ORGANIZATION	Session 7 Organizational -awareness assessment Problems of not seeing your organization Culture and structure	Session 8 Vision, mission, values alignment Leadership Spans of Control
GENERAL	Session 9 Retreat All peer groups	Session 10 Year-end reflections Lessons Learned

Find out what corporate executives already know...

Vistage

The Board Forum

Entrepreneur's Organization

Young President's Organization

CEO Roundtable

CEO Think Tank

Founder Institute

True North Groups Institute

Join Your
Colleagues!





www.compasspeergroup.com

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Meeting Date	November 15, 2023
Agenda Item	Policy Item H-1
Attachment	See below.
Submitted By	Hannah Lynch, Community Development Coordinator

Item	Amber Flats - Planned Unit Development Proposal
Description	<p>Amber Flats is a proposed 100-unit affordable housing apartment building to be located directly to the west of the existing Amber Union Apartments. The purpose of this application for a Planned Unit Development (PUD) is to allow for the construction of this apartment building along with flexibility in City Code guidelines.</p> <p><u>THE PROPOSAL</u></p> <p>Buhl Larpenteur West LLC is the owner and developer of Amber Union Apartments. The new apartment building will be situated in the existing overflow parking lot next to Amber Union. Amber Flats will be an affordable housing apartment building with 100-units, consisting of 60 1-bedroom units and 40 2-bedroom units. Parking for residents will be provided in 51 surface parking stalls and 63 sublevel stalls for a total of 114 parking spaces.</p> <p><i>Why a PUD?</i></p> <p>A PUD is intended to permit flexibility of site design, the conservation of land and open space through clustering of buildings and activities, and an incentive to developers to plan creatively by providing density bonuses. This can be achieved by allowing deviations from standards including setbacks, heights and similar regulations. Additionally, a PUD is required for all developments having two or more principal uses or structures on a single parcel of land.</p> <p>This project will only have one building on the parcel of land, so it would not necessarily need to be a PUD. However, there are several deviations from City Code in regard to height, impervious surface, and parking requirements that would call for either a variance or PUD. As this is a larger development and there would be more than one variance necessary, a PUD would be the best option to allow for the flexibility being called for.</p> <p><i>Current Status of Property & City Code Requirements</i></p> <p>Below are excerpts from City Code with the standard requirements for new developments in the zoning district this property is currently located in.</p>

Bolded next to each item is how the proposal does or does not currently meet those requirements and any additional staff notes.

This property is currently zoned R5M, High Density Residential Mixed Use.

*Sec. 118-182 (b) Purpose and intent. The purpose of the mixed use high density residential district is to provide high density, primarily apartment style, rental and condominium housing with limited commercial uses within the same structure. The intent of the district is to meet or exceed the city's comprehensive plan density goal of 28 residential units per acre. **Proposal meets this intent.***

Sec. 118-182 (c) Permitted uses.

*(1) Apartment buildings with a maximum of 40 dwelling units per acre. **Proposal meets this requirement @ 39 dwelling units per acre.***

Sec. 118-182 (g) Lot area, height, lot width, and yard requirements.

(1) The following minimum requirements shall be observed subject to additional requirements except as modified in this section and in section 113-241:

<i>Lot Area</i>	<i>Lot Width</i>	<i>Front Yard</i>	<i>Side Yard</i>	<i>Rear Yard</i>
2.5 acres N/A - Not a new lot.	200 feet N/A - Not a new lot.	30 feet Proposal meets this requirement @ >45'.	10 feet or ½ the height of the building, whichever is greater Proposal meets this requirement @ >25'.	30 feet Proposal meets this requirement @ >50'.

*(2) The required setback from a lot line abutting property zoned R-1 is 50 feet. **Proposal meets this requirement @ 162' & >128'.***

*(4) Except as provided in section 113-243, the maximum height is four stories or 40 feet, whichever is less. **Proposal does not meet this requirement, but is only about 3' off. For reference, Falcon Heights Town Square is around 49' in height at its tallest point, and the existing Amber Union building is over 52' in height at its tallest point. This building would be stepping down from that.***

Sec. 113-241 – Required yards and open spaces

(b) Permitted encroachments on required yards. The following shall be permitted encroachments into setback and height requirements except as restricted by other sections of this chapter:

*(4) In no event shall off-street parking, structures of any type, buildings, or any impervious surfaces cover more than 75 percent of the lot area. **The existing lot is a total of 2.72 acres. Existing impervious surface on lot is 2.30 acres which is around 85% impervious. The proposed impervious surface is 2.07 acres***

which is around 76% impervious. While this is still higher than City Code, it is a net decrease in impervious surface of .23 acres.

DIVISION 2. – OFF-STREET PARKING AND LOADING

Sec. 113-310 – Residential districts

(3) *The following provisions apply to the R-5M district: The requirements of the R-4 district shall apply except that at least 80 percent of the required parking spaces for apartment buildings shall be below grade and integrated into the apartment building.*

(2) *The following provisions shall apply to the R-3 and R-4 districts:*

(e) Off-street parking spaces required (one space equals 350 square feet) shall be as follows for:

Multiple-family dwellings. At least two parking spaces per dwelling unit. By code, this property would require 200 parking spaces, with 80% of those being below grade (160 spaces). As proposed, there are to be 51 surface parking spaces and 63 sublevel parking spaces for a total of 114 parking spaces. This equals to 1.14 parking stalls per unit. This does not meet City Code, however the project does provide access to the Route 61 Line and Metro A Line bus stations. In addition, when comparing this to the Amber Union Apartment project which only provided 1.08 parking stalls per unit, this project does allow for slightly more parking. Reports from Amber Union property management state that approximately 80% of the current allotted spaces are used despite full occupancy.

THE PUD / CITY CODE AMENDMENT PROCESS

Notice Required

Planned unit developments may be permitted in the legislative discretion of the city council. The application and hearing process for a planned unit development is the same as is required for other zoning chapter amendments. The standard notice requirement for amendments to a zoning district boundary is mailing a notice to all property owners within 350' of the property. As a best practice however, the City mails to all property owners and residents within 500'. The notice was also posted at City Hall and published in the Pioneer Press on October 14 and October 16, 2023.

Comprehensive Plan Consistency

A PUD must be consistent with the city comprehensive plan and the intent and purpose of the City Code provisions relative to land use, subdivision and development.

Several relevant goals have been provided below for reference, however a full copy of the 2040 Comprehensive Plan can be found online:

<https://www.falconheights.org/government/departments/community-development-planning-and-zoning/comprehensive-plan>

From Falcon Heights 2040 Comprehensive Plan:

Housing Goals:

3. Keep housing affordable, maintenance affordable, and accessible to all income levels.

General Land Use Goals

8. Encourage vertical development by minimizing impervious surfacing and maximizing space.

Larpenteur Corridor Policies

3. Allow flexibility in development standards on Larpenteur to recognize the challenge of redeveloping small properties on a scale similar to surrounding residential development.

Neighborhood Goals

5. To encourage the availability of a diverse housing stock.
6. To provide opportunities for affordable housing in proximity to public transportation, commercial services and recreational facilities.
11. On transit routes, allow the replacement of existing medium-density multi-family structures at equal or high density, incorporating best practices for conserving green space and promoting active living.

Commercial/Business Goals

3. To ensure access and safety for pedestrians and those using non-motorized transportation.
6. To provide convenience parking in sufficient amounts to meet parking demand.

NOTES AND ANALYSIS FROM STAFF

Planning Staff – Overall, this plan does a good job of mostly conforming to City Code requirements. Were it not for the height, impervious surface, and parking details, this project could have been issued a permit administratively and would not have required any public hearing or discussion by the Planning Commission. As it stands, the deviations from City Code are not overly concerning. The height, while not meeting Code, will still be less than the building next to it (Amber Union) and across Snelling (Falcon Heights Town Square). While the impervious surface is just over Code requirements, it is still bringing that impervious surface amount down from its existing use as a parking lot. Finally, the parking is off from City Code by 86 spaces, however as this property is proposed to be affordable housing and is located by public transit, the additional spaces may not be necessary. Amber Union currently has a parking ratio of 1.08 parking stalls per unit, and was approved by both the Planning Commission and City Council with this amount. This apartment building will have

more than that at 1.14 parking stalls per unit, and will include sublevel parking. In addition, requiring more parking to bring it up to 2 parking stall per unit would most likely increase the impervious surface on the site, further increasing the nonconformity of that feature of City Code and increasing the harmful effects of impervious surface to the environment.

Ramsey County – Comments Attached
Engineering – Comments Attached
Fire Marshal – Comments Attached

Future Steps

After recommendation from the Planning Commission, City Council may act upon the proposed amendment. Pursuant to Minn. Stats. §15.99, the amendment must be approved or denied within 60 days from the date a properly completed application is received by the city.

Recommendation from Planning Commission

The Planning Commission met on October 24, 2023 and held a public hearing. Minutes from that hearing have been attached. After hearing comments and discussion, the Planning Commission voted 6-1 to recommend approval of the PUD. Minutes from that meeting have been attached.

The Planning Commission recommends the following conditions be placed upon the PUD:

- (a) All surface parking shall be offered at no charge to residents. **This has been removed from the recommendation drafted for City Council after consultation with the City Attorney.**
- (b) Trees shall be planted and/or maintained along Larpenieur Avenue and Underwood Street as shown in plans submitted by UrbanWorks, dated 10/16/2023.
- (c) Snow storage may not be stored in any parking area for more than 48 hours.
- (d) Open space as shown on plans submitted by UrbanWorks, dated, 10/16/2023, may not be converted into additional parking.
- (e) Charging stations for not less than four electric vehicles must be provided on site. **Number of charging stations was not decided by the Planning Commission. After speaking with developer, they are intending to have at least four charging stations.**
- (f) Developer shall comply with all recommendations from Ramsey County, City Engineer, and Fire Marshal.

Budget Impact

None.

Attachment(s)	<ul style="list-style-type: none"> - Application for PUD - Narrative from applicant - Proposed plans from applicant - Posted Notice - Newspaper Notice - Newspaper Notice Affidavit - Notice to Property Owners / Residents - Section 113-35 from Falcon Heights City Code - Amendments to Zoning Code - Notes from Ramsey County - Notes from City Engineer - Notes from Fire Marshal - DRAFT Minutes from October 24, 2023 Planning Commission Meeting - DRAFT City Council Findings and Decision - DRAFT Amber Flats PUD Ordinance - DRAFT Amber Flats PUD Summary Ordinance
Action(s) Requested	<p>The Planning Commission of Falcon Heights recommends approval of the Amber Flats PUD along with conditions as stated within drafted ordinance.</p>



City of Falcon Heights Planning Application

FOR INTERNAL USE:
Date received: _____
Receipt: _____

Action Requested By:

Name of Property Owner Buhl Larpenteur West LLC
Phone (h/c) (612) 968-3728 (w) _____
Address of Property Owner 5100 Eden Avenue, Suite 317, Edina, MN 55436
Name of Applicant (if different) Buhl Investors, LLC
Address 5100 Eden Avenue, Suite 317, Edina, MN 55436 Phone (612) 968-3728

Property Involved:

Address 0 Larpenteur Ave W, Falcon Heights, MN 55113 and 1644 Larpenteur Ave W, Falcon Heights, MN 55113

Legal Description PID 212923110029 The East 250 feet of the North 500 feet except the West 150 feet of the East 160 feet of the North 283 feet of the Northwest quarter of the Northeast quarter of the Northeast quarter of Section 21, Township 29, Range 23, West of the Fourth Principal Meridian.
PID 212923110028 The West 150 feet of the East 160 feet of the North 283 feet of the Northwest quarter of the Northeast quarter of the Northeast quarter of Section 21, Township 29, Range 23, West of the Fourth Principal Meridian.

Property Identification Number (PIN) 212923110029 and 212923110028

Present Use of Property (check one):

- Single Family Dwelling
- Duplex/Two Family Dwelling
- Multi Family Complex
- Business/Commercial
- Government/Institutional
- Vacant Land

Action Requested (NON-REFUNDABLE):

- Variance (\$500.00)
- Conditional Use Permit (\$500.00)
- Rezoning, Zoning Amendment (\$500.00)
- Comprehensive Plan Amendment (\$550.00)
- Lot Split (\$250.00)
- Site Plan Review (\$100.00)
- Subdivision (Fee on request)
- Other (Please Specify) _____

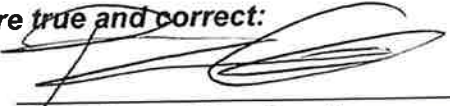
*The above Application Fees do not include any additional fees that might be required, including legal, engineering, consulting and additional City services. Applicants should meet with City Staff prior to submitting application to discuss applicable ordinances, required attachments, timelines and fees.
Credit card charges will incur a 3.1% + \$0.30 convenience fee.*

Brief Summary of Request (applicant may submit letter with details of request):

I certify that all statements on this application are true and correct:



Signature of Property Owner (required)



Signature of Applicant (if applicable)

Date: 10/2/23

Date: 10/2/23

Planning Commission meeting: _____ City Council meeting: _____ Approved ___ Denied ___

(2) a. The planned unit development will be established as a safe, clean and well-designed living environment. Careful thought and consideration have been put into the layout of the building footprint to minimize impacts to surrounding neighbors, particularly Hollywood Court which is adjacent to the property. The building is proposed to be placed as far west as possible on the site without violating code required setbacks and maintains the large vegetative buffer on the southeast of the site to allow for mitigated impact on the surrounding neighborhood. The building is designed to be efficiently built while sustaining a high-quality aesthetic. It is the project team's goal to create LIHTC housing that is all but indiscernible from market rate housing which is achieved through larger windows and higher quality unit finishes than what is typical, along with thoughtful design practices. The aesthetic design of the building was inspired by the Amber Union project in certain design aspects including material colors, chamfered corners and other Art Deco inspired characteristics. The proposed planned unit development notably maintains the existing parking easement stalls which were previously and currently provided to the Amber Union Apartments project. Parking for the project will be mostly provided through the construction of an underground parking structure within the footprint of the building, with the addition of a number of surface stalls. The PUD includes new green space and sidewalks on the property, allowing for greater connectivity for the new residences to surrounding retail businesses located on the Larpenteur Snelling corridor, along with access to the Purple Line and Metro A Line bus stations located on the corner of Larpenteur and Snelling which are approximately 700 feet or approximately 1/8 of a mile away. The three major parks in Falcon Heights are also interconnected by trails and roads stemming from Larpenteur Ave. Surrounding land uses along the south side of Larpenteur include single-family homes, the existing 125-unit Amber Union Apartment building and other housing projects including Larpenteur Manor Apartments and the Hendrickson. In addition to the new housing use being directly adjacent to other residential uses to the east, west and south, the project would increase density along the Larpenteur-Snelling Corridor and deliver affordable housing along a transit line which are identified goals in the Falcon Heights 2040 Comprehensive Plan. The project would also provide new patrons for the retail and local businesses located across the street to the north of Larpenteur.

(2) b. The final ownership of the planned unit development will consist of an ownership structure typical of Low-Income Housing Tax Credit (LIHTC) project including a project LIHTC investor partnership. The final ownership structure includes Buhl Larpenteur West, LLC as General Partner and Sponsor, who is ultimately responsible for managing the project and asset. Buhl Larpenteur West, LLC and its property management agents would be responsible for maintaining the newly built housing structure including janitorial cleaning, removing refuse and recycling, pest control and other typical interior maintenance items to ensure a clean and safe environment for our tenants. Exterior maintenance items would include window washing, parking lot sweeping, general site trash pickup, landscaping maintenance of grass and planted areas, snow and ice removal along sidewalks on Larpenteur Ave W and along sidewalks and paved areas on the project site. On-site play equipment will also be cleaned and maintained by the property management team. On-site maintenance will be consistent with typical expectations for an apartment building.

(2) c. The planned unit development is anticipated to have a total of 100 units with 60 1-bedroom units and 40 2-bedroom units. The planned unit development is anticipated to have a total of 140 beds.

AMBER FLATS

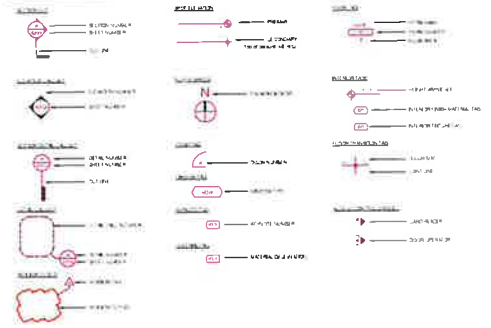
PUD APPLICATION 10.16.2023

GENERAL NOTES

1. SEE ALL NOTES.
2. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
3. ALL FINISHES ARE TO BE AS SHOWN UNLESS OTHERWISE NOTED.
4. ALL MATERIALS AND METHODS OF CONSTRUCTION SHALL BE AS SHOWN UNLESS OTHERWISE NOTED.
5. ALL UTILITIES SHALL BE AS SHOWN UNLESS OTHERWISE NOTED.
6. ALL UTILITIES SHALL BE DEEPENED TO A MINIMUM OF 48" UNLESS OTHERWISE NOTED.
7. ALL UTILITIES SHALL BE PROTECTED BY A MINIMUM OF 18" OF CONCRETE UNLESS OTHERWISE NOTED.
8. ALL UTILITIES SHALL BE PROTECTED BY A MINIMUM OF 18" OF CONCRETE UNLESS OTHERWISE NOTED.
9. ALL UTILITIES SHALL BE PROTECTED BY A MINIMUM OF 18" OF CONCRETE UNLESS OTHERWISE NOTED.
10. ALL UTILITIES SHALL BE PROTECTED BY A MINIMUM OF 18" OF CONCRETE UNLESS OTHERWISE NOTED.



SYMBOL INDEX



VICINITY MAP



PARKING STALLS

TYPE	AREA	STALLS
STANDARD	100' x 200'	100
COMPACT	100' x 100'	50
BIKE	100' x 100'	10
TOTAL		160

AREA SUMMARY

TYPE	AREA	STALLS
STANDARD	100' x 200'	100
COMPACT	100' x 100'	50
BIKE	100' x 100'	10
TOTAL		160

UNIT COUNT

TYPE	AREA	STALLS
STANDARD	100' x 200'	100
COMPACT	100' x 100'	50
BIKE	100' x 100'	10
TOTAL		160

SHEET INDEX

SHEET	TITLE	DATE
001	GENERAL NOTES	10/16/23
002	SYMBOL INDEX	10/16/23
003	VICINITY MAP	10/16/23
004	PARKING STALLS	10/16/23
005	AREA SUMMARY	10/16/23
006	UNIT COUNT	10/16/23
007	CONTACTS	10/16/23
008	TITLE SHEET	10/16/23

CONTACTS

OWNER/DEVELOPER	ARCHITECT	GENERAL CONTRACTOR	STRUCTURAL ENGINEER	CIVIL ENGINEER	LANDSCAPE ARCHITECT	MEP ENGINEER
AMBER FLATS LLC	URBANWORKS	CONCRETE CONSTRUCTION	STRUCTURAL ENGINEERS	CIVIL ENGINEERS	LANDSCAPE ARCHITECTS	MEP ENGINEERS

URBANWORKS
 1000 N. 10TH ST. SUITE 100
 DENVER, CO 80202
 TEL: 303.733.1111
 WWW.URBANWORKS.COM

NOT FOR CONSTRUCTION

TITLE SHEET

G001

SITE DEVELOPMENT PLANS FOR FALCON HEIGHTS AFFORDABLE HOUSING

**S21, T29N, R23W
FALCON HEIGHTS, RAMSEY COUNTY, MN**

PROJECT TEAM:

ENGINEER
KIMLEY-HORN AND ASSOCIATES, INC.
Kimley»Horn
PREPARED BY: DAN ELENBAAS, P.E.
767 EUSTIS STREET, SUITE 100
ST. PAUL, MN 55114
TELEPHONE (651) 645-4197

OWNER / DEVELOPER
BUHL
BUHL
5100 EDEN AVENUE, SUITE 317,
EDINA MN, 55346
TELEPHONE 612.988.3728
CONTACT: PETER DEANOVIC

LANDSCAPE ARCHITECT
DF/
DAMON FARBER
LANDSCAPE ARCHITECTURE AND
URBAN DESIGN
310 S 4TH AVE, SUITE 7050,
MINNEAPOLIS, MN 55415
CONTACT: JESSE SYWYNYKOWICZ, ASLA, PLA PRINCIPAL
CELL: 763.257.7928
OFFICE: 612.332.7522
DAMONFARBER.COM

ARCHITECT
URBAN WORKS ARCHITECTURE, LLC
501 N THIRD ST, SUITE 145,
MINNEAPOLIS, MN 55401
CONTACT: MARY BARNETT
DIRECT 612.455.3120
MOBILE: 763.458.5563



**VICINITY
N.T.S.**

Sheet List Table	
Sheet Number	Sheet Title
C000	COVER SHEET
C100	GENERAL NOTES
C200	SITE DEMOLITION PLAN
C300	EROSION AND SEDIMENT CONTROL PLAN
C201	EROSION AND SEDIMENT CONTROL DETAILS
C400	SITE DRAINAGE PLAN
C401	SITE DETAILS
C500	GRADING AND DRAINAGE PLAN
C501	GRADING DETAILS
C600	UTILITY PLAN
C601	UTILITY DETAILS

NOTES:

1. CONTRACTOR SHALL CONFIRM THAT THE EXISTING CONDITIONS FOR THE SITE MATCH WHAT IS SHOWN ON THE DRAWINGS INCLUDED PRIOR TO CONSTRUCTION.
2. IF REPRODUCED, THE SCALES SHOWN ON THESE PLANS ARE BASED ON A 1/8" = 1'-0" SCALE (1/8" = 1'-0" IN PLAN) SHEET.
3. ALL NECESSARY INSPECTIONS AND/OR CERTIFICATIONS REQUIRED BY CODES AND/OR UTILITY SERVICES COMPANIES SHALL BE PERFORMED PRIOR TO MANUFACTURING BUILDING POSSESSION AND THE FINAL CONNECTION OF SERVICES.
4. ALL GENERAL CONTRACTOR WORK TO BE COMPLETED (EARTHWORK, FINAL UTILITIES AND FINAL GRADING) BY THE MILESTONE DATE IN PROJECT DOCUMENTS.

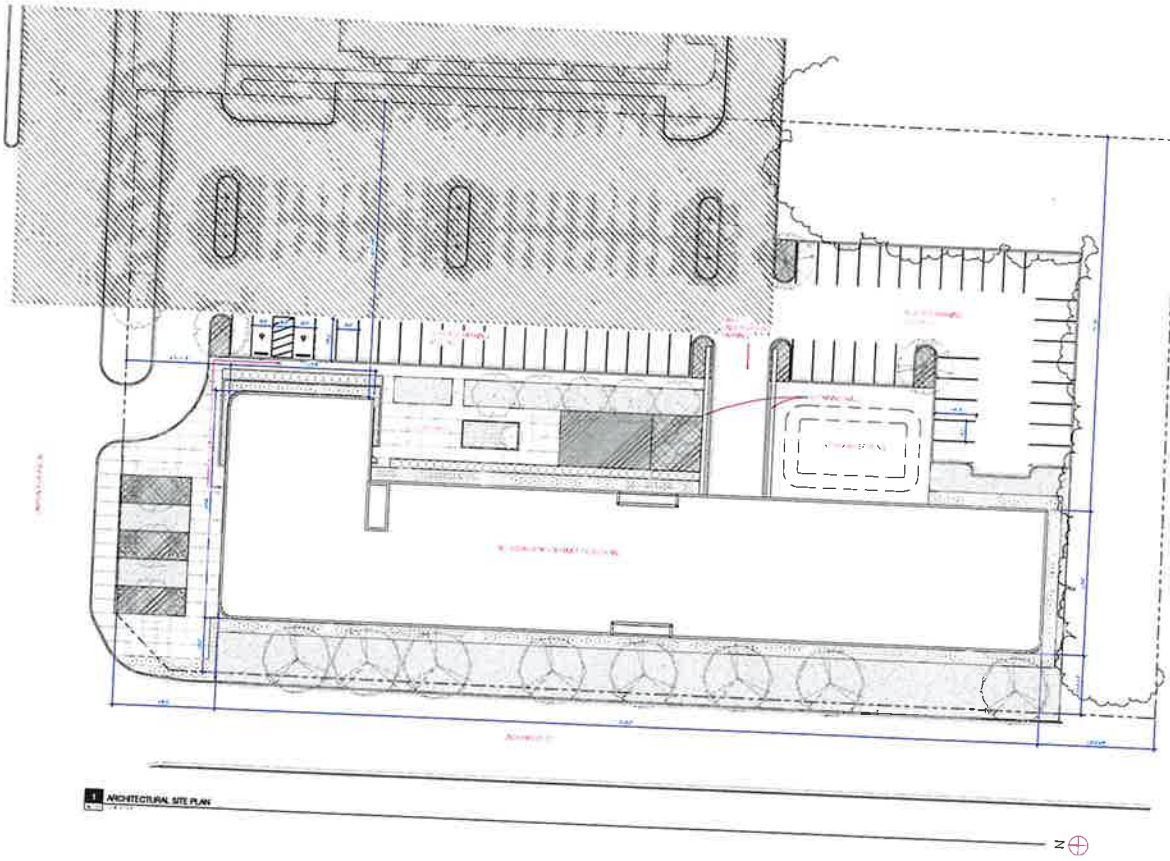
BENCHMARKS

SITE BENCHMARKS
(LOCATIONS SHOWN ON SURVEY)
BM# 11 TOP NUT OF FIRE HYDRANT NEAR THE NE CORNER OF NEIGHBORING SITE AT INTERSECTION OF LARPEUR AVE AND SNELLING AVE.
ELEVATION: 93.18 (NOV20.20)



	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 10%;">NO.</th> <th style="width: 60%;">REVISIONS</th> <th style="width: 30%;">DATE</th> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	NO.	REVISIONS	DATE						
NO.	REVISIONS	DATE								
<p>COVER SHEET</p>										
<p>FALCON HEIGHTS AFFORDABLE HOUSING PREPARED FOR BUHL FALCON HEIGHTS</p>										
<p>PRELIMINARY - NOT FOR CONSTRUCTION</p>										
<p>SHEET NUMBER C000</p>										

4. UTILITY SERVICES COMPANIES SHALL BE NOTIFIED PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPLICABLE AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPLICABLE AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPLICABLE AGENCIES.



ARCHITECTURAL SITE PLAN

GENERAL SITE NOTES:

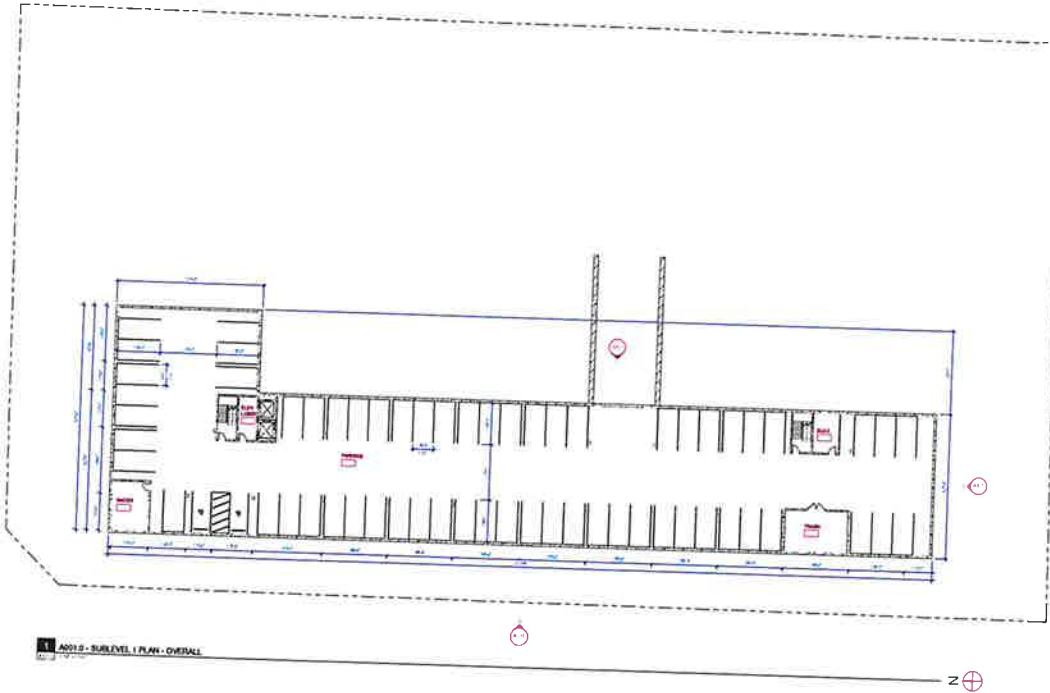
1. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
2. EXISTING UTILITIES ARE SHOWN AS DASHED LINES.
3. ALL UTILITIES TO BE DELETED OR RELOCATED SHALL BE SHOWN AS SOLID LINES.
4. ALL UTILITIES TO BE MAINTAINED SHALL BE SHOWN AS DOTTED LINES.

URBANWORKS

NOT FOR CONSTRUCTION

ARCHITECTURAL SITE PLAN

AL101



1 A001 - SUBLEVEL I PLAN - OVERALL

GENERAL PLAN NOTES:

1. GENERAL CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND LOCATIONS OF ALL EXISTING UTILITIES AND STRUCTURES PRIOR TO CONSTRUCTION.
2. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE CITY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS SPECIFICATIONS AND STANDARDS.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS AND THE CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS.
4. ALL CONSTRUCTION SHALL BE COMPLETED WITHIN THE SPECIFIED TIME FRAME.
5. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AND UTILITIES AT ALL TIMES.
6. ALL MATERIALS AND WORKMANSHIP SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE CITY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS.
7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION AND PRESERVATION OF ALL EXISTING UTILITIES AND STRUCTURES.
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23. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AND UTILITIES AT ALL TIMES.
24. ALL MATERIALS AND WORKMANSHIP SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE CITY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS.
25. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION AND PRESERVATION OF ALL EXISTING UTILITIES AND STRUCTURES.

KEYNOTES:



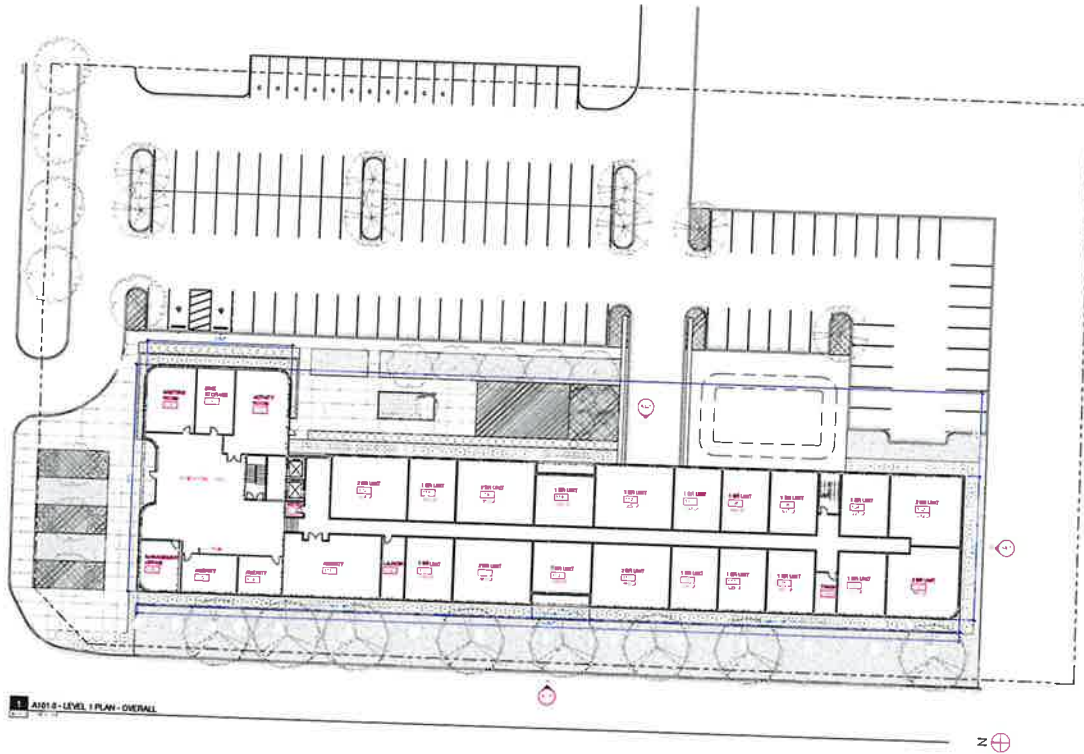
URBANWORKS

RUH - FAI CON - HEIGHTS

NOT FOR CONSTRUCTION

SUBLEVEL I - OVERALL PLAN

A001.0



GENERAL PLAN NOTES:

1. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE IBC AND ALL APPLICABLE LOCAL ORDINANCES.
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPLICABLE AGENCIES.
3. ALL MATERIALS AND WORKMANSHIP SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE APPLICABLE AGENCIES.
4. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AND UTILITIES AT ALL TIMES.
5. ALL UTILITIES SHALL BE PROTECTED AND MARKED PRIOR TO ANY EXCAVATION WORK.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION AND REPAIR OF ALL EXISTING UTILITIES AND STRUCTURES.
7. ALL WORK SHALL BE COMPLETED WITHIN THE SPECIFIED TIME FRAME.
8. THE CONTRACTOR SHALL MAINTAIN A NEAT AND ORDERLY WORK SITE AT ALL TIMES.
9. ALL MATERIALS AND EQUIPMENT SHALL BE STORED IN AN APPROPRIATE MANNER.
10. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION AND REPAIR OF ALL EXISTING LANDSCAPE AND PLANTING.
11. ALL WORK SHALL BE COMPLETED IN ACCORDANCE WITH THE SPECIFICATIONS AND NOTES.
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KEYNOTES:

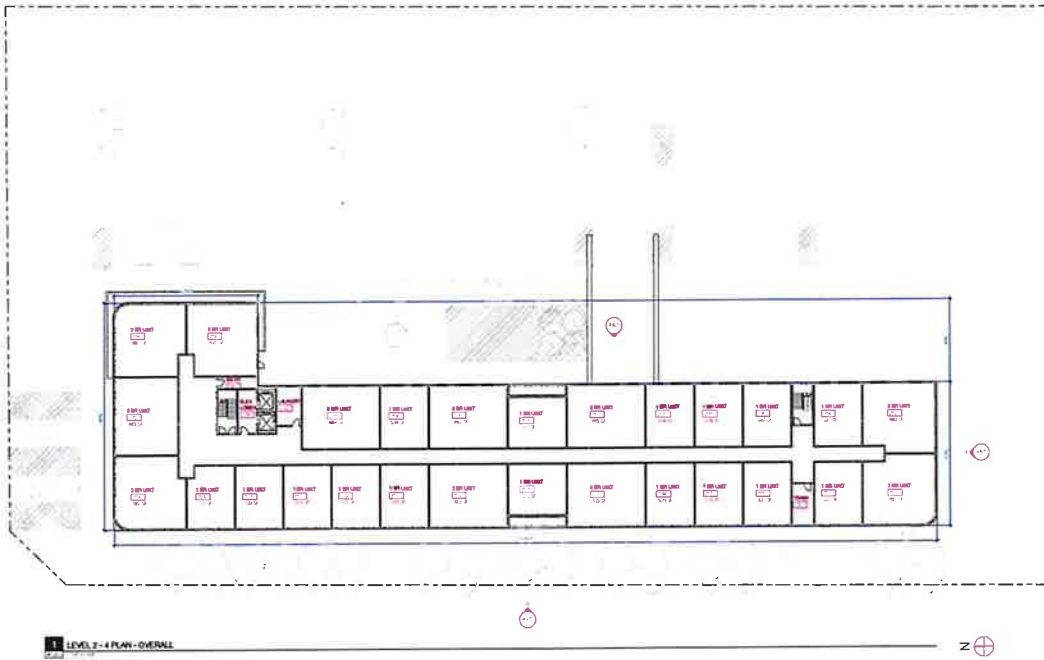
URBANWORKS

NOT FOR CONSTRUCTION

LEVEL 1 PLAN - OVERALL

A101.0

RI-PI - FA CON -RIG-ITS
 10/10/2024 10:00 AM



LEVEL 2 PLAN - OVERALL

GENERAL PLAN NOTES:

1. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL BUILDING CODE (IBC) AND THE CALIFORNIA BUILDING CODE (CBC).
2. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL MECHANICAL AND ELECTRICAL CODE (IMC) AND THE CALIFORNIA MECHANICAL AND ELECTRICAL CODE (CMEC).
3. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL PLUMBING AND HEATING MECHANICAL CODE (IPHC) AND THE CALIFORNIA PLUMBING AND HEATING MECHANICAL CODE (CPLM).
4. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL FIRE AND SAFETY CODE (IFSC) AND THE CALIFORNIA FIRE AND SAFETY CODE (CFSC).
5. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL ENERGY CONSERVATION CODE (IECC) AND THE CALIFORNIA ENERGY CONSERVATION CODE (CECC).
6. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL SMOKE CONTROL CODE (ISCC) AND THE CALIFORNIA SMOKE CONTROL CODE (CSKC).
7. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL SAFETY CODE (ISC) AND THE CALIFORNIA SAFETY CODE (CS).
8. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL ACCESSIBILITY STANDARDS AND GUIDELINES (IAS) AND THE CALIFORNIA ACCESSIBILITY STANDARDS AND GUIDELINES (CAS).
9. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL GREEN BUILDING CONSTRUCTION CODE (IGBC) AND THE CALIFORNIA GREEN BUILDING CONSTRUCTION CODE (CGBC).
10. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL WELL-BEING AND PRODUCTIVITY CODE (IWPC) AND THE CALIFORNIA WELL-BEING AND PRODUCTIVITY CODE (CWPC).
11. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL WELL-BEING AND PRODUCTIVITY CODE (IWPC) AND THE CALIFORNIA WELL-BEING AND PRODUCTIVITY CODE (CWPC).
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15. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL WELL-BEING AND PRODUCTIVITY CODE (IWPC) AND THE CALIFORNIA WELL-BEING AND PRODUCTIVITY CODE (CWPC).

KEYNOTES:



BUH - FALCON-REITS
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URBANWORKS
10000 Wilshire Blvd, Suite 1000, Los Angeles, CA 90024
 (310) 551-1000
 www.urbanworksllc.com

Project No. 24001440

NOT FOR CONSTRUCTION

DATE: 08/20/24
 DRAWN BY: [Name]
 CHECKED BY: [Name]

LEVEL 2 PLAN - OVERALL

A102.0



1 EXTERIOR ELEVATION - EAST



2 EXTERIOR ELEVATION - NORTH



3 EXTERIOR ELEVATION - SOUTH



4 EXTERIOR ELEVATION - WEST

GENERAL EXTERIOR NOTES:

- 1. REFER TO JOB NO. 17000 FOR ADDITIONAL DRAWINGS AND SPECIFICATIONS.
- 2. REFER TO THE GENERAL NOTES FOR ADDITIONAL INFORMATION.

KEYNOTES:

NO.	DESCRIPTION
1	REFER TO JOB NO. 17000 FOR ADDITIONAL DRAWINGS AND SPECIFICATIONS.
2	REFER TO THE GENERAL NOTES FOR ADDITIONAL INFORMATION.

BUILDING - FAN COOL HEIGHTS

URBANWORKS

PRELIMINARY
NOT FOR
CONSTRUCTION

BUILDING
ELEVATIONS



VIEW LOOKING SOUTH



VIEW LOOKING SOUTHEAST



VIEW LOOKING SOUTHWEST



VIEW LOOKING WEST

BURH - FA CON HEIGHTS
 10/15/2018 11:51 AM

URBANWORKS

10/15/2018 11:51 AM

NOT FOR
 CONSTRUCTION

DATE: 10/15/18
 TIME: 11:51 AM

BURH CON
 ARCHITECTURAL
 VIEW

CITY OF FALCON HEIGHTS, MINNESOTA

PUBLIC HEARING NOTICE

NOTICE IS HEREBY GIVEN, that the Planning Commission at its regular meeting at 7:00 p.m. on October 24, 2023, in the City Hall Council Chambers, 2077 W. Larpenteur Ave, will hold a public hearing to consider the application of Buhl Larpenteur West LLC for a Planned Unit Development (PUD) for 100 apartment units located directly to the west of the current Amber Union PUD.

The application and other planning documents will be available upon request no later than October 20, 2023. It will also be available on the City's website at www.falconheights.org. If you have any questions regarding the public hearing, please contact Hannah Lynch, Community Development Coordinator at (651) 792-7613 or hannah.b.lynch@falconheights.org.

Dated: October 13, 2023

Hannah B. Lynch, Community Development Coordinator
City of Falcon Heights, Minnesota

CITY of FALCON HEIGHTS
PUBLIC HEARING NOTICE

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**AFFIDAVIT OF PUBLICATION
STATE OF MINNESOTA
COUNTY OF RAMSEY**

Kayla Tsuchiya, being duly sworn on oath, says:
that she is, and during all times herein state has been,
Inside Sales Representative of Northwest Publication,
LLC., Publisher of the newspaper known as the Saint
Paul Pioneer Press, a newspaper of General
circulation within the City of St. Paul and the
surrounding Counties of Minnesota and Wisconsin
including Ramsey and Kanabec.

That the notice hereto attached was cut from the
columns of said newspaper and was printed and
published therein on the following date(s):
Saturday, October 14, 2023

Newspaper Ref./AD Number#: 71509437

Client/Advertiser: City of Falcon Heights

Kayla Tsuchiya
Kayla Tsuchiya (Oct 16, 2023 10:35 CDT)

AFFIANT SIGNATURE

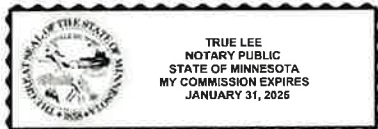
**Subscribed and sworn to before me this
16th day of October, 2023**

True Lee

True Lee (Oct 16, 2023 10:48 CDT)

NOTARY PUBLIC

**Ramsey County, MN
My commission expires January 31, 2025**



270 Legal Notices

**CITY of FALCON
HEIGHTS
PUBLIC HEARING
NOTICE**

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that the Planning
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website. If you have any
questions regarding the
public hearing, please
contact Hannah Lynch,
Community Development
Coordinator at (651)
792-7613 or
hannah.b.lynnch@falconh
eights.org.

October 13, 2023

Dear Resident:

You are cordially invited to a public hearing before the Falcon Heights Planning Commission for the purpose of taking public comment regarding a Planned Unit Development (PUD) for a building with 100 apartments to be located directly to the west of Amber Union apartments.

The location of this development is PIN 212923110029 and PIN 212923110028, to the west of Amber Union apartments with a driveway along Larpenteur Avenue West. The plan will include 100 residential apartments, consisting of a mix of 1- and 2- bedroom units, with surface and sublevel parking.

The Planning Commission will meet and hold a Public Hearing on these matters on Tuesday, October 24, 2023 at 7:00 PM at Falcon Heights City Hall, 2077 Larpenteur Avenue West, Falcon Heights, MN 55113.

During the meeting on Tuesday, October 24, city staff will present information regarding the PUD. The Planning Commission will also hear public comment and discuss before making a recommendation to City Council.

The application and other planning documents will be available upon request no later than October 20, 2023. It will be also be available on the City's website. If you have questions or comments before the hearing, you may contact City Hall at 651-792-7600 or myself directly at hannah.b.lynch@falconheights.org.

Sincerely,



Hannah B. Lynch
City of Falcon Heights
Community Development Coordinator

Sec. 113-35 - Amendments

- (a) *Initiation of amendments.* An amendment to this chapter may be initiated by the city council, the planning commission, or by petition of a property owner whose property would be affected by the proposed amendment.
- (b) *Application for amendment.* All applications for amendments initiated by a property owner shall be filed with the zoning administrator on an official application form. The application shall be accompanied by a fee established by city council resolution and a cash escrow, in an amount determined by the zoning administrator, to reimburse the city for all out-of-pocket costs the city may incur in reviewing the application. When the amendment involves the changing of zoning district boundaries, the application shall be accompanied by an abstractor's certified property certificate listing the property owners within 350 feet of the boundaries of the property to which the amendment relates.
- (c) *Public hearing.* When a proposed amendment to this chapter has been properly initiated, the city clerk shall call a public hearing before the planning commission. A notice of the time, place, and purpose of the hearing shall be published in the city's official newspaper at least ten days prior to the hearing. When an amendment involves changes in district boundaries affecting an area of five acres or less, a similar notice shall be mailed at least ten days before the date of the hearing to each owner of affected property and property situated wholly or partly within 350 feet of the property to which the amendment relates. The failure to give mailed notice to individual property owners, or defects in the notice shall not invalidate the proceeding, provided a bona fide attempt to comply has been made. The planning commission shall conduct the hearing and make a recommendation to the city council.
- (d) *Action by city council.* The city council shall not act upon a proposed amendment until it has received the recommendation of the planning commission or until 60 days after the first regular planning commission meeting at which the proposed amendment was considered.
- (e) *Consistency with comprehensive plan.* No amendment to this chapter shall be adopted which is in conflict with the city's comprehensive plan.
- (f) *Time deadline; approval requirements.* Pursuant to Minn. Stats. § 15.99, an application for an amendment must be approved or denied within 60 days from the date a properly completed application is received by the city unless the time period is waived by the applicant or extended as provided by statute. Approval of an amendment shall require a majority vote of all the members of the city council. Amendments which change all or part of the existing classification of a zoning district from residential to either commercial or industrial require a two-thirds majority vote of all members of city council.

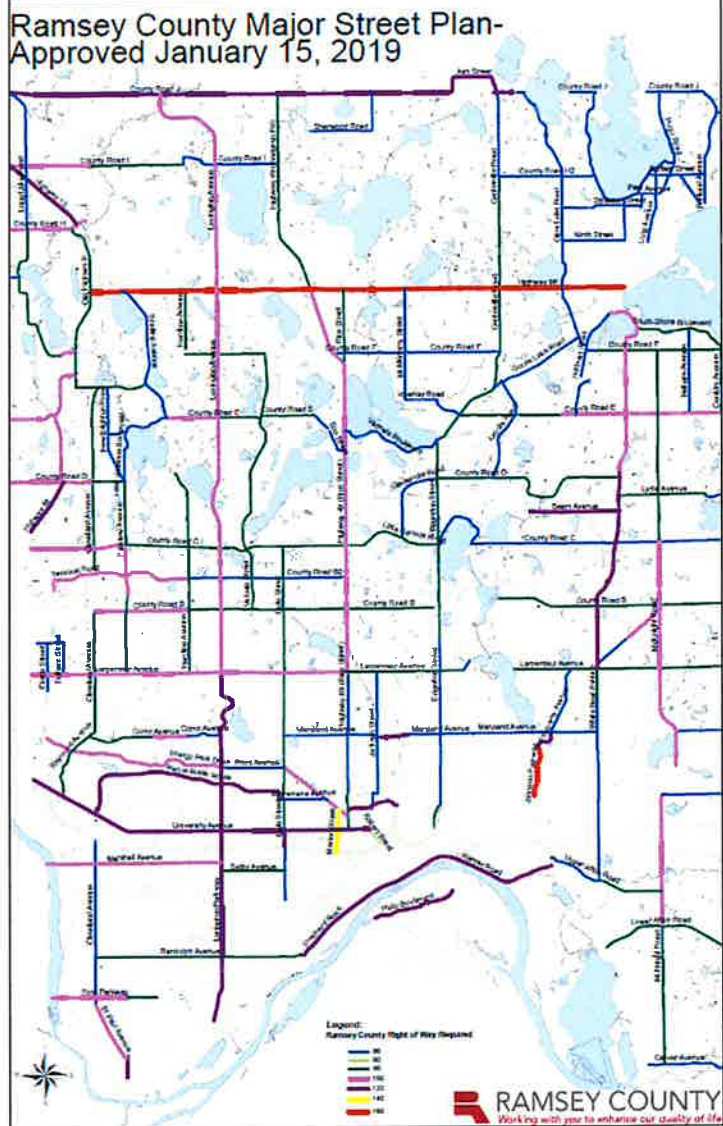
(Code 1993, § 9-15.05; Ord. No. 97-06, § 1, 9-24-1997)

State Law reference – Amendments, Minn. Stats. § 462.357, subs. 2 – 4.

Amber Flats PUD - Notes from Ramsey County

Scott Mareck, Senior Transportation Planner, Multimodal Planning:
Ramsey County has reviewed this site plan and have the following comments:

- **Right-of-Way:** If this site is platted 50 feet of right-of-way dedication will be required by Ramsey County along Larpenteur Avenue, per the attached Ramsey County Major Street Plan (**COPIED BELOW**) (Contact: Dan Baar - County Surveyor - copied).
 - **Traffic:** See attached email (**COPIED BELOW**) with traffic comments previously provided to developer representative, David Miller. Trip generation study is requested to include impact to/from nearby transit stop and recommendation regarding long crosswalk distance and its effect on increased usage by housing development (Contact: Luis Flores - County Traffic Engineer - copied).
 - **Stormwater/Drainage:** Please provide Stormwater Pollution Prevention Plan (SWPPP) (Contact - Molly Churchich - County Environmental Services - copied).
 - **Permitting:** Sanitary connection permit will be required from Ramsey County.
-



David – Great talking to you. Per our conversation, relocating the access eastward and resizing it will have to take into consideration the presence of the raised median, highlighted in red below:



With change in land use, it's important to understand the frequency of westbound left turning vehicles and the possibility of them "spilling" onto the inner westbound through lane. If it's proposed that the raised median be eliminated to allow for queuing of more than one left turning vehicle it is also important to note how this would affect storage/operations for east left turning vehicles onto St. Mary's St.

Going beyond your inquiry about access, it would also be useful to know how the new development will affect transit boarding/alighting at the corner of Fry St.

Please let me know if any other questions/comments come up.

Have a good weekend,

Luis C. Flores, PE, PTOE | Engineer III | Traffic

Amber Flats PUD - Notes from City Engineer

Stephanie Smith, Falcon Heights Interim City Engineer:

We have reviewed the submitted plans for the Amber Flats PUD Application and offer the following comments:

- Resubmit drainage maps and HydroCAD analysis for the 2 year, 10 year, and 100 year storm events for existing and proposed conditions using Atlas 14 rainfall data. Additional comments may be generated once this information can be reviewed.
- Include pre and post underground storm tank calculations in HydroCAD
- Runoff calculations should use the Weighted-Q or SBUH weighting, instead of the Weighted CN.
- Confirm 85% of new impervious surface is treated through a stormwater BMP.
- Provide soil borings with infiltration rates, at a minimum, one in the location of the proposed BMP(s).
- The 100yr HWL within the proposed underground system must be kept below the top of rock section. Modify the BMP(s) as needed.
- Rock backfill for BMP(s) shall be angular granite or approved equal, and not limestone or other carbonate material
- Provide pretreatment of stormwater for sediment and gross floatables prior to discharge into the proposed BMP(s) (ex. sump w/ a hood or a baffle, or alt.).
- Berm height must be minimum 6" higher than 100yr HWL for basin(s).
- Label Emergency Overflow (EOF) routes from all low points and show elevations of high point along EOF route. Elevation must meet free-boarding requirements for nearby structures.
- Provide a planting plan/restoration plan for the disturbed soils and BMP(s).
- Add a note on the SWPPP and Utility Page that a City-approved dewatering/pumping plan is required prior to any pumping activity. Notify the City prior to beginning any pumping activity.
- Add a note to the Erosion Control Sheet to notify City prior to beginning any and all construction activity to verify Erosion Control Measures are in place.
- Add a note to the Grading Plan to notify City at least 24 hours prior to the construction of stormwater BMPs.
- Provide language for proposed public easements.
- Provide a copy of the Watershed District Permit(s), or documentation that a permit is not required.
- Provide a copy of the NDPES Permit(s), or documentation that a permit is not required.
- Provide a copy of the Ramsey County Permit(s), or documentation that a permit is not required.
- Provide a copy of the MNDoT Permit(s), or documentation that a permit is not required.

- Watermain work shall be coordinated with St Paul Regional Water.
- Provide an executed Operation & Maintenance Agreement in favor of the City of Roseville that has been recorded with Ramsey County. The template agreement can be found at www.cityofroseville.com/privatebmp.
- Provide an Operation & Maintenance plan for all stormwater BMP's. The Maintenance plan should include a narrative of maintenance and inspection activities, schedule, BMP locations, design details, contact person responsible for long-term maintenance, etc. An example can be found at: www.cityofroseville.com/privatebmp.
- Submit contact information for the trained erosion control coordinator responsible for implementing the Stormwater Pollution Prevention Plan (SWPPP) for the site. If that person has not been selected, a SWPPP Amendment is required prior to construction.
- Plans signed by a Professional Engineer licensed in Minnesota, prior to issuance of permits.
- An asbuilt for site grading and stormwater infrastructure will be required prior to final approval and release of Erosion Control and Grading escrow money.
- Plans shall use Roseville Standard Detail Plates for construction.
- All public utility materials and construction shall meet the latest City of Roseville specifications.
- Provide Pedestrian Access Route for use during construction for the south Larpenteur Avenue sidewalk.
- Plan revised to show pavement removal and restoration on Larpenteur Avenue associated with construction of the sanitary sewer service connection.
- Sanitary sewer service shall be connected to a wye on the main within Larpenteur Avenue, unless approved by the City. Approved manhole connections require a KOR-N-SEAL connection or approved equal and must match the existing invert.

Amber Flats PUD - Notes from Fire Marshal

Adrian Neis, Falcon Heights Fire Marshal:

- If we are only reviewing site plan, my comments would be 20' minimum width for access roads.
- Supported weight of road
- Dimensions of the south parking area for turnaround.
- FD access within 150' interior? I would have to see if allowable increases for fully sprinklered.
- Is this 13r or 13 sprinkler system?
- Fdc location.

CITY OF FALCON HEIGHTS
Planning Commission
City Hall
2077 West Larpenteur Avenue

MINUTES

October 24th, 2023 at 7:00 P.M.

A. CALL TO ORDER: 7:00 P.M.

B. ROLL CALL:

Scott Wilson X Laura Paynter X
Jacob Brooks X Mike Tracy X
Jim Mogen X Rick Seifert X
Jake Anderson X

Council Liaison Gustafson X
Staff Liaison Lynch X

C. APPROVAL OF AGENDA

Commissioner Paynter made a motion to approve agenda; approved 7-0.

D. APPROVAL OF MINUTES

1. Regular Meeting - September 26, 2023
2. Workshop - September 26, 2023

Council Liaison Gustafson noted an incorrect date on the September 26, 2023 workshop minutes. Commissioner Anderson made a motion to approve September 26, 2023 workshop minutes with the updated date, and the September 26, 2023 regular meeting minutes. Minutes were approved 7-0.

E. PUBLIC HEARING

1. Amber Flats - PUD Proposal

Chair Wilson invited Staff Liaison Lynch to give an overview of the PUD proposal. Staff Liaison Lynch described the project and went through City Code requirements and how this proposal does and does not meet City Code. The proposal is for Amber Flats, a 100-unit affordable housing apartment building to be located in the parking lot directly to the west of the existing Amber Union Apartments. The plan is for sixty 1-bedroom units and forty 2-bedroom units. 114 parking spaces are proposed, with 51 of them being

surface-level parking spaces and 63 of them being located sublevel in a garage below the apartment building.

City Code dictates apartment buildings located in the R-5M zoning district to have a maximum of 40 dwelling units per acre, have setbacks of 30' in the front, 10' or ½ the height of the building on the side, 30' on the rear, and 50' abutting R-1 zoned property. The proposal meets all of these standards. It is proposed to have 39 dwelling units per acre, have over 128' from the building to any R-1 zoned property (east side), have a setback of over 45' on the front, over 25' on the west side, and over 50' on the rear side of the property.

City Code also dictates requirements about the height of buildings, impervious surface, and parking. These are three areas the proposal does not meet the requirements. Buildings must have a maximum height of 40' or four stories, whichever is less. This project is going to end up being around 43' in height. Additionally, there is a maximum impervious surface coverage amount of the property of 75%. After the completion of the project, the property will be 76% impervious. Finally, for an apartment building in R-5M with 100 units, 200 parking spaces would be required, with 160 of those located underground in a garage in the same building as the apartments. Currently 114 parking spaces are proposed, with 51 of them being surface-level parking spaces and 63 of them being located sublevel in a garage below the apartment building.

Staff Liaison Lynch then handed the presentation off to Harrison Mohagan from Buhl Investors and David Miller from UrbanWorks Architecture LLC. Harrison Mohagan began by giving an overview of the timeline of development on the southwest corner of Larpenteur and Snelling Avenues and an update on Amber Union's progress for occupancy and awards they have received. He stated there were several takeaways from the Caribou proposal which was rejected in March 2023, including the need for more density, a concern over traffic impacts from the drive-through, necessary pedestrian improvements, and idling car concerns. With these takeaways, Buhl and UrbanWorks have come up with the design for Amber Flats.

David Miller gave a brief overview on the design choices for Amber Flats. The idea is for Amber Flats to look to Amber Union for its design, but rather than imitating a historic design, instead draw respectful inspiration. Amber Flats is set back from the road to have the front of the building align with the front of Amber Union. They are also planning to utilize the existing Larpenteur curb cut, but narrow it slightly, and possibly move it east, depending on Ramsey County. They are also looking to add sidewalks and pathways through the site for pedestrians.

Miller continued with his presentation and stated the reason for the height being 3' over what City Code requires is due to poor soil qualities and contamination issues. This determines how the underground garage is placed, which pushed the entire building slightly higher. In addition, the goal was to maintain a smaller footprint on the site so going taller was the best option for this. He also addressed the parking difference. As a parking lot, the area was far over the allowed impervious surface amount, and their plan brings that down. However, if they were to include the required amount of parking,

which they feel is too much parking, it would again raise the amount of impervious surface on the property. The intent was to find a balance in these areas.

Harrison Mohagan continued the presentation and gave an overview of the project benefits, looking to the Falcon Heights 2040 Comprehensive Plan. The proposal will provide multifamily housing along a transit line and the Larpenteur Corridor, it will shrink existing pavement surface by .23 acres, it will provide a better pedestrian experience along Larpenteur, provide new patrons for businesses in the area, deliver new housing without impacting parking reserved for Amber Union, and retain trees along the southeast of the site, adjacent to Hollywood Court.

Finally, Mohagan addressed parking by stating Amber Union currently only uses 90% of their 135 parking stalls, leaving an excess of 13 stalls. Utilizing the same method and assuming Amber Flats would also utilize only 90% of their 114 stalls, there would be an excess of 11 parking spots, leaving an excess of 24 parking stalls for the two developments.

Following these presentations, Chair Wilson opened the Public Hearing for comments.

1. Maureen Hanson Cox - 1639 Larpenteur Avenue, Cox Insurance - Mentioned the Comprehensive Plan references affordable housing for older citizens and students. Stated she believes for housing for the UofM students and older citizens would be great, but she doesn't believe that is what this affordable housing will be.
2. Emily Benz - 1746 St. Mary's Street - Concerns over parking; stated between the two buildings, there should be around 450 parking spots, but only around 250 are allocated. She asked if the demographics change, if more parking spots are needed, what are the contingency plans. She also asked about the number of spots for guest parking.
3. Val Gyurci - 1607 Hollywood Court - Concerns over how trash will be handled; Amber Union is currently having issues with trash control. Asked if trash would be self-contained within the building and if it would be retrieved, but having it outside and accessible has not been positive for Amber Union.
4. Farook Meah - 1597 Hollywood Court - Believes parking will be a problem. Mr. Meah stated he asked previous City Administrator about Amber Union parking and was told it would be addressed when it became a problem. Believes now the parking there is an issue. He does not want additional residents parking on Hollywood Court with people parking late at night on the road. Also concerned about safety and security, and trash control issues. Asked if trash would be the same as east Amber Union building or annex building.
5. Irene Gengler - 1611 Hollywood Court - Does not understand where the sidewalks are that are being referenced. Stated there are not sidewalks and asked where you can walk in Falcon Heights currently, other than crossing Snelling and Larpenteur.
6. Hannah Conner - 91 Mid Oaks Lane, Roseville - Stated she has an office on Larpenteur and the sidewalks and street crossings are not used. Questions about if there is a City Code for restrictions, why is it not followed. Also asked if an

accommodation was made for Amber Union, how and why that is the new standard. Suspicious that Caribous was never a viable option but was rather a proposal with the housing to follow all along. Also asked about occupancy of 1-bedroom and 2-bedroom apartments. Concerns over traffic and cars with parking, as well as about safety. Stated she works across from there and sees police cars in the parking lot very often. She stated the calls to the police department have increased significantly since Amber Union was built and adding another 100-units would again increase that.

7. Rice Davis - 1407 California Avenue - Asked the height of 1550 Larpenteur and clarified the height of Amber Union. Asked the sizes of the units. Also needs definition on what affordable housing means and what would that be in dollar-terms.
8. Joan Paulson - 1511 Idaho Avenue - Stated the big issue is the parking being far off from the current City Code. Asked if the underground parking for Amber Flats would be assigned with each unit, or if the underground parking is an additional cost. Stated there could be underground spots with no one able to afford it. Stated this is a simple math problem. A new unit is being put in that is oversized for the space it has. Cut down the number of units to cut down the number of parking spots. There could be fewer units by adding larger units instead of the smaller ones, or cut off the back of the building or one of the stories.
9. Emily Benz (Second statement) - 1746 St. Mary's Street - Stated where her home is located, she either has to pull out onto Larpenteur or onto Snelling. Otherwise, they have to go about 2 miles out of the way to loop around to Fairview to then go to Snelling. She has young drivers and when they leave the house, they are nervous that they are trying to make left-hand turns at uncontrolled intersections. Stated an additional 100 cars daily will further back up the traffic. Also has noticed an increased police presence. She made a call to Ramsey County and in the past 365 days there have been 403 calls for service at Amber Union. Has concerns about adding at least another 140 people on that corner.
10. Victoria Long - 1717 Albert Street - Wanted to echo concerns about policing especially in light of how Falcon Heights has changed in that area in the last 8 years, and how the city is currently unclear on the future of the policing. Believes another 100 units will impact that. States that City also recently received a grant for the Larpenteur & Snelling Corridor Development Study, and approving this before the study is completed does not make sense. Stated plans will have changed after study is completed by experts.
11. Connie Aiken - 1589 Hollywood Court - Seconded a lot of things that have been said about trash, being accessible getting in and out of the area of Hollywood Court, and about parking. She has heard that Amber Union is charging extra for guest parking and overflow parking at Amber Union is not being used. The road in front of her house is now a normal parking spot and it would be nice for her guests to have room to park too. She has also spoken to police in the area and they are checking on Amber Union every day. She has seen 1 AM parties, there has been a shooting, a stolen car in her neighborhood. Seems like more than they used to deal with in the past. She also sent a message off to Trader Joe's to find out if they would considering building in the space.

12. Gary Kwong - 1700 Fry Street - Board President of Metropolitan Interfaith Council on Affordable Housing - Supports having 60% AMI (\$60,000 annual salary) housing at this site. Has worked with many immigrants who do not make that annually when they first arrive. Immigrants do not have \$30K instant income and also find housing unless you have 80% AMI housing, which is expensive and not profitable for a developer, and it's difficult to get grants for that sort of building. Regarding crime and traffic, it is not disproportionate to the population of Falcon Heights. Additionally, Falcon Heights does not want to drop below 5,000 in population because then it would not be a city of the first class which would reduce subsidies. In St. Paul, everyone has to pay yearly for a street parking permit because the street parking is not owned by the residents. Stated some of the police calls are emergency medical and fire calls. It is disproportionate to his house emergency calls, but there are more people there so there will be more calls. Supports more public housing because MetCouncil still has requirements for each city to have enough affordable and workforce housing and the city needs to maintain that standard.
13. Chuck Laszewski - 1713 St. Mary's Street - Was at the Caribou hearing and was opposed to that, however he is in support of this proposal. Neighbors have raised legitimate concerns and hopes Planning Commission will find a way to mitigate some of those concerns. This proposal is consistent with the City's goals and the comprehensive plan, unlike the drive-through proposal. It is a necessary element in the battle to combat global warming. To reduce the use of fossil fuels, citizens need to live in more densely-constructed housing in cities with easier access to stores and jobs by foot and transit. Amber Flats does this perfectly. Amber Union being at 100% occupancy while only using 90% of its parking is not a fluke. Younger generations today do not own cars at the same rate as the older generations. This is a continuing trend. We also have good transit in both directions. Falcon Heights is only 2.2 square miles. Remove the UofM and State Fair, both non-taxable, and Falcon Heights is only 1 square mile. As such, the state kicks in around 40% of the City budget. The City does not have its own fire department or police department. We do have our own parks and rec department but if kids want to participate they have to go to Roseville or St. Paul. In order to remain a separate City, we need to approve as many legitimate tax-paying developments as possible in the one square mile. Amber Flats does this. Stated that when Philando Castile was gunned down in 2016, the City appointed a task force which came up with dozens of recommendations on policing and inclusion. One recommendation which was approved by City Council was to invest in continuously sustaining and expanding affordable housing options. Amber Flats fits that. Stated that he and his wife lived in federally-subsidized housing when he got his first job and his household did not reach anywhere near \$60,000, and he believes they were still okay neighbors. Finally, regarding crime, the City Council has been dealing with this. A consultant was hired last year to do an in-depth analysis on crime and policing in Falcon Heights, and two of his major points were that looking at 2018 through last year, the total number of incidences reported to the sheriff's office declined from 2781 in 2018 to 2163 last year, which also includes three months of

occupancy at Amber Union. The second point was that over those five years, the daily calls to police by Falcon Heights residences averaged two.

14. Maureen Hanson Cox (second statement) - 1639 Larpenteur Avenue, Cox Insurance - Regarding taxes, would like to know what Amber Union pays in property taxes compared to what 1639 Larpenteur pays in property taxes.
15. Victoria Long (second statement) - 1717 Albert Street - One additional suggestion, possibly make Hollywood Court permit parking.
16. Irene Gengler (second statement) - 1611 Hollywood Court - State she and the Hollywood Court residents dread the State Fair in terms of parking. It is hard to get parking permits to guests. They get lost or fall down, and she does not believe permit parking on Hollywood Court is a good idea.
17. Ric Cox - 1639 Larpenteur Avenue - Cox Insurance - Stated 10-12 years ago when his family purchased 1639 Larpenteur, he spoke with the City about a PUD. The property was then mostly parking lot. The City turned him down and stated it was not acceptable and they would need to go by City Code requirements. They have invested a fair amount into the building and add value to the community. This year they did a remodel, and they recently asked about getting help on a few issues. They would like to add more parking for the growth of their firm and they were told by the City that they would need to stay within the Code for impervious surface. He respects that he is supposed to stay within guidelines of the Code. They have also experienced the changes of habits of community and employees, but they know they will not have enough parking in their location. They also don't have enough cold storage and can't add more because they are at the maximum amount for impervious surface, even though they added a lot of green space when they developed the building originally. He would like Council to be consistent. If they approve the PUD, it basically allows the developers to not follow the Code and apply for a variance. He believes this is important. Roseville has not allowed a PUD since 2009 because it is inconsistent and they prefer to stay within the Code, which possibly should be rewritten. If they cannot add a few parking spots, and the proposal is asking to reduce the parking by around 40%, why is that justified. Roseville stated they would allow adjustments within 5% of the Code. 40% is significant, but they want to add a few parking spots for snow storage or growth and they were told that is not likely to happen. He also feels they have a responsibility as business owners to be good citizens to provide walkways, more parkland, etc., and there is not enough of that in the area. It would be more acceptable if they were asking for a reduction in parking allowance and were providing a park for Falcon Heights. He stated the Amber Union tenants use their parking lot for a basketball court, sleeping in their alley, etc., and they have not called Ramsey County Sheriff's Department. Doesn't believe the statistics other residents mentioned regarding crime were accurate because he thinks they've changed. They would like to remain there but if there is a PUD allowed, that is pretty inconsistent when they are just asking for a little help on their end.
18. Kent Paulson - 1511 Idaho Avenue - Wants to make sure Ric Cox's question and concerns are addressed by the end of the meeting. There are three problems with the proposal that are being overlooked and yet they were not willing to bend for Cox Insurance. Would like one member of the Planning Commission address

that and tell them why. Planning Commission Chair Wilson explained that has nothing to do with the PUD today and that matter did not come before the Planning Commission. The Planning Commission does not know anything about the issue.

19. Farook Meah (second statement) - 1597 Hollywood Court - Agrees with Ms. Gengler that parking permits on Hollywood Court would be harsh on the residents. Instead of that, putting a "residential parking only" sign up. They pay for the surfacing of the road there and the resurfacing of the alley, and he still wants to question their safety. There are no lights on the street and they need to be considered.
20. Chuck Long - 1717 Albert Street - Stated he would not be addressing the merits of the proposal because he does not believe the Planning Commission should address the merits of the proposal at this time. Wants to talk about process and procedure. He is aware of the City applying for and receiving a \$50,000 grant to study the Larpenteur & Snelling corridor. The study has been started but not completed. Given that the City has obtained a sizeable investment, and it probably talks about a long-range plan and the highest and best uses of the corridor, and the recommendations forthcoming from that, to take any action that would impact that study before the information from the study been received, the purpose of the study is being defeated if projects are being approved before even having the benefit of that information. If the study is going to be done, step back and wait to benefit from the study and recommendations, and then make decisions.
21. Kristen Tran - 1745 Arona Street - Understands affordable housing, but in her backyard she has heard the sirens. She knows it may not all be crime and could be medical, but the more people being added the more it increases the traffic and things like that. Just believes a look should be taken at that and about adding more people and traffic, and the study.
22. Joan Paulson (second statement) - 1511 Idaho Avenue - Noted that a few references from the packet to City Code were incorrect and need to be updated. She also requests that acronyms be defined in the document and in the hearing.

Chair Wilson called twice for additional speakers before calling for a motion to end the hearing. Commissioner Mogen moved to close the public hearing, hearing was closed by consent.

F. NEW BUSINESS

1. Amber Flats - PUD Proposal

Chair Wilson opened the floor for comments, questions, and discussion from Commissioners.

Planning Commission Questions:

- Commissioner Tracy - Asked why the decision was made to only have 1- and 2-bedroom units. Harrison Mohagen stated was purely economical. These projects

are becoming more difficult to execute and Amber Union had so many because it was a historic building with strange layouts and they were able to add the larger units into it. They were happy to include these units at that time because the economic outlook was different then, but now decisions about unit-mix comes back to efficiency. Stated otherwise a deal like this, that is already difficult to find funding for, is simply not possible.

- Commissioner Mogen – What is the trash plan for the new building? Mohagen stated the plan for Amber Flats would be like the east building of Amber Union, with interior trash and trash chutes. Regarding the trash issues brought up by residents about the outdoor trash at Amber Union, they currently hold townhalls at the apartment building to educate residents on the proper ways to bring trash to the dumpsters.
- Commissioner Mogen – Asked about the plan for guest parking and charging for parking. Mohagen stated they would plan to charge for the underground parking. They have looked at comparables in the Twin Cities to inform them about this on the cost, and it has not been determined yet. For the surface parking, there would be a small service fee or no fee. There is permitted parking for all of the stalls and a guest parking area designated for guests, employees, and people coming in to inquire about leasing. Mogen asked if Amber Union charges for parking. Mohagen stated it does not currently. They are working with the property manager there to have everyone in Amber Union sign a parking agreement, regardless of if they use it, so they can identify and address issues.
- Mayor Gustafson – Asked if they currently utilize permit parking at Amber Union for the residents. Mohagen answered they do, but it can be better. They are wanting everyone to sign an agreement rather than just have a fob, so they can track everyone in a spot and any potential problems that arise.
- Commissioner Mogen – Asked if the trees in the plan along Larpenteur and Underwood would be able to be added as a condition of the PUD. Mohagen answered yes, they are committed to tree preservation and addition.
- Chair Wilson – How many parking spots at Amber Flats will be for guests/employees/future tenants, and is it part of the 114 total proposed? Mohagen answered he does not have an exact number, but it would typically be driven by the property manager. Making an assumption, he would probably say they would attribute the parking that they believe would end up being extra (10% from the presentation) to the designated guest/employee parking.
- Harrison Mohagen additionally wanted to address a few points made by Hannah Conner (91 Mid Oaks Lane, Roseville). At the time of the Caribou proposal, they did have a phase two which was multifamily affordable housing. They would have loved to do the Caribou deal, but Caribou and other coffee places are also only doing the drive-through only options.
- Chair Wilson thanked Mohagen and Buhl for bringing back another plan but there are still a few questions to address.
- Vice-Chair Paynter – Asked about exterior lighting. The City of Falcon Heights does not do a great job at street lighting. Asked them to talk about exterior lighting. David Miller stated they want to make sure surfaces in a public area are safe a secure. A lighting plan hasn't been done yet, but they'd probably have

downlights along the building and on sidewalks. They would also have typically lit parking lot standards with full cutoff fixtures and dark sky compliance.

- Vice-Chair Paynter – Asked if the tan brick in the renders would be on a different plane. Miller stated that is still being priced out so he can't commit or promise anything, but they'd like to be able to do the vertical stack bond.
- Vice-Chair Paynter – Asked if they would be getting any money from the state for financing on this project. Mohagen stated they are not. They are investigating every and all grants possible. They are currently pursuing the Emerging Developer Grant from Ramsey County and would look to pursue any other grants through the county or other public agencies. He thanked the City of Falcon Heights as they were a huge help with getting grants for Amber Union, whether by supporting via a resolution or otherwise, and they were able to identify and be awarded about \$3 million in grants. They have been successful in getting grants in the past for projects, and that is underway.
- Commissioner Brooks – If they were approved for the PUD status, is the funding in place to complete the project? Mohagen stated not yet, but getting the approval would be the green light to start the bonding process. For Amber Union, they received approval for the project then went into the bond process four times, and you can only do this every six months. It is extremely difficult to complete deals currently, and it is not a lucrative project. They still want to do it and are passionate about affordable housing. They will try to get every grant possible and make the bond process easier and quicker. In the past they deepened the AMI on Amber Union to jump ahead in the order for bonding. Miller added that often having an approved project improves the scoring to receive those bonds.
- Commissioner Tracy – Do they know now what rent will be? Mohagen stated there is a guideline for affordable housing but he didn't have it in front of him. City Administrator Jack Linehan stated the guidelines are set and they vary per year. They look at AMI which is set annually. They don't know what it will be, but if they were to assume the AMI is \$100,000, 60% AMI would be \$60,000, which would be the limit of income. Affordable housing is considered to be 30% of the take-home pay which would set the rent at around \$1500/month.
- Commissioner Mogen – Is this receiving TIF funding, or is it the plan to receive TIF funding? Mohagen stated they will try to get every grant, but it is possible. But the City has not approved TIF funding at this point.
- Commissioner Mogen – What is the plan if the grants don't come in? Is there a market-rate plan? Mohagen stated they have not considered that at this time. Miller stated that interest rates would have to remarkably change. Mohagen stated that unfortunately, market-rate projects are also becoming extremely difficult to execute.
- Commissioner Mogen – What will the size of the units be? Miller stated the 1-bedroom units would be between 500 and 600 square feet, and the 2-bedroom units would be just over 900 square feet, which is consistent with another Buhl project in St. Paul.
- Chair Wilson – Asked about the sidewalks and trails. How will that be different from where they are currently? Miller stated in regard to sidewalks and pedestrian paths, the biggest impact will be at Larpenteur and Fry where a lot of

pedestrians cross. There is a large amount of landscaping and breathing room in the proposed plan and narrow the existing curb cut for pedestrians to cross. Also, all along the parking stalls between the building and surface parking, there will be a sidewalk that extends the length of that.

- Chair Wilson – Asked about snow removal. Will it be hauled off-site or will they be using some of the parking spaces proposed for snow storage? Miller stated a lot will either be shipped offsite or put into the stormwater area. Wilson asked if they can guarantee they won't be covering a lot of parking spots for more than a couple of hours while waiting on it to be shipped out? Mohagen stated they could probably come to an agreement on the number of stalls.
- Chair Wilson – Asked about plans for safety and the police calls, and to combat that to give some ease of mind to neighbors. Mohagen stated they take safety in their buildings very seriously and they do not tolerate crime. When first starting a building, they get a new group of people in and that will happen again for the new building. There is a process with Fair Housing to bring in new eligible tenants. A background check is completed and they do call previous landlords. Even with that, it doesn't catch people that can create problems. If there is an incident, they are moving to evict immediately. Then they can either go through the process again, or they can get referrals from existing residents. He notes the current residents also want a safe place to live. They do not want crime and they are there to have a home that is affordable to them. The townhalls have been a great time for the community to talk to each other and identify problems. As they continue to operate the building, if there is a problem, they are looking to evict and then backfill with a tenant who won't create problems. That has been a good process for them. He does believe anecdotally, the crime calls have gone down as they've operated for just about a year now. And he believes it's an important distinction the density of the building and a lot of the calls are health and fire related.
- Chair Wilson – Has a concern about the underground parking being charged for. He asked if what if they open it and they only have 20 people willing to pay, and then spots unutilized, and then we start having issues with people parking on neighboring roads such as Hollywood Court. Mohagen stated at that point, it's not only a public issue it's also an economic issue because they aren't making money on the stalls and they'd reduce the price. Chair Wilson asked if they'd then be flexible on that, because he wants to make sure all stalls are utilized if they are going to be deviating from City Code parking requirements so much. Miller stated a lot of property management companies charge enough to only have 1-2 parking stalls available at a time, so it is a dynamic pricing. Mohagen stated it's a mini supply and demand. Mohagen also stated he would talk to the property manager at Amber Union to let residents know where guests can park on site instead of neighboring roads.
- Commissioner Mogen – Asked if there is every any agreement with the bank for financing that they have to charge a certain amount for parking? Mohagen stated it would be a part of the financial projections, but it would not lock them into that. If they do not achieve a certain part of those projections, they would not lose their financing.

- Commissioner Brooks – Mentioned the 2040 Comprehensive Plan and stated it mentions that when considering a PUD, a project should provide enough public benefit to justify the potential impacts. He asked Mohagen to speak to the public benefits of the project. Mohagen stated the major benefit to the public would be providing housing for people who cannot afford it. The need for affordable housing is usually the top thing brought up in comprehensive plans, and the need is very high across the Twin Cities. He stated often they have tenants move in, have a stable and affordable housing situation with kids, and then they are able to achieve economic mobility with the stability. From what he's heard from folks involved with advocating for affordable housing, that is the goal. Someone is provided with stable, affordable housing and they are able to move up and out to provide that opportunity for someone else. He stated another benefit is the reduction in impervious surface on the lot. Right now the lot is a parking lot and that is not the highest and best use for the lot. There will be more green space. The Comprehensive Plan states shrinking impervious surface is a benefit to the community. He finally stated new community members to interact with existing community members, and to provide new dollars to local businesses.
- Mayor Gustafson – What do you see as the occupancy rate per dwelling unit? Mohagen stated it will be less than Amber Union because of the lack of 3- and 4-bedroom units. There are standards that the property manager follows in terms of Fair Housing, and there are multiple inspections from MHFA and HUD. He is not currently sure of the occupancy, but they will follow all guidelines proposed by the MHFA and HUD.
- Commissioner Mogen thanked Mohagen and Miller for being very candid and straight-forward and willing to address the concerns and questions from commissioners and residents.

Planning Commission Discussion:

- Chair Wilson stated the Planning Commission will want to discuss now the proposal and the need for a PUD.
- Commissioner Mogen began by stating he loves the plan, even with the parking. He believes it is perfect. It is the nice density needed. He stated that yes, it is a percent higher on impervious surface and 3' higher on height, but even as variances those would probably pass. The only thing here is the very significant adjustment to the parking requirements. It is a legitimate concern. He also wants to recognize that as he talks about this project, it is not "these residents" that are going to be using it, but rather "our neighbors." They are not "somebody else," but instead people who live in our community. When talking about security and police calls, if they happen along his street, he is not concerned about it, but he is concerned about his neighbor getting a call to their house. He is not concerned about the number of cars coming and going. Any use of the property will have traffic. He too is concerned about his son pulling out of St. Mary's Street, but it will not be because of a few more people pulling out of Amber Union and Amber Flats. Regarding the Comprehensive Plan and public benefits, the plan has a ton of benefits – more affordable housing, open space, green space, it's improving walkability, it's a better use than a parking lot, it provides new residents and

new tax base, new customers, etc. It is not a drive-through and is better for the environment. It is a good use of the property. Even the trash issue was addressed. The only thing is the parking, and he is a little concerned about charging for parking which would narrow down the availability of parking, but he believes that has been addressed. They are motivated to have underground parking be fully sold. He is concerned about parking for surface parking, which would be like any dorm, and would not be utilized. He would like to make a condition that surface parking not be charged for, and that the trees along Larpenteur and Underwood on the plan remain part of the project as proposed. He also believes there should be a condition about snow storage on site, that they cannot store it in a parking area for more than 2-3 days.

- Commissioner Tracy – Stated he is supportive of the project, but there is a second light needed. Chair Wilson stated it is a county road and is out of our control. Commissioner Tracy stated he is concerned, regardless, without an additional light there could be a problem.
- Vice-Chair Paynter – Began by talking about the Larpenteur & Snelling Corridor Development Study and the timing of this proposal. He agrees that the timing is not ideal, however the developer has a right to apply for this project and it needs to be considered against the current zoning code. She stated this is a high-density, residentially-zoned property and this a good use of that land. The variances being requested are minor, aside from the parking, and she believes if the developer believes if it is enough parking, it probably is. Younger people don't have as many cars as the older generation, and the trends in urban development are toward less parking. Many cities are eliminating parking requirements all together, so this is a very appropriate use.
- Commissioner Seifert – Stated this is his first meeting with the Planning Commission. He does believe the parking is a concern, but he does believe from everything he has seen, cities are requiring less parking and that is the trend. He is glad a lot of the concerns were addressed, such as with the trash, and he also seconds that the parking volume is lowered and should not be utilized for snow. He is also concerned about the parking being charged for.
- Commissioner Anderson – Stated that he echoes the thoughts of the other Commissioners. He thinks it is a perfect plan for that current parking lot, and thinking about PUDs, he goes back and forth on the concept of them as sometimes they don't make a lot of sense, but this time it does make sense. He also states the Comprehensive Plan is very clear that affordable housing is the point of a PUD. He is glad the concerns were addressed and the City needs to be vigilant moving forward and making sure the tree canopy is maintained and the trash is monitored.
- Commissioner Brooks – He agrees with the other Commissioners as well, but he is also still concerned about parking. The property is zoned R-5M and just making a few changes, the property would go through without it even coming to the Planning Commission.
- Commissioner Mogen – Stated he wanted to add one more condition to the PUD, that the open space cannot be converted into parking.
- Chair Wilson – Asked Staff Liaison Lynch how to move forward with contingencies to the PUD. Lynch stated generally a PUD is written up to state

that it will go by the plans that are given to us, and generally there is a 5% variance written into that in case of necessary dimensional changes. If the plan is showing open space as open space, they would have to build according to that, and if they ever wanted to change that, they would have to go back through this process. Regarding the concern about paying for surface-level parking, she stated she would have to consult with the city attorney for advice on if that can be written into the PUD or not. She also stated this is a recommendation to City Council and we can include these items as what the Planning Commission believes should be included.

- Chair Wilson – Thanked Buhl for listening to the resident concerns about the drive-through and coming back with a plan that worked better for the City. Wilson stated as a side-note to Chuck Long, that the Larpenteur & Snelling Corridor Development Study has been started and one community meeting has been held. He invited everyone to attend these meetings to provide their thoughts and feedback on the future of the City. It will be a longer study, and we are looking at how much more density we want in the City, and it will most likely not lead to the City wanting less density along the A-Line. He believes that is probably one thing they are confident in saying, that density is wanted there according to the Comprehensive Plan and will likely come out of the study as well. He believes waiting a year for this would be a problem, and they would end up with a similar plan. Wilson continued by stating regarding the parking, he was the only current Commissioner sitting when Amber Union came through, and it was approved at 1.09 parking spaces per unit which was well below the 2 spaces per unit required. He was very concerned at the time, but he can attest to the fact that the parking lot is usually very empty. He thinks the mass transit helps, and Minneapolis just approved a building with no parking spots. We are a first-ring suburban city, but we do still need to think about the underground parking to make sure it is utilized.
- Vice-Chair Paynter – Asked the developer if there are any plans for charging stations. Mohagen stated they do exist and are used at Amber Union, and they would be happy to include them on this project. He does know that many tenants at Amber Union also do use the A-Line and Route 61. Paynter recommends they add a condition about charging stations for EVs.
- Chair Wilson asked Staff Liaison Lynch about the next steps. Lynch stated the conditions the Planning Commission is proposing which include: free surface parking, maintaining the trees on the plan along Larpenteur and Underwood, snow storage not in a parking area for more than a couple of days until it's taken off-site, open space cannot be converted into parking, and charging stations for EVs on site. She stated if the Planning Commission voted to make a recommendation to City Council for approval of the PUD with those conditions, she would write up a draft PUD for the city attorney to review, then it would go to City Council to review and discuss and vote on. Vice-Chair Paynter added a condition about lighting, that all sides of the building and parking areas are lit.
- Chair Wilson asked Staff Liaison Lynch to go over the next steps for the audience. Lynch stated it would go before City Council at a future meeting and they would vote on it. It would not be another public hearing unless Council decided to do that. Mayor Gustafson reminded the Commission that the Fire

Marshal, City Engineer, and Ramsey County are also still reviewing the plans. Lynch stated yes, and as part of the recommendation, any notes from those parties would also need to be addressed by the developer. They are generally technical requirements that would not change the overall design of the property, but we would require them to be addressed.

Chair Wilson called for a motion for a recommendation of approval or disapproval of the Amber Flats PUD to City Council with the conditions outlined previously and subject to addressing comments from the Fire Marshal, City Engineer, and Ramsey County, and including a 5% variance from plans as approved by the City Administrator. Commissioner Mogen made a motion for approval as outlined above, seconded by Commissioner Paynter. A vote was made and the motion passed 6-1, with Commissioner Brooks in opposition.

G. INFORMATION AND ANNOUNCEMENTS

1. Staff Liaison Report

Staff Liaison Lynch noted the Larpenteur & Snelling Corridor Development Study is ongoing and there are cards available with QR codes to a survey and an interactive map online for residents to add comments. She welcomed everyone to get involved and they would be including the links online and in the weekly newsletter. She stated when the next community meeting is scheduled, they would be getting it out to everyone as well.

2. Council Liaison Report

Mayor Gustafson stated the next City Council meeting would be the following night, Wednesday, October 25 at 7 PM.

H. ADJOURN

Commissioner Brooks made a motion to adjourn, motion was carried by consent. Meeting was adjourned at 9:04 PM.

CITY OF FALCON HEIGHTS
RAMSEY COUNTY, MINNESOTA

IN RE:

Application of Buhl Larpenteur West LLC,
5100 Eden Avenue, Suite 317, Edina, MN 55436,
for Amber Flats Planned Unit Development
at Ramsey County Property IDs 212923110029
and 212923110028, Falcon Heights, MN 55113.

FINDINGS OF FACT

On October 24, 2023, the Falcon Heights Planning Commission met at its regularly scheduled meeting to consider the application of Buhl Larpenteur West, LLC, 5100 Eden Avenue, Suite 317, Edina, MN 55436 for Amber Flats PUD, to be located on the vacant lots otherwise known as Ramsey County Property IDs 212923110029 and 212923110028. The Planning Commission conducted a public hearing on the proposed Planned Unit Development (PUD) preceded by published and mailed notice. The applicant was present, and the Planning Commission heard testimony from all interested persons wishing to speak. The Falcon Heights City Council now makes the following:

FINDINGS OF FACT:

1. The subject property consists of two parcels, Ramsey County Tax Parcel IDs 212923110029 and 212923110028, located at the southwest corner of Larpenteur Avenue and Snelling Avenue in Falcon Heights, MN and legally described as follows:
PID 212923110029: The East 250 feet of the North 500 feet except the West 150 feet of the East 160 feet of the North 283 feet of the Northwest quarter of the Northeast quarter of the Northeast quarter of Section 21, Township 29, Range 23, West of the Fourth Principal Meridian.

PID 212923110038: The West 150 feet of the East 160 feet of the North 283 feet of the Northwest quarter of the Northeast quarter of the Northeast quarter of Section 21, Township 29, Range 23, West of the Fourth Principal Meridian;
("Subject Property")

2. The Subject Property is currently zoned R-5M, High Density Residential Mixed Use.
3. In October 2023, an application was received for a Planned Unit Development (PUD) for a multifamily apartment complex consisting of 100-units to be located in the two vacant lots directly to the west of the existing Amber Union Apartments. According to a review of the plans, the need for a PUD is due to the flexibility from City Code guidelines that would be required. There are three areas where deviations from City Code would be needed.
4. The Falcon Heights Planning Commission finds this project meets all guidelines in City Code, except for guidelines around height, impervious surface, and parking.
 - (a) According to section 113-243, the maximum height of a building is four stories or 40 feet, whichever is less. This project comes in at approximately 43' in height.
 - (b) According to section 113-241, the maximum impervious surface coverage amount for this site is 75 percent of the lot area. This project will have approximately 76 percent impervious surface.
 - (c) According to Section 113-310, multiple-family dwellings must have at least two parking spaces per dwelling unit, with at least 80 percent of the required parking to be located below grade and integrated into the apartment building. At these amounts, Amber Flats would be required to have 200 parking spaces, with 160 of

those located below grade. This project is proposing 114 parking spaces total, with 63 of those located below grade.

5. The City of Falcon Heights Planning Commission met at its regularly scheduled meeting on October 24, 2023 to conduct a public hearing and issue a recommendation on the requested PUD. The Planning Commission voted 6-1 to recommend approval of the PUD request.
6. A PUD may be permitted in the legislative discretion of the city council. The Planning Commission and City Council must consider the following general requirements and standards identified in Section 113-201 in rezoning property to PUD:
 - a. A PUD must be consistent with the city comprehensive plan and the intent and purpose of the City Code provisions relative to land use, subdivision and development.

Finding: The City Council finds the application and submitted plans to be consistent with the city comprehensive plan. The proposal provides a public benefit to the city in the means of new residents, a larger tax-base, and more affordable housing (City of Falcon Heights – 2040 Comprehensive Plan, Chapter II, Chapter VIII).

- b. Whenever joint common open space or service facilities for individual owners or users are provided within the PUD, the PUD plan shall provide reasonable assurance of adequate operation and maintenance of such open space and service facilities.

Finding:

The project will provide shared open space and facilities to occupants of the apartment building. Based on testimony from Buhl Larpenteur West, LLC, these facilities will be adequately maintained and operated by a property management

company, the City Council finds that reasonable assurance has been provided of adequate operation and maintenance of such open space and service facilities is provided.

- c. When a PUD provides for common or public open space, the total area of common or public open space or security in any stage of development, shall, at a minimum, bear the same relationship to the total open space to be provided in the entire PUD as the stages or units completed or under development bear to the entire PUD.

Finding: The City Council finds this requirement to not be applicable. The full PUD will be completed during one stage.

- d. Whenever any PUD is to be completed in stages, no such stage shall, when averaged with all previously completed stages, have a residential density that exceeds 125 percent of the proposed residential density of the entire PUD.

Finding: The City Council finds this requirement to not be applicable. The full PUD will be completed during one stage.

- e. All development shall be carefully phased so as to ensure that it will not cause an unreasonable burden upon the city in providing services and utilities or cause a deleterious impact upon the natural environment.

Finding: The City Council finds the proposed PUD will be constructed in one phase and will not place an unreasonable burden upon the city in providing services and utilities or cause a deleterious impact upon the natural environment.

DECISION:

The Falcon Heights City Council hereby approves the Applicant's request for a Planned Unit Development, subject to the following conditions:

- (a) Trees shall be planted and/or maintained along Larpenteur Avenue and Underwood Street as shown in plans submitted by UrbanWorks, dated 10/16/2023.
- (b) Snow storage may not be stored in any parking area for more than 48 hours.
- (c) Open space as shown on plans submitted by UrbanWorks, dated, 10/16/2023, may not be converted into additional parking.
- (d) Charging stations for not less than four electric vehicles must be provided on site.
- (e) Developer shall comply with all recommendations from Ramsey County, City Engineer, and Fire Marshal.

ADOPTED this _____ day of _____, 2023, by the City Council of Falcon Heights, Minnesota.

CITY OF FALCON HEIGHTS

BY: _____
Randall C. Gustafson, Mayor

ATTEST:

Jack Linehan, City Administrator

DRAFT ORDINANCE NO. 23-08

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

**AN ORDINANCE AMENDING CHAPTER 113 OF THE FALCON HEIGHTS CITY
CODE REZONING CERTAIN PROPERTY FROM R-5M TO PUD, PLANNED UNIT
DEVELOPMENT**

THE CITY COUNCIL OF FALCON HEIGHTS ORDAINS:

SECTION 1. Chapter 113 of the Falcon Heights City Code is hereby amended to add a new Section 113-212 to read as follows.

Section 113-212 – Amber Flats Planned Unit Development

(a) *Legal description.* The legal description of this PUD is as follows:

PID 212923110029: The East 250 feet of the North 500 feet except the West 150 feet of the East 160 feet of the North 283 feet of the Northwest quarter of the Northeast quarter of the Northeast quarter of Section 21, Township 29, Range 23, West of the Fourth Principal Meridian.

PID 212923110038: The West 150 feet of the East 160 feet of the North 283 feet of the Northwest quarter of the Northeast quarter of the Northeast quarter of Section 21, Township 29, Range 23, West of the Fourth Principal Meridian;
("Subject Property")

(b) *Purpose.* The purpose of the Amber Flats Planned Unit Development is to provide for multi-family apartments.

(c) *Permitted uses and zoning regulations.* The R-5M mixed use high density residential district regulations shall apply to the property subject to the following modifications:

a. Permitted uses:

1. One principal structure consisting of 117,000 square feet and 100 apartment units.
2. No conditional uses.
3. No interim uses.
4. Setbacks as depicted in the Architectural Site Plan dated October 16, 2023 prepared by UrbanWorks Architecture, LLC.

b. Parking. Vehicle parking shall be as follows:

1. 51 surface parking stalls as depicted in the Architectural Site Plan dated October 16, 2023 prepared by UrbanWorks Architecture, LLC.
2. 63 sublevel parking stalls as depicted in the Sublevel 1- Overall Plan dated October 16, 2023 prepared by UrbanWorks Architecture, LLC.

(d) *Development plan.* The PUD must be maintained in accordance with the following development plan, which is on file with the city and which is incorporated herein by reference.

(1) The following plans prepared by UrbanWorks Architecture, LLC with up to five percent variance as approved by the city administrator:

a. Site development plans, dated October 16, 2023, prepared by UrbanWorks Architecture, LLC including:

1. Site demolition plan.
2. Erosion and sediment control plan.
3. Site dimension plan.
4. Grading and drainage plan.
5. Utility plan.
6. Architectural site plan, including overall, sublevel 1, level 1, level 2
7. Building elevations.

(e) *Additional conditions.* The PUD must be maintained in accordance with the following additional conditions.

- (1) Trees shall be planted and/or maintained along Larpenteur Avenue and Underwood Street as shown in plans submitted by UrbanWorks, dated 10/16/2023.
- (2) Snow storage may not be stored in any parking area for more than 48 hours.
- (3) Open space as shown on plans submitted by UrbanWorks, dated, 10/16/2023, may not be converted into additional parking.
- (4) Charging stations for not less than four electric vehicles must be provided on site.

SECTION 2. Zoning Map. The zoning map of the City of Falcon Heights shall not be republished to show the aforesaid zoning, but the Clerk shall appropriately mark the zoning map on file in the Clerk's Office for the purpose of indicating the rezoning hereinabove provided for in this ordinance, and all of the notations, references, and other information shown thereon are hereby incorporated by reference and made a part of this ordinance.

SECTION 3. Effective Date. This ordinance is effective immediately upon its passage and publication.

ADOPTED this _____ day of _____, 2023, by the City Council of Falcon Heights, Minnesota.

CITY OF FALCON HEIGHTS

BY: _____
Randall C. Gustafson, Mayor

ATTEST:

Jack Linehan, City Administrator

DRAFT

SUMMARY ORDINANCE NO. 23-08

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

**AN ORDINANCE AMENDING CHAPTER 113 OF THE FALCON HEIGHTS CITY
CODE REZONING CERTAIN PROPERTY FROM R-5M TO PUD, PLANNED UNIT
DEVELOPMENT**

Pursuant to Minnesota Statutes Section 412.191, in the case of a lengthy ordinance, a summary may be published. While a copy of the entire ordinance is available without cost at the office of the City Clerk, the following summary is approved by the City Council and shall be published in lieu of publishing the entire ordinance:

The purpose of this ordinance is to amend Chapter 113 of City Code to rezone property from R-5M to PUD, Planned Unit Development, to allow for the development of a 100-unit affordable housing apartment building.

This ordinance shall be effective upon passage.

APPROVED for publication by the City Council of the City of Falcon Heights, Minnesota this 15th day of November, 2023.

CITY OF FALCON HEIGHTS

BY: 
Randall C. Gustafson, Mayor

ATTEST:



Jack Linehan, City Administrator

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Meeting Date	November 15, 2023
Agenda Item	Policy H2
Attachment	Amended Policy; Sidewalk Map
Submitted By	Jack Linehan, City Administrator

Item	Amendment to Administrative Manual Regarding Guidelines for Snow and Ice Control and Pathway / Sidewalk Maintenance Map
Description	<p>The Administrative Manual Regarding Guidelines for Snow and Ice Control was last updated in September 2022 to include Lauderdale as part of the plowing responsibilities of the City. At that time, additional sidewalks and pathways were referenced on the map but no determinations were made for areas within the 2023 Pavement Management Project until construction was completed and for commercial properties along Snelling/Larpenteur.</p> <p>The City Council must now make determinations for snow removal guidelines for the Garden Avenue sidewalk, Ruggles Pathway and commercial properties so updates can then be made to our Snow and Ice Control policy of the Administrative Manual and Pathway / Sidewalk Maintenance Map to include these areas.</p>
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • Amended policy • Pathway / Sidewalk Maintenance Map
Action(s) Requested	Staff recommend determining maintenance of pathways / sidewalks post 2023 PMP Management Project and approving the amended policy and proposed map.

Administrative Manual Section VII

D. GUIDELINES FOR SNOW AND ICE CONTROL

1. Introduction

The City of Falcon Heights believes that it is in the best interest of the public for the city to assume basic responsibility for control of snow and ice on city streets. Reasonable ice and snow control is necessary for routine travel and emergency services. The city will provide this in a safe and cost effective manner, keeping in mind safety, budget, personnel and environmental concerns. City crews remove snow on local streets, streets designated by contract within the City of Lauderdale, some public pathways, designated city parking lots at City Hall, Community Park and Curtiss Field, and ice rinks.

2. Commencement of Operations

The city's Public Works Director will decide when to begin snow or ice control operations on city streets. The criteria for that decision are:

- a. Accumulation of 2 inches or more, with continual snowfall, warrants commencement of plowing operations;
- b. Drifting of snow may warrant partial or full operations depending on conditions;
- c. Icing of pavements may warrant partial or full sanding operation depending on conditions;
- d. Time of snowfall in relationship to anticipated level of use of streets.

Snow and ice control operations are expensive due to personnel and equipment costs. Consequently, street snowplowing operations will not generally be conducted for snowfalls of less than 2 inches.

3. Procedures

Snow will be plowed in a manner so as to minimize any traffic obstructions. The snow shall be pushed from left to right. The discharge shall go onto the boulevard area of the right-of-way without regard for driveways or sidewalks.

It is the city's goal to have the entire street system cleared after a "typical" snowfall in approximately 5 hours. Depending on snowfall conditions, duration of the storm, equipment and personnel, cleanup operations can fluctuate.

One of the most frequent and most irritable problems in removal of snow from the public streets is the snow deposited in driveways during plowing operations. Snow being accumulated on the plow blade has no place to go but in the driveway. It is not possible to comply with special requests or conduct special maneuvers in attempt to minimize snow in driveways.

4. **Priorities and Schedules**

a. **Street snowplowing**

The city has designated Prior Ave. (off of Larpenteur Ave.) and Garden Ave. (Hamline to Snelling Aves.) as top priorities. This classification is based on need to provide access for emergency vehicle fire and medical services and for access to the elementary school. Clearing of these streets is followed by the following neighborhoods subject to weather conditions, weather forecasts, equipment, and availability of crews.

Typical routes if equipment and crews are available:

East Plow

1. Northome
2. Northeast
3. Snelling West
4. Hollywood Court

West Plow

1. University Grove
2. Falcon Woods
3. Lindig/Tatum
4. Lauderdale

b. **City Hall parking lot**

Clearing of snow from the city hall parking lot will be the first priority of the work week day for the Parks/Public Works staff. Evening and weekend snow removal will be done at the discretion of the Public Works Director based on scheduled meetings and facility rentals.

c. **Public pathways**

There are approximately 6 miles of paved public pathways for commuter and recreational pedestrian use. The city will plow all trails and sidewalks that abut city property and parks as conditions permit, as well as the areas indicated on the map in Appendix A. Conditions that challenge the crews ability to clear snow include: 1) recurring snowfalls resulting in snow accumulation; 2) drifting; 3) limited space for snow storage and 4) availability and condition of the equipment. Pathway clearing is conducted by the Parks/Public Works staff between 8:00 am and 4:00 pm. A map of sidewalks and trails is included as Appendix A to these guidelines.

d. Ice Skating Rinks

Ice rinks are maintained for the recreational pleasure of the community. Given the high level of community use of the rinks outside of the traditional workday and workweek, rinks are kept free of snow and open for use during these times. Removal of snow from the ice rinks will be done at the discretion of the Public Works Director. Generally, if a “weekend” snowfall should occur and cease prior to noon Sunday, an attempt will be made to clear the rinks and make them available for the weekend. Generally, if a “weekday” snowfall ceases prior to 4:00 p.m., an attempt will be made to make the rinks available for the evening. Consideration of the following factors will be given in the scheduling of ice rink snow removal: condition of pathways (passable), current weather conditions and forces (favorable for skating).

5. Use of Sand and Salt

The city limits the use of sand and salt because it can have adverse effect on the environment. Application is limited to steep grades, curves and intersections and is not intended to provide for widespread bare pavement during winter conditions. The city is not responsible for damage to grass caused by the sand/salt mixture and therefore will not make repairs or compensate residents for salt damage to turf areas in the right-of-way.

6. Property Damage

Snowplowing and ice control operations can cause property damage even under the best of circumstances and care on the part of the operators. The most common types of damage are to improvements in the right-of-way which extends about 10 to 15 feet beyond the curb. The intent of the right-of-way is to provide room for snow storage, utilities, sidewalks and other city uses. The city will assume no liability for personal property that is stored in the right-of-way. Damage to fences, trees or other structures will be repaired or replaced by the city if they are on private property and if the damage could have been avoided. Turf that is scraped or gouged by plow equipment will be repaired by top dressing and seeding the following spring if the damage could be avoided. Residents are requested to assist by watering the areas that are repaired. The city will assume liability for mailboxes damaged during plowing, if it is determined that the plow made direct contact with a mailbox. If a mailbox is damaged due to indirect contact, including the force of snow, the city assumes no responsibility. Final cleaning adjacent to mailboxes is the responsibility of each property owner.

7. Fire Hydrants

Each of the 150 or so fire hydrants scattered throughout the city are equipped with a marker for the purpose of providing increased visibility during the winter season. In addition, the city will encourage residents to keep hydrants clear of snow. Hydrants at

major intersections and covered by heavy snow from plows will be kept accessible as needed and as feasible with city crews and equipment.

8. Parking Restrictions

Providing quality snow removal on city streets requires the street to be free of vehicles or other obstacles. Vehicles left parked on the street for extended periods of time created significant operational problems for snowplow operators as well as safety problems due to packed snow and ice remaining on the roadway around the vehicle.

Parking on city streets is not allowed after a 2 inch accumulation of snow. Vehicles must remain off the streets for up to 48 hours or until a street have been plowed full-width, whichever comes first. In the instance that streets have been plowed but an additional 2 inches or more of snowfall occurs, vehicles must remain off the street (see City Code Section 46-28). Any vehicle parked in violation of the City Code is subject to a parking citation and is also declared to be a public nuisance. This nuisance may be abated by removing and towing away vehicles under the direction of the City's contracted police agency. Ramsey County Sheriff's Department.

From November 15 to April 1, residents may park one passenger vehicle on the unsurfaced portion of their front yard. This provision only applies to properties with a single-width driveway. The vehicle must be parked parallel to the driveway (see City Code Section 113-310).

9. Responsibility of Property Owners

Residents and/or their contracted snow removal company must keep all snow on the private property. It is a public nuisance to shovel or plow snow into or across the streets or alleys.

Clearing of alleyways is the responsibility of property owners adjacent to the alley. The alley must be cleared within 24 hours after snowfall has ended. Residents are encouraged to manage the alley with one contractor so as to have a uniform plowing.

Some sidewalks in the city must be cleared by the adjacent property owners (see Appendix A). Public sidewalks must be cleared of snow and ice within 24 hours after a storm has ended. Failure to do so is a public nuisance. City staff will monitor the sidewalks and will leave door hangers to remind residents of the sidewalk snow removal regulations. Sidewalks that are not cleared in the appropriate timeframe may be cleared by city staff or a contracted party. The cost of abatement will be billed to the property owner (see City Code Section 22-48). In only the most extreme instances will City staff provide a courtesy plow of sidewalks that are not usually maintained by the City.

If snow removal occurs during a day of trash collection, receptacles awaiting pickup should be set back at least two feet behind the curb line, not in the street.

10. Information and Comments

Comments and complaints will be taken during normal working hours at city hall. Complaints that warrant a short term response will typically be responded to within 24 hours of receiving the complaint, whenever feasible to do so.

| *Policy amended by City Council on ~~September 14, 2022~~November 2023*

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Meeting Date	November 15, 2023
Agenda Item	Policy H3
Attachment	Resolution 23-75
Submitted By	Jack Linehan, City Administrator

Item	Authorizing the City Administrator to Execute Grant Applications on the City's Behalf
Description	<p>Whenever possible, city staff look for grant funds available to aid in various City projects, requesting the City Council's prior approval in order to submit the grant application. However, at times, staff are made aware of grants with very little time given to apply, let alone seek prior approval to apply. Rather than time constraints hindering staff from submitting a grant application altogether, Staff requests Council's approval to allow the City Administrator to apply for grant funds when necessary, making sure to inform Council of any grant funds applied for at the earliest convenience. This is a common practice in neighboring cities.</p> <p>Furthermore, if the City would be selected to receive grant funds, the City Council would still retain the right to approve /not approve the receipt of any such grant funds at that time.</p> <p>This approval will be beneficial with the upcoming Community Park rebuild. The city hopes to apply for dozens of various grants ranging in size and probability of award.</p>
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> Resolution 23-75 Authorizing the City Administrator to Execute Grant Applications on the City's Behalf
Action(s) Requested	Staff recommend approval of resolution in support of authorizing the City Administrator to execute grant fund application.

CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION

November 15, 2023

No. 23-75

**RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE CERTAIN
GRANT APPLICATIONS ON BEHALF OF THE CITY OF FALCON HEIGHTS**

WHEREAS, the City of Falcon Heights has applied for a variety of grants which benefit the City;
and

WHEREAS, the Falcon Heights City Council encourages staff to continue to identify and apply for grants as a means to fund the policies, priorities and programs of the City, as established by actions of the Council; and

WHEREAS, grant submittals sometimes require verification of authority to apply on behalf of the City, and the required timeframes for submittal sometimes may not allow for Council authorization prior to application deadlines; and

WHEREAS, the Falcon Heights City Council may still elect not to accept grant funds if the City Administrator has applied for and receives any that they do not approve of during Council action; and

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


1. That the City Administrator is authorized to execute grant applications on behalf of the City of Falcon Heights in cases where Council authorization cannot be practically obtained prior to an application deadline, and where any matching funds or other city financial obligation related to the grant are accounted for either in the City budget or by previous Council action; and

BE IT FURTHER RESOLVED, that the City Administrator will report any such grant applications to the City Council after the application is submitted.

Moved by:

Leehy

Approved by:


Randall C. Gustafson
Mayor

GUSTAFSON
LEEHY
MEYER
WEHYEE
WASSENBERG

4 In Favor
0 Against

Attested by:


Jack Linehan
City Administrator

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Meeting Date	November 15, 2023
Agenda Item	Policy H4
Attachment	N/A
Submitted By	Jack Linehan, City Administrator

Item	Law Enforcement Contract Discussion
Description	A discussion of the latest updates on the proposed police services options with the City of St. Paul.
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	Staff recommends the City Council discuss the contract options with the City of St. Paul for policing services.