

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

AGENDA  
May 8, 2024 at 7:00 P.M.

- A. CALL TO ORDER: 7:01 p.m.
- B. ROLL CALL: GUSTAFSON  LEEHY  MEYER  — came at 7:04  
WASSENBERG  MIELKE
- STAFF PRESENT: LINEHAN
- C. APPROVAL OF AGENDA Leehy 4-0
- D. PRESENTATION  
1. Year-End 2023 Audit Report Meyer 5-0
- E. APPROVAL OF MINUTES:
- F. PUBLIC HEARINGS:
- G. CONSENT AGENDA: Leehy 5-0  
1. General Disbursements through 05/1/24: \$25,591.44  
Payroll through 04/30/24: \$24,379.29  
Wire Payments through 04/30/24: \$15,446.41  
2. Accept Donation from AARP Tax-Aide  
3. Pay Request #1 - Forest Lake Contracting Larpenteur Avenue Streetlight Project
- H. POLICY ITEMS: Mielke 5-0  
1. Letter of Support for Falcon Heights Church Flood Mitigation Feasibility Study -  
Capitol Region Watershed District
- 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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<b>Meeting Date</b>	May 8, 2024
<b>Agenda Item</b>	Presentation D1
<b>Attachment</b>	Audit Materials
<b>Submitted By</b>	Jack Linehan, City Administrator

<b>Item</b>	Year-End 2023 Annual Audit Report
<b>Description</b>	<p>Andrew Grice of BerganKDV will present the Annual Comprehensive Financial Report for the Year Ended December 31, 2023. The Financial Report is a complex document that includes evaluation and analysis of the financial stability of the City as it relates to the General Fund, Special Revenue Funds, Debt Service funds, Capital Funds, and Proprietary Funds.</p> <p>Mr. Grice will provide a high-level overview of the financial stability of the City for year-end 2023.</p>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Communications Letter</li> <li>• Legal Compliance Report</li> <li>• Annual Comprehensive Financial Report (2023)</li> </ul>
<b>Action(s) Requested</b>	Motion to accept and approve the Year End 2023 Annual Audit Report.

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A/P Regular Open Item Register

PACKET: 03082 APR 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
=====							
01-00161	ANCHOR PAPER COMPANY						
I-10743607-00		PAPER TOWELS/BATH TISSUE/LINE	337.75				
4/23/2024	APBNK	DUE: 4/23/2024 DISC: 4/23/2024		1099: N			
		PAPER TOWELS/BATH TISSUE/LINER		101 4131-70110-000	SUPPLIES		337.75
		=== VENDOR TOTALS ===	337.75				
=====							
01-03103	CANON FINANCIAL SERVICES						
I-32422640		COPIER CONTRACT CHRG APR	163.59				
4/23/2024	APBNK	DUE: 4/23/2024 DISC: 4/23/2024		1099: N			
		COPIER CONTRACT CHRG APR		101 4131-87010-000	CITY HALL MAINTENANCE		163.59
		=== VENDOR TOTALS ===	163.59				
=====							
01-05008	HUMANA INSURANCE CO						
I-673999254		VISION - MAY	78.21				
4/23/2024	APBNK	DUE: 4/23/2024 DISC: 4/23/2024		1099: N			
		VISION - MAY		101 4112-89000-000	MISCELLANEOUS		78.21
		=== VENDOR TOTALS ===	78.21				
=====							
01-05451	MADISON NATIONAL LIFE INS CO I						
I-V 4-2023 May		LTD and STD insurance May	129.71				
4/23/2024	APBNK	DUE: 4/23/2024 DISC: 4/23/2024		1099: N			
		LTD and STD insurance May		101 4112-89000-000	MISCELLANEOUS		129.71
		=== VENDOR TOTALS ===	129.71				
=====							
01-05060	MCQUEEN EQUIPMENT INC						
I-w13996		SWEEPER MAINT & BROOM REPAIRS	1,611.89				
4/23/2024	APBNK	DUE: 4/23/2024 DISC: 4/23/2024		1099: N			
		SWEEPER MAINT & BROOM REPAIRS		602 4602-83025-000	SWEEPER PARTS/SUPPLIES		1,611.89
		=== VENDOR TOTALS ===	1,611.89				
=====							
01-06024	ON SITE SANITATION						
I-10698667		COMM PARK PORTABLE TOILET	165.00				
4/23/2024	APBNK	DUE: 4/23/2024 DISC: 4/23/2024		1099: N			
		COMM PARK PORTABLE TOILET		601 4601-85080-000	PORTABLE TOILET PARKS		165.00
I-1698668		CURTISS FIELD PORTABLE TOILET	165.00				
4/23/2024	APBNK	DUE: 4/23/2024 DISC: 4/23/2024		1099: N			
		CURTISS FIELD PORTABLE TOILET		601 4601-85080-000	PORTABLE TOILET PARKS		165.00
		=== VENDOR TOTALS ===	330.00				

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A/P Regular Open Item Register

PACKET: 03082 APR 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
=====						
01-06303		REPUBLIC SERVICES				
-----						
I-0923-005645515		STREET SWEEPINGS	138.63			
4/23/2024	APBNK	DUE: 4/23/2024 DISC: 4/23/2024		1099: N		
		STREET SWEEPINGS		602 4602-84000-000	STREET SWEEPINGS	138.63
		=== VENDOR TOTALS ===	138.63			
=====						
01-06301		SAMS CLUB MC/SYNCB				
-----						
I-202404238815		ROLLER WATER PUMP/CHATGPT/AMA	328.55			
4/23/2024	APBNK	DUE: 4/23/2024 DISC: 4/23/2024		1099: N		
		OPTIMIS CLUB ROSEVILLE		101 4112-86100-000	CONFERENCES/EDUCATION/AS	29.00
		CHATGPT		101 4116-70100-000	SUPPLIES	20.00
		ANNUAL MEMBERSHIP AMAZON PRIME		101 4131-70110-000	SUPPLIES	139.00
		ASPHALT ROLLER WATER PUMP		101 4132-87000-000	REPAIR EQUIPMENT	140.55
		=== VENDOR TOTALS ===	328.55			
		=== PACKET TOTALS ===	3,118.33			

PACKET: 03084 APR 24 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-----						
=====						
01-03122	CITY OF ST PAUL					
I-IN57964		ASPHALT MIX	84.86			
4/24/2024	APBNK	DUE: 4/24/2024 DISC: 4/24/2024		1099: N		
		ASPHALT MIX		101 4132-75000-000	BITUMINOUS PATCHING	84.86
=== VENDOR TOTALS ===			84.86			
=====						
01-06301	SAMS CLUB MC/SYNCE					
I-202404248816		BALANCE PYMT INTEREST	31.15			
4/24/2024	APBNK	DUE: 4/24/2024 DISC: 4/24/2024		1099: N		
		BALANCE PYMT INTEREST		101 4112-89000-000	MISCELLANEOUS	31.15
=== VENDOR TOTALS ===			31.15			
=====						
01-00935	ST PAUL REGIONAL WATER SERVICE					
I-202404248817		H2O AND SS	162.98			
4/24/2024	APBNK	DUE: 4/24/2024 DISC: 4/24/2024		1099: N		
		H2O COMMUNITY PARK		101 4141-85040-000	WATER	39.24
		SS COMMUNITY PARK		601 4601-85075-000	CITY BUILDINGS SANITARY	12.33
		CITY HALL H2O		101 4131-85040-000	WATER	89.17
		CITY HALL SS		601 4601-85075-000	CITY BUILDINGS SANITARY	22.24
=== VENDOR TOTALS ===			162.98			
=== PACKET TOTALS ===			278.99			

PACKET: 03087 APR 29 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
01-03123 CINTAS CORPORATION							
I-4190683549		FLOOR MAT SVC	82.28				
4/29/2024	APBNK	DUE: 4/29/2024 DISC: 4/29/2024		1099: N			
		FLOOR MAT SVC		101 4131-87010-000	CITY HALL MAINTENANCE		82.28
=== VENDOR TOTALS ===			82.28				
01-03583 DELL MARKETING L.P.							
I-17045319885		BASE.DS FOR LAPTOP COMPUTER	256.87				
4/29/2024	APBNK	DUE: 4/29/2024 DISC: 4/29/2024		1099: N			
		BASE.DS FOR LAPTOP COMPUTER		401 4401-90100-000	FURNITURE & EQUIPMENT		256.87
=== VENDOR TOTALS ===			256.87				
01-05153 HOME DEPOT CRC/GECF							
I-202404298820		WOOD/WEED CONTROL/QUICKRETE	188.06				
4/29/2024	APBNK	DUE: 4/29/2024 DISC: 4/29/2024		1099: N			
		WOOD TRIM AND 1/2 INCH SUPPLY		101 4131-70110-000	SUPPLIES		62.33
		WEED CONTROL		101 4132-70120-000	SUPPLIES		69.97
		QUICKETE MIX		602 4602-70200-000	SUPPLIES		55.76
=== VENDOR TOTALS ===			188.06				
01-05856 LINEHAN, JACK							
I-202404298821		TELEPHON REIMB APRIL	60.00				
4/29/2024	APBNK	DUE: 4/29/2024 DISC: 4/29/2024		1099: N			
		TELEPHON REIMB APRIL		601 4601-85015-000	CELL PHONE		60.00
=== VENDOR TOTALS ===			60.00				
01-05440 LOFFLER COMPANIES, INC							
I-4674797		COPIER OVERAGE CHRGS APR	149.52				
4/29/2024	APBNK	DUE: 4/29/2024 DISC: 4/29/2024		1099: N			
		COPIER OVERAGE CHRGS APR		101 4112-87000-000	REPAIR OFFICE EQUIPMENT		149.52
=== VENDOR TOTALS ===			149.52				
01-05731 MN DEPARTMENT OF LABOR INDUSTR							
I-MARCH 1230152024		1ST QTR SURCHARGES	350.33				
4/29/2024	APBNK	DUE: 4/29/2024 DISC: 4/29/2024		1099: N			
		1ST QTR SURCHARGES		101 20801-000	DUE TO OTHER GOVERNMENTS		350.33
=== VENDOR TOTALS ===			350.33				



4/29/2024 10:55 AM

A/P Regular Open Item Register

PACKET: 03087 APR 29 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-06030	OLSON,ROLAND					
I-202404298819		MILEAGE REIMB	107.20			
4/29/2024	APBNK	DUE: 4/29/2024 DISC: 4/29/2024		1099: N		
		MILEAGE REIMB		101 4113-86010-000	MILEAGE	107.20
		=== VENDOR TOTALS ===	107.20			
=====						
01-06990	PROSHRED MINNESOTA					
I-26508		CITY WIDE SHREDDING EVENT	550.00			
4/29/2024	APBNK	DUE: 4/29/2024 DISC: 4/29/2024		1099: N		
		CITY WIDE SHREDDING EVENT		101 4137-89010-000	SPECIAL EVENTS	550.00
		=== VENDOR TOTALS ===	550.00			
=====						
01-07898	WSB					
I-R-023655-000-7		PLANNING COMM PARK IMPROVEMEN	15,028.04			
4/29/2024	APBNK	DUE: 4/29/2024 DISC: 4/29/2024		1099: N		
		PLANNING COMM PARK IMPROVEMENT		403 4403-91500-000	COMMUNITY PARK LAND/BUIL	15,028.04
		=== VENDOR TOTALS ===	15,028.04			
		=== PACKET TOTALS ===	16,772.30			

5/01/2024 9:37 AM

A/P Regular Open Item Register

PACKET: 03089 MAY 1ST 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
=====						
01-00875	BHE	COMMUNITY SOLAR, LLC				
I-12052105		SOLAR GARDEN ELECT MARCH	1,465.44			
5/01/2024	APBNK	DUE: 5/01/2024 DISC: 5/01/2024		1099: N		
		SOLAR GARDEN ELECT MARCH		101 4137-85025-000	SOLAR ELECTRIC	1,465.44
		=== VENDOR TOTALS ===	1,465.44			
=====						
01-05422	BP					
I-202405018825		FUEL	1,180.49			
5/01/2024	APBNK	DUE: 5/01/2024 DISC: 5/01/2024		1099: N		
		FUEL		101 4132-74000-000	MOTOR FUEL & LUBRICANTS	839.65
		FUEL		602 4602-74000-000	FUEL & LUBRICANTS	340.84
		=== VENDOR TOTALS ===	1,180.49			
=====						
01-06290	CITY OF ROSEVILLE					
I-242057		ENGINEERING MARCH	1,433.55			
5/01/2024	APBNK	DUE: 5/01/2024 DISC: 5/01/2024		1099: N		
		GENERAL ENG MARCH		101 4133-80100-000	ENGINEERING SERVICES	167.55
		ENG 2023 PMP MARCH		429 4429-80100-000	ENGINEERING	52.48
		ENG LARP STREET LIGHTS MAR		419 4419-80100-000	ENGINEERING	104.96
		ENG FALCON WOODS		419 4419-80100-000	ENGINEERING	1,056.08
		ENG 2021 PMP		426 4426-80100-000	ENGINEERING	52.48
		=== VENDOR TOTALS ===	1,433.55			
=====						
01-05119	GFOA					
I-2452001		GFOA MEMBERSHIP - ROLAND	170.00			
5/01/2024	APBNK	DUE: 5/01/2024 DISC: 5/01/2024		1099: N		
		GFOA MEMERSHIP - ROLAND		101 4113-86110-000	MEMBERSHIPS	170.00
		=== VENDOR TOTALS ===	170.00			
=====						
01-05058	JOSH JORDAN					
I-202405018826		TAE KWON DO INSTRUCTOR	896.00			
5/01/2024	APBNK	DUE: 5/01/2024 DISC: 5/01/2024		1099: Y		
		TAE KWON DO INSTRUCTOR		201 4201-87700-000	INSTRUCTOR-SPECIALTY CLA	896.00
		=== VENDOR TOTALS ===	896.00			

PACKET: 03089 MAY 1ST 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
=====						
01-05582	MENARDS					
I-202405018823		SAFETY VESTS/GREASE/KITCHEN S	199.15			
5/01/2024	APBNK	DUE: 5/01/2024 DISC: 5/01/2024		1099: N		
		SAFETY VESTS		101 4132-70120-000	SUPPLIES	93.88
		KITCHEN SUPPLIES		101 4131-70110-000	SUPPLIES	79.99
		GREASE		101 4132-70120-000	SUPPLIES	19.99
		NOZE NOZZLE/REFLECTIV E TAPE		203 4203-70100-000	SUPPLIES	5.29
		=== VENDOR TOTALS ===	199.15			
=====						
01-07232	TRUHLER, DAVID					
I-202405018824		REFUND TAE KWON DO	65.89			
5/01/2024	APBNK	DUE: 5/01/2024 DISC: 5/01/2024		1099: N		
		REFUND TAE KWON DO		201 34310-000	RECREATION FEES	65.89
		=== VENDOR TOTALS ===	65.89			
=====						
01-05870	XCEL ENERGY					
I-202405018822		ELECT	11.30			
5/01/2024	APBNK	DUE: 5/01/2024 DISC: 5/01/2024		1099: N		
		ELECT		101 4121-85020-000	ELECTRIC	11.30
		=== VENDOR TOTALS ===	11.30			
		=== PACKET TOTALS ===	5,421.82			

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

PAY PERIOD ENDING 4/30/2024  
DIRECT DEPOSIT EFFECTIVE DATE 4/25/2024

EMP #	NAME	AMOUNT
0. J022	RANDALL C GUSTAFSON	293.07
01-0023	MELANIE M LEEHY	262.05
01-0027	ERIC G MEYER	262.05
01-0028	JAMES J WASSENBERG	262.05
01-0029	PAULA MIELKE	262.05
01-1006	JACK LINEHAN	3,057.73
01-1027	KELLY A NELSON	2,551.72
01-1029	ELKE VAN DER WERFF	1,779.05
01-1136	ROLAND O OLSON	3,282.06
01-1162	ALYSSA LANDBERG	1,258.99
01-1028	HANNAH B LYNCH	2,794.05
01-1167	DAVID S SIMONS	1,716.13
01-1168	DEAN T POPE	1,725.88
01-1033	DAVE TRETSVEN	2,065.72
01-1143	COLIN B CALLAHAN	2,806.69

TOTAL PRINTED: 15 24,379.29

4-25-2024 5:48 AM  
PAYROLL NO: 01 City of Falcon Heights

PAYROLL CHECK REGISTER

PAGE: 1  
PAYROLL DATE: 4/25/2024

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

REGULAR CHECKS:		
DIRECT DEPOSIT REGULAR CHECKS:	15	24,379.29
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	15	24,379.29

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

\*\* END OF REPORT \*\*

April 30 payroll

Fed With	8,737.62
St With	1,570.24
Pera	4,938.55
ICMA	200.00
	<hr/>
	15,446.41

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<b>Meeting Date</b>	May 8, 2024
<b>Agenda Item</b>	Consent G2
<b>Attachment</b>	Resolution 24-33
<b>Submitted By</b>	Kelly Nelson, Administrative Services Director

<b>Item</b>	Accepting Donation from AARP Tax-Aide
<b>Description</b>	<p>AARP-Taxaide utilized City facilities to offer free tax preparation services to those in the community that are retired and/or to individuals with low to moderate income. On April 29, 2024, the City received a letter from Maggie Batten, along with a donation in the amount of \$200 to be applied to the general upkeep of the Council Chambers.</p> <p>The Minnesota Statutes Section 465.03 requires that all gifts and donations be accepted by resolution of the governing body:          “Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.”</p>
<b>Budget Impact</b>	The donation will be applied to the general upkeep of the Council Chambers.
<b>Attachment(s)</b>	Resolution 24-33
<b>Action(s) Requested</b>	Accept the generous donation from AARP Tax-Aide in the amount of \$200.

**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

May 8, 2024

No. 24-33

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**RESOLUTION TO ACCEPT A DONATION FROM AARP TAX-AIDE**

**WHEREAS**, AARP Tax-Aide has donated \$200 to Falcon Heights for the general upkeep of the Council Chambers; and

**WHEREAS**, the Minnesota Statutes Section 465.03 requires that all gifts and donations of real or personal property be accepted only with the adoption of a resolution of the governing body.


**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Falcon Heights, Minnesota, that the donation of the \$200 is hereby accepted; and

**BE IT FURTHER RESOLVED** that the City of Falcon Heights sincerely thanks AARP TaxAide for the donation.


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**ADOPTED** by the Falcon Heights City Council on May 8, 2024.

Moved by: Leehy

Approved by:   
Randall C. Gustafson  
Mayor

GUSTAFSON     5     In Favor  
LEEHY  
MEYER           0     Against  
WASSENBERG  
MIELKE

Attested by:   
Jack Linehan  
City Administrator



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<b>Meeting Date</b>	May 8, 2024
<b>Agenda Item</b>	G3
<b>Attachment</b>	Pay Estimate #1
<b>Submitted By</b>	Jennifer Lowry, Interim-City Engineer

<b>Item</b>	Request approval of Pay Estimate #1 for the Larpenteur Avenue Lighting Project, FH 23-03.
<b>Description</b>	<p>Pay Estimate #1 in the amount of \$134,091.24 is attached for the materials on hand (ordered and received) for the Larpenteur Avenue Lighting Project.</p> <p>The project engineer and consultant have reviewed the invoice to confirm these components meet project submittals and requirements, and submit the invoice for Council approval. With this pay estimate, the total amount paid to date on this project is \$134,091.24 or 39.3% of the original contract price.</p>
<b>Budget Impact</b>	<p>The contract with Forest Lake Contracting, Inc. is \$340,800.00. Engineering costs are estimated to be \$17,000. The total project cost is \$357,800.00.</p> <p>This project was listed in the CIP to be financed by the following funds:</p> <ul style="list-style-type: none"> <li>• Infrastructure (419) - \$270,000</li> <li>• TIFF #1-3 Improvement - \$80,000</li> </ul>
<b>Attachment(s)</b>	Pay Estimate #1
<b>Action(s) Requested</b>	<p>Staff recommends adoption of the following motion:</p> <p>Motion to approve Pay Estimate #1 for the Larpenteur Avenue Lighting Project.</p>



14777 Lake Drive  
Forest Lake, MN 55025

PH: (651) 464-4500  
FAX: (651) 464-4722

April 4, 2024

Ms. Stephanie Smith, PE  
City of Roseville/Falcon Heights

Dear Ms. Smith:

We would like to submit the following invoices as a request for materials on hand in regards to the *Larpentuer Avenue Lighting* project. We are requesting a total of **\$134,091.24**, as detailed below:

Supplier	Description	Invoice #	Invoice Amount	Pay Item
Graybar	Fixtures	9336311781	\$46,586.52	L14 Pole
Graybar	Poles	9336508897	\$59,445.81	L14 Pole
Graybar	Bolts	9336272388	\$16,165.16	L14 Pole
Povolny Specialties	Lighting Cab L1	49244	\$11,893.75	L1 Cabinet
		<b>TOTAL</b>	<b>\$134,091.24</b>	

All of the materials on hand are stored in our yard at the company address. The invoices have been independently verified and we find that they are true and accurate for materials actually received. Please contact me with any further questions or to view the materials.

Best Regards,

Christopher M. Brown, CPA  
Controller

# INVOICE



2300 EAST 25TH ST  
MINNEAPOLIS MN 55406-1221

**Invoice Questions Please Call or Email**

612-728-3500 or ARQuestions@graybar.com

Invoice No: 9336311781  
 Invoice Date: 03/08/2024  
 Account Number: JP9065631  
 Account Name: FOREST LAKE CONTRACTING: CITY OF

**Remit Payments To:**

GRAYBAR ELECTRIC COMPANY, INC.  
 12437 COLLECTIONS CENTER DRIVE  
 CHICAGO IL 60693-0124

3869 1 MB 0.571 E0239X 10447 012555590128 S2 P10187018 0001:0001



FOREST LAKE CONTRACTING  
 14777 LAKE DR NE  
 FOREST LAKE MN 55025-9461

Ship to:  
 FOREST LAKE CONTRACTING: CITY OF FALCON  
 CITY OF FALCON HEIGHTS  
 JOE MONETTE 651-464-4500  
 14777 LAKE DR  
 FOREST LAKE MN 55025-9445

*23-16*

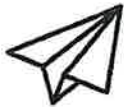
PO #: 27166-2316						SO#: 384528080	
Del. Doc. #:	PRO #	Routing	Date Shipped	Shipped From	F.O.B.	Rt. To	
0384528080			03/06/2024	FACTORY			

Ordered by: Joe Monette

Quantity	Catalog # / Description	Unit Price / Unit	Amount
1	LOT HOLOPHANE CORPORATION HOLOPHANE / ACUITY BRANDS	43488.00 / 1	# 43,488.00
	Consisting of:		
34	AUCL3 P30 30K MVOLT FC3 GN SK HOLOPHANE / ACUITY BRANDS		

*MOH → CB*

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# Indicates Taxable Item

**Terms of Payment**

1% 10th Prox., net 15th Prox.

As a condition of the sales agreement, a monthly service charge of the lesser of 1-1/2% or the maximum permitted by law may be added to all accounts not paid by net due date. Visa, MasterCard, American Express, and Discover credit cards are accepted at point of purchase only.

Sub Total	43,488.00
Freight & Handling	0.00
Tax	3533.40
<b>Total Due</b>	<b>47,021.40</b>
Cash Discount (if paid within terms)	-434.88
	<i>\$46,586.52</i>

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# INVOICE



2300 EAST 25TH ST  
MINNEAPOLIS MN 55406-1221

**Invoice Questions Please Call or Email**

612-728-3500 or ARQuestions@graybar.com

Invoice No: 9336508897  
 Invoice Date: 03/22/2024  
 Account Number: JP9065631  
 Account Name: FOREST LAKE CONTRACTING: CITY OF

**Remit Payments To:**

GRAYBAR ELECTRIC COMPANY, INC.  
 12437 COLLECTIONS CENTER DRIVE  
 CHICAGO IL 60693-0124

249 2 MB 0.571 E0041X I0310 D12610764332 S2 P10204586 0001:0006



FOREST LAKE CONTRACTING  
 14777 LAKE DR NE  
 FOREST LAKE MN 55025-9461

Ship to:  
 FOREST LAKE CONTRACTING: CITY OF FALCON  
 CITY OF FALCON HEIGHTS  
 JOE MONETTE 651-464-4500  
 14777 LAKE DR  
 FOREST LAKE MN 55025-9445

*23-16*

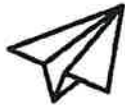
PO #:	27166-2316					SO#:	384528080
Del. Doc. #:	PRO #	Routing	Date Shipped	Shipped From	F.O.B.	Rt. To	
0384528080			03/19/2024	FACTORY			

Ordered by: Joe Monette

Quantity	Catalog # / Description	Unit Price / Unit	Amount
1	LOT HOLOPHANE CORPORATION HOLOPHANE / ACUITY BRANDS	55492.00 / 1	# 55,492.00
	Consisting of:		
34	SMA 14 S5J 13S WLDHHC C03 GN SP114/162C HOLOPHANE / ACUITY BRANDS		

*S300*

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Sub Total	55,492.00
Freight & Handling	0.00
Tax	4508.73
<b>Total Due</b>	<b>60,000.73</b>
Cash Discount (if paid within terms)	-554.92

*\$59,445.81*

*MOH => CB 4/4/24*

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# INVOICE



2300 EAST 25TH ST  
MINNEAPOLIS MN 55406-1221

**Invoice Questions Please Call or**

612-728-3500 or ARQuestions@graybar.com

**Invoice No:** 9336272388  
**Invoice Date:** 03/06/2024  
**Account Number:** JP9065631  
**Account Name:** FOREST LAKE CONTRACTING: CITY OF

**Remit Payments To:**

GRAYBAR ELECTRIC COMPANY, INC.  
12437 COLLECTIONS CENTER DRIVE  
CHICAGO IL 60693-0124

3510 1 AB 0.547 E0016X I0036 D12545249906 S2 P10182352 0001:0001



FOREST LAKE CONTRACTING  
14777 LAKE DR NE  
FOREST LAKE MN 55025-9461

**Ship to:**  
FOREST LAKE CONTRACTING: CITY OF FALCON  
CITY OF FALCON HEIGHTS  
JOE MONETTE 651-464-4500  
14777 LAKE DR  
FOREST LAKE MN 55025-9445

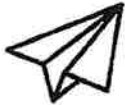
PO #: 27166-2316						SO#: 384528080	
Del. Doc. #:	PRO #	Routing	Date Shipped	Shipped From	F.O.B.	Rt. To	
0384528080			02/29/2024	FACTORY			

Ordered by: Joe Monette

Quantity	Catalog # / Description	Unit Price / Unit	Amount
1	LOT HOLOPHANE CORPORATION HOLOPHANE / ACUITY BRANDS	15090.00 / 1	# 15,090.00
	Consisting of:		
68	BA 24IN 1A BO S5J HB 100P GN HOLOPHANE / ACUITY BRANDS		

5300  
51100  
2316  
0026

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# Indicates Taxable Item

**Terms of Payment**

1% 10th Prox., net 15th Prox.

As a condition of the sales agreement, a monthly service charge of the lesser of 1-1/2% or the maximum permitted by law may be added to all accounts not paid by net due date. Visa, MasterCard, American Express, and Discover credit cards are accepted at point of purchase only.

Sub Total	15,090.00
Freight & Handling	0.00
Tax	1226.06
<b>Total Due</b>	<b>16,316.06</b>
Cash Discount (if paid within terms)	-150.90

16,165.16

motl → CB 3-6-24

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# Invoice



7350 COURTHOUSE BLVD.  
INVER GROVE HTS., MN 55077

DBE, SBE, TGB, WBE, & Wisconsin DBE Certified

Invoice #: 49244

Invoice Date: 1/4/2024

Date Due: 2/3/2024

Sold To:

Ship To:

FOREST LAKE CONTRACTING, INC.  
14777 LAKE DRIVE  
FOREST LAKE, MN 55025

Terms	P.O. #./JOB NAME	Shipped Via:	Ordered By:
Net 30	27165-2316		JOE

QUANTITY	DESCRIPTION	Unit	Amount
2	LIGHTING CABINETS  5189 S1100 2316 0036	5,500.00	11,000.00

<p><b>THANK YOU FOR YOUR BUSINESS</b></p> <p>PLEASE PAY BY THIS INVOICE. A LATE PAY CHARGE OF 1 1/2%, PER MONTH</p> <p><b>TERMS OF SALE</b> (WITH APPROVED CREDIT) NET 30 DAYS HOLD AT 45 DAYS C.O.D. AT 60 DAYS</p>	Subtotal	\$11,000.00
	Sales Tax (8.125%)	\$893.75
	Total	\$11,893.75
	Payments/Credits	\$0.00
	<b>Balance Due</b>	<b>\$11,893.75</b>

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<b>Meeting Date</b>	May 8, 2024
<b>Agenda Item</b>	Policy H1
<b>Attachment</b>	Resolution 24-34
<b>Submitted By</b>	Jack Linehan, City Administrator

<b>Item</b>	Support of Application for Falcon Heights Community Church Flood Mitigation Feasibility Study
<b>Description</b>	<p>In 2023, Falcon Heights Community Church (1795 Holton Street) reached out to the City regarding their storm sewer drain in the northern part of their parking lot. The church is exploring the future use of that parcel, and wanted to see if relocation was possible.</p> <p>As Roseville Engineering dug in to the request, they reached out to the Capitol Region Watershed District (CRWD). CRWD has identified the need to reduce flooding at the Gottfried's Pit subwatershed, and adding additional storage capacity at the Falcon Heights Church could help meet those goals.</p> <p>CRWD and Roseville Engineering are exploring the possibility of an underground water storage facility at Falcon Heights Community Church parking lot, similar to the installation recently installed at St. Rose of Lima in Roseville.</p> <p>This letter from the City Council will help endorse the project as CRWD explores funding and study opportunities.</p>
<b>Budget Impact</b>	There is no impact to budget at this phase. The City did budget in the 10-year capital plan for potential storm water improvements at FH Community Church, but those would not be required yet.
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• CRWD RFP</li> <li>• CRWD Background Info</li> <li>• Letter of Support</li> <li>• Resolution 24-34</li> </ul>
<b>Action(s) Requested</b>	Staff recommends adoption of the following motion: Motion to approve Resolution 24-32 supporting application for Falcon Heights Community Church Flood Mitigation Feasibility Study



## Capitol Region Watershed District

595 Aldine Street  
Saint Paul, MN 55104  
(651) 644-8888 • [capitolregionwd.org](http://capitolregionwd.org)

### Request for Proposals

**DATE:** April 17, 2024  
**TO:** Black & Veatch, Geosyntec, ISG, Rani Engineering  
**FROM:** Luke Martinkosky, Water Resources Regulatory Specialist  
**RE:** Flood Mitigation Feasibility Study: FA13 and FA16 Request for Proposals  
**EXHIBITS:** All exhibits [Available for Download](#)  
Exhibit A— TBI Modeling Report  
Exhibit B— Gottfried's Pit Subwatershed Analysis – Capstone Project  
Exhibit C— Project Area Map  
Exhibit D — Example Consultant Services Agreement

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This letter serves as a request for proposals to conduct a flood mitigation feasibility study for two priority areas within the Como Lake Subwatershed of Capitol Region Watershed District (CRWD) in Falcon Heights and Roseville, Minnesota. Proposals shall be submitted no later than 4:00PM on May 15, 2024.

#### **Background**

In 2023, CRWD completed XPSWMM H&H and P8 water quality modeling of the Trout Brook Subwatershed (Exhibit A) which included the Como Lake subwatershed. During this study, 20 flood areas were identified and given a composite score based on structural impacts, infrastructure impacts, and duration of flooding in each area. A social vulnerability index was also assigned to each area. Flood areas 13 and 16 have been identified in the Trout Brook Modeling Report (2024) as high-priority locations based on their composite scores. Interest from private landowners may provide opportunities to implement flood mitigation projects as well as water quality improvements. Summaries of these flood areas can be found below and on report pages 111 and 115 of Exhibit A.

Flood Area 13 (FA13) was ranked #6 in the priority scoring. FA13 is an approximately 63-acre area centralized along Lexington Avenue North and includes many connected areas of residential flood impacts. The high number of potentially impacted residential structures for events larger than the 10-year event drives the high composite score for this area. Flooding in this area has been confirmed, and a church parking lot at Roselawn Avenue West and North Fernwood Street and the adjacent Bruce Russell Park have been identified as an opportunity for this flood area. Downstream stormwater treatment receives runoff from a large drainage area, so there may be opportunity to expand on existing water quality improvements.

Flood Area 16 (FA16) was ranked #10 in the priority scoring. FA16 is an approximately 50-acre area centralized along Ruggles street and includes many connected areas of residential flood impacts. The high number of potentially impacted residential structures for events larger than the 2-year event drives the composite score for this area. Flooding in this area has been confirmed, and the subdivision and

reconstruction of a church parking lot at Holton Street North and Garden Avenue has been identified as an upcoming opportunity for this flood area. Downstream stormwater treatment receives runoff from a large drainage area, so there may be opportunity to expand on existing water quality improvements.

Flood mitigation projects in highly developed areas can be costly to install and difficult to coordinate. However, the interested parties mentioned above may provide opportunities to incorporate flood mitigation and water quality improvement measures into their parking lot reconstruction plans. By completing a feasibility study at this stage, CRWD will be able to determine which opportunities may warrant design and construction in a timely manner.

### **Project Team**

This project will be led by Capitol Region Watershed District. Primary project team contacts include Luke Martinkosky, Water Resources Regulatory Specialist, and Nate Zwonitzer, Planning Projects and Grants Division Manager. Staff for the Cities of Roseville and Falcon Heights will also be involved throughout the project.

### **Preliminary Scope of Work**

This project is intended to evaluate flood mitigation and water quality improvement alternatives that will reduce the duration and depth of flooding and pollutant loading in FA13 and FA16. The evaluation will include the entire flood areas and will focus on the Falcon Heights United Church parking lot at Garden Avenue and Holton Street (FA13) and the Roseville Lutheran Church parking lot and adjacent Bruce Russell Park at Roselawn Avenue West and North Fernwood Street (FA16).

It is anticipated that the consultant will utilize a combination of existing data review, modeling of alternatives, and field investigation to accomplish the following tasks:

#### **Task 1: Modeling Evaluation and Analysis:**

- A. The consultant will work with CRWD, Roseville, and Falcon Heights staff to determine the design goals of flood mitigation (e.g., provide adequate volume to protect structures in a 10- or 25-year Atlas 14 rainfall event, etc.) and will design and evaluate flood mitigation alternatives to meet these goals.
- B. The consultant will develop and evaluate up to five concept level subwatershed flood mitigation and water quality improvement alternatives within each of the FA13 and FA16 flood areas with an emphasis on the church parking lot sites and adjacent park space. Up to ten total alternatives will be developed. This task includes simple aerial mapping, showing project alignments and footprints.
- C. The work will include a qualitative evaluation/ranking of the potential downstream benefits (high/medium/low) of flood mitigation and water quality alternatives.
- D. The consultant will generate up to five high-level cost estimates (ex. order of magnitude or categories of high, medium, low) for each of the flood mitigation alternatives to assist with the selection of alternative(s) for further study.

**Task 2: Review and Refinement of Alternatives**

- A. Consultant will host one meeting with CRWD, Roseville, and Falcon Heights to review the flood mitigation and water quality improvement alternatives. The goal of this meeting is to allow CRWD, Roseville, and Falcon Heights to comment and provide input prior to refinement of up to five alternatives. Comments and feedback from CRWD, Roseville, and Falcon Heights will be incorporated to refine and update the modeling and analysis.
- B. For the selected alternative(s), the consultant will model the flood mitigation and water quality benefits provided by flood mitigation BMPs using existing XPSWMM and P8 models.
- C. The consultant will also refine conceptual figures and generate feasibility-level figures, showing proposed storm sewer alignments, locations and approximate sizing of flood mitigation and water quality alternatives, conceptual cross-sections, and other key design elements.
- D. Two soil borings will be completed at each of the church parking lots to evaluate subsurface conditions (4 total).

**Task 3: Cost Benefit**

- A. Consultant will develop planning level cost estimates (CRWD anticipates this estimate to be within at least +/- 50%) for the selected alternatives and will evaluate the cost-benefit of flood mitigation and water quality improvements. To quantify the benefit of flood mitigation efforts, for the selected level of service the consultant will re-calculate the duration and depth of flooding on roadways, and the number and type of structures affected by flooding.

**Task 4: Reporting**

- A. The consultant will develop a technical memo summarizing the flood mitigation and water quality improvement study and recommend next steps.
- B. A draft will be provided to CRWD, Roseville, and Falcon Heights staff for review and two to three rounds of comments will be incorporated before finalizing the report and related deliverables.

**Task 5: Presentation**

- A. The consultant will develop and present the findings of the study for up to three different audiences, which may include the CRWD Board and CAC, partner Cities, and Churches.

**Estimated Level of Effort**

CRWD anticipates the level of effort for this project to be under \$35,000.

**Anticipated Timeline**

It is anticipated that this project will begin in June 2024, with a technical memo completed in fall 2024. Project completion date will be refined with the chosen consultant.

RFP Distribution	Wednesday, April 17
Optional Pre-Submittal Meeting (Virtual)	Wednesday, April 24
Consultant Questions about RFP Due to CRWD	Monday, April 29
CRWD Provides Responses to RFP Questions	Thursday, May 2

Proposal Submittal Deadline	Wednesday, May 15
Proposal Review	Week of May 13
CRWD Board Consultant Approval	Wednesday, June 5
Project Start	June 2024
Project Completion	Fall 2024

**Pre-Submittal Meeting**

A virtual, optional pre-submittal meeting to learn about the project and ask questions will take place on April 24 at 10AM via Teams. A meeting invitation will be sent via email.

**RFP Questions**

Questions regarding the RFP may be asked during the pre-submittal meeting, or otherwise should be directed in writing to Luke Martinkosky at [lmartinkosky@capitolregionwd.org](mailto:lmartinkosky@capitolregionwd.org) no later than April 29. Responses to all questions will be shared in writing to all firms on or before May 2.

**Submission Instructions**

Firms are required to follow the outline below for their proposal. Failure to respond to any of the following technical submittal requirements may disqualify the proposal. Proposals must include:

1. Firm’s name, address, contact person phone number and email address and basic firm information.
2. Description of the firm’s approach to completing the project.
3. List of specific individual(s) who will work on this project and include brief descriptions of their professional qualifications, experience on similar projects and availability.
4. A detailed scope of work, budget by task, and schedule to complete the project, including billing rates and hours for staff proposed.
5. Brief descriptions of recent similar projects successfully completed by the firm that demonstrate your ability to complete similar types of projects.
6. Description of how your firm aligns with CRWD’s equity and inclusion goals. This may be specific to the project and/or your firm’s operations, selection of subcontractors, hiring and other efforts being made to achieve diversity, equity and inclusion.

Electronic submittals of proposals are preferred. Your proposal may not exceed 10 pages in length. Staff resumes and project descriptions may be included as an appendix and are not limited in length. Proposals shall be submitted no later than Wednesday, May 15 at 4:00PM to Luke Martinkosky, Water Resources Regulatory Specialist, [lmartinkosky@capitolregionwd.org](mailto:lmartinkosky@capitolregionwd.org)

**Selection Process**

During the week of May 20<sup>th</sup>, CRWD and partners will review proposals, which will be evaluated based on the following criteria:

1. Experience of key personnel who will be involved in the project;
2. Recent similar projects completed;
3. General approach to project;
4. Detailed scope of work and budget; and
5. A brief summary of how your firm aligns with CRWD's diversity, equity, and inclusion goals. This may be specific to your firm's operations, selection of subcontractors, hiring or other efforts being made to achieve diversity, equity and inclusion in the water resources field.

Based on the merits of the proposals, CRWD will consider selecting a firm to recommend to CRWD's Board at its June 5<sup>th</sup> meeting. Following approval, a professional services agreement will be executed. An example professional services agreement is included as Exhibit D.

Updated: 5/3/2024

## Project Name:

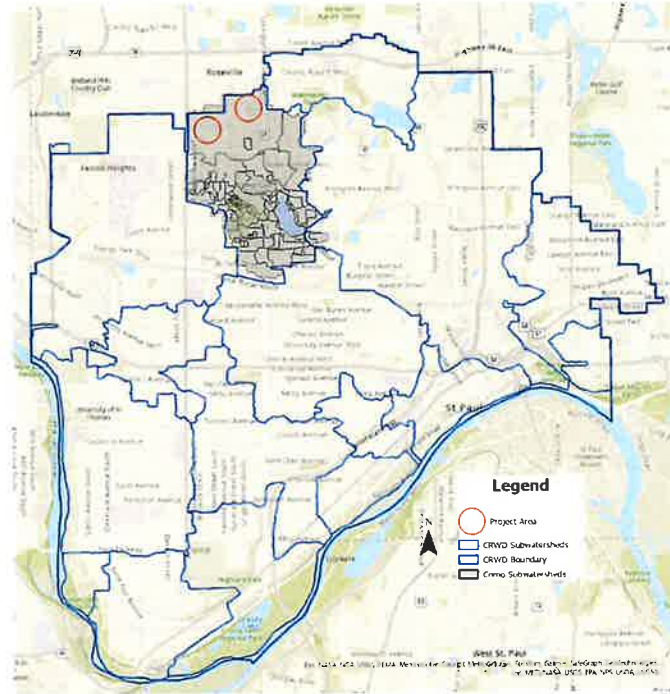
Flood Mitigation Feasibility Study:  
FA13 and FA16  
Project #:

## Project Lead:

Reg Division: Luke Martinkosky  
PPG Division: Nate Zwonitzer (support)

## WMP Alignment:

**305I:** Como Park Area Drainage  
Infrastructure Analysis and Planning  
**305P:** Future Stormwater Planning  
and Implementation  
**375H:** District Flooding Prioritization  
and Solution Identification  
**375O:** Climate Science and Community  
Resiliency



## Purpose:

Flood areas 13 and 16 have been identified in the Trout Brook Modeling Report (2024) as high-priority locations based on structural impacts, infrastructure impacts, and duration of flooding. Interest from private landowners may provide opportunities to implement flood mitigation projects in tandem with water quality projects. The purpose of this study is to determine which, if any, of these locations are suitable for design and construction of flood mitigation projects.

## Project Goals:

Evaluate flood mitigation and water quality improvement alternatives that will reduce the duration and depth of flooding and pollutant loading in FA13 and FA16. The evaluation will include the entire flood areas and will focus on the Falcon Heights United Church parking lot at Garden Ave. and Holton St. (FA13) and the Roseville Lutheran Church parking lot and adjacent Bruce Russell Park at Roselawn Ave. W. and N. Fernwood St. (FA16).

## Project Outcomes:

At the end of this project, CRWD will know:

- The causes of flooding in each flood area,
- Whether there is physical space available to implement structural flood control practices,
- Potential techniques for flood mitigation in each of the flood areas ,
- Expected reductions in duration and depth of flooding from evaluated alternatives,
- Expected water quality improvements from evaluated alternatives,

- High-level cost estimates for each alternative, and
- Which sites, if any, should be investigated further for potential flood control BMPs implementation.

Key CRWD Plan Themes Addressed	Plan Issues/Goals Addressed	Implementation References
<ul style="list-style-type: none"> <li>• Rain as a Resource</li> <li>• Climate Change and community Resilience</li> <li>• Partnerships</li> </ul>	<ul style="list-style-type: none"> <li>• WQ-1: Establish Como Lake as an ecologically healthy shallow lake and meet long-term water quality goals identified in the Como Lake Management Plan</li> <li>• FL-4: Reduce the likelihood and/or consequences of flooding by working with partners to identify, prioritize, and address existing and potential infrastructure capacity and other contributing issues throughout the District.</li> <li>• FL-6: Adapt to changing climate by evaluating flood risk and designing all new applicable District projects under present and anticipated climate and precipitation trends.</li> </ul>	<ul style="list-style-type: none"> <li>• 305I: Como Park Area Drainage Infrastructure Analysis and Planning</li> <li>• 305P: Future Stormwater Planning and Implementation</li> <li>• 375H: District Flooding Prioritization and Solution Identification</li> <li>• 375O: Climate Science and Community Resiliency</li> </ul>

## Project Description:

### Draft Project Scope

#### **Task 1: Modeling Evaluation and Analysis:**

- A. The consultant will work with CRWD, Roseville, and Falcon Heights staff to determine the design goals of flood mitigation (e.g., provide adequate volume to protect structures in a 10- or 25-year Atlas 14 rainfall event, etc.) and will design and evaluate flood mitigation alternatives to meet these goals.
- B. The consultant will develop and evaluate up to five concept level subwatershed flood mitigation and water quality improvement alternatives within each of the FA13 and FA16 flood areas with an emphasis on the church parking lot sites and adjacent park space. Up to ten total alternatives will be developed. This task includes simple aerial mapping, showing project alignments and footprints.
- C. The work will include a qualitative evaluation/ranking of the potential downstream benefits (high/medium/low) of flood mitigation and water quality alternatives.
- D. The consultant will generate up to five high-level cost estimates for each of the flood mitigation alternatives to assist with the selection of alternative(s) for further study.

#### **Task 2: Review and Refinement of Alternatives**

- A. Consultant will host one meeting with CRWD, Roseville, and Falcon Heights to review the flood mitigation and water quality improvement alternatives. The goal of this meeting is to allow CRWD, Roseville, and Falcon Heights to comment and provide input prior to refinement of up to five alternatives. Comments and feedback from CRWD,



Roseville, and Falcon Heights will be incorporated to refine and update the modeling and analysis.

- B. For the selected alternative(s), the consultant will model the flood mitigation and water quality benefits provided by flood mitigation BMPs using existing XPSWMM and P8 models.
- C. The consultant will also refine conceptual figures and generate feasibility-level figures, showing proposed storm sewer alignments, locations and approximate sizing of flood mitigation and water quality alternatives, conceptual cross-sections, and other key design elements.
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**Task 3: Cost Benefit**

- A. Consultant will develop planning level cost estimates for the selected alternatives and will evaluate the cost-benefit of flood mitigation and water quality improvements. To quantify the benefit of flood mitigation efforts, for the selected level of service the consultant will re-calculate the duration and depth of flooding on roadways, and the number and type of structures affected by flooding.

**Task 4: Reporting**

- A. The consultant will develop a technical memo summarizing the flood mitigation and water quality improvement study and recommend next steps.
- B. A draft will be provided to CRWD, Roseville, and Falcon Heights staff for review and two to three rounds of comments will be incorporated before finalizing the report and related deliverables.

**Task 5: Presentation**

- A. The consultant will develop and present the findings of the study for up to three different audiences, which may include the CRWD Board and CAC, partner Cities, and Churches.

**Out of Project Scope:**

This is an investigation, no implementation activities are included in the project. Opportunities identified may or may not be implemented by CRWD or partners depending on priorities, funding, schedules, and capacity and partner participation.

- CAD details, grading contours or other design level work as part of this project
- Evaluation of flood mitigation alternatives outside the identified flood areas

**Stakeholders:**

	<b>Core Team</b>	<b>Involved</b>	<b>Informed</b>
<b>Internal (CRWD)</b>	<ul style="list-style-type: none"> <li>• Luke Martinkosky</li> <li>• Nate Zwonitzer</li> </ul>	<ul style="list-style-type: none"> <li>• Rachel Funke</li> </ul>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Board</li> <li>• CAC</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>• Consultant</li> <li>• City of Roseville</li> <li>• City of Falcon Heights</li> </ul>	<ul style="list-style-type: none"> <li>• Falcon Heights United Church</li> <li>• Roseville Lutheran Church</li> </ul>	

## Anticipated Resource Needs:

Budget: \$25,000 - \$30,000 (2024)

Staff Time: 0.1 FTE (210 hours)

## Anticipated Timeline:

	2023	2024			
Task	Q4	Q1	Q2	Q3	Q4
Initiation					
Planning					
Contracting					
Execution					
Reporting					
Review					
Closeout					

## Approvals/Review Needed:

Item	DM	CRWD Admin	CRWD Board
Charter			
Approval to Send RFP			
Approval of Consultant			
Consultant Agreement			
Final Report			

## Relevant Documents and Previously Completed Work:

- TBI Modeling pollutant loading maps
- Trout Brook Modeling Report & files (2024)
- Gottfried's Pit Subwatershed Analysis – Capstone Project (2013)

## Deliverables:

- Technical memo
- Maps
- Photos
- GIS Files
- Meeting agendas and minutes
- Presentations

**April 30, 2024**

Capitol Region Watershed District  
595 Aldine Street  
Saint Paul, MN 55104

**Subject: Support for the Falcon Heights Community Church Flood Mitigation Feasibility Study**

Dear Mr. Martinkosky and Mr. Zwonitzer,

I am writing on behalf of the City of Falcon Heights to express our support for the Falcon Heights Community Church's proposal to participate in the flood mitigation project under consideration for FA13 and FA16 within the Capitol Region Watershed District.

Falcon Heights values the sustainability and well-being of our community, and we recognize the need to mitigate flooding issues that could potentially affect our residents, infrastructure, and local ecosystems. The areas identified in your request for proposals, particularly FA13 where the Falcon Heights Community Church is located, have a significant number of residential and non-profit ~~profit~~ properties that would be adversely impacted by flooding.

The church's proactive involvement presents a unique opportunity to enhance flood mitigation while also contributing to water quality improvements. Integrating flood mitigation measures with the church's planned parking lot reconstruction is not only cost-effective but also significantly beneficial in enhancing the resilience of the local area against flooding.

The City is committed to supporting this project through collaborative efforts with the Capitol Region Watershed District and other stakeholders.

Please feel free to contact me, City Engineer Jennifer Lowry, or Environmental Manager Ryan Johnson if you need further information or assistance.

Sincerely,

Jack Linehan  
City Administrator  
City of Falcon Heights  
(651) 792-7611

CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION

May 8, 2024

No. 24-34

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**RESOLUTION AUTHORIZING LETTER OF SUPPORT FOR THE FALCON HEIGHTS  
COMMUNITY CHURCH FLOOD MITIGATION PROJECT**

**WHEREAS**, the Capitol Region Watershed District has identified the Falcon Heights Community Church as part of the critical areas for flood mitigation under the Flood Mitigation Feasibility Study for areas FA13 and FA16; and

**WHEREAS**, the City of Falcon Heights recognizes the significant impact of flooding on its residents and infrastructure within these identified areas; and

**WHEREAS**, the Falcon Heights Community Church has expressed a willingness to incorporate flood mitigation measures into their upcoming parking lot reconstruction project; and

**WHEREAS**, collaboration between the City of Falcon Heights, the Capitol Region Watershed District, and the Falcon Heights Community Church will enhance the community's resilience to flooding and improve water quality; and

**WHEREAS**, a letter of support from the City of Falcon Heights is instrumental in demonstrating local commitment and support for this vital project; and

**WHEREAS**, it is in the best interest of the City of Falcon Heights to support initiatives that improve the quality of life and safety of its residents.

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

1. That the City Council authorizes the issuance of a letter of support for the Falcon Heights Community Church flood mitigation project as part of the flood mitigation efforts for areas FA13 and FA16.
2. That this resolution affirms the City of Falcon Heights' commitment to supporting flood mitigation and environmental sustainability efforts within the community.

Adopted by the Falcon Heights City Council this 8th day of May, 2024.

Moved by:

Mielke

GUSTAFSON  
LEEHY  
MEYER  
WASSENBERG  
MIELKE

5 In Favor

0 Against

Approved by:

  
Randall C. Gustafson  
Mayor

Attested by:

  
Jack Linehan  
City Administrator