

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

AGENDA
May 22, 2024 at 7:00 P.M.

A. CALL TO ORDER:

7:00 pm

B. ROLL CALL: GUSTAFSON X LEEHY X MEYER X

WASSENBERG X MIELKE X

Meyer arrived after
roll call at 7:05 pm

STAFF PRESENT: NELSON X

C. APPROVAL OF AGENDA

Motioned by Leehy
motion carries 4-0

D. PRESENTATION —

E. APPROVAL OF MINUTES:

1. April 17, 2024 City Council Joint Town Hall Meeting Minutes
2. April 18, 2024 City Council Joint Town Hall Meeting Minutes
3. April 24, 2024 City Council Regular Meeting Minutes
4. May 8, 2024 City Council Regular Meeting Minutes

Motion to approve:
Wassenberg

F. PUBLIC HEARINGS: —

Motion carries 4-0

G. CONSENT AGENDA:

1. General Disbursements through 05/17/24: \$430,642.39
Payroll through 5/15/24: \$24,273.99
Wire Payments through 05/15/24: \$15,787.59
2. Colin Callahan 12-Month Step Adjustment
3. Summer Hours

Motioned by Mielke

Motion carries 5-0

H. POLICY ITEMS: —

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:

7:27 pm

Leehy and Mielke
motion to adjourn

Motion carries
5-0

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CITY OF FALCON HEIGHTS
City Council Joint Town Hall Meeting

Falcon Heights City Hall
2077 West Larpenteur Avenue

MINUTES

Wednesday, April 17th, 2024
6:30 P.M.

A. CALL TO ORDER: 6:32 PM

B. ROLL CALL:
Falcon Heights
City Council

GUSTAFSON_X_ LEEHY_X_
MEYER_X_ MIELKE_X_ WASSENBERG_X_

St. Anthony Village
City Council

WEBSTER_X_ DOOLAN_X_ JENSON__RANDLE__
STEPHENS_X_

STAFF PRESENT:

Falcon Heights LINEHAN_X_ NELSON_X_ VAN DER WERFF_X_
St. Anthony Village YUNKER_X_

C. POLICY ITEMS:

1. Joint town hall meeting with the St. Anthony Village City Council to present the results of community engagement efforts and hear from the public regarding a potential police partnership.

Mayor Gustafson states this town hall is an opportunity for our two cities to share the results from the public engagement process to date, as well as an opportunity to hear from the community on the potential partnership. He then outlines the agenda for the evening and explains the rules of the town hall.

Administrator Linehan provides background information about the exploration of renewing a police services partnership with St. Anthony Village. He explains St. Anthony Village currently provides contract policing services to the City of Lauderdale and previously provided contract law enforcement services to Falcon Heights from 1994 through 2017. The former policing partnership with Falcon Heights was highly valued in both communities. The contract with Falcon Heights was terminated by both communities following the shooting death of Philando Castile by a St. Anthony Police Department (SAPD) officer in July 2016. Falcon Heights has contracted with the Ramsey County Sheriff's Office since January 2018, and the contract will expire at the end of 2024. Falcon Heights is seeking a long-term fit for its policing services beginning in 2025. The SAPD is currently authorized for 20 sworn officers, increasing to 22 on July 1, 2024. If the partnership moves forward, St. Anthony Village will add additional positions to support the expanded area while maintaining the high level of service the St. Anthony Village and Lauderdale

communities currently receive. Linehan describes the process as divided up into stages and they are currently in phase 2, stakeholder input, to gather and analyze the feedback received from both communities and the police department. Allison Winters from Goff Public will provide an outline of the stakeholder process and some common themes.

Winters explains that Goff Public has been providing both cities with communications and engagement support. The engagement period began in March and to date, it included online surveys with about 450 total responses. The survey was promoted through various platforms. There were also 4 open houses, 2 in each city. There was a period of door-knocking and discussions at community meetings by City Council members and staff, as well as dedicated engagement with SAPD officers. This week there are the 2 town halls to provide updates. Winters provides key themes from survey responses. Potential benefits identified by both communities are proximity between the two, increased capacity for SAPD, and financial benefits. She notes many respondents felt more information was needed to fully identify benefits and some saw no potential benefits. The top themes in Falcon Heights are community-based policing and an increased level of service. Both communities were asked to provide questions and concerns. Common topics are SAPD staffing levels, trust, cost, policing style, and current St. Anthony Village and Lauderdale residents who don't want to see a decrease in current levels of service as a result of the potential partnership.

Dr. Weinstein, president of Ethical Leaders in Action, Inc. specializes in engagement with public safety. He explains the SAPD reached out for engagement with the police department, not to influence any decision-making. He is very impressed with the SAPD, specifically their commitment, professionalism, and compassion exhibited in their work. He continues to explain their confidence and eagerness to learn and improve. The SAPD has a high degree of trust in their city and departmental leadership. Dr. Weinstein interviewed everyone at SAPD and rode along for two nights. When discussing the potential partnership renewal there were various perspectives, some have strong reservations, and some are extremely enthusiastic. All noted that if the partnership is pursued it should be done right and certain operational and relationship concerns should be addressed.

City Manager Yunker provides a preliminary staffing and contract approach. Staff believes a total of 9 additional personnel is needed to service Falcon Heights and to maintain service levels in St. Anthony Village and Lauderdale. This would consist of 4 patrol officers, 2 swing shift patrol officers, 1 investigator, 1 community engagement officer, and 1 person for administrative support. Yunker then provides the methodology utilized to determine a contract price. They allocated costs based on a 50/50 blend of population percentage and call volume percentage, which was then applied to the total police costs. For population numbers, the 2020 US census was utilized. For calls for service, St. Anthony used their numbers and collected numbers from the Ramsey County Sheriff's Office for Falcon Heights aligned to St. Anthony Village practices. Based on this draft methodology, a preliminary contract price would be \$1.6 - \$1.8 million. Yunker explains each City Council will discuss moving to the next step at their upcoming regular meeting.

Mayor Gustafson opens the public comment of the town hall meeting.

- John Blair – 1582 Vincent St. Wonders what the current situation is and how this proposal would compare to the existing service with Ramsey County Sherriff's Office. He also wonders if there have been conversations with Roseville or St. Paul. He would like to know what community-based policing entails. Lastly, he explains why he is cautious of the potential partnership.
- Michael McGregor – 1884 Sheldon St. Suggests St. Anthony Village charges more money. He shares an example that ambulances currently take two years to order and receive. If SAV would happen to need a new patrol car, he says he wants them to have the finances. He adds that if something were to happen, both cities need to step up. He wonders who the mutual aid partners are and how long does it take to respond from St. Anthony Village to Falcon Heights.
- Tom McNinch – 1508 Iowa Ave. W. He would like St. Anthony Village to know Falcon Heights is not anti-police. It's not who the police are, but what they do. He is open to the partnership and believes Falcon Heights would have more influence on a smaller agency than a larger one.
- Bob Haight – 1477 California Ave. W. Haight wants to emphasize relationship concerns and the need to build mutual trust between the community and the police. This needs to be addressed professionally and carefully.
- Cheryl Pray – 1771 Arona St. Wonders what the distance is from St. Anthony Village to the farthest point in Falcon Heights. She also wonders how will the gap in time be managed from 2025 to 2026/2027. Lastly, she wonders about a plan for accommodating the state fair.
- Gary Tournier – 2261 Folwell Ave. He appreciates St. Anthony Village for showing an interest in providing police services to Falcon Heights.
- Farook Meah – 1597 Hollywood Ct. He tells a story of when he was profiled and pulled over, accused of speeding. His wife was pulled over and accused of drinking. Meah explains they are Muslims and do not drink. He has lived in Falcon Heights for 40 years and has seen several police departments during that time and would like to see properly trained officers.
- Sara Bancroft – 1878 Pascal St. N. She is appreciative of the footwork. Bancroft's biggest concern is communication and she gets the impression St. Anthony Village is defensive, which causes concern that they may not own what happened in the past and want to move forward. Bancroft asks about the possibility of forming our own department.
- Nancy Peterson – 1442 Iowa Ave. W. She loved having SAPD and never felt personally threatened. Peterson talks about past practices involving profiling she heard neighbors went through under St. Anthony Village previously. She appreciates the work and training they have done and is more than happy to welcome them back.

- Frank Crowley – 1769 Snelling Ave. N. Wonders if there will be cost savings if Falcon Heights decides to go back to St. Anthony Village. Crowley is unaware of any problems with Ramsey County Sherriff’s office that would make us want to look elsewhere.
- Sharon Castle – 1891 Pascal St. N. Castle is involved with the Philando Castile Peace Garden. Castle is not anti-police. She feels this is an opportunity to see how the two communities have grown and if they can build something positive out of it.
- Wendy Noble – 1539 Crawford Ave. She appreciates the willingness of both cities to discuss this because there has been a lot of hurt on both sides. She is in support of the partnership.
- Bob Haight – 1477 California Ave. W. Haight thanks both councils.

Mayor Gustafson thanks residents for providing feedback. Both Councils will further discuss the potential partnership at their next scheduled meetings.

Councilmember Leehy motions to close the Public Hearing by consent

Councilmember Leehy notes the decision to end the contract with the St. Anthony Police Department was done by the Council. She is appreciative of everyone’s input and comments, specifically that the SAPD was able to provide input as well. She adds this time around there is a lot more involvement in the development of not only a contract but a relationship as well.

Mayor Gustafson explains Falcon Heights wants to be transparent in its policing needs. The Ramsey County Sheriff’s Office (RCSO) has been providing policing services since 2018. The City and the RCSO agreed that Falcon Heights should explore law enforcement options that are a better long-term fit, primarily for logistical reasons. There have been various conversations with neighboring cities and Falcon Heights also partnered with the Center for Values-Based Initiatives in 2022 and 2023 to analyze policing needs. Many residents expressed that they missed the level of services previously provided by the SAPD and appreciated the department’s community-based policing approach. At the start of 2024, both parties decided to start exploring renewing the police service partnership. They also felt community engagement and feedback were needed before deciding to proceed with a partnership.

Mayor Webster is appreciative of the transparent process that was created to explore this partnership and learn from all stakeholders involved. She thanks Falcon Heights community members for sharing their feedback and comments. She also notes it is great to see alignment in the survey data.

Councilmember Meyer explains Falcon Heights Council had the opportunity to meet with members of the SAPD. The proactive policing practices stood out to him and he provides examples of the practices that he aligns with community policing. He also explains their training practices on how to deal with mental health issues.

Councilmember Mielke thanks all residents who partook in the survey and participated in community conversations. She encourages residents to continue to provide feedback.

Councilmember Wassenberg is appreciative of the preliminary staffing and contract approach as he believes it will help improve the level of policing for all communities.

Mayor Gustafson explains the answers to questions from the Town Hall will be provided as part of the agenda packet of the next City Council meeting and this can be found on the City's website as well as budgeting documents. Both City Councils will discuss the next steps at their next scheduled meetings.

Administrator Linehan further explains that staff will gather questions and that some answers might not be directly found in the agenda packet as some are bigger philosophical questions. They will help guide the City Council in their discussion to consider moving forward with the partnership at their next scheduled meeting.

Councilmember Leehy wants to add business owners and managers in Falcon Heights as a stakeholder in the process. Time was set aside to reach out to them and provide the opportunity to provide feedback. She also wonders about the role of the community engagement officer.

City Manager Yunker notes they have not written out in detail yet, the job duties of the community engagement officer.

D. ADJOURNMENT: 8:03 PM

Councilmember Mielke motions to adjourn;
Approved 8-0

Dated this 22nd day of May, 2024



Jack Linehan, City Administrator



Randall C. Gustafson, Mayor

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CITY OF FALCON HEIGHTS
City Council Joint Town Hall Meeting

Saint Anthony Village City Hall
Council Chambers
3301 Silver Lake Rd NE
St. Anthony, MN 55418

AGENDA
Thursday, April 18th, 2024
6:30 P.M.

A. CALL TO ORDER: 6:30 PM

B. ROLL CALL:
Falcon Heights
City Council

GUSTAFSON_X_ LEEHY_X_
MEYER_X_ MIELKE_X_ WASSENBERG_X_

St. Anthony Village
City Council

WEBSTER_X_ DOOLAN_X_ JENSON_ _RANDLE_X_
STEPHENS_X_

STAFF PRESENT:

Falcon Heights LINEHAN_X_
St. Anthony Village YUNKER_X_

C. POLICY ITEMS:

1. Joint town hall meeting with the St. Anthony Village City Council to present the results of community engagement efforts and hear from the public regarding a potential police partnership.

Mayor Webster states the purpose of this meeting is to share data gathered in the exploratory phase of a potential police partnership with Falcon Heights. Mayor Webster emphasizes the purpose of the St. Anthony Village City Council is their commitment to governing with a servant leadership mindset. She then provides an overview of the exploratory process. After both mayors and city leaders met for the first time to ask for a conversation about a potential partnership, Mayor Webster, council members, and city staff made it a priority to engage with key stakeholders and inform them of the decision prior to a press release. She continues to explain that over the last 8 years, the St. Antony Police Department (SAPD) has become an even better organization, focused on community-based policing. She explains in short, the policing model implemented, and that the SAPD now serves as a national leader for small police departments. A community engagement plan was rolled out to gather feedback from the community and allow the public every opportunity to present their views. Goff Public gathered and analyzed survey data. The Council also wanted to gather feedback from the police department and a consultant was hired to provide an independent opinion. She briefly explains the rules of the town hall.

Administrator Linehan provides background information about the exploration of renewing a police services partnership with St. Anthony Village. He explains St. Anthony Village currently provides contract policing services to the City of Lauderdale and previously provided contract law enforcement services to Falcon Heights from 1994 through 2017. The former policing partnership with Falcon Heights was highly valued in both communities. The contract with Falcon Heights was terminated by both communities following the shooting death of Philando Castile by a St. Anthony Police Department (SAPD) officer in July 2016. Falcon Heights has contracted with the Ramsey County Sheriff's Office since January 2018, and the contract will expire at the end of 2024. Falcon Heights is seeking a long-term fit for its policing services beginning in 2025. The SAPD is currently authorized for 20 sworn officers, increasing to 22 on July 1, 2024. If the partnership moves forward, St. Anthony Village will add additional positions to support the expanded area while maintaining the high level of service the St. Anthony Village and Lauderdale communities currently receive. Linehan describes the process as divided up into stages and they are currently in phase 2, stakeholder input to gather and analyze the feedback received from both communities and the police department. Allison Winters from Goff Public will provide an outline of the stakeholder process and some common themes.

Winters explains, that Goff Public has been providing both cities with communications and engagement support. The engagement period began in March and to date, it included online surveys with about 450 total responses. The survey was promoted through various platforms. There were also 4 open houses, 2 in each city. There was a period of door-knocking and discussions at community meetings by City Council members and staff, as well as dedicated engagement with SAPD officers. This week there are the 2 town halls to provide updates. Winters provides key themes from survey responses. Potential benefits identified by both communities are proximity between the two, increased capacity for SAPD, and financial benefits. She notes many respondents felt more information was needed to fully identify benefits and some saw no potential benefits. The top themes in Falcon Heights are community-based policing and an increased level of service. Both communities were asked to provide questions and concerns. Common topics are SAPD staffing levels, trust, cost, policing style, and current St. Anthony Village and Lauderdale residents who don't want to see a decrease in current levels of service as a result of the potential partnership.

Dr. Weinstein, president of Ethical Leaders in Action, Inc. specializes in engagement with public safety. He explains the SAPD reached out for engagement with the police department, not to influence any decision-making. He is very impressed with the SAPD, specifically their commitment, professionalism, and compassion exhibited in their work. He continues to explain their confidence and eagerness to learn and improve. The SAPD has a high degree of trust in their city and departmental leadership. Dr. Weinstein interviewed everyone at SAPD and rode along for 2 nights. When discussing the potential partnership renewal there were various perspectives, some have strong reservations, and some are extremely enthusiastic. All noted that if the partnership is pursued it should be done right and certain operational, and relationship concerns should be addressed.

City Manager Yunker provides a preliminary staffing and contract approach. Staff believes a total of 9 additional personnel is needed to service Falcon Heights and to maintain service levels in St. Anthony Village and Lauderdale. This would consist of 4 patrol officers, 2 swing shift patrol officers, 1 investigator, 1 community engagement officer, and 1 person for administrative support. Yunker then provides the methodology utilized to determine a contract price. They allocated costs based on a 50/50 blend of population percentage and call volume percentage, which was then applied to the total police costs. For population numbers, the 2020 US census was utilized. For calls for service, St. Anthony used their numbers and collected numbers from the Ramsey County Sheriff's Office for Falcon Heights aligned to St. Anthony Village practices. Based on this draft methodology, a preliminary contract price would be \$1.6 - \$1.8 million. Yunker explains each City Council will discuss moving to the next step at their upcoming regular meeting. He adds, that each city also has web pages dedicated to the process for residents to learn more.

Mayor Webster explains the rules of the town hall and opens the public comment section.

- Gary Huss - 3224 Croft Dr. Gary Expresses concerns about response time, staffing, cost, and benefits to St. Anthony.
- Laura Laberge- 2909 Townview Ave. Laura does not see an advantage to the partnership. She is worried about increases in taxes, legal risks, and hiring shortages.
- Randy Stille - 3717 Rankin Rd. Randy notes as a previous council member in 2016 they learned police partnerships can come with additional reputational and operational risks. He believes the model that is presented is risky and asks the Council to use common sense.
- Joan Petersen - 3200 Hilldale Ave. NE. Joan understands how Falcon Heights wants the SAPD back in their community as they are a great force. Joan is concerned about some animosity still existing in Falcon Heights. She feels this is a lot to ask from the police department and she expresses concerns about the cost of building a new police center.
- Patricia Grimes - 3201 Townview Ave. Patricia believes it is a great idea to continue with the contract. The additional officers can be available for St. Anthony. They survived a tragic incident through tireless efforts that will be well served to provide policing for both communities.
- Jerry Faust - 4033 Silver Lake Terrace. Previous Councilmember and Mayor. Jerry believes recruiting will be an issue and is worried about the cost. He questions the validity of the survey responses. He is also worried about the proximity and familiarity between Falcon Heights and St. Anthony. Lastly, he touches on the improvements of the SAPD over the years.
- Mike Petersen - 3200 Hilldale Ave. NE. Mike believes a partnership should be a win for all parties involved and in his view it's only a win for Falcon Heights. He is concerned about the cost of building a facility, proximity, and recruiting. He believes the survey data presented was subjective and hopes the Council does not rush into a decision.
- Dena Larrabee - 1358 Larpenteur Ave. W. Expresses gratitude for the SAPD and asks the Council to consider the partnership.

- Carol Ann Paulson – 3039 Harding St. NE Carolyn is very pleased with SAPD. She wonders about commercial areas and the number of residents in Falcon Heights.
- Gloria Dheilily – Legends of St. Anthony Senior Community. Gloria explains most seniors in the community are concerned about the diminishing service of SAPD if the partnership goes through.
- Duane Pulford – 1757 Eustis St. Duane explains he is a Lauderdale resident and loves the SAPD in their community. He sees advantages to expanding to Falcon Heights as it might make patrolling Lauderdale easier.
- Jerry Faust – 4033 Silver Lake Terrace. Jerry doesn't believe there is a need for a new facility with the current staffing level, but it would be needed if the force is adding 9 officers and that would burden the taxpayers. He looks at the contract price the Sheriff's Office is charging and understands why Falcon Heights is interested in a partnership as they would receive better service for the same price. He reiterates that the Council does not have the responsibility to provide policing services, but to take care of its residents.
- Joan Petersen – 3200 Hilldale Ave. NE. Joan wonders what happens when a contract gets signed and there are issues with recruiting enough officers.

Mayor Webster motions to close the Public Hearing by consent

Mayor Webster thanks residents for providing feedback. Both Councils will further discuss the potential partnership at their next scheduled meetings.

Councilmember Randle expresses his main concern with putting the opinion of the SAPD officers first and he feels they were not involved from the start of the partnership process.

Councilmember Doolan thanks Dr. Weinstein for his involvement as an external consultant. She also thanks Goff Public and Allison's observation of the data through an unbiased lens. She believes the processes put in place was transparent from the start and both communities have communicated in various way to the public that they are seeking input. Proceeding with a partnership will have to come with a financial benefit and not a tax burden to St. Anthony residents.

Councilmember Stephens appreciates residents for providing their feedback and echoes Councilmember Doolan's comments. She ensures residents all comments will be taken into consideration.

Mayor Gustafson thanks everyone involved for providing their participation and feedback. Falcon Heights has a journey providing public safety for its community. He stresses that SAPD has always provided excellent service and they are an example for many, with always introducing innovate ideas. He notes, that talking with members of the police department about the policing effort felt welcoming even though there were some reservations. Falcon Heights is looking for a long-term solution and is more than willing to share in their part of the cost. He explains both communities purposely made the process public to allow healing.

Councilmember Wassenberg thinks the process has been very informative. He thanks St. Anthony Council and the St. Anthony Police Department for being so welcoming. He also agrees with the comment of the partnership being a win for each party involved and believes there are ways to achieve this.

Councilmember Mielke echoes other comments and thanks everyone for providing feedback.

Councilmember Meyer appreciates everyone for participating and also believes the partnership should be a win for all parties involved.

Councilmember Leehy provides some of her history and notes to move forward with the partnership and get things right, everyone has to work together. She thanks everyone for their participation. She appreciates Councilmember Randle's comments and also believes the opinion of the SAPD is very important. There is an opportunity to renew an agreement and rebuild a relationship. The SAPD is now involved in the conversation and developments.

Mayor Webster appreciates the thoughtful approach that was created to ensure all voices are heard in this process. An important thing to her is how do we allow both communities to heal. Additionally, she also appreciates the level of engagement and care for the SAPD from community members.


Councilmember Stephens motions to adjourn;
Approved 9-0

D. ADJOURNMENT: 8:02 PM

Dated this 22nd day of May, 2024



Jack Linehan, City Administrator



Randall C. Gustafson, Mayor

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

Minutes

April 24, 2024 at 7:00 P.M.

A. CALL TO ORDER: 7:01 PM

B. ROLL CALL: GUSTAFSON_X_ LEEHY_X_ MEYER_X_

WASSENBERG_X_ MIELKE_X_

STAFF PRESENT: LINEHAN_X_

C. APPROVAL OF AGENDA

Councilmember Meyer motions to approve the agenda;
Approved 5-0

D. PRESENTATION

E. APPROVAL OF MINUTES:

1. March 12, 2024 City Council Joint Open House Minutes
2. March 13, 2024 City Council Joint Open House Minutes
3. March 26, 2024 City Council Joint Open House Minutes
4. March 27, 2024 City Council Joint Open House Minutes
5. April 10, 2024 City Council Regular Meeting Minutes

Councilmember Leehy motions to approve the meeting minutes;
Approved 5-0

F. PUBLIC HEARINGS:

G. CONSENT AGENDA:

1. General Disbursements through 04/18/24: \$387,554.67
Payroll through 04/15/24: \$23,160.19
Wire Payments through 04/15/24: \$15,056.57
2. Amendment to the Saint Paul Academy and Summit School Project Refunding Note and Loan Agreement
3. Appointment of Ross Allard to State Fair Task Force
4. Change Order for F450 Ford Truck Outfitting and Fund Change

Councilmember Meyer motions to approve the consent agenda;
Approved 5-0

Councilmember Wassenberg poses a question regarding the F450 Ford Truck Outfitting. Administrator Linehan answers the City received the truck, but it still needs outfitting and safety equipment. He explains they switched vendors that offered the same services at a better price and they also want to change the budget funding location.

H. POLICY ITEMS:

1. Consideration of Policing Partnership with the City of St. Anthony Village

Mayor Gustafson explains the Council has been engaging the public about a potential police partnership with St. Anthony Village since March of 2024. He notes the main concern was to ensure the relationship could be rebuilt and the partnership's operational and financial side would be determined at a later point.

Administrator Linehan explains both St. Anthony Village and Falcon Heights have been exploring the potential of renewing a police services partnership and goes on to provide a high-level overview of the presentation and updates. St. Anthony Village currently provides policing services to Lauderdale and previously provided policing services in Falcon Heights from 1994 through 2017, which was highly valued. This contract with Falcon Heights was terminated by both communities following the shooting death of Philando Castile by a St. Anthony Police Department (SAPD) officer in July 2016. Falcon Heights has contracted with the Ramsey County Sheriff's Office since January 2018, and the contract will expire at the end of 2024. Falcon Heights is seeking a long-term fit for its policing services beginning in 2025. If the partnership moves forward, St. Anthony Village will add additional officers to support the expanded area while maintaining the high level of service the St. Anthony Village and Lauderdale communities currently receive. Administrator Linehan provides an outline of the process stages, specifically the stakeholder input process. Both communities ran a survey and potential benefits identified are increased SAPD capacity, proximity, and financial benefits. Some residents expressed they need more information about the pros and cons before considering a decision. The survey also asked about priorities, residents' questions, and concerns. A key stakeholder is the SAPD, and they engaged Dr. Weinstein from Ethical Leaders in Action to gather input. They are open to a new partnership if conditions surrounding the relationship and operational concerns are met. Lastly, Administrator Linehan provides a preliminary staffing and contract approach and next steps.

Linehan continued by answering some of the questions that arose from the Town Hall. The questions and answers were:

Questions from Town Halls: Falcon Heights (4/17/24)

- How does the estimated cost compare to the current RCSO contract or options from Saint Paul and Roseville?
 - *In 2024, the City pays RCSO \$1.75M.*
- What is the longest distance or response time from St. Anthony Village to Falcon Heights?
 - *St. Anthony Village to Corner of Hoyt/Hamline: 6.4 miles, 13 minutes if you follow speed limits. Comparably, Arden Hills Patrol Station to same location is 7.2 miles or 13 minutes.*
- Has the City considered a partnership with Roseville Police Department?
 - *Yes, we met with City Manager and Police Chief. They did not have capacity or interest to expand police services*
- How will the City address the gap between the current RCSO contract and a new partnership with St. Anthony Village?
 - *This is a question and challenge for the City Council to consider as we enter our next phase*
- Who is responsible for policing the State Fair?

- *The State Fair has their own police department. However, our contracted agency helps manage issues that arise in FH during the fair. Historically with SAPD, we would have officers work on OT and bill back these costs to MN State Fair*
- **Has the City looked at creating its own police department for Falcon Heights?**
 - *Yes, it has been a consideration. Comparable-sized communities such as Oak Park Heights, Corcoran, Elko New Market and others were looked at for cost and staffing. Average police budget is \$2.4M in these communities. Cost and capacity are a major challenge with small departments.*
- **Do all officers need to carry weapons?**
 - *No, a Community Service Officer model is utilized by many agencies.*
- **What policies have changed? What 21st century policing practices is SAPD following?**
 - *The St. Anthony Police Department has evolved since the termination of the previous agreement, completing extensive work with the United States Department of Justice's Collaborative Reform for Technical Assistance team in 2016 through 2018.*
 - *From this process, the department developed an overall strategic plan following input from the community. This plan is a guiding document that defines every action that the department takes as individual officers and as an agency, including implementing significant policy changes and body-worn cameras along with an internal auditing process to ensure officer compliance and accountability.*
 - *The department also conducts an annual use-of-force analysis and shares the reports publicly on the City's website.*
- **Will the City of Falcon Heights see cost savings by returning to a partnership with St. Anthony Village?**
 - *This will be determined during contract discussions.*
- **Are there problems with the current partnership with RCSO?**
 - *There are challenges from the RCSO leadership's perspective on how Falcon Heights fits into the contract cities model. These concerns were raised by Sheriff Fletcher in 2020 and reiterated in his letters to the City. The City of Falcon Heights is seeking a community-oriented policing model that doesn't necessarily meet the model offered by Sheriff Departments, which still has many positives.*

Questions from Town Halls: St. Anthony Village (4/18/24)

- **What is the typical response time to Falcon Heights?**
 - *According to study from Ramsey County ECC Data as analyzed by CVBI, from 2018-2022 the average response time was 7 minutes, and median was 5 minutes.*
- **Will the City share a cost-benefit analysis? (squads, people, etc.)**
 - *Yes, the proposal includes Falcon Heights paying for all direct / indirect costs, paying for two swing patrol, investigator, and Community Outreach Officer that will benefit all 3 cities, as well as a significant capital contribution.*
- **What is the Police Chief's perspective?**
 - *I'm not going to speak for Chief Spiess. We've had good conversations with him and his team.*
- **What is the community profile of Falcon Heights? What does the residential/commercial mix look like compared to St. Anthony Village?**
 - *Very similar profile to SAV, with less commercial and significantly more non-profit or government property that is outside of police jurisdiction.*
- **What happens if the City signs a contract and can't fill the new roles? What is the City's liability?**
 - *This will be a discussion in the next phase. Falcon Heights currently accepts liability for RCSO up to \$4M.*

Councilmember Leehy thanks Administrator Linehan for providing the information.

Councilmember Wassenberg wonders about response time. He also agrees Falcon Heights and St. Anthony Village have a similar urban model. Administrator Linehan utilized distance in calculating response time but he explains every call is different.

Councilmember Meyer is concerned about policing in 2025. Administrator Linehan notes this would need to be discussed further by the City Council.

Councilmember Mielke wonders if recruiting becomes an issue if there is an exit clause. Administrator Linehan states this will be part of contract discussions.

Mayor Gustafson comments the City could participate in providing recruiting assistance. He allows the public to provide comments.

- Tom Beach – 1803 N Pascal St. Tom wonders if this would be a 1-year contract that renews each year and if there could be a clause on preventing price increases.
 - *This would be part of contract discussions.*
- Nancy Peterson – 1442 Iowa Ave. Nancy echoes Councilmember Leehy’s comment. She is appreciative of the information provided and wants to ensure all residents have the opportunity to learn all the information.
- Georgiana May – 1477 California Ave. Georgiana is also appreciative of the information provided. She wonders what the SAPD means by needing a commitment to support the use of force incidents, what the SAPD Chief’s perspective is, and what the SAPD means by having the partnership done right.

Councilmember Leehy motions to close the public comment section by consent.

Councilmember Mielke is grateful for St. Anthony Village City Council being open to the discussion, and all the feedback provided. Mielke notes she is cautiously optimistic. But ready to continue the conversations.

Councilmember Meyer echoes Councilmember Mielke’s comments. He shares conversations he had with SAPD officers around mental health issues and provides examples of community policing. He is also ready to continue to explore the partnership.

Councilmember Leehy explains she did not want to leave the SAPD after what happened in 2016 and is grateful for St. Anthony Village wanting to continue the conversations around the partnership. The SAPD shows they continue to better themselves. She acknowledges these are difficult conversations for all parties involved, but looks forward to continuing and notes healing is possible.

Councilmember Wassenberg is appreciative of being able to learn more about St. Anthony Village City Council, residents, and the police department. He agrees this needs to be a beneficial partnership for all parties involved and is ready to continue.

Mayor Gustafson is in favor of moving forward and is hopeful we can find a police partner in SAPD. He acknowledges that policing is a difficult topic, but is encouraged by the community conversations.

Councilmember Leehy and Wassenberg motion to formally consider a partnership with the City of St. Anthony Village and to authorize the City Administrator to enter into contract discussions with the City of St. Anthony Village
Approved 5-0

I. INFORMATION/ANNOUNCEMENTS:

Councilmember Wassenberg encourages residents to attend Spring Together on Saturday, May 18 from 3:00 - 5:00 PM at Curtiss Field for free ice cream, neighborly fun, and a music open mic.

Councilmember Leehy looks forward to Spring Together and encourages participation in the music open mic. The CEC met on April 15 and the top two things discussed were reaching out to apartments, and reviewing and updating the Neighborhood Liaison Handbook. Their next meeting will be on Monday, May 20 at 6:30 PM at Falcon Heights City Hall.

Councilmember Meyer is excited about the music open mic. The Planning Commission met on April 23rd, where they discussed some city code changes around parking spot minimums and accessory dwelling units.

Councilmember Mielke explains the Environment Commission held a pollinator party on Monday, April 22nd. It was a well-attended community-building event with a presentation from Ross Henry. She is hoping to see more bee-friendly lawns in Falcon Heights.

Administrator Linehan notes City Council will have their annual retreat on Saturday, April 27 at City Hall. For Earth Day on Monday, April 22nd there was a paper shredding and e-waste recycling event in the morning, that was well attended. In the evening there was the pollinator event. Public Works has been working with Forest Lake Contracting on removing and replacing the decorative streetlights on Larpenteur Ave. Public Works is also working on refreshing the City monuments.

J. COMMUNITY FORUM:

Please limit comments to 3 minutes per person. Items brought before the Council will be referred for consideration. Council may ask questions for clarification, but no council action or discussion will be held on these items.

K. ADJOURNMENT: 8:20 PM

Councilmember Mielke motions to adjourn;
Approved 5-0

Dated this 22nd day of May, 2024



Jack Linehan, City Administrator



Randall C. Gustafson, Mayor

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

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

- A. CALL TO ORDER: 7:01 PM
- B. ROLL CALL: GUSTAFSON_X_ LEEHY_X_ MEYER_X_
WASSENBERG_X_ MIELKE_X_
STAFF PRESENT: LINEHAN_X_ VAN DER WERFF_X_

C. APPROVAL OF AGENDA

Councilmember Leehy motions to approve the agenda;
Approved 4-0

D. PRESENTATION
1. Year-End 2023 Audit Report

Administrator Linehan notes it's a statutory requirement to present the annual audit report for 2023. Staff has spent significant time gathering data.

Andrew Grice from the Auditing firm BerganKDV is presenting the auditor's report. He explains providing an unmodified or clean opinion is the best opinion to receive. There is one finding regarding the lack of segregation of accounting duties which is explainable because of the small size of the office. It is something for the Council to be aware of. There is a legal compliance report that goes over certain statutory requirements and any compliance issues will be noted in this report. There are no discrepancies found. Grice explains the fund balance increased, which is a measure of financial health of the city. There was a significant increase in the general fund revenue, due to Public Safety Aid received in 2023. There was also an increase in miscellaneous revenues, namely income from interest and permit fees. The expenditures in the general fund increased as well, the cost of public safety increased, and general government expenditures increased. It is a replica of 2022. The general fund budget to actual is where Council monitors. Actual revenues came in higher than anticipated, due to additional public safety aid. Licenses and permits came in higher as well as higher investment incomes due to favorable markets. On the expenditures side, this came out slightly lower than budgeted.

Grice provides a high-level overview of the enterprise funds. There is a decline in operating income in the sanitary sewer fund. Next is the storm drainage fund. There is an increase in operating income in the storm drainage fund.

Councilmember Meyer appreciates the positive audit and wonders how Falcon Heights compares to other cities.

Grice notes the bond rating this city receives is something to be proud of. It is important to keep high levels of reserve. This is very helpful when it comes to needing bonds.

Councilmember Leehy thanks Grice for the thorough audit. She wonders about the reserve fund.

Mayor Gustafson adds maintaining a reserve fund is favorable for the city's capital projects.

Finance Director Olson mentions it is key to remain compliant in an audit as the city continues to do so.

Administrator Linehan points out the finding of the lack of segregation of accounting duties. He notes even in bigger cities this is a common finding, but especially in smaller cities. Falcon Heights continues to work towards segregating the duties. There are checks and balances in place, but not a full separation of duties.

Councilmember Meyer motions to accept and approve the Year End 2023 Annual Audit;
Approved 5-0

E. APPROVAL OF MINUTES:

F. PUBLIC HEARINGS:

G. CONSENT AGENDA:

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.

Mayor Gustafson appreciates AARP for providing Tax-aid to seniors and low-income residents in Falcon Heights. It was a popular service. He is excited to see the lights up on Larpenteur Avenue.

Councilmember Leehy motions to approve the consent agenda;
Approved 5-0

H. POLICY ITEMS:

1. Letter of Support for Falcon Heights Church Flood Mitigation Feasibility Study – Capitol Region Watershed District

Administrator Linehan explains there is a storm sewer drain that the Church wants to relocate. This turned into a bigger discussion with Roseville Engineering and the Capitol Region Watershed District. It is a main storm sewer drain for the region and CRWD has identified the need to add storage capacity to reduce flooding at other sub-watersheds. He mentions there are multiple benefits, therefore the city has a letter of support.

Councilmember Mielke wonders how much it will impact the parking lot of the church.

Administrator Linehan notes there would be a large underground storage system. It would free up space to the north of the lot. Removing the drain would allow the land to

become developed. It is still being scoped out. By creating a local stormwater storage system it will alleviate other watershed and protect residents' homes from flooding.

Councilmember Meyer wonders about the timeline of the project.

Administrator Linehan explains they are currently doing a Request for Proposal. The Church will need to support it, but they would not be able to provide full support until costs are determined. They are hopeful to complete the project this year. Once more details are known, the cost to the city will also be known.

Mayor Gustafson mentioned there was a typo in the draft letter. Linehan stated he would fix it before sending it.

Councilmember Mielke motions to approve Resolution 24-33 Supporting Application for Falcon Heights Community Church Flood Mitigation Feasibility Study;
Approved 5-0

I. INFORMATION/ANNOUNCEMENTS:

Councilmember Wassenberg represented Falcon Heights at the NYFS luncheon. He learned about the important work the organization does and noted it is a great benefit to the community.

Councilmember Leehy notes the PARCS and CEC held a joint meeting on Monday, May 6 in preparation for the Spring Together event. This will be held on Saturday, May 18 at Curtiss Field from 3:00 - 5:00 PM. This year there will be an open mic. Leehy encourages all residents and musicians to come out and enjoy free ice cream, lawn games, and music. She thanks the Lauderdale and Falcon Heights Lions Club for providing their sign to be put on the City Hall lawn to help promote the Spring Together event.

Administrator Linehan notes Staff is preparing for Spring Together. The streetlights are up on Larpenteur. The 2024 PMP is a mill and overlay of Roselawn Ave. The project might be moved up to the end of this month or the beginning of June and it will be completed before the State Fair. Residents on Roselawn will be notified once the start of the project is known.


J. COMMUNITY FORUM:

Please limit comments to 3 minutes per person. Items brought before the Council will be referred for consideration. Council may ask questions for clarification, but no council action or discussion will be held on these items.

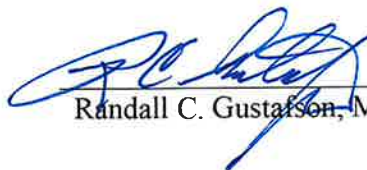
K. ADJOURNMENT: 7:39 PM

Councilmember Meyer motions to adjourn;
Approved 5-0

Dated this 22nd day of May, 2024



Jack Linehan, City Administrator



Randall C. Gustafson, Mayor

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PACKET: 03091 May 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
01-0222		ALLEGRA PRINT & IMAGING				
I-171948		Report Covers	79.35			
5/06/2024	APBANK	DUE: 5/06/2024 DISC: 5/06/2024		1099: N		
		Report Covers		101 4113-70100-000	SUPPLIES	79.35
== VENDOR TOTALS ==			79.35			
01-00028		ALLSTREAM				
I-20486536		Emergency Landline CH March	114.45			
5/06/2024	APBANK	DUE: 5/06/2024 DISC: 5/06/2024		1099: N		
		Emergency Landline CH March		101 4116-85010-000	TELEPHONE	114.45
== VENDOR TOTALS ==			114.45			
01-03089		CASH				
I-202405068827		Retreat Supplies	11.06			
5/06/2024	APBANK	DUE: 5/06/2024 DISC: 5/06/2024		1099: N		
		Retreat Supplies		101 4112-86100-000	CONFERENCES/EDUCATION/AS	11.06
== VENDOR TOTALS ==			11.06			
01-05886		KELLY & LEMMONS P.A.				
I-62965		April Prosecutions	2,500.00			
5/06/2024	APBANK	DUE: 5/06/2024 DISC: 5/06/2024		1099: Y		
		April Prosecutions		101 4123-80200-000	LEGAL FEES	2,500.00
== VENDOR TOTALS ==			2,500.00			
01-05509		LEAGUE OF MN CITIES				
I-05673		LMC Annual Conferences	700.00			
5/06/2024	APBANK	DUE: 5/06/2024 DISC: 5/06/2024		1099: N		
		LMC Annual Conferences		101 4111-86100-000	CONFERENCES/EDUCATION/TR	700.00
== VENDOR TOTALS ==			700.00			
01-05908		METRO-INET				
I-1885		May IT	4,132.00			
5/06/2024	APBANK	DUE: 5/06/2024 DISC: 5/06/2024		1099: N		
		May IT		101 4116-85070-000	TECHNICAL SUPPORT	4,132.00
== VENDOR TOTALS ==			4,132.00			

PACKET: 03091 May 6 Payables
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

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01-0665 METROPOLITAN COUNCIL						
I-1172543		June Waste Water Services	63,338.36			
5/06/2024	APBNK	DUE: 5/06/2024 DISC: 5/06/2024		1099: N		
		June Waste Water Services		601 4601-85060-000	METRO SEWER CHARGES	63,338.36
== VENDOR TOTALS ==			63,338.36			
01-06030 OLSON,ROLAND						
I-202405068828		Flex Payment	100.97			
5/06/2024	APBNK	DUE: 5/06/2024 DISC: 5/06/2024		1099: N		
		Flex Payment		101 21712-000	MEDICAL FLEX SAVINGS PAY	83.81
		Flex Payment		601 21712-000	MEDICAL FLEX SAVINGS PAY	15.15
		Flex Payment		602 21712-000	MEDICAL FLEX SAVINGS PAY	2.01
== VENDOR TOTALS ==			100.97			
01-06185 RAMSEY COUNTY						
I-PRRRV-002690		Overlapping Debt Report	30.00			
5/06/2024	APBNK	DUE: 5/06/2024 DISC: 5/06/2024		1099: N		
		Overlapping Debt Report		101 4112-89000-000	MISCELLANEOUS	30.00
== VENDOR TOTALS ==			30.00			
01-00935 ST PAUL REGIONAL WATER SERVICE						
I-202405068829		Water and Sanitary Sewer	158.50			
5/06/2024	APBNK	DUE: 5/06/2024 DISC: 5/06/2024		1099: N		
		Community Park Water		101 4141-85040-000	WATER	39.24
		Community Park Sanitary Sewer		601 4601-85075-000	CITY BUILDINGS SANITARY	12.33
		City Hall Water		101 4131-85040-000	WATER	84.69
		City Hall Sanitary Sewer		601 4601-85075-000	CITY BUILDINGS SANITARY	22.24
== VENDOR TOTALS ==			158.50			
01-05374 TENNIS SANITATION LLC						
I-3910844		Recycling-SFD&MFD FH March	9,589.47			
5/06/2024	APBNK	DUE: 5/06/2024 DISC: 5/06/2024		1099: N		
		Recycling-SFD&MFD FH March		206 4206-82030-000	RECYCLING CONTRACTS	9,589.47
I-3910845		Recycling Ramsey Cty SWMT&CEC	67.50			
5/06/2024	APBNK	DUE: 5/06/2024 DISC: 5/06/2024		1099: N		
		Recycling Ramsey Cty SWMT&CEC		101 4131-87010-000	CITY HALL MAINTENANCE	67.50
== VENDOR TOTALS ==			9,656.97			

5/06/2024 11:21 AM

A/P Regular Open Item Register

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PACKET: 03091 May 6 Payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

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01-05870	WSB					
I-R-023472-000-8		Planning- Snelling/Larp Study	1,595.00			
5/06/2024	APBANK	DUE: 5/06/2024 DISC: 5/06/2024		1099: N		
		Planning- Snelling/Larp Study		101 4117-80450-000	SNELLING/LARP CORRIDOR S	1,595.00
== VENDOR TOTALS ==			1,595.00			
01-05870	XCEL ENERGY					
I-202405068830		Elect	91.67			
5/06/2024	APBANK	DUE: 5/06/2024 DISC: 5/06/2024		1099: N		
		Elect		101 4121-85020-000	ELECTRIC	23.17
		Elect		101 4141-85020-000	ELECTRIC/GAS	68.50
== VENDOR TOTALS ==			91.67			
== PACKET TOTALS ==			82,508.33			

5/08/2024 12:51 PM

A/P Regular Open Item Register

PAGE: 1

PACKET: 03093 MAY 8 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

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=====						
01-01012		COREMARK METALS				
I-5500724		STEEL ANGLE IRON	559.93			
5/08/2024	APBKN	DUE: 5/08/2024 DISC: 5/08/2024		1099: N		
		STEEL ANGLE IRON		101 4132-70120-000	SUPPLIES	559.93
		=== VENDOR TOTALS ===	559.93			
=====						
01-05352		SHAILA CUNNINGHAM				
I-202405088831		YOGA INSTRUCTOR TO MAY 20TH	960.00			
5/08/2024	APBKN	DUE: 5/08/2024 DISC: 5/08/2024		1099: Y		
		YOGA INSTRUCTOR TO MAY 20TH		201 4201-87700-000	INSTRUCTOR-SPECIALTY CLA	960.00
		=== VENDOR TOTALS ===	960.00			
=====						
01-05930		GOFF PUBLIC				
I-19499		PUBLIC RELATIONS CONSULTNG AP	7,645.00			
5/08/2024	APBKN	DUE: 5/08/2024 DISC: 5/08/2024		1099: N		
		PUBLIC RELATIONS CONSULTNG APR		101 4112-80330-000	CONSULTANT	7,645.00
		=== VENDOR TOTALS ===	7,645.00			
=====						
01-05134		HEJNY RENTAL, INC.				
I-175899		BOOMLIFT TRK RENTAL	337.87			
5/08/2024	APBKN	DUE: 5/08/2024 DISC: 5/08/2024		1099: N		
		BOOMLIFT TRK RENTAL		419 4419-92056-000	LARPENITEUR MEDIAN 2020	337.87
		=== VENDOR TOTALS ===	337.87			
=====						
01-05922		THIRD SPHERE, LLC				
I-CFH-200-24		COUNCIL AND STAFF WORKSHOP	1,750.00			
5/08/2024	APBKN	DUE: 5/08/2024 DISC: 5/08/2024		1099: N		
		COUNCIL AND STAFF WORKSHOP		210 4210-86105-000	INCLUSION TNG EXERCISES	1,750.00
		=== VENDOR TOTALS ===	1,750.00			
		=== PACKET TOTALS ===	11,252.80			

5/13/2024 11:35 AM
 PACKET: 03096 May 13 Payables
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

POST DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
01 CAMPBELL KNUTSON						
I-318 5/13/2024	APBNK	April Legal Matters DUE: 5/13/2024 DISC: 5/13/2024 April General Legal Matters April Molnau Legal Matters	1,323.68	1099: Y 101 4114-80200-000 426 4426-81900-000	LEGAL FEES PROFESSIONAL/ATTORNEY SV	1,145.68 178.00
=== VENDOR TOTALS ===			1,323.68			
01-03110 CENTURY LINK						
I-202405138834 5/13/2024	APBNK	May Landline Sanitary Sewer DUE: 5/13/2024 DISC: 5/13/2024 May Landline Sanitary Sewer	74.69	1099: N 601 4601-85011-000	TELEPHONE - LANDLINE	74.69
=== VENDOR TOTALS ===			74.69			
01-03123 CINTAS CORPORATION						
I-4192110664 5/13/2024	APBNK	Floor Mats Svc May 9 DUE: 5/13/2024 DISC: 5/13/2024 Floor Mats Svc May 9	82.28	1099: N 101 4131-87010-000	CITY HALL MAINTENANCE	82.28
=== VENDOR TOTALS ===			82.28			
01-05235 JAN-PRO CLEANING SYSTEMS						
I-126806 5/13/2024	APBNK	Janitorial Service May DUE: 5/13/2024 DISC: 5/13/2024 Janitorial Service May	550.00	1099: N 101 4131-87010-000	CITY HALL MAINTENANCE	550.00
=== VENDOR TOTALS ===			550.00			
01 LANDBERG, ALYSSA						
I-202405138835 5/13/2024	APBNK	Mileage Reimbursement DUE: 5/13/2024 DISC: 5/13/2024 Mileage Reimbursement	19.56	1099: N 101 4113-86010-000	MILEAGE	19.56
=== VENDOR TOTALS ===			19.56			
01-05856 LINEHAN, JACK						
I-202405138836 5/13/2024	APBNK	Telephone Reimburse May DUE: 5/13/2024 DISC: 5/13/2024 Telephone Reimburse May	60.00	1099: N 601 4601-85015-000	CELL PHONE	60.00
=== VENDOR TOTALS ===			60.00			

PACKET: 03096 May 13 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
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01	3	MN	PUBLIC EMPLOYEES INSURANCE				
I-1393197	5/13/2024	APBNK	June Health Insurance DUE: 5/13/2024 DISC: 5/13/2024 June Health Insurance	12,205.35	1099: N 101 4112-89000-000	MISCELLANEOUS	12,205.35
=== VENDOR TOTALS ===				12,205.35			

01-06002	NINENORTH						
I-2024-040	5/13/2024	APBNK	March - 2 Municipal Meetings DUE: 5/13/2024 DISC: 5/13/2024 March - 2 Municipal Meetings	708.08	1099: N 101 4116-35050-000	CABLE TV	708.08
I-2024-055	5/13/2024	APBNK	April - 3 Municipal Meetings DUE: 5/13/2024 DISC: 5/13/2024 April - 3 Municipal Meetings	896.18	1099: N 101 4116-35050-000	CABLE TV	896.18
=== VENDOR TOTALS ===				1,604.26			

01-06184	RAMSEY COUNTY - POLICE AND 911						
I-EMCOM-011655	5/13/2024	APBNK	CAD Services April DUE: 5/13/2024 DISC: 5/13/2024 CAD Services April	379.58	1099: N 101 4122-81200-000	911 DISPATCH FEES	379.58
I-EMCOM-011671	5/13/2024	APBNK	911 Dispatch Svc April DUE: 5/13/2024 DISC: 5/13/2024 911 Dispatch Svc April	2,468.67	1099: N 101 4122-81200-000	911 DISPATCH FEES	2,468.67
I-SHRFL-002236	5/13/2024	APBNK	Law Enforcement Services May DUE: 5/13/2024 DISC: 5/13/2024 Law Enforcement Services May	149,191.40	1099: N 101 4122-81000-000	POLICE SERVICES	149,191.40
--- VENDOR TOTALS ---				152,039.65			

01-05870	XCEL ENERGY						
I-202405138837	5/13/2024	APBNK	Elect DUE: 5/13/2024 DISC: 5/13/2024 Gas	2,759.35	1099: N 101 4131-85030-000 101 4141-85020-000 209 4209-85020-000 209 4209-85020-000 209 4209-85020-000 209 4209-85020-000 209 4209-85020-000 209 4209-85020-000 209 4209-85020-000 209 4209-85020-000 209 4209-85020-000 209 4209-85020-000 209 4209-85020-000 209 4209-85020-000	NATURAL GAS ELECTRIC/GAS STREET LIGHTING POWER STREET LIGHTING POWER STREET LIGHTING POWER STREET LIGHTING POWER STREET LIGHTING POWER STREET LIGHTING POWER STREET LIGHTING POWER STREET LIGHTING POWER STREET LIGHTING POWER STREET LIGHTING POWER STREET LIGHTING POWER STREET LIGHTING POWER	127.46 30.01 61.10 2,327.13 14.88 11.68 40.85 63.74 59.14 11.68 11.68
=== VENDOR TOTALS ===				2,759.35			
=== PACKET TOTALS ===				170,718.82			

5/13/2024 3:00 PM

A/P Regular Open Item Register

PACKET: 03098 MAY 13TH 2ND PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
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01-05856		LINEHAN, JACK				
I-202405138838		FLEX RLEIMBURSMENT	1,656.64			
5/13/2024	APBNK	DUE: 5/13/2024 DISC: 5/13/2024		1099: N		
		FLEX RLEIMBURSMENT		101 21712-000	MEDICAL FLEX SAVINGS PAY	1,656.64
		=== VENDOR TOTALS ===	1,656.64			
=====						
01-05665		METROPOLITAN COUNCIL				
I-477660		SAC CHARGE	2,485.00			
5/13/2024	APBNK	DUE: 5/13/2024 DISC: 5/13/2024		1099: N		
		SAC CHARGE		601 4601-85070-000	SAC CHARGES/SS CHARGES	2,485.00
		=== VENDOR TOTALS ===	2,485.00			
=====						
01-06303		REPUBLIC SERVICES				
I-0923-005655501		STREET SWEEPINGS	3,193.24			
5/13/2024	APBNK	DUE: 5/13/2024 DISC: 5/13/2024		1099: N		
		STREET SWEEPINGS		602 4602-84000-000	STREET SWEEPINGS	3,193.24
		=== VENDOR TOTALS ===	3,193.24			
		=== PACKET TOTALS ===	7,344.88			

5/14/2024 1:37 PM

A/P Regular Open Item Register

PACKET: 03100 MAY 14 PAYBLES

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
=====						
01-03110	CENTURY LINK					
I-202405148840		LANDLINE SVC TO PARK MAY	64.05			
5/14/2024	APBNK	DUE: 5/14/2024 DISC: 5/14/2024		1099: N		
		LANDLINE SVC TO PARK MAY		101 4141-85011-000	TELEPHONE - LANDLINE	64.05
		=== VENDOR TOTALS ===	64.05			
=====						
01-05843	MN NCPERS LIFE INSURANCE					
I-458800062024		2024 LIFE INS JUNE	64.00			
5/14/2024	APBNK	DUE: 5/14/2024 DISC: 5/14/2024		1099: N		
		2024 LIFE INS JUNE		101 21709-000	OTHER PAYABLE	64.00
		=== VENDOR TOTALS ===	64.00			
=====						
01-05973	NORTH SUBURBAN COMMUNICATIONS					
I-2024-547		Q2 2024 COOPERATIVE SVC NCSS	2,976.93			
5/14/2024	APBNK	DUE: 5/14/2024 DISC: 5/14/2024		1099: N		
		Q2 2024 COOPERATIVE SVC NCSS		101 4116-85050-000	CABLE TV	2,976.93
		=== VENDOR TOTALS ===	2,976.93			
=====						
01-0624	OCCUPATIONAL HEALTH CENTERS OF					
I-103981393		DRUG TESTING CALLAHAN/TRETSV	172.00			
5/14/2024	APBNK	DUE: 5/14/2024 DISC: 5/14/2024		1099: N		
		DRUG TESTING CALLAHAN/TRETSVE		101 4132-89000-000	MISCELLANEOUS	172.00
		=== VENDOR TOTALS ===	172.00			
=====						
01-05870	XCEL ENERGY					
I-202405148839		ELECT	29.85			
5/14/2024	APBNK	DUE: 5/14/2024 DISC: 5/14/2024		1099: N		
		ELECT		101 4121-85020-000	ELECTRIC	29.85
		=== VENDOR TOTALS ===	29.85			
		=== PACKET TOTALS ===	3,306.83			

5/15/2024 1:14 PM

A/P Regular Open Item Register

PAGE: 1

PACKET: 03102 MAY 15 PAYABALES

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
=====						
01-04000	EHLERS AND ASSOCIATES					

I-97535		2021 ARBITRAGE CALC 2021 BOND	3,750.00			
5/15/2024	APBNK	DUE: 5/15/2024 DISC: 5/15/2024		1099: N		
		2021 ARBITRAGE CALC 2021 BOND		313 4313-94900-000	BOND FEES	3,750.00
		=== VENDOR TOTALS ===	3,750.00			
=====						
01-05032	FOREST LAKE CONTRACTING INC					

I-202405158841		PAY EST # 1 LARP/SN ST LITES	134,091.24			
5/15/2024	APBNK	DUE: 5/15/2024 DISC: 5/15/2024		1099: N		
		PAY EST # 1 LARP/SN ST LITES		419 4419-92500-000	LARPEN TEUR STREET LIGHTS	54,091.24
		PAY EST # 1 LARP/SN ST LITES		414 4414-92500-000	LARPEN TEUR STREET LIGHTS	80,000.00
		=== VENDOR TOTALS ===	134,091.24			
=====						
01-05119	GFOA					

I-20313		2023 ACFR REVIEW FEE	460.00			
5/15/2024	APBNK	DUE: 5/15/2024 DISC: 5/15/2024		1099: N		
		2023 ACFR REVIEW FEE		101 4113-89000-000	MISCELLANEOUS	460.00
		=== VENDOR TOTALS ===	460.00			
=====						
01-06548	TOLL - GAS & WELDING SUPPLY					

I-10565002		ACETYLENE FOR WELDING	110.80			
5/15/2024	APBNK	DUE: 5/15/2024 DISC: 5/15/2024		1099: N		
		ACETYLENE FOR WELDING		101 4131-70110-000	SUPPLIES	110.80
		=== VENDOR TOTALS ===	110.80			
		=== PACKET TOTALS ===	138,412.04			

5/16/2024 10:36 AM

A/P Regular Open Item Register

PAGE: 1

PACKET: 03104 MAY 16TH 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
01-06024		ON SITE SANITATION				
I-1710394		HAND WASH STATION SPRING TOGE	77.00			
5/16/2024	APBNK	DUE: 5/16/2024 DISC: 5/16/2024		1099: N		
		HAND WASH STATION SPRING TOGET		601 4601-85080-000	PORTABLE TOILET PARKS	77.00
		=== VENDOR TOTALS ===	77.00			

01-06301 SAMS CLUB MC/SYNCB

I-202405168842		PAPER/RETREAT EXPS/LMC CONF/C	1,236.24			
5/16/2024	APBNK	DUE: 5/16/2024 DISC: 5/16/2024		1099: N		
		COPY PAPER/NAME BADGES/INK STA		101 4112-70100-000	SUPPLIES	284.74
		COUNCIL CHAMBERS CLOCK		101 4112-70100-000	SUPPLIES	35.99
		SPRING TOGETHER BANNER		101 4116-89010-000	SPECIAL EVENTS	85.22
		SPRING TOGETHER - ICE CREAM TR		101 4116-89010-000	SPECIAL EVENTS	39.00
		CHATGRP		101 4116-70100-000	SUPPLIES	20.00
		PROGRAM SCREENING FEE		101 4112-86100-000	CONFERENCES/EDUCATION/AS	150.00
		RETREAT FOOD EXP		101 4112-86100-000	CONFERENCES/EDUCATION/AS	105.79
		INCLUSION TRAINING FOOD		210 4210-86105-000	INCLUSION TNG EXERCISES	105.79
		AUDIO VISUAL CLICKER PRESENTAT		101 4112-70100-000	SUPPLIES	34.67
		BATTERY FOR LAPTOP		101 4112-70100-000	SUPPLIES	31.96
		LMC CONF - MAYOR & 1 COUNCIL		101 4111-86100-000	CONFERENCES/EDUCATION/TR	343.08
		=== VENDOR TOTALS ===	1,236.24			
		=== PACKET TOTALS ===	1,313.24			

5/17/2024 9:46 AM

A/P Regular Open Item Register

PAGE: 1

PACKET: 03106 MAY 17 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-202405178843		FLEX RIEMBURSEMENT	142.96			
5/17/2024	APBNK	DUE: 5/17/2024 DISC: 5/17/2024		1099: N		
		FLEX RIEMBURSEMENT		101 21712-000	MEDICAL FLEX SAVINGS PAY	118.66
		FLEX RIEMBURSEMENT		601 21712-000	MEDICAL FLEX SAVINGS PAY	21.44
		FLEX RIEMBURSEMENT		602 21712-000	MEDICAL FLEX SAVINGS PAY	2.86
		=== VENDOR TOTALS ===	142.96			
=====						
01-05925		SECURIAN LIFE INSURANCE COMPAN				
I-55010551-00		MAY LIFE INSURANCE	313.24			
5/17/2024	APBNK	DUE: 5/17/2024 DISC: 5/17/2024		1099: N		
		MAY LIFE INSURANCE		101 4112-89000-000	MISCELLANEOUS	313.24
		=== VENDOR TOTALS ===	313.24			
=====						
01-07898		WSB				
I-R-023655-000-8		PLANNING-COMM PARK IMPROVEMNT	15,329.25			
5/17/2024	APBNK	DUE: 5/17/2024 DISC: 5/17/2024		1099: N		
		PLANNING-COMM PARK IMPROVEMNTS		403 4403-91500-000	COMMUNITY PARK LAND/BUIL	15,329.25
		=== VENDOR TOTALS ===	15,329.25			
		=== PACKET TOTALS ===	15,785.45			

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

PAY PERIOD ENDING 5/15/2024
DIRECT DEPOSIT EFFECTIVE DATE 5/10/2024

EMP #	NAME	AMOUNT
C 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	1,421.02
01-1028	HANNAH B LYNCH	3,725.66
01-1167	DAVID S SIMONS	1,716.13
01-1168	DEAN T POPE	1,527.50
01-1033	DAVE TRETSEVEN	2,065.72
01-1143	COLIN B CALLAHAN	2,806.69

TOTAL PRINTED: 10 23,933.28

5-10-2024 6:06 AM PAYROLL CHECK REGISTER
PAYROLL NO: 01 City of Falcon Heights

PAGE: 1
PAYROLL DATE: 5/10/2024

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
1184	NEIS, ADRIAN J	R	5/10/2024	340.71	093155

5-10-2024 6:06 AM PAYROLL CHECK REGISTER
PAYROLL NO: 01 City of Falcon Heights

PAGE: 2
PAYROLL DATE: 5/10/2024

*** REGISTER TOTALS ***

REGULAR CHECKS:	1	340.71
DIRECT DEPOSIT REGULAR CHECKS:	10	23,933.28
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	11	24,273.99

*** NO ERRORS FOUND ***

* END OF REPORT **

WIRE PAYMENTS

May 15 payroll

x

Fed With	8,999.97
St With	1,559.40
Pera	5,028.22
ICMA	200.00

15,787.59

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Meeting Date	May 22, 2024
Agenda Item	Consent G2
Attachment	N/A
Submitted By	Jack Linehan, City Administrator

Item	Public Works Director - One-year Employee Step Adjustment
Description	<p>Colin Callahan was promoted to Interim Public Works Director and appointed by the City Council on April 12, 2023, with a review taking place three to six months after to determine whether or not to name him to the position permanently. That decision was made on August 9, 2024 with Resolution 23-53.</p> <p>As part of the negotiation process, it was determined that the standard 18-month step adjustment for a promotion would be accelerated to 12-months to allow Colin to be on an annual review process.</p> <p>Colin continues to manage the Public Works Department effectively and is consistently finding ways to innovate department practices to provide even higher quality services in a cost-conscious manner.</p>
Budget Impact	There are available funds for this increase.
Attachment(s)	N/A
Action(s) Requested	I recommend that the Falcon Heights City Council approve a 5% step adjustment for Colin Callahan effective April 12, 2024.

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Meeting Date	May 22, 2024
Agenda Item	Consent G3
Attachment	N/A
Submitted By	Jack Linehan, City Administrator

Item	City Hall Summer Hours
Description	<p>Historically, the City of Falcon Heights has employed a modified schedule during the summer months. This practice was halted in 2020 and 2021 due to the limited public access to City Hall during the height of the pandemic, but brought back in 2022. Staff has again expressed support for the practice this year.</p> <p>During the summer months, especially on Fridays, the amount of walk-in and phone call requests for service drops off dramatically. Most afternoons Monday-Thursday the City sees approximately 3-4 visitors and a few calls. There are very few Friday afternoon visits.</p> <p>Many cities use this as an opportunity to employ alternative hours of operation, commonly known as “summer hours”.</p> <p>Currently, normal hours of operation are Monday - Friday, 8:00 a.m. - 4:30 p.m. Staff is proposing that the City of Falcon Heights use the following schedule between Memorial Day and Labor Day:</p> <p>Monday - Thursday 7:30 am - 5:00 pm Friday 8:00 am - noon</p> <p>This would allow for City Hall to still be open a similar number of hours per week (42 vs 42.5 during non-summer hours) and for employees to still work the same number of total hours (40, with one ½ hour break each day, except on Fridays, when staff would prefer to start thirty minutes later and to also not to take a break). On Mondays through Thursdays, it would allow City Hall customers the ability to come in both a ½ hour earlier and later in the day to conduct business.</p> <p>We will publicize our approved Summer Hours through our normal methods (email, website, flyers, newsletters, and social media). We would also insert a notice on all permit applications so that contractors and/or residents do not come to city hall on Friday afternoon hoping to pick up permits for their</p>

	weekend projects. Notice will also be given to those who rent facilities that building keys will need to be picked up before noon on Friday.
Budget Impact	N/A
Attachment(s)	None
Action(s) Requested	Staff recommends that the Falcon Heights City Council adopt the summer hours schedule explained above from Memorial Day to Labor Day.