

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

AGENDA - AMENDED
July 10, 2024 at 7:00 P.M.

- A. CALL TO ORDER: 7:01 p.m.
- B. ROLL CALL: GUSTAFSON LEEHY MEYER
WASSENBERG MIELKE
- STAFF PRESENT: LINEHAN
- C. APPROVAL OF AGENDA Wassenberg 3-0
- D. PRESENTATION
- E. APPROVAL OF MINUTES: Mielke 3-0
1. June 12, 2024 City Council Special Workshop Meeting Minutes
2. June 26, 2024 City Council Regular Meeting Minutes
- F. PUBLIC HEARINGS:
- G. CONSENT AGENDA: 3-0
1. General Disbursements through 07/3/24: \$182,591.73
a. Payroll through 06/30/24: \$26,933.25
b. Wire Payments through 06/30/24: \$16,567.92
2. Approval of City License(s)
3. Night to Unite Proclamation
4. Administrative Services Director Kelly Nelson - Six-Month Step Adjustment
5. 2023 Pavement Management Program - Northwest Asphalt Change Order #5 and Final Pay Estimate
6. Council Liaison to State Fair Task Force Appointment
7. **Approve Purchase of Public Works Sidewalk Shaving Equipment**
- H. POLICY ITEMS: Mielke 3-0
1. Pedicab Ordinance
2. Fee Schedule Ordinance Amendment for Pedicab Licensure Wassenberg 3-0
- 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. CLOSED SESSION: Wassenberg 3-0
1. Annual Performance Evaluation for City Administrator Jack Linehan - Pursuant to Minn. Stat. 13D.05, subd. 3(a).
- L. ADJOURNMENT: 8:57 p.m.

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CITY OF FALCON HEIGHTS
City Council Special Workshop
Joint Workshop with Planning Commission
City Hall
2077 West Larpenteur Avenue

MINUTES

Wednesday, June 12, 2024
6:00 P.M.

- A. CALL TO ORDER: 7:42 PM
- B. ROLL CALL: GUSTAFSON_X_ LEEHY_X_
 MEYER_X_ MIELKE_X_ WASSENBERG_X_

STAFF PRESENT: LINEHAN_X_ LYNCH_X_
- C. POLICY ITEMS:
 - 1. Larpenteur & Snelling Corridor Development Study Update

Staff Liaison Lynch opened the topic by explaining the Larpenteur & Snelling Corridor Development Study is one that has been needed since it was referenced in the 2040 Comprehensive Plan. She stated the City has held three workshops, including one open house, one resident workshop, and one business meeting. She introduced Kim Lindquist from WSB who has been working as the project manager and consultant for the Larpenteur & Snelling Corridor Development Study. Kim Lindquist explained this study would be one that could inform the City of how to view development along this corridor in the future. It could either become a part of the 2040 Comprehensive Plan via a comprehensive plan amendment or it could be held separate. Regardless of how it was adopted by the City, it will be good to have an official guiding document when developers approach the City with ideas.

Kim Lindquist presented several concept designs for four different areas within the City. The first was the golf course property, with three different layout options. Staff Liaison Lynch explained this was a high-level look at this, and Kim Lindquist explained a more in-depth study would be needed if this was to be looked at closer in the future, once the University has made its plans clearer. The Planning Commission and City Council reviewed the three options and provided feedback.

The overall areas of concern regarding the three layouts for the golf course were commissioners and council members would like to see more of a grid layout (closest to option B), smaller single-family residence lots and needing more through streets in these areas, potentially more townhomes, greenspace throughout instead of bordering the entire property, and ensuring multifamily properties have good access to transit and thus moving them closer to Larpenteur Avenue.

The second concept plan which had two main options were for the property located at 1871 Larpenteur Ave W. This property has a current PUD on it. Option A presented showed the layout for that existing PUD. Option B showed a townhome layout. Kim Lindquist also presented a third option which was not included in the packet which would require the residential lot directly to the right to be included in the plan. This option showed a multifamily building on it. There was conversation between commissioners and council members regarding adding an expiration for PUDs in City Code if they have not been developed and the preference for the townhomes. Regarding the third option which would have two lots, it was discussed that it may be good to set a principle that should lots on Larpenteur become available for redevelopment, this is the corridor where it would be good to have more density.

The third concept plan was of the commercial area where Warners' Stellian is located. Kim Lindquist explained during the business meeting, the manager at Warners' Stellian who is also one of the owners stated he likes the large amount of parking available. Commissioners and council members believe this is due to selling parking spaces for the State Fair. The concept plan shown is roughly the same layout as what currently exists, but cleans up the parking lot and adds more landscaped islands, and adds a new building with a patio to the north of the lot that could be used for a restaurant. Jim Mogen asked how this would work with City Code as it is currently written. Staff Liaison Lynch and City Administrator Linehan explained it would either have to be subdivided or done as a PUD. Kim Lindquist agreed with the PUD, as it would be sharing parking across different uses.

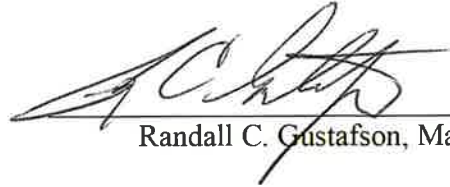
The final concept plan was for the Falcon Crossing shopping center and had two options. The first option was the area with roughly the existing layout. The main changes were cleaning up the parking lot and adding better flow by utilizing landscaped islands, and closing the curb cut on Larpenteur closest to Snelling. The second option was the same as the first, but instead of one building, it was cut in two with a drive down the center to align with the single Larpenteur curb cut. The smaller outbuilding would be used as retail or restaurant space. Commissioners and council members discussed these two concepts and explained the main issues with this area is the parking and flow of traffic. The Arona alleyway should be a one-way alley, but cars go both ways which makes it very difficult to navigate.

Council members and commissioners thanked Kim Lindquist. Kim Lindquist explained the next steps would be a draft to staff which would then be shared in another workshop, and then once edits were made, it would go before City Council for approval.

D. ADJOURNMENT: 7:02 PM

Councilmember Mielke motions to adjourn;
Approved 5-0

DISCLAIMER: City Council Workshops are held monthly as an opportunity for Council Members to discuss policy topics in greater detail prior to a formal meeting where a public hearing may be held and/or action may be taken. Members of the public that would like to make a comment or ask questions about an item on the agenda for an upcoming workshop should send them to mail@falconheights.org prior to the meeting. Alternatively, time is regularly allotted for public comment during Regular City Council Meetings (typically 2nd and 4th Wednesdays) during the Community Forum.



Randall C. Gustafson, Mayor

Dated this 10th day of July, 2024



Jack Linehan, City Administrator

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

MINUTES

June 26, 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_

STAFF PRESENT: LINEHAN_X_

- C. APPROVAL OF AGENDA

Administrator Linehan notes regarding Policy Item 1. The watershed had a last-minute request to swap two parcels and advises the Council to table the item at the next City Council Meeting on July 24th.

Councilmember Leehy motions to approve the agenda;
approved 5-0

- D. PRESENTATION

- E. APPROVAL OF MINUTES:
 - 1. June 5, 2024 City Council Workshop Meeting Minutes
 - 2. June 12, 2024 City Council Regular Meeting Minutes

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

- F. PUBLIC HEARINGS:

- G. CONSENT AGENDA:
 - 1. General Disbursements through 06/20/24: \$396,657.20
Payroll through 06/15/24: \$25,041.66
Wire Payments through 06/15/24: \$15,911.34
 - 2. Cooperative Maintenance Agreement of Rain Gardens

Administrator Linehan explains there are several rain gardens in Falcon Heights that the watershed will assist with as part of this agreement.

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

H. POLICY ITEMS:
1. Request for Watershed Boundary Change

Councilmember Mielke motions to table the item at the next regular City Council meeting;
Approved 5-0

I. INFORMATION/ANNOUNCEMENTS:

Councilmember Leehy explains that the Community Engagement Commission met on Monday, June 17 to discuss reinvigorating CERT Training in the community.

Councilmember Meyer notes the Planning Commission met and discussed accessory dwelling units as well as updating language to the City Code. He adds that Saturday, July 6 at 8:35 PM is Restoration Day at the Philando Castile Peace Garden and Sunday, July 7 is Unity Day at City Hall.

Administrator Linehan adds City Staff is preparing for the Ice Cream Social on Thursday, July 18 at Community Park. The State Fair Task Force met last week as well, where they had a discussion with State Fair leadership and talked about a pedicab ordinance. Public Works is continuing to mow and refurbish the signs and monuments in the City.

Councilmember Meyer remembers Night to Unite is coming up on Tuesday, August 6. He reminds everyone to register their block party with the Sheriff's Office before July 12.

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: 7:15 PM

Councilmember Leehy motions to adjourn;
Approved 5-0



Randall C. Gustafson, Mayor

Dated this 10th day of July, 2024



Jack Linehan, City Administrator

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PACKET: 03133 June 24 Payables
 VENDOR SET: C1 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
5175 CONTINENTAL RESEARCH CORPORATJ						
I-54899		Shop Supplies	261.00			
6/24/2024	APBNK	DUE: 6/24/2024 DISC: 6/24/2024		1099: N		
		Shop Supplies		101 4131-70110-000	SUPPLIES	261.00
--- VENDOR TOTALS ---			261.00			
C1-01012 COREMARK METALS						
I-5513518		Steel Tubes	63.37			
6/24/2024	APBNK	DUE: 6/24/2024 DISC: 6/24/2024		1099: N		
		Steel Tubes		101 4132-70120-000	SUPPLIES	63.37
=== VENDOR TOTALS ===			63.37			
01-05171 FRA DOR INC						
I-2406039		Black Dirt	25.00			
6/24/2024	APBNK	DUE: 6/24/2024 DISC: 6/24/2024		1099: N		
		Black Dirt		419 4419-92005-000	SIDEWALK IMPROVEMENTS	25.00
=== VENDOR TOTALS ===			25.00			
01-06943 QUALITY RESOURCE GROUP INC						
I-24426		Blank Checks	1,497.27			
6/24/2024	APBNK	DUE: 6/24/2024 DISC: 6/24/2024		1099: N		
		Blank Checks		101 4113-70100-000	SUPPLIES	1,497.27
=== VENDOR TOTALS ===			1,497.27			
01-05764 UPPER CUT TREE SERVICES						
I-5936		Tree Maintenance	1,450.00			
6/24/2024	APBNK	DUE: 6/24/2024 DISC: 6/24/2024		1099: N		
		Remove tree and grind stumps		101 4134-84070-000	TREE REMOVAL	925.00
		Tree trimming		101 4134-84010-000	TREE TRIMMING	525.00
=== VENDOR TOTALS ---			1,450.00			
01-05870 XCEL ENERGY						
I-202406248863		Electricity	158.05			
6/24/2024	APBNK	DUE: 6/24/2024 DISC: 6/24/2024		1099: N		
		Electricity		101 4131-85020-000	ELECTRIC	22.35
		Electricity		101 4141-85020-000	ELECTRIC/GAS	23.36
		Electricity		101 4141-85020-000	ELECTRIC/GAS	30.10
		Electricity		209 4209-85020-000	STREET LIGHTING POWER	15.11
		Electricity		209 4209-85020-000	STREET LIGHTING POWER	67.13
=== VENDOR TOTALS ===			158.05			
=== PACKET TOTALS ===			3,154.69			

6/26/2024 3:21 PM
 PACKET: 03137 June 26 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
-----ID-----							
0209			ADVANTAGE SIGNS AND GRAPHICS				
I-VO3241789			permit parking only signs	154.20			
6/26/2024	APBNK		DUE: 6/26/2024 DISC: 6/26/2024		1099: N		
			permit parking only signs		101 4132-75100-000	STREET SIGNS	154.20
			=== VENDOR TOTALS ===	154.20			

01-55008			HUMANA INSURANCE CO				
I-673999258			Vision July	78.21			
6/26/2024	APBNK		DUE: 6/26/2024 DISC: 6/26/2024		1099: N		
			Vision July		101 4112-89000-000	MISCELLANEOUS	78.21
			=== VENDOR TOTALS ===	78.21			

01-05856			LINEHAN, JACK				
I-202406268886			MET COUNCIL LUNCHEON MEETING	45.00			
6/26/2024	APBNK		DUE: 6/26/2024 DISC: 6/26/2024		1099: N		
			MET COUNCIL LUNCHEON MEETING		101 4111-86100-000	CONFERENCES/EDUCATION/TR	45.00
			=== VENDOR TOTALS ===	45.00			

01-05451			MADISON NATIONAL LIFE INS CO I				
I-1632070			LTD and STD Insurance July	129.71			
6/26/2024	APBNK		DUE: 6/26/2024 DISC: 6/26/2024		1099: N		
			LTD and STD Insurance July		101 4112-89000-000	MISCELLANEOUS	129.71
			=== VENDOR TOTALS ===	129.71			

01-05592			MENARDS				
I-2024062688867			MULCH/CAULK/KNIVES/GRINDING B	228.15			
6/26/2024	APBNK		DUE: 6/26/2024 DISC: 6/26/2024		1099: N		
			MULTCH/STEEL U POSTS/TOP SOIL		101 4134-70110-000	SUPPLIES	73.71
			NEW PARK BENCH SUPPLIES		101 4141-70100-000	SUPPLIES	44.25
			SAFETY KNIVES/ CAULK		101 4132-70120-000	SUPPLIES	72.49
			GRINDING BITS/UTILITY KNIVES		101 4131-70110-000	SUPPLIES	37.70
			=== VENDOR TOTALS ===	228.15			

PACKET: 03137 June 26 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-----						
6483		SENTRY SYSTEMS, INC.				
I 794855		Commercial Monitoring Jul-Sep	94.50			
6/26/2024	APBNK	DUE: 6/26/2024 DISC: 6/26/2024		1099: N		
		Commercial Monitoring Jul-Sep		101 4131-87100-000	PANIC BUTTON SECURITY	94.50
--- VENDOR TOTALS ---			94.50			

01-00935		ST PAUL REGIONAL WATER SERVICE				
I-202406268865		Water & Sanitary Sewer	182.86			
6/26/2024	APBNK	DUE: 6/26/2024 DISC: 6/26/2024		1099: N		
		Community Park Water		101 4141-85040-000	WATER	39.24
		Community Park Sanitary Sewer		601 4501-85075-000	CITY BUILDINGS SANITARY	12.33
		City Hall Water		101 4131-85040-000	WATER	109.05
		City Hall Sanitary Sewer		601 4501-85075-000	CITY BUILDINGS SANITARY	22.24
=== VENDOR TOTALS ===			182.86			

01-07898		WSS				
I-R-023655-000-9		Planning- Community Park	59,464.30			
6/26/2024	APBNK	DUE: 6/26/2024 DISC: 6/26/2024		1099: N		
		Planning- Community Park		483 4405-91500-000	COMMUNITY PARK LAND/BUILD	59,464.30
=== VENDOR TOTALS ===			59,464.30			
=== PACKET TOTALS ===			60,376.93			

7/02/2024 9:34 AM

A/P Regular Open Item Register

PACKET: 03139 July 2 payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-00028	ALLSTREAM					
I-20652644		EMERGENCY LANDLINE CITY HALL	122.79			
7/02/2024	APBNK	DUE: 7/02/2024 DISC: 7/02/2024		1099: N		
		EMERGENCY LANDLINE CITY HALL		101 4116-85010-000	TELEPHONE	122.79
		=== VENDOR TOTALS ===	122.79			
=====						
01-00875	BHE COMMUNITY SOLAR, LLC					
I-12090236		SOLAR GARDEN ELECT MARCH	1,552.15			
7/02/2024	APBNK	DUE: 7/02/2024 DISC: 7/02/2024		1099: N		
		SOLAR GARDEN ELECT MARCH		101 4137-85025-000	SOLAR ELECTRIC	1,552.15
		=== VENDOR TOTALS ===	1,552.15			
=====						
01-05422	BP					
I-202407028869		FUEL	829.69			
7/02/2024	APBNK	DUE: 7/02/2024 DISC: 7/02/2024		1099: N		
		FUEL		101 4141-74000-000	MOTOR FUEL & LUBRICANTS	152.23
		FUEL		602 4602-74000-000	FUEL & LUBRICANTS	135.86
		FUEL		101 4132-74000-000	MOTOR FUEL & LUBRICANTS	540.60
		=== VENDOR TOTALS ===	829.69			
=====						
01-05440	LOFFLER COMPANIES, INC					
I-4730155		COPIER CHARGS JUNE	155.80			
7/02/2024	APBNK	DUE: 7/02/2024 DISC: 7/02/2024		1099: N		
		COPIER CHARGS JUNE		101 4112-87C00-000	REPAIR OFFICE EQUIPMENT	155.80
		=== VENDOR TOTALS ===	155.80			
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01-05582	MENARDS					
I-202407028868		QUICKRETE AND TOP SOIL	310.42			
7/02/2024	APBNK	DUE: 7/02/2024 DISC: 7/02/2024		1099: N		
		QUICKRETE AND TOP SOIL		602 4602-70200-000	SUPPLIES	87.11
		WEED WHIP HEADS		101 4141-70100-000	SUPPLIES	143.63
		DRILL SET FOR MONUMENT WORK		101 4132-70120-000	SUPPLIES	69.97
		P[LANTINGS CITY HALL		101 4131-70110-000	SUPPLIES	9.71
		=== VENDOR TOTALS ===	310.42			

7/02/2024 9:34 AM

A/P Regular Open Item Register

PACKET: 03139 July 2 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
=====						
01-05665		METROPOLITAN COUNCIL				
I-1175390		AUG WASTE WATER SVCS	63,338.36			
7/02/2024	APBNK	DUE: 7/02/2024 DISC: 7/02/2024		1099: N		
		AUG WASTE WATER SVCS		601 4601-85060-000	METRO SEWER CHARGES	63,338.36
		=== VENDOR TOTALS ===	63,338.36			
=====						
01-06030		OLSON,ROLAND				
I-202407028870		MILEAGE REIMB JUNE	62.78			
7/02/2024	APBNK	DUE: 7/02/2024 DISC: 7/02/2024		1099: N		
		MILEAGE REIMB JUNE		101 4113-86010-000	MILEAGE	62.78
		=== VENDOR TOTALS ===	62.78			
=====						
01-05374		TENNIS SANITATION LLC				
I-968465		RECYCLING- SFD & MFD JUNE	9,447.75			
7/02/2024	APBNK	DUE: 7/02/2024 DISC: 7/02/2024		1099: N		
		RECYCLING- SFD & MFD JUNE		206 4206-82030-000	RECYCLING CONTRACTS	9,447.75
		=== VENDOR TOTALS ===	9,447.75			
		=== PACKET TOTALS ===	75,819.74			

PACKET: 03141 JULY 3 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-03117		CITY OF LITTLE CANADA				
I-202407038873		BLDG INSPECTIONS JAN TO MAY	31,488.96			
7/03/2024	APBNK	DUE: 7/03/2024 DISC: 7/03/2024		1099: N		
		BLDG INSPECTIONS JAN TO MAY		101 4117-81210-000	BUILDING INSPECTORS	26,540.96
		BLDG INSPRCTIONS JAN TO MAY		101 4117-81220-000	MECHANICAL INSPECTORS	3,820.00
		BLDG INSPECTIONS JAN TO MAY		101 4117-81230-000	PLUMBING INSPECTORS	1,128.00
		=== VENDOR TOTALS ===	31,488.96			
=====						
01-03583		DELL MARKETING L.P.				
I-10757822776		DELL LATITUDE 5350 COMPUTER	1,167.50			
7/03/2024	APBNK	DUE: 7/03/2024 DISC: 7/03/2024		1099: N		
		DELL LATITUDE 5350 COMPUTER		401 4401-90100-000	FURNITURE & EQUIPMENT	1,167.50
		=== VENDOR TOTALS ===	1,167.50			
=====						
01-05235		JAN-PRO CLEANING SYSTEMS				
I-128242		JANITORIAL SVC JULY	550.00			
7/03/2024	APBNK	DUE: 7/03/2024 DISC: 7/03/2024		1099: N		
		JANITORIAL SVC JULY		101 4131-87010-000	CITY HALL MAINTENANCE	550.00
		=== VENDOR TOTALS ===	550.00			
=====						
01-05886		KELLY & LEMMONS P.A.				
I-63344		JUNE PROSECUTIONS	2,500.00			
7/03/2024	APBNK	DUE: 7/03/2024 DISC: 7/03/2024		1099: Y		
		JUNE PROSECUTIONS		101 4123-80200-000	LEGAL FEES	2,500.00
		=== VENDOR TOTALS ===	2,500.00			
=====						
01-05884		LYNCH, HANNAH				
I-202407038872		MILEAGE REIMB	29.48			
7/03/2024	APBNK	DUE: 7/03/2024 DISC: 7/03/2024		1099: N		
		MILEAGE REIMB		101 4117-86010-000	MILEAGE	29.48
		=== VENDOR TOTALS ===	29.48			
=====						
01-05374		TENNIS SANITATION LLC				
I-3968466		SWMT AND CEC CHRGS	67.50			
7/03/2024	APBNK	DUE: 7/03/2024 DISC: 7/03/2024		1099: N		
		SWMT AND CEC CHRGS		101 4131-87010-000	CITY HALL MAINTENANCE	67.50
		=== VENDOR TOTALS ===	67.50			

PACKET: 03141 JULY 3 PAYABLES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-07898	WSB					
I-R-023472-000-9		LARPEUR SNELLING CORRIDOR	7,099.75			
7/03/2024	APBNK	DUE: 7/03/2024 DISC: 7/03/2024		1099: N		
		LARPEUR SNELLING CORRIDOR		101 4117-80450-000	SNELLING/LARP CORRIDOR S	7,099.75
		=== VENDOR TOTALS ===	7,099.75			
=====						
01-05870	XCEL ENERGY					
I-202407038871		ELECT	37.18			
7/03/2024	APBNK	DUE: 7/03/2024 DISC: 7/03/2024		1099: N		
		ELECT		101 4121-85020-000	ELECTRIC	11.87
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	25.31
		=== VENDOR TOTALS ===	37.18			
		=== PACKET TOTALS ===	42,940.37			

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

PAY PERIOD ENDING 6/30/2024
DIRECT DEPOSIT EFFECTIVE DATE 6/25/2024

EMP #	NAME	AMOUNT
0022	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
01-1043	WILLIAM D FARLEY	1,024.43
01-1136	ROLAND O OLSON	3,282.06
01-1162	ALYSSA LANDBERG	1,108.88
01-1028	HANNAH B LYNCH	3,087.01
01-1167	DAVID S SIMONS	1,716.13
01-1168	DEAN T POPE	1,790.95
01-1033	DAVE TRETSVEN	2,065.72
01-1143	COLIN B CALLAHAN	2,939.16
01-2278	KENDALL J MOORE	423.83

TOTAL PRINTED: 17 26,167.94

6-25-2024 3:29 PM PAYROLL CHECK REGISTER
PAYROLL NO: 01 City of Falcon Heights

PAGE: 1
PAYROLL DATE: 6/25/2024

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
1184	NEIS, ADRIAN J	R	6/25/2024	668.35	093254
2279	LADOUCEUR, HADLEY J	R	5/25/2024	48.48	093255
2280	LEE, RACHEL H	R	6/25/2024	48.48	093256

6-25-2024 3:29 PM PAYROLL CHECK REGISTER
PAYROLL NO: 01 City of Falcon Heights

PAGE: 2
PAYROLL DATE: 6/25/2024

*** REGISTER TOTALS ***

REGULAR CHECKS:	3	765.31
DIRECT DEPOSIT REGULAR CHECKS:	17	26,167.94
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	20	26,933.25

*** NO ERRORS FOUND ***

June 30 payroll

Fed With	9,368.61
St With	1,693.75
Pera	5,305.56
ICMA	200.00

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16,567.92

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Meeting Date	July 10, 2024
Agenda Item	Consent G2
Attachment	N/A
Submitted By	Kelly Nelson, Administrative Services Director/Deputy Clerk

Item	Approval of City License(s)
Description	The following individuals/entities have applied for a <u>Municipal Business License</u> for 2024. Staff have received the necessary documents for licensure. 1. Oriental Kung Fu Massage
	N/A
Attachment(s)	N/A
Action(s) Requested	Staff recommends approval of the City license application contingent on background checks and fire inspections as required.

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Meeting Date	July 10, 2024
Agenda Item	Consent G3
Attachment	Proclamation
Submitted By	Jack Linehan, City Administrator

Item	Night to Unite Proclamation
Description	The Ramsey County Sheriff's Office has drafted the attached proclamation for the city council to issue designating Tuesday, August 6, 2024 as Night to Unite in Falcon Heights
Budget Impact	N/A
Attachment(s)	Proclamation
Action(s) Requested	I recommend that the Falcon Heights City Council approve the proclamation designating Tuesday, August 6 th , 2024 as Night to Unite.



**Night to Unite 2024
Proclamation**



CITY OF FALCON HEIGHTS

WHEREAS, the Minnesota Crime Prevention Association, along with local law enforcement agencies are sponsoring a statewide program called Night to Unite on August 6, 2024; and

WHEREAS, Night to Unite is designed to get to know one another in the City of Falcon Heights, build neighborhood involvement by bringing police and communities together; and to bring an awareness to crime prevention and local law enforcement efforts; and

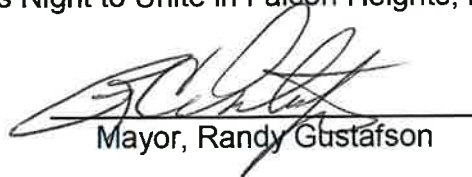
WHEREAS, Night to Unite supports the idea that crime prevention is an inexpensive, effective tool in strengthening police and community partnerships; and

WHEREAS, Night to Unite provides opportunities to celebrate the ongoing work of law enforcement and neighborhoods in Falcon Heights by working together to fight crime and victimization and increase public safety for all citizens; and

WHEREAS, the citizens of Falcon Heights play an important role in assisting the Ramsey County Sheriff's Office through joint crime, drug and violence prevention efforts;

NOW, THEREFORE, I, Mayor Randy Gustafson, and WE, Council Members, Melanie Leehy, Eric Meyer, Jim Wassenberg, and Paula Mielke, DO HEREBY CALL UPON ALL CITIZENS OF FALCON HEIGHTS, RAMSEY COUNTY, to participate in Night to Unite on Tuesday, August 6, 2024.

FURTHER, LET IT BE RESOLVED THAT I, Mayor Randy Gustafson, and WE, Council Members, Melanie Leehy, Eric Meyer, Jim Wassenberg, and Paula Mielke, do hereby proclaim Tuesday, August 6, 2024, as Night to Unite in Falcon Heights, Ramsey County, Minnesota.


Mayor, Randy Gustafson

Council Member, Melanie Leehy

Council Member, Eric Meyer



Council Member, Jim Wassenberg



Council Member, Paula Mielke

7-10-24
Date

Attested by: 

City Administrator, Jack Linehan

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Meeting Date	July 10 2024
Agenda Item	Consent G4
Attachment	N/A
Submitted By	Jack Linehan, City Administrator

Item	Administrative Services Director / Deputy City Clerk Kelly Nelson - Six Month Employee Step Adjustment
Description	<p>Kelly Nelson was promoted to the position of Administrative Services Director / Deputy City Clerk on January 1, 2024. Per the City's personnel policy, promotions are given a probationary period to determine if the promotion is the right fit. The City reserves the right to return the employee to their previous position during this time.</p> <p>It is my assessment that the promotion should be made permanent. Kelly continues to be an asset to the organization, and the increased responsibility given to her workload reflects her updated title.</p> <p>Per our pay plan, it is my recommendation to include a 5% step adjustment with the removal of the probationary period.</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 Kelly Nelson effective July 1, 2024.

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Meeting Date	July 10, 2024
Agenda Item	Consent G5
Attachment	Change Order #4
Submitted By	Jennifer Lowry, Interim-City Engineer

Item	Request approval of Change Order #4 and Final Pay Estimate for the 2023 Pavement Management Project, FH 23-01.
Description	<p>On April 26, 2023, the City Council awarded the 2023 Pavement Management Project (PMP) to Northwest Asphalt, Inc. All work on the project is completed and the contractor has requested final payment.</p> <p>2023 PMP included the following pavement rehabilitation and minor utility work:</p> <ul style="list-style-type: none"> • Holton Street, Larpenteur Avenue to Roselawn Avenue • Albert Street, Ruggles Street to Roselawn Avenue • Sheldon Street, Ruggles Street to Roselawn Avenue • Ruggles Street, Holton Street to Hamline Avenue • Garden Avenue, East Snelling Service Drive to Hamline Avenue • Idaho/Iowa Alleyway • Bid Alternate 1: Garden Avenue Roadway Striping • Bid Alternate 3: Permeable Paver Ruggles Pathway <p>Change order #4 documents additional work to repair the sidewalk and driveway at 1810 Arona Street due to the reconstruction.</p> <p>Payment #5 is the final payment and is in the amount of \$83,063.38 and includes the following work:</p> <ul style="list-style-type: none"> • Change Order #4 • Turf Establishment • Retainage <p>The project engineer and contractor have reviewed and approved the estimate, and it is submitted for Council approval. With this final pay estimate, the total amount paid to date is \$1,198,776.04 or 92.14% of the original contract price.</p>
Budget Impact	<p>This project has the following financial implications for the City and property owners along the streets under this maintenance project:</p> <ul style="list-style-type: none"> • Assessments levied in accordance with the City's assessment policy. • Use of Municipal State Aid (MSA), CRRSAA and street infrastructure funds to pay the City's portion of the project.

	<ul style="list-style-type: none"> • Expenditure of storm and sanitary sewer fund dollars to pay for repairs needed to the existing utility system.
Attachment(s)	Change Order #4
Action(s) Requested	<p>Staff recommends adoption of the following motion:</p> <p>Motion to approve Change Order #4 and Final Pay Estimate for the 2023 Pavement Management Project.</p>



CHANGE ORDER

Change Order No. 4

Project Location			
Local Agency	City of Roseville	Local Project No.	
Contractor	Northwest Asphalt, Inc.	Contract No.	FH23-01
Address/City/State/Zip	1451 Stagecoach Rd Shakopee, MN 55379		
Total Change Order Amount \$	\$14,552.16		

Issue: The Engineer has determined the Contract needs to be revised in accordance with specification **1402.5 - Extra Work.**

Resolution:

1. The Agency responsibilities will be per the executed contract.
2. The Contractor will perform the sidewalk and driveway repairs at 1810 Arona St. noted in this change order in compliance with the corresponding project specifications related to the items noted below.

Entitlement: Payment for this work will be at: Negotiated Unit Prices as shown in the estimate of cost.

This document does not change Contract Time.

Estimate Of Cost: (Include any increases or decreases in contract items, any negotiated or force account items.)						
**Group/ funding Category	Item No.	Description	Unit	Unit Price	+ or - Quantity	+ or - Amount \$
Garde n Ave Sidew alk	115	SAWING CONCRETE PAVEMENT (FULL DEPTH)	L F	\$15.75	12	\$189.00
Garde n Ave Sidew alk	113	REMOVE CONCRETE CURB	L F	\$15.75	16	\$252.00
Garde n Ave Sidew alk	116	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	L F	\$15.75	46	\$724.50
Garde n Ave Sidew alk	117	REMOVE BITUMINOUS PAVEMENT	S Y	\$15.75	17	\$267.75
Garde n Ave	114	REMOVE CONCRETE SIDEWALK	S F	\$15.75	96	\$1,512.00



CHANGE ORDER

Change Order No. 4

Sidewalk						
Garden Ave Sidewalk	118	BITUMINOUS PATCHING MIXTURE	SY	\$225.75	17	\$3,837.75
Garden Ave Sidewalk	120	4" CONCRETE WALK	SF	\$64.68	96	\$6,209.28
Garden Ave Sidewalk	119	CONCRETE CURB AND GUTTER DESIGN B618	LF	\$64.68	16	\$1,034.88
Garden Ave Sidewalk	112	TRAFFIC CONTROL	LS	\$525.00	1	\$525.00
Net Change this Change Order						\$14,552.16

****Group/funding category is required for federal aid projects**

Project Engineer: Jennifer Lowry Date: 06/14/2024
 Print Name: Jennifer Lowry Phone: 651-792-7042
 Contractor: first_name last_name Date: obtained
 Print Name: first_name last_name Phone: phone
 City Administrator: first_name last_name Date: obtained
 Print Name: first_name last_name Phone: phone

CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION

July 10, 2024

No. 24-39


RESOLUTION ACCEPTING WORK AND AUTHORIZING FINAL PAYMENT
2023 PAVEMENT MANAGEMENT PROJECT

WHEREAS, pursuant to a written contract signed with the City on April 26, 2023, Northwest Asphalt, Inc., of Shakopee, Minnesota, has satisfactorily completed the improvements associated with the 2023 Pavement Management Project contract.

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


1. That the work completed under said contract is hereby accepted and approved; and
2. That the City Administrator is hereby directed to issue a proper order for the final payment of such contract, taking the contractor's receipt in full; and
3. That the one year warranty period as specified in the contract shall commence on July 10, 2024; and

Moved by: Gustafson

Approved by: 
Randy Gustafson
Mayor
July 10, 2024

GUSTAFSON
LEEHY
MEYER
WASSENBERG
MIELKE

3 In Favor
0 Against

Attested by: 
Jack Linehan
City Administrator
July 10, 2024

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Meeting Date	July 10, 2024
Agenda Item	Consent Agenda G6
Attachment	N/A
Submitted By	Randy Gustafson, Mayor

Item	City Council State Fair Task Force Liaison Assignment
Description	<p>The State Fair Task Force was created without a City Council liaison. The City Administrator serves as the staff liaison.</p> <p>At the June workshop, a Councilmember asked if they could be added as the council liaison to the State Fair Task Force, provided the State Fair Task Force was in support of them being added.</p> <p>The State Fair Task Force met on June 20, 2024 and voted 9-0 in favor of a recommendation to the City Council to approve a liaison.</p> <p>During the July 3, 2024 workshop, the Council was supportive of adding a Council Liaison and recommended the following:</p> <ul style="list-style-type: none"> • Council Liaison to the State Fair Task Force – Paula Mielke
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	Motion to approve the above appointment for Council Liaison to the State Fair Task Force.

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Meeting Date	July 10, 2024
Agenda Item	Consent G7
Attachment	N/A
Submitted By	Colin Callahan, Public Works Director

Item	Approve purchase of gas-powered walk behind scarifier and vacuum
Description	The City of Falcon Heights previously contracted with Safe Step to remove trip hazards on sidewalk panels throughout the city. Their services come with a significant cost and is limited to what was budgeted for the year. Boulevard tree roots are the reason for heaving sidewalk panels and are continually creating new trip hazards throughout the growing season. Purchasing this equipment will allow Public Works to remove trip hazards as they arise throughout the spring, summer and fall seasons, rather being limited to either once a year or constraints of the budget.
Budget Impact	Not to exceed \$11,000
Attachment(s)	<ul style="list-style-type: none"> • Information from Esch Construction Supply, Inc.
Action(s) Requested	Staff recommends approving the purchase of a gas-powered walk behind scarifier and Husqvarna vacuum.



Esch Construction Supply, Inc.
 561 Phalen Blvd.
 St. Paul, MN 55130
 United States

Proposal

Sales Rep	Date	Order #
Alex Gleeson	07/08/2024	PR14556

Bill To	Ship To
City of Falcon Heights Mahtomedi MN United States	City of Falcon Heights Mahtomedi MN United States

PO #	Job #	Ship Via	Ship By Date		
		UPS® Ground	07/08/2024		
Terms	Purchased By	Receiver	Receiver Cell		
	Colin Callahan				
Item	Qty	Description	Rate	Amt.	Tax Rate
CPM-10-13H	1	EDCO CPM-10-13H GAS WALK BEHIND SCARIFIER - 10", 13HP [69100] INCLUDES A FULLY LOADED DRUM AND CARBIDE ASSEMBLY	\$6,947.06	\$6,947.06	7.875%
DE120-120	1	HUSQVARNA DE120 VACUUM - 120V, 1PH, NA - 970514804 -	\$2,872.29	\$2,872.29	7.875%
				Subtotal	\$9,819.35
				Shipping Cost (UPS® Ground)	\$0.00
				Tax Total	\$773.27
				Total	\$10,592.62

New stocked items can be returned within 30 days, subject to a 20% restock fee. Special order (non-stock) items are not returnable

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Meeting Date	July 3, 2024
Agenda Item	Policy H1
Attachment(s)	Pedicab Ordinance
Submitted By	Jack Linehan, City Administrator

Item	Pedicab Ordinance
Description	<p>The State Fair Task Force has recommended that the city adopt regulations for the safe operation of pedicabs in Falcon Heights prior to the start of the Minnesota State Fair.</p> <p>State law regulates the authority of a statutory city such as Falcon Heights to pass an ordinance regulating pedicabs or other small passenger vehicle services. The requirements are:</p> <p><i>Minn. Stat. 221.091</i> <i>Subd. 2. Small vehicle passenger service. (a) A statutory or home rule charter city that licenses and regulates small vehicle passenger service must do so by ordinance. The ordinance must, at a minimum, provide for driver qualifications, insurance, vehicle safety, and periodic vehicle inspections.</i></p> <p><i>(b) A statutory or home rule charter city that has adopted an ordinance complying with this subdivision may enforce the registration requirement in section 221.021.</i></p> <p><i>(c) A statutory or home rule charter city that regulates, by ordinance, pedicabs, rickshaws, or other similar vehicles used for passenger service may permit authorized vehicles to be equipped with an electric motor that meets the requirements for an electric-assisted bicycle under section 169.011, subdivision 27, clause (3).</i></p> <p>Staff worked on a draft ordinance that has been reviewed by our City Attorney. The City Council reviewed the draft ordinances and provided suggested changes, which staff incorporated within as:</p> <ul style="list-style-type: none"> • Request to verify the definition of “darkness” under Sec. 14-299 is consistent. Darkness is used in Sec. 14-307 (4)(a). • Change Sec. 14-302 to require the display of a number rather than the assignment, so that the number may be consistent with St. Paul/Minneapolis. Staff made these changes • Modify Sec. 14-306 (d) to include “intoxicating beverages” to the listing of “alcoholic beverages”. Staff made these changes.

	<ul style="list-style-type: none"> Require fees to be transparent. This was confirmed to be in Sec. 14-306 (f), which requires “the schedule of rates or fees charged for passenger services” to be displayed with the license. <p>The City Council is requested to approve the ordinance and summary ordinance for publication. Staff will work to begin the licensure process with the active vendors in the area.</p>
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> Ordinance 24-02 Pedicab Regulations and Licensure Summary Ordinance 24-02
Action(s) Requested	Staff recommends the City Council makes a motion to approve Ordinance 24-02 adding pedicab licensing to city code, as well as approval of Summary Ordinance 24-02 to be published notifying the public of the new laws.

ORDINANCE NO. 24-02

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

**AN ORDINANCE AMENDING TITLE 14 OF THE
FALCON HEIGHTS CITY CODE CONCERNING PEDICAB LICENSES**

THE CITY COUNCIL OF THE CITY OF FALCON HEIGHTS ORDAINS:

Section 1. Title 14 of the Falcon Heights City Code is hereby amended to add a new Article IX to read as follows:

ARTICLE IX PEDICABS

Sec. 14-299 - Definitions

Except as may otherwise be provided or clearly implied by context, all terms shall be given their commonly accepted definitions. For the purpose of this article, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

Darkness: Any time from one-half (½) hour after sunset to one-half (½) before sunrise or any time when visibility is obstructed by elements such as fog, rain or snow.

Pedicab: A nonmotorized three-wheel bicycle that transports or is capable of transporting passengers on attached seats or similar vehicle with an electric motor that meets the requirements for an electric assisted bicycle under Minn. Statute Section 169.011, subd. 27, clause (3), or as subsequently amended. A pedicab shall not exceed one-hundred twenty (120) inches in length and sixty-six (66) inches in width.

Pedicab business: The business of operating one (1) or more pedicabs for the recreational or physical transportation of the general public for profit, not-for-profit, or as a free service accepting tips or displaying advertising.

Pedicab driver: Any person who operates, drives, or propels a pedicab.

Pedicab driver license: A license granted in accordance with this chapter.

Pedicab trailer: A two (2) wheeled vehicle no wider than fifty-five (55) inches and capable of carrying a maximum of three (3) passengers and securely attached and locked to the pedicab vehicle. Children aged twelve (12) and under are not allowed to ride in a trailer unless accompanied by an adult.

Pre-arranged pedicab services: Pedicab service for events such as weddings, group transportation, tours or similar events which are pre-arranged with the pedicab company.

Street: Any street or roadway under the jurisdiction of the city.

Vehicle: means every device in, upon, or by which any person is or may be transported or drawn upon a highway or street.

Sec. 14-300 – License required

- (a) No person shall engage in the pedicab business without a license required under this article.
- (b) No person shall operate a pedicab, engaged in a pedicab business, without a pedicab driver license required under this article.
- (c) Except as otherwise provided in this article, licenses issued under this Article shall be subject to the provisions of this chapter.

Sec. 14-301 License fees

- (a) The annual fee for a pedicab business license shall be as established in the City Fee Schedule, for each pedicab in operation on the streets at any time during the license year.
- (b) The annual fee for a pedicab driver license shall be as established in the City Fee Schedule for each pedicab driver in operation on the streets at any time during the license year.

Sec. 14-302 When licenses expire

Licenses under this article shall expire on December 31 of each year. The city will issue licenses in accordance with this chapter within 60 days of the date of the application.

Section 14-302 License number

All pedicabs shall display a number of the pedicab. The number shall be displayed on the lower left rear side of the pedicab and shall be a minimum of three (3) inches in height and in a contrasting color that does not blend into the paint color of the pedicab. All trailers attached to a pedicab shall display the same number of the pedicab so attached on the trailer.

Section 14-303 License and Renewal applications

- (a) Applications for a pedicab business license under this shall be made on forms provided by the city and shall contain such information as the city may require, including the name, address and telephone number of the applicant; whether the applicant is a natural person, partnership, corporation or unincorporated association; the names and addresses of all partners, if a partnership, or of all officers and directors, if a corporation; and the names and addresses of all persons authorized to operate a pedicab on behalf of the licensee.
- (b) Application for a pedicab driver license under this chapter shall be made on forms provided by the city and shall contain such information as the city may require, including the name, address, and telephone number of the applicant. Each pedicab license shall indicate the name of the pedicab company for which the driver works. No pedicab driver shall drive for a different pedicab company without first notifying the city and obtaining a new driver's license indicating the new pedicab company. Every pedicab driver shall meet and maintain the following requirements in order to hold a pedicab driver license:
 - (1) Possess a valid Minnesota driver license or a valid driver license from their home state. Those with out of state driver licenses must not have a currently cancelled, revoked or suspended Minnesota driver license. Those with out of state driver licenses, must provide a certified copy of their driving and criminal history from their home state.

- (2) Be a minimum of twenty-one (21) years old.
- (3) Shall not have had more than three (3) moving violations in the last three (3) years and no more than two (2) moving violations in the last year.
- (4) Shall not have been convicted of a felony within the past five (5) years;
- (5) The provisions of Minnesota Statutes, chapter 364 shall govern the eligibility of an applicant or license holder to acquire or maintain a pedicab driver license based on a prior or present criminal conviction or convictions.
- (6) Shall not have been convicted of careless driving, reckless driving or any violation of Minn. Stat. § 169A (driving while impaired) within the past three (3) years.

The city may issue a pedicab driver license upon presentation of a valid and current City of Saint Paul or City of Minneapolis pedicab driver license and a valid and current Minnesota driver license.

(c) **Renewal Applications.**

- (1) An application for the renewals of an existing license shall be made during the same period as the application for new licenses. An application for the renewal of an existing license in such form as the issuing authority requires.
- (2) A license issued under this chapter may not be renewed if the licensee has failed to comply with the provisions of this chapter in preceding license years.

Section 14-304 Insurance Required.

- (a) No license shall be issued or renewed without proof of general liability insurance on the form required by the city. The policy of insurance shall be in the limits of not less than one hundred thousand dollars (\$100,000.00) for injury or death to one (1) person, three hundred thousand dollars (\$300,000.00) for each occurrence, and one hundred thousand dollars (\$100,000.00) for property damage.
- (b) The certificate of insurance must be issued by an insurance company authorized to do business in the State of Minnesota, show the existence in force of a policy or policies of insurance conforming to the requirements of this chapter. Such certificate shall clearly set forth the name of the insurance carrier, the policy number, a description of the coverages, the limits of liability, period of coverage and any other requirements as set forth in each ordinance. There shall be attached to such certificate of insurance an endorsement which shall also be made part of the policy, and shall be in the form in each case made and provided by the city clerk, and currently approved by the city attorney; and which endorsement shall describe and refer specifically to the insurance requirements of this chapter and shall state that the policy of insurance is intended to comply with such insurance requirements. The city clerk shall examine and shall accept or reject any such certificates in its discretion notwithstanding any other requirement for approval by the city attorney of the insurance policy

Section 14-304 Inspections.

The licensing official shall require an annual pedicab inspection and may designate minimum safety standards for equipment and body defects. Pedicabs found to not meet the minimum inspection standards may be identified as “out of service” and shall not operate until such defects have been repaired and approved by the city. Applicants licensed in the City of Minneapolis or St. Paul shall provide proof of a passed annual pedicab inspection with an application for a pedicab license. The city may waive an inspection upon receipt proof of a passed annual pedicab inspection from either the City of St. Paul or the City of Minneapolis. The city shall reserve the right to examine and inspect each and every licensed pedicab at any reasonable time, to include on street inspections. The intent of such an inspection is to ensure compliance with the rules established herein.

Section 14-305 Vehicle operation.

Every pedicab shall be operated in compliance with all applicable federal, state and local traffic laws, and in a manner so as to assure the safety of persons and property.

Section 14-306 Operating restrictions and conditions.

- (a) No person shall operate a pedicab for hire on a public street during the hours of 11:00 p.m. to 7:00 a.m. Upon written application by a licensee, the city has the discretion to waive this prohibition for special events.
- (b) No pedicab shall be operated upon a public sidewalk or other city property where the operation of a pedicab is prohibited.
- (c) No pedicab shall use any public street or other public property as a waiting or parking area unless such area is a legal motor vehicle parking area or as permitted, or in an established pedicab stand. Parked pedicabs shall not be attached to any object in accordance with Falcon Heights Code of Ordinances Sec. 46-27.
- (d) No pedicab driver shall consume an alcoholic or intoxicating beverage while on duty or allow any passenger of the pedicab to drink or consume alcoholic or intoxicating beverages or to possess an open container of alcoholic or intoxicating beverages.
- (e) All pedicabs shall be clean and maintained in a good state of repair. All pedicabs shall be maintained by the company so as to be well painted and have a damage or deterioration free appearance, and in safe operational condition. Pedicabs shall be, at all reasonable times, subject to inspection by the licensing official.
- (f) All pedicabs shall display a valid license decal, centered on the rear of the pedicab vehicle or between the turn signals, issued by the city, and the name and phone number of the licensee, and the schedule of the rates or fees charged for passenger services.
- (g) Pedicab drivers shall have in their possession a valid driver's license, proof of insurance and a pedicab driver license while in control of any pedicab, and shall operate the pedicab in compliance with all applicable federal, state, and local traffic laws, Falcon Heights Code Ordinances and in a manner so as to assure the safety of persons and property.
- (h) All pedicab operators shall obey and comply with any lawful order or direction of any police officer, traffic control agent, or city official.

- (i) No pedicab driver shall have in his or her possession a lighted cigarette, cigar, or pipe while driving a pedicab which is occupied by a passenger, and they shall not use electronic delivery devices as defined in Sec. 14-293.
- (j) A pedicab driver license issued under this chapter shall be coterminous with the licensee's driver license. Any time that a licensee's driver's license is suspended, revoked, or cancelled, his or her pedicab driver's license shall likewise be immediately suspended, revoked, or cancelled. The pedicab driver's license shall immediately be surrendered to the city until such time his or her driver's license is reinstated.
- (k) No pedicab driver shall permit more than three (3) passengers to be carried in a pedicab except that passengers weighing forty (40) pounds or less may be seated on the lap of a passenger who occupies a permanently affixed seat, and at no time shall the driver allow any passenger to ride in any area of the pedicab that was not specifically designed as a seat. No more than three (3) passengers shall be allowed in any affixed trailer except that passengers weighing forty (40) pounds or less may be seated on the lap of a passenger who occupies a permanently affixed seat.
- (l) At no time shall anyone other than a licensed pedicab driver be allowed to operate the pedicab.
- (m) At no time shall a pedicab driver play or allow the playing of any amplified sound equipment in violation of Sec 14-104 and Sec 22-47(e) of the Falcon Heights Code of Ordinances. Additionally, no pedicab driver shall play or allow the playing of any sound after 9:00 p.m.,
- (n) Pedicab drivers must be properly attired with a shirt, pants or shorts and secure footwear.
- (o) Pedicab drivers shall not stop to load or unload passengers or their belongings in the intersections of any street, crosswalks or in any manner or other location that would be considered unsafe. No pedicab shall load or unload in any such manner that will in any way impede or interfere with the orderly flow of traffic on the streets.
- (p) It shall be unlawful for any pedicab owner or driver to allow or cause to be operated a pedicab in any unsafe manner or operating condition.
- (q) In the event that a passenger leaves an article in the pedicab, the driver shall immediately attempt to return it. If the driver is unable to immediately return the article, it shall be turned into the pedicab company office at the end of the driver's shift or the first available opportunity.
- (r) Any pedicab not in compliance with the minimum requirements of this section will be cited and placed "immediately-out-of-service." Any vehicle which has been so removed from service shall not be returned to service until such vehicle has been approved by the licensing official for service.

Section 14-307 Vehicle safety and equipment standards.

No pedicab owner or driver shall operate or allow the operation of a pedicab on any street unless the pedicab meets the following equipment and safety standards:

- (a) Tires shall be of a size appropriate for the pedicab with no mismatched tires. There shall be no cuts to the tire, localized worn spots that expose the ply, or visible tread wear indicators.

- (b) The pedicab shall be equipped with a fully operational horn or bell.
- (c) It shall be unlawful for a licensee to operate, or cause to be operated, a pedicab that is not equipped with a front and rear braking system capable of being manipulated by the licensee from his normal position of operation and is capable of causing a pedicab with a loaded passenger compartment to come to a complete stop within a distance of fifteen (15) feet from a speed of ten (10) miles per hour in a linear path of motion when each wheel of the pedicab is in contact with the ground on dry, level, clean pavement. The braking system controlling the rear wheels shall be hydraulic or mechanical disc or drum brakes which are unaffected by rain or wet conditions.
- (d) Every pedicab shall be equipped with the operational equipment set forth in the subsections below:
 - (1) A headlight capable of projecting a beam of white light for a distance at a minimum of three hundred (300) feet which shall be clearly visible during darkness and must be illuminated at all times during darkness.
 - (2) A side mounted mirror affixed to the pedicab to reflect to the pedicab driver a view of the street for a distance of at least two hundred (200) feet from the rear of the pedicab.
 - (3) A red tail light and brake light affixed to the rear of the pedicab which must be visible for a distance of at least five hundred (500) feet from the rear of the pedicab and must be illuminated at all times during darkness. Turn signals must be affixed to the front and rear of the vehicle.
 - (4) All pedicabs shall have reflectors on each pedal, the front of the pedicab frame, mounted on the spokes of each wheel, and a red reflector mounted on each side of the rear of the pedicab, at least one (1) inch from the outer edge and centered.
- (e) No more than one (1) trailer may be attached to any pedicab. All attached trailers must be equipped with turn signals and red tail lights.

Section 14-308 Advertising on pedicabs.

Advertisements shall only be allowed on the manufactured body of the pedicab as permitted by this section. No banners, poles, flags, detached signs, or any other addition or object will be permitted. No amplified sound for the purpose of advertising or solicitation for passengers shall be allowed on a pedicab.

Section 14-309 Pedicab company licenses.

Every licensed pedicab company shall:

- (a) Take affirmative measures to insure that all of its owners and drivers comply with the terms of this chapter.
- (b) Be responsible for the operation of an unlicensed pedicab driver.
- (c) Insure that no pedicab is operated in unsafe mechanical condition or continues to operate after it has been ordered out of service.
- (d) Promptly respond to all requests for information from the department of licenses and consumer services.
- (e) Promptly report any and all accidents involving pedicabs operating in Falcon Heights to the licensing official.

- (f) Every licensed pedicab company shall be deemed the agent for service of all notices, orders, and other correspondence from the City of Falcon Heights to pedicab drivers operating under their company license.
- (g) Not operate more than twelve (12) pedicabs at any given time unless granted an exception by the city.

Sec. 14-310 *Revocation or suspension.*

In addition to all other penalties, any violation of the terms of this article shall be grounds for revocation, suspension, or nonrenewal of the license provided for in this section in accordance with the provisions and requirements of this chapter.

ADOPTED this 10th day of July 2024, by the City Council of Falcon Heights, Minnesota.

CITY OF FALCON HEIGHTS

BY: 

Randall C. Gustafson, Mayor

ATTEST:



Jack Linehan, City Administrator

SUMMARY ORDINANCE NO. 24-02

CITY OF FALCON HEIGHTS
RAMSEY COUNTY, MINNESOTA

**AN ORDINANCE AMENDING CHAPTER 14
OF THE FALCON HEIGHTS CITY CODE
CONCERNING BUSINESS LICENSE REQUIREMENTS
FOR PEDICABS**

NOTICE IS HEREBY GIVEN that, on July 10, 2024, Ordinance No. 24-02 was adopted by the City Council of the City of Falcon Heights, Minnesota.

NOTICE IS FURTHER GIVEN that, because of the lengthy nature of Ordinance No. 24-02, the following summary of the ordinance has been prepared for publication.

NOTICE IS FURTHER GIVEN that the ordinance adopted by the City Council amends Chapter 14 of the Falcon Heights City Code concerning business license requirements for pedicabs. The amendments to Chapter 14 include the term of licenses, inspection requirements, driver qualification, insurance, and vehicle safety.

A printed copy of the entire ordinance is available for inspection by any person during the City Administrator/Clerk's regular office hours City of Falcon Heights, 2077 Larpenteur Ave. W., Falcon Heights, MN 55113.


APPROVED for publication by the City Council of the City of Falcon Heights, Minnesota this 10th day of July, 2024.

CITY OF FALCON HEIGHTS

BY:


Randy Gustafson, Mayor

ATTEST:



Jack Linehan, City Administrator

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Meeting Date	July 10, 2024
Agenda Item	Policy H2
Attachment	Schedule, Ordinance, Summary Ordinance
Submitted By	Jack Linehan, City Administrator

Item	2024 City Fee Schedule Ordinance
Description	<p>The City Council reviews the fee schedule annually for any adjustments. In 2022, the City moved from a fee schedule resolution to a fee schedule ordinance at the advice of the City Attorney.</p> <p>Included in the proposed fee schedule is the addition of two fees for pedicabs: an annual registration fee for each pedicab of \$25, and a rider registration fee of \$25.</p> <p>St. Paul charges \$105 per pedicab, per year and \$17 for a replacement sticker, plus \$51 per driver for the drivers' license.</p> <p>Minneapolis charges \$105 per pedicab company plus a \$140 processing fee, \$65 per Pedicab driver, and \$25 for a replacement drivers ID.</p> <p>Given that there is only a small seasonal market for pedicabs in Falcon Heights, staff is proposing we go with a lower drivers license fee to cover nominal staff time with the administrative licensing cost.</p> <p>Some fee increases require a public hearing under state statute. The pedicab license fees would not, and as such can be approved administratively.</p>
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • Ordinance 24-03 • Proposed Amended 2024 City Fee Schedule • Summary Ordinance
Action(s) Requested	Motion to approve Ordinance 24-03 amending the 2024 Fee Schedule to include pedicab licensing and registration fees, and approving a summary ordinance to be published notifying the public of the new fees.

**CITY OF FALCON HEIGHTS
2024 Fee Schedule**

A. LICENSES

1.	Business Licenses	
	<u>Item</u>	<u>Fee</u>
	Bus Benches (Courtesy)	\$ 50.00 per bench
	Gasoline Station Operator License	
	Fewer than 15 hours	\$ 100.00
	15-20 hours	\$ 400.00
	20 hours or more	\$ 500.00
	Municipal Business	
	10,000 sq. ft. or less	\$ 100.00
	10,001 sq. ft. or more	\$ 200.00
	Pool Hall	\$ 800.00
	Precious Metal Dealer	
	Investigation fee/ general	\$ 1,500.00
	Investigation fee/MN only	\$ 500.00
	License fee	\$ 2,000.00
	Restaurant	
	Lunchroom	\$ 50.00
	Fewer than 15 hours	\$ 100.00
	15-20 hours	\$ 400.00
	20 hours or more	\$ 500.00
	Therapeutic Massage License	
	Investigation fee	\$ 350.00
	License fee	\$ 100.00
	Home Occupation License	\$ 50.00
	Retail Grocery License	\$ 50.00
	Holiday Tree Sales License	\$ 50.00
	Car Wash License	\$ 50.00
2.	Liquor Licenses	
	<u>Item</u>	<u>Fee</u>
	Bottle Club	\$ 300.00
	Liquor, Off-Sale	\$ 310.00
	Liquor, On-Sale	\$ 4,000.00
	Liquor, Special Event	\$ 25.00
	Liquor, Sunday	\$ 200.00
	Malt Beverage, Off-Sale	\$ 150.00
	Malt Beverage, On-Sale	\$ 500.00
	Malt Beverage, On-Sale (with wine license)	\$ 1.00
	Wine License	\$ 2,000.00
	Temporary Liquor License	\$ 50.00
	Background Checks (per license)	\$ 500.00

3. Other Licenses

<u>Item</u>	<u>Fee</u>
Amusement machines (per machine)	\$ 30.00
Cigarette sales	\$ 250.00
Contractor licenses	\$ 35.00
Peddlers and solicitors	
(For profit)	\$ 25.00 per individual
(Charitable)	Free, but license still required
Pedicab	\$25.00 per pedicab \$25.00 per driver
Pool tables (per table)	\$ 30.00
Refuse Haulers	\$ 100.00
Low-Density Rental License	\$ 50.00/per unit
High-Density Multifamily Rental License	
5-19 units per building	\$ 150.00
20-49 units per building	\$ 200.00
50-99 units per building	\$ 250.00
100+ units per building	\$ 300.00
Re-inspection (due to initial failure)	\$ 50.00

B. PERMITS

1. Building permit fees:

Total Valuation	Fee
\$1.00 - \$500.00	\$29.50
\$501.00 - \$2,000.00	\$28.00 for first \$500, \$3.70/each additional \$100, to and including \$2000
\$2,001.00 - \$25,000	\$83.50 for first \$2000, \$16.55/each additional \$1000, to and including \$25,000
\$25,001.00 - \$50,000	\$464.15 for first \$25,000, \$12.00/each additional \$1000, to and including \$50,000
\$50,001.00 - \$100,000.00	\$764.15 for first \$50,000, \$8.45/each additional \$1000, to and including \$100,000.00
\$100,001.00 - \$500,000.00	\$1,186.65 for first \$100,000, \$6.45/each additional \$1000, to and including \$500,000
\$500,001.00 - \$1,000,000.00	\$3,886.65 for first \$500,000, \$5.50/each additional \$1,000, to and including \$1,000,000
\$1,000,001 and up	\$6,636.65 for first \$1,000,000, \$4.50/each additional \$1,000

Other Inspections and Fees:

1. Inspections outside of normal business hours \$47.00 per hour¹ (minimum charge – two hours)

2. Re-inspection fees assessed under provisions of Section 305.8 \$47.00 per hour¹
3. Inspections for which no fee is specifically indicated \$47.00 per hour¹ (minimum charge – one-half hour)
4. Additional plan review required by changes, additions or revisions to plans \$47.00 per hour¹ (minimum charge – one-half hour)
5. For use of outside consultants for plan checking and inspections, or both actual costs²

¹Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.

²Actual costs include administrative and overhead costs.

**Building Permits are subject to the State Surcharge*

2. Relocation of structure or building: \$ 150.00
3. Demolition or removal of structure: \$ 1.25/1,000 cubic ft.; minimum \$ 50.00
4. Residential Solar Installation
Flat fee: \$200
State Surcharge: \$1.00

5. Mechanical permit fees
 - a. Residential Work
Base Fee \$50.00

State Surcharge \$1.00

Furnace/Boiler (warm air or hot water heating system)

\$70.00 New
\$40.00 Replacement
\$30.00 Unit heaters

Air conditioning and refrigeration

\$50.00 New
\$30.00 Replacement

Other Items

\$35.00 Gas line/piping
\$40.00 Duct work
\$45.00 Wood burning furnace per unit
\$40.00 Swimming pool heater per unit
\$35.00 Air exchanger with duct work per unit
\$35.00 Gas or oil space heater per unit
\$35.00 Gas direct vent heater per unit
\$35.00 Gas fireplace log or heater per unit
\$35.00 Gas hot water heater for domestic hot water (only if replacing gas)

line)

b. Commercial Work

Gas piping, refrigeration, chilled water, pneumatic control, ventilation, exhaust, hot water, steam, and warm air heating systems.

This fee shall be \$50 plus 1-1/4 percent (1.25%) of the total valuation of the work. Value of the work must include the cost of installation, alteration, addition, and repairs, including fans, hoods, HVAC units and heat transfer units, and all labor and materials necessary for installation. In addition, it shall include all material and equipment supplied by other sources when those materials are normally supplied by the contractor.

6. Plumbing Permit Fees
\$35.00 base fee plus \$10.00 per fixture installed, \$ 1.00 state surcharge

7. Right of Way Permit Fees

<u>Item</u>	<u>Fee</u>
Registration fee	\$ 25.00
Hole	\$400.00
Trench	\$400.00 + \$40.00 per 100 lineal feet or portion thereof
Boring	\$400.00 + \$ 40.00 per 100 lineal feet or portion thereof
Obstruction	\$50.00 + \$ 0.20 per lineal foot

Small Cell Wireless

Permit fee	\$ 100.00
Rent on City structure	\$ 150.00 per year
Maintenance for colocation	\$ 25.00 per year
Monthly electrical services	
Radio node less than 100 watts	\$ 73.00 per month
Radio node over 100 watts	\$ 182.00 per month

8. Sewer Connection or Repair \$ 50.00

9. Water Connection

<u>Meter Size</u>	<u>Fee</u>
3/4"	\$ 62.00
1"	\$ 115.00
1-1/2"	\$ 265.00
2"	\$ 470.00
3"	\$ 1,080.00

10. Street Opening Fee \$ 25.00 (plus cost of permit)

11.	Zoning Permit	
	<u>Item</u>	<u>Fee</u>
	Fence	\$50.00
	Temporary Sign	\$50.00
	Permanent Sign (each)	\$ 50.00
	Residential driveway	\$ 40.00
	Commercial driveway	Subject to Building Permit Fees

12.	Mobile Storage Structure/Dumpster Permit	
	<u>Location</u>	<u>Fee</u>
	On private property	
	14 days	\$ 10.00
	30 days	\$ 20.00
	On public street	
	72 hours	\$ 10.00
	(Permits may be renewed once in a 90 calendar-day period)	

13. Chicken Permit (first time and subsequent applications) \$ 50.00

14. Beekeeping Permit (first time and subsequent applications) \$50.00

C. PLANNING FEES*

	<u>Item</u>	<u>Fee</u>
	Comprehensive Plan Amendment	\$ 500.00
	Conditional Use Permit	\$ 500.00
	Design Review	
	(when required by code)	\$ 50.00
	Lot Split (one lot into two)	\$ 500.00
	Planned Unit Development	\$ 500.00
	Rezoning/Zoning Amendment	\$ 500.00
	Subdivision (>1 new lot)	\$ 500.00 + \$ 100.00/lot created
	Variance	\$ 500.00
	Tax Increment Finance (TIF)	
	Application Fee	\$5,000.00 Non-Refundable
	Escrow	\$10,000.00

*Fee plus actual cost billed by contractors or city consultant fees.

D. FACILITY RENTAL FEES

Private use of public facilities is permitted on a space available basis. Reservations and damage deposits are required for private use of the following community facilities. Discounted rates are available for weekly bookings:

Park Facility Rental Amenities & Fees

Facility	Amenities available	Rental Fees	
		Half Day 9am-3pm / 4pm-10pm	Full Day 9am-10pm
Community Park Building & Upper Picnic Area (2050 Roselawn Ave; corner of Roselawn and Cleveland)	Park building Full kitchen (stove, oven, refrigerator/freezer, sink, microwave) Tables & chairs Inside bathrooms 2 BBQ grills 9 Outdoor picnic tables Parking lot (50 vehicle capacity) plus off-street parking	Not Available	\$150 + tax
East Picnic Area (near playground)	2 Picnic tables Trash receptacles Portable toilet Parking lot (50 vehicle capacity) plus off-street parking	\$20 + tax	\$35 + tax
Lower Picnic Area (Southwest corner of park)	2 Picnic tables 1 BBQ grill Trash receptacles Portable toilet Parking lot (50 vehicle capacity) plus off-street parking	\$20 + tax	\$35 + tax
Play Kit Rental	Includes variety of balls, Frisbees, and other play equipment	\$15 + tax	
Set up/Tear Down	\$25		

Disclaimers:

- A damage deposit (\$200-400, or as determined by the City Administrator) is required for park facility rentals. The deposit must be made in a separate form from the payment and will be refunded upon return of facility key and inspection of the facilities.
- Nonprofit organizations must provide a copy of a Tax Exempt form (MN Dept. of Rev, IRS, W9 or MN Dept. of Taxation)
- Key pick up must be arranged two (2) days prior to scheduled event. Keys may be picked up at City Hall.
 - Regular business hours: Monday –Friday 8:00am-4:30pm
 - Summer hours (Memorial Day-Labor Day): 7:30am- 5:00pm Monday-Thursday, Friday 7:30am-noon
- Keys can be returned during business hours to City Hall. After hours drop-off is available via the drop box outside the main entrance.
- Rental permits will be issued once payment is received. Staff cannot reserve the facility without

payment.

- If you plan on bringing any outside equipment (i.e. inflatable devices, dunk tanks etc.) into the park, you must disclose this to a city employee during the reservation process. The City may require documentation such as a hold harmless agreement or certificate of insurance naming the City has an additional insured.

City Hall Facility Rental Fees

	Capacity	Rental Fees		
		3 hours	Half Day 9am-3pm/4pm-10pm	Full Day 8am-10pm
Council Chambers Full room (includes kitchen facility)	150 75 Seated	\$125.00 + tax	\$200.00 + tax	\$275.00 + tax
Partial Council Chambers (Front or Back Half)	75 30 Seated	\$60.00 + tax	\$115.00 + tax	\$175.00 + tax
Kitchen Facility	10 6 Seated	\$30.00 + tax	\$60.00 + tax	\$75.00 + tax
Conference Room	8 maximum	\$35.00 + tax	\$70.00 + tax	\$125.00 + tax
Set Up Fee (government entities exempt)	\$30.00			

Disclaimers:

- A \$200 refundable damage deposit is required for City Hall rentals. The deposit must be made in a separate form from the payment and will be refunded upon return of facility key and inspection of the facilities.
- Nonprofit organizations must provide a copy of a Tax Exempt form (MN Dept. of Rev, IRS, W9 or MN Dept. of Taxation)
- Key pick up must be arranged two (2) days prior to scheduled event. Keys may be picked up at City Hall.
 - Regular business hours: Monday –Friday 8:00am-4:30pm
 - Summer hours (Memorial Day-Labor Day): 7:30am- 5:00pm Monday-Thursday, Friday 7:30am-noon.
- Keys can be returned during business hours to City Hall. After hours drop-off is available via the drop box outside the main entrance.
- Rental permits will be issued once payment is received. Staff cannot reserve the facility without payment.
- City Hall cannot be rented for private social gatherings.

Field/Court/Rink Rental Fees

Discounted rates are available for Multi-day bookings (see below)

Individual/Group type	Single Day Use		Multi-day Use (weekly fee)
	3 hour block	Additional hours	
Resident	\$20 + tax	\$10/hour + tax	-
Non-resident	\$30 + tax	\$10/hour + tax	-
Youth organizations (must be open to youth aged 2-18 in Falcon Heights)	\$20 + tax	\$10/hour + tax	2 days/week: \$35 3 days/week: \$50 4 days/week: \$65 5 days/week: \$80 6+ days/week: \$100
Adult organizations	\$30 + tax	\$10/hour + tax	2 days/week: \$40 3 days/week: \$55 4 days/week: \$70 5 days/week: \$85 6+ days/week: \$105

Disclaimers:

- Fees apply only for games and practices. Tournaments or special events/services are subject to additional fees.
- Field/Court/Rink use permits will be issued when payment and application are received.
- All short term rentals (1-5 times) entitle the customer to use of the field as is; anything additional will be the customer's responsibility (i.e. striping the field or providing bases.)
- Special request of services will be dealt with on a case by case basis and may include extra fees. All requests should be discussed with the Parks and Recreation Department at 651-792-7617.

E. FACILITY USE BY PUBLIC SERVICE ORGANIZATIONS

1. Public facilities are available for use on a reservation basis.
2. The following shall be allowed use of public facilities but set up/tear down fees apply:
 - a. Specifically listed local organizations:
 - League of Women Voters
 - Senior Citizen Groups (Falconeers, Roseville Area Seniors)
 - Ramsey County League of Local Governments
 - League of Minnesota Cities/ Association of Metropolitan Municipalities
 - Watershed management organizations
 - Scouts, Brownie Troops, 4-H, Campfire
 - Neighborhood Groups (e.g. Grove Association, Maple Knoll Courtyard Homeowner's Association)
 - 55 Alive Mature Driving Class
 - Cable Commission
 - Developers when presenting to neighbors
 - Legislators for informational (non-campaign) meetings, except after the filing date and before the November election of a legislative election year unless requested by a majority of the city council
 - Northeast Youth and Family Service
 - Lauderdale and Falcon Heights Lions Club
 - Roseville Rotary Club
 - Party Precinct caucuses, legislated district conventions and county conventions under the requirements of MN State Statute 202A.192
 - AARP Tax Services
 - Hobby groups or clubs that meet the following criteria:
 - Falcon Heights based (A minimum of 25% of on-going members or participants are Falcon Heights residents).
 - Non-profit
 - Open membership
 - Founded on a hobby
 - Actively reaches out to include people of different ages, especially youth, to encourage intergenerational exchanges of information
 - Encourages a community service and/or benefit component
 - Falcon Heights neighborhood or community groups whose activities are open to all and for the sole purpose of developing, fostering and strengthening neighborhood and community well-being.
 - b. Any organization that meets the above guidelines yet uses a facility more than twice a year shall be charged \$100 per year.
 - c. The organization or group cannot be a private, business, political, or religious organization.
 - d. Any organization denied free use under this policy as defined in this section may appeal to the city council.

F. MISCELLANEOUS FEES

<u>Item</u>	<u>Fee</u>
Agendas (City Council or Commissions) ¹	\$ 15.00/year
City Council Minutes ¹	\$ 35.00/year
Commission Minutes ¹	\$ 20.00/year
New Resident Handbook	\$1.00 printing fee
Single copies	\$ 0.25 + tax/ page for first 100 pages
Assessment search	\$ 20.00
Maps	\$ 6.50
Open burning permit (no charge for recreational fires)	\$ 25.00
Returned Check Fee	\$ 25.00
Credit/Debitcard convenience fee	2.95% per transaction

The charges apply only when hard copies are mailed. These documents can be viewed free of charge on the website or at City Hall.

G. FALSE ALARM FEES

1. Fire False Alarms (at an address or property within one calendar year)

- \$ 0 for first false alarm
- \$ 175 for second false alarm
- \$ 300 for third false alarm
- \$ 400 for fourth false alarm
- \$ 500 for fifth and subsequent false alarm

2. Security False Alarms (at an address or property within one calendar year)

- \$ 0 for first false alarm
- \$ 60 for second false alarm
- \$ 100 for third false alarm
- \$ 200 for fourth false alarm
- \$ 300 for fifth false alarm
- \$ 400 for sixth false alarm
- \$ 500 for seventh and subsequent false alarm

3. Penalties and Assessment

Penalties for late payment and assessment of unpaid fees are the same as stipulated for unpaid utility fees in the city code.

H. VEHICLE EMERGENCY RESPONSE

The fee for emergency personnel response to accidents is \$350.00/vehicle.

I. PARKING FEES

<u>Item</u>	<u>Fee</u>
Application fee to designate "residential area" permit parking	\$ 200.00
Annual residential area parking permits	
First two vehicles	\$ 15.00/vehicle
Third and subsequent vehicles	\$ 25.00/vehicle

Lost permit replacement	\$ 5.00
Temporary parking permit (up to 3 weeks)	\$ 3.00/vehicle
Temporary parking permit for 5 or more vehicles for a one-time/one-day event	\$ 25.00
Parking fine	
September 16 th – August 14 th	\$50.00/violation
August 15 th – September 15 th	\$100.00/violation

J. SANITARY SEWER

The sanitary sewer fee for residential units is \$37.75 per quarter plus \$0.0247784 per cubic foot of water usage during the months of November – January. For apartment units, the rate will be \$37.75/unit/quarter plus \$0.0247784 per cubic foot of water used in November. For residential units, this will serve as the maximum fee for other quarters throughout the year, but the actual amount billed may be lower depending on water usage. For commercial units, the fee is \$0.0247784 per cubic foot of water usage during each month.

K. STORM DRAINAGE

The fee for storm drainage is \$28.50 per quarter for residential units and \$261.58 per acre for commercial and apartment units.

L. HYDRANT WATER

The fee for hydrant water is 6% surcharge of the water bill.

M. RECYCLING

The recycling charge is \$14.25 per quarter for residential units.

N. STREET LIGHTING

The street lighting fee is \$6.00 per quarter for residential units and \$0.02 per lineal foot frontage for commercial properties monthly.

O. FEES FOR UNSPECIFIED REQUESTS

A private party or public institution (hereinafter applicant) making a request to the City for approval of a project or for public assistance must cover the City's consultants' costs associated with reviewing the request. Prior to having the request considered by the City, the applicant must deposit an escrow fee in an amount that is estimated to cover the City's consultants' costs as determined by the City Administrator. If the City's consultants' costs exceed the initial escrow deposited by the applicant, an additional escrow fee will be required to cover the additional costs. The City shall use the applicant's fees to cover the City's actual consultants' costs in reviewing the request regardless of the City's action on the applicant's request. If the applicant's escrow fees exceed the City's actual consultants' costs for reviewing the request, the remaining escrow fees shall be refunded to the applicant.

P. SNOW AND ICE REMOVAL

Cost of abatement¹.

¹This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.

CITY OF FALCON HEIGHTS
RAMSEY COUNTY, MINNESOTA

ORDINANCE NO. 24-03

**AN ORDINANCE AMENDING THE FEE/RATE SCHEDULE FOR
THE CITY OF FALCON HEIGHTS RELATIVE TO PEDICAB
LICENSING AND REGISTRATION**

THE CITY COUNCIL OF FALCON HEIGHTS ORDAINS:

SECTION 1. The City of Falcon Heights Fee Schedule attached hereto as Exhibit A and incorporated herein by reference is hereby adopted.

SECTION 2. This ordinance shall be effective upon passage.

ADOPTED this 10th day of July 2024, by the City Council of Falcon Heights, Minnesota.

CITY OF FALCON HEIGHTS

BY:


Randall C. Gustafson, Mayor

ATTEST:



Jack Linehan, City Administrator

SUMMARY ORDINANCE NO. 24-03

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

**AN ORDINANCE AMENDING THE FEE/RATE SCHEDULE FOR THE CITY OF
FALCON HEIGHTS RELATIVE TO PEDICAB LICENSING AND REGISTRATION**

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

The purpose of this ordinance is to amend the City Fee/Rate Schedule for pedicab licensing.

This ordinance shall be effective upon passage.

APPROVED for publication by the City Council of the City of Falcon Heights, Minnesota this 10th day of July, 2024.

CITY OF FALCON HEIGHTS

BY: 
Randall C. Gustafson, Mayor

ATTEST:



Jack Linehan, City Administrator