

CITY OF FALCON HEIGHTS
City Council Workshop
City Hall
2077 West Larpenteur Avenue

AGENDA

Wednesday, September 4, 2024
6:30 P.M.

- A. CALL TO ORDER: *6:30* *JM*
- B. ROLL CALL: GUSTAFSON___ LEEHY___ *6:35*
MEYER___ MIELKE___ WASSENBERG___
- STAFF PRESENT: LINEHAN___ VAN DER WERFF___
- C. POLICY ITEMS:
1. Community Park Discussion
2. Tenants' Rights Event
3. Assessment Policy Amendment
4. Police Partnership Discussion
- D. ADJOURNMENT:

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.



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REQUEST FOR COUNCIL ACTION (RCA)

Meeting Date	September 4, 2024
Agenda Item	Policy C1
Attachment(s)	WSB Cost Estimates 1-4; Examples of Pre-Fabricated Structures; Project Schedule
Submitted By	Jack Linehan, City Administrator

Item	Community Park Update
Description	<p>Staff has been working with our consultants to modify the Community Park project. It included a meeting with WSB on Monday, August 26, 2024 to discuss how to get the Community Park renovation back on track and on budget.</p> <p>During the meeting, WSB presented Staff with four options the City could consider to deliver a project under \$3.5M in total budget.</p> <p>A summary of the four options are below:</p> <ul style="list-style-type: none"> - Option 1: HCM designed (custom designed) restroom with servery and shelter structure, associated site/utility work, 5,000 sq. ft. play area (not including all rubber surfacing or perimeter fence). Note that Item 6A on Cost Estimate Option 1 is for a pre-fabricated (pre-fab) shelter and item 6B is increase cost for custom shelter. - Option 2: HCM designed (custom designed) restroom, pre-fab shelter, associated site/utility work, larger play area (7,500 sq. ft.) with rubber surfacing and perimeter fence and splash pad. - Option 3: Renovate Existing Building, pre-fab shelter, associated site/utility work, larger play area with rubber surfacing and perimeter fence. Note this option is minimum requirements to get the building to code and still requires another \$500k over the next 10 years to complete the full renovation. Staff advised WSB that this would not be the City's preferred option at this time. - Option 4: Pre-fab restroom/concessions building, that is a concrete vault style building, pre-fab shelter, associated site/utility work, larger play area with rubber surfacing, and perimeter fence and splash pad. <p>WSB pointed out additional professional services would be needed for Options 1-3 (some more than others), such as architectural, structural, and interior design from HCM and EP (electrical and mechanical). Option 4 would have some additional services for electrical and potentially for structural, but should not see anything on mechanical, architectural or interior design. Option 4 would also save on construction</p>

	<p>management costs, as hookup and site preparation of pre-fab structures would require significantly less construction oversight.</p> <p>WSB also presented Staff with a general project timeline on how to have this project completed and out to bid in the first part of next year.</p> <p>WSB will pull together images for the restroom building and the picnic structure but Staff has pulled various examples to help show Council the customization that can still occur on pre-fab structures.</p> <p>This is an opportunity to now review these four options and cost estimates to help forge a plan forward for an on-budget Community Park renovation.</p>
Budget Impact	TBD
Attachment(s)	<ul style="list-style-type: none"> • WSB Cost Estimates 1-4 • Examples of Pre-Fabricated Structures • Project Schedule
Action(s) Requested	The City Council is requested to review the four renovation options and cost estimates provided by WSB and to discuss the next steps in the park renovation.

FALCON HEIGHTS COMMUNITY PARK
Master Plan Cost Estimate
Option 1: Custom Restroom and Shelter, Parking Lot, Small Playground

Item	Description	Qty.	Units	Unit Cost	Subtotal	Estimated Development Cost Range	
1	Custom Restroom Building (570 s.f. building)					978,600	1,076,460
2	Indirect Project Costs					442,317	442,317
Base Bid: Total Range of Project Costs for Community Park Improvements						1,420,917	1,518,777

Bid Alternates							
3A	Play Area (5000 s.f.) (incl. wood fiber)					344,400	378,840
3B	Play Area (additional 2500 s.f. = 7500 s.f. total) (incl. wood fiber)					162,480	178,728
3C	Play Area Rubber Surfacing (5000 s.f.)					180,000	198,000
3D	Play Area Rubber Surfacing (additional 2500 s.f. = 7500 s.f. total)					90,000	99,000
3E	Play Area Fencing					78,840	86,724
4	Parking Lot					465,000	511,500
5	Small Shelter (East of Tennis Courts) - 24' x 24'					131,880	145,068
6A	Large Pre-Fab Shelter (West of New Building) - 30' x 40'					373,200	410,520
6B	Large Custom Shelter (add cost above pre-fab shelter) - 23' x 52'					578,760	636,636
7A	Splash Pad (1,200 s.f.)					263,280	289,608
7B	Splash Pad Fencing					32,400	35,640
8	Basketball Court Improvements					87,288	96,017
9	Geothermal System for Building					96,000	105,500
Base Bid Plus Alternates: 3A, 4, 6A, 6B						3,182,277	3,456,273

**FALCON HEIGHTS COMMUNITY PARK
Master Plan Cost Estimate**

Option 2: Custom Restroom, Pre-Fab Shelter, Parking Lot, Large Playground with Rubber and Fence

Item	Description	Qty.	Units	Unit Cost	Subtotal	Estimated Development Cost Range	
1	Custom Restroom Building (570 s.f. building)					978,600	1,076,460
2	Indirect Project Costs					442,317	442,317
Base Bid: Total Range of Project Costs for Community Park Improvements						1,420,917	1,518,777

Bid Alternates							
3A	Play Area (5000 s.f.) (incl. wood fiber)					344,400	378,840
3B	Play Area (additional 2500 s.f. = 7500 s.f. total) (incl. wood fiber)					162,480	178,728
3C	Play Area Rubber Surfacing (5000 s.f.)					180,000	198,000
3D	Play Area Rubber Surfacing (additional 2500 s.f. = 7500 s.f. total)					90,000	99,000
3E	Play Area Fencing					78,840	86,724
4	Parking Lot					465,000	511,500
5	Small Shelter (East of Tennis Courts) - 24' x 24'					131,880	145,068
6A	Large Pre-Fab Shelter (West of New Building) - 30' x 40'					373,200	410,520
6B	Large Custom Shelter (add cost above pre-fab shelter) - 23' x 52'					578,760	636,636
7A	Splash Pad (1,200 s.f.)					263,280	289,608
7B	Splash Pad Fencing					32,400	35,640
8	Basketball Court Improvements					87,288	96,017
9	Geothermal System for Building					96,000	105,600
Base Bid Plus Alternates: 3A, 4, 6A, 6B						3,114,837	3,382,089

**FALCON HEIGHTS COMMUNITY PARK
Master Plan Cost Estimate**

Option 3: Renovate Building, Pre-Fab Shelter, Parking Lot, Large Playground with Rubber and Fence

Item	Description	Qty.	Units	Unit Cost	Subtotal	Estimated Development Cost Range	
1	Building Renovation (Minimum effort to get to code, \$500k in future work)					1,075,200	1,182,720
2	Indirect Project Costs					442,317	442,317
Base Bid: Total Range of Project Costs for Community Park Improvements						1,517,517	1,625,037

Bid Alternates							
3A	Play Area (5000 s.f.) (incl. wood fiber)					344,400	378,840
3B	Play Area (additional 2500 s.f. = 7500 s.f. total) (incl. wood fiber)					162,480	178,728
3C	Play Area Rubber Surfacing (5000 s.f.)					180,000	198,000
3D	Play Area Rubber Surfacing (additional 2500 s.f. = 7500 s.f. total)					90,000	99,000
3E	Play Area Fencing					78,840	86,724
4	Parking Lot					465,000	511,500
5	Small Shelter (East of Tennis Courts) - 24' x 24'					131,880	145,068
6A	Large Pre-Fab Shelter (West of New Building) - 30' x 40'					373,200	410,520
6B	Large Custom Shelter (add cost above pre-fab shelter) - 23' x 52'					578,760	636,636
7A	Splash Pad (1,200 s.f.)					263,280	289,608
7B	Splash Pad Fencing					32,400	35,640
8	Basketball Court Improvements					87,288	96,017
9	Geothermal System for Building					96,000	105,600
Base Bid Plus Alternates: 3A, 4, 6A, 6B						3,211,437	3,488,349

**FALCON HEIGHTS COMMUNITY PARK
Master Plan Cost Estimate**

Option 4: Pre-Fab Restroom, Pre-Fab Shelter, Parking Lot, Large Playground with Rubber and Fence, Splash Pad

Item	Description	Qty.	Units	Unit Cost	Subtotal	Estimated Development Cost Range	
1	Pre-Fab Restroom/Building (appr. 600 s.f. building)					747,000	821,700
2	Indirect Project Costs					442,317	442,317
Base Bid: Total Range of Project Costs for Community Park Improvements						1,189,317	1,264,017

Bid Alternates							
3A	Play Area (5000 s.f.) (incl. wood fiber)					344,400	378,840
3B	Play Area (additional 2500 s.f. = 7500 s.f. total) (incl. wood fiber)					162,480	178,728
3C	Play Area Rubber Surfacing (5000 s.f.)					180,000	198,000
3D	Play Area Rubber Surfacing (additional 2500 s.f. = 7500 s.f. total)					90,000	99,000
3E	Play Area Fencing					78,840	86,724
4	Parking Lot					465,000	511,500
5	Small Shelter (East of Tennis Courts) - 24' x 24'					131,880	145,068
6A	Large Pre-Fab Shelter (West of New Building) - 30' x 40'					373,200	410,520
6B	Large Custom Shelter (add cost above pre-fab shelter) - 23' x 52'					578,760	636,636
7A	Splash Pad (1,200 s.f.)					263,280	289,608
7B	Splash Pad Fencing					32,400	35,640
8	Basketball Court Improvements					87,288	96,017
9	Geothermal System for Building					96,000	105,600
Base Bid Plus Alternates: 3A, 4, 6A, 6B						3,178,917	3,452,577

Tile in 2004





**Unisex Restroom at the
Environmental Learning
Center – Concord, Ohio**







Miller's Landing Park – Bend, OR



ADA Accessible Building for Primm Park in Brentwood, Tennessee





**Fairwood Community Park
in Bowie, Maryland**

**ADA restroom with metal
roof**



Glulam Beams Offer Robust Construction Materials





Timber Post Pavilion and Restroom

Scope	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
City to Finalize Budget and Amenities										
Develop 60% Documents and Specs										
Review Meeting with Staff										
Develop 90% Documents and Specs										
Review Meeting with Staff										
Develop 100% Documents and Specs										
Bidding										
Award of Bids										
Start of Construction										

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REQUEST FOR COUNCIL ACTION (RCA)

Meeting Date	September 4, 2024
Agenda Item	Policy C2
Attachment(s)	N/A
Submitted By	Jack Linehan, City Administrator

Item	Tenants Rights Workshop
Description	This will be an opportunity for the City Council to discuss the upcoming workshop on Saturday, September 7 th at 2PM.
Budget Impact	Around \$800 for food/drink, \$500 for mailers
Attachment(s)	N/A
Action(s) Requested	The City Council is requested to discuss the upcoming workshop event.

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REQUEST FOR COUNCIL ACTION (RCA)

Meeting Date	September 4, 2024
Agenda Item	Policy C3
Attachment(s)	Assessment Manual
Submitted By	Jack Linehan, City Administrator

Item	Assessment Policy Amendment
Description	<p>The City discussed amending our assessment policy at our June workshop to allow the City Council discretion to determine how to assess a property, whether it be per lineal foot (current), per parcel, or on an appraisal basis.</p> <p>The 2025 PMP project will include the full reconstruction of the streets within Falcon Woods, as well as a mill & overlay for E/W streets in Northome, and potentially alleyways.</p> <p>As the Falcon Woods neighborhood is not a traditional grid system and has no through traffic, engineering and the City Council have recommended we consider adopting an equalized per parcel assessment rather than a lineal foot method. Under this model, all properties would be assessed the same amount within the project area rather than a basis of how many lineal foot each parcel has.</p> <p>To do this, the City Council would need to adopt a resolution amending the assessment policy as shown.</p> <p>The City Council may also wish to discuss other amendments to the assessment policy or future changes as well.</p>
Budget Impact	TBD
Attachment(s)	<ul style="list-style-type: none"> • Assessment Manual Amendment
Action(s) Requested	The City Council is requested to discuss possible amendments to the assessment policy.

City of Falcon Heights

Assessment Manual

Adopted June 13, 2007

Amended September 11, 2024

The purpose of this assessment manual is to set forth a guide to be utilized by the City of Falcon Heights when preparing assessment rolls, so as to assure uniform and consistent treatment of the affected properties. It is the general policy of the City of Falcon Heights to assess all affected properties according to this policy without regard to funding source.

Minnesota state law, chapter 429.010 and 429.111 provides that a municipality shall have the power to make public improvements such as sanitary sewers, storm sewers, water source and distribution facilities, street improvements including grading, curb and gutter, surfacing, sidewalks, street lighting, landscaping, and recreational facilities, etc. The various procedures that the municipality must follow including reports, notices and public hearings are well defined within the law.

The statute further provides that the cost of any improvement may be assessed upon property benefited by the improvement based upon the benefits received whether or not the property abuts on the improvement and whether or not any part of the cost of the improvement is paid from other funding sources. The law is not specific on how these benefits are to be measured or how the costs are to be apportioned, but rather makes it incumbent upon the municipality to determine with assistance of the city engineer, city attorney, appraisers or other qualified personnel, a fair and equitable method of cost sharing among the properties involved. It is the intent of this policy that the maximum value of an assessment be based on the highest and best use of property.

Throughout this manual, the total cost of an improvement shall include the construction cost plus all associated overhead costs. The total cost of the associated overhead for a public improvement project would typically include city administration, engineering, fiscal, legal, capital interest, and contingencies. The actual overhead costs incurred will be tracked and charged to the project.

The initiation of public improvement projects may happen in two different methods. The first method is by a petition of the affected property owners. The petition must be signed by the owners of not less than 35 percent of the frontage of the real property abutting the proposed improvements. The second method is to initiate the proceedings by city council direction, in which case no petition is needed. An outline of the public improvement process is provided in the appendix.

Any reference to land zoning in this manual shall mean the most current approved city zoning map available at the time. It should be emphasized that the special assessment methods and policies summarized herein cannot be considered as all-inclusive and that unusual circumstances may at times justify special consideration. If the city should determine that the application of these policies results in an assessment amount greater than the increase in market value to any property, the city may limit the assessment to the increase in market value regardless of policy. Also, any fixed cost data and rates will be adjusted periodically so as to reflect current costs.

I. Definitions

A. Assessment Units

The following definitions refer to the assessment units to be used when determining various assessment rates as described in the remaining sections of this manual.

1. Lot Unit

A lot unit is defined as a platted single family residential lot which, in accordance with Falcon Heights zoning and subdivision regulations, cannot be further subdivided.

2. Gross Area

The total area, in acres or square feet, of a lot or parcel of land including any easements. The gross area of a lot or parcel of land does not include any of the abutting right-of-way.

3. Front Footage

a. Single Frontage Lots

In platted areas, the front footage for purposes of front footage assessments shall be determined at the building setback line as described in the Falcon Heights zoning ordinance, and shall be measured parallel to the property line abutting the improvement.

b. Corner Lots

In the case of a street improvement project which abuts both sides of a corner lot, the lot shall be treated as an interior lot and the front footage shall be the long side of the lot. There will not be an additional assessment against corner lots for the side lot dimension. When the street improvement is only along the long side of the lot, the long side of the lot will be used for determination of assessable front footage. Projects along only the short side of the lot will not be assessed. If the property being assessed is a non-single family residential or tax-exempt parcel, both sides will be assessed.

For all other improvements such as sanitary sewer or water, the front footage shall be the footage established for the long side of the lot when both sides of the lot are being affected by the improvement. Where the proposed improvement project is only along the long side of a corner lot, the long side front footage shall be used for assessment purposes.

4. Residential Equivalent Assessment Rate

The residential equivalent assessment rate shall be based on a portion of the cost of the street construction for a typical residential street section. This residential equivalent assessment rate shall be determined by the city council **as per Section III** and based upon comparable project data available to the city.

B. General

1. **Petition**
Petition shall mean a written document presented to the city council for purposes of initiating a public improvement project. All signatures shall be accompanied by the address of each signator, the date of the signature and a printing of each signator's name. Only one signature per property is allowed. An example of the usual form of petition is included in the appendix.

2. **Total Project Cost**
Total project cost shall mean the final construction cost plus all associated overhead costs. Overhead costs shall include but not be limited to city administration, engineering, legal, fiscal, interest during construction, and land acquisition.

3. **Assessment Period**
The length of payment period on various types of improvement projects shall be as follows:

Sanitary sewer	10-15 years
Storm sewer	5-10 years
Street reconstruction	10-15 years
Street mill and overlay	5-7 years

In the case where several of the improvements listed above are included in the same project, the assessment period may be 10-15 years. In no event shall an assessment period exceed 15 years.

4. **Assessment Interest Rate**
The interest rate charged on assessments shall be set by the city council. Typically, the rate is set at about 2% over the general obligation bond rate used to fund the project. If no bond is issued for the improvement, the rate will be set at 2% over the projected general obligation rate as determined in consultation with the city's financial advisors.

5. **Municipal State Aid (MSA) Streets**
Municipal state aid streets are routes designated by the city council and approved by the commissioner of transportation for inclusion in the city's state aid system. All routes included begin and end on another municipal state aid road, county state aid road, or trunk highway and are eligible for the use of MSA construction funds.

6. **Municipal State Aid Construction Funds**
Municipal state aid construction funds are monies apportioned to the city from the state to be used for the construction of routes designated on the municipal state aid system. All construction funded with these monies must be done in accordance

with the MnDOT office of state aid design criteria.

7. **Pending Assessment**
An assessment is pending against a particular property if the city has determined that the property is benefited by a public improvement project which has been ordered or constructed, but for which an assessment has not yet been levied against the property.
8. **Federal and State Highways**
These streets are classified as expressways, freeways, and major arterials constructed and maintained by the Minnesota Department of Transportation. They carry large volumes of traffic at peak loading times. In Falcon Heights, Snelling Avenue is in this category. Assessments levied by the City of Falcon Heights will be based upon a residential equivalent assessment rate.
9. **County State Aid Highways (CSAH)/County Road**
These streets are classified as major and minor arterials and collectors constructed and maintained by the Ramsey County public works department. These streets typically carry high volumes of traffic at peak loading times. In Falcon Heights the streets in this category include Larpenteur Avenue, Hamline Avenue (north of Larpenteur), Fairview Avenue, Cleveland Avenue and Fulham Street (north of Larpenteur). Assessments levied by the City of Falcon Heights will be based upon a residential equivalent assessment rate.
10. Deleted and incorporated into #5
11. **Collector Streets**
Collector streets are those streets generally considered to collect traffic from specific areas of the city and convey it to arterial routes.
12. **Residential Streets**
This is the minimum street design acceptable as a public street within new subdivisions or developments. They carry relatively small volumes of local neighborhood traffic. The typical urban residential street is 30 feet wide with concrete curb and gutter and a 7-ton design. If the street is to be designated as a municipal state aid street, it must meet applicable MnDOT standards.
13. **Alley**
These are narrow paved surfaced driving areas constructed within city rights-of-way. They provide a means of ingress and egress to the rear of property. They are typically constructed to in accordance with current MnDOT standards.
14. **Appurtenances**
 - A. **Pathways**

Pathways (also known as sidewalks or trails) are pedestrian and bicycle facilities running along the sides of streets.

B. Street Lighting

Street lights are provided to create a safer environment by reducing the amount of dark areas in a neighborhood. They can also be installed to create a more aesthetically pleasing, consistent theme in a neighborhood. Costs for installing non-standard streetlights shall be 100% assessed to benefiting property owners.

C. Boulevard Trees

Boulevard trees are planted along roadways to provide shade and create an aesthetically pleasing appearance. The city is responsible for pruning and removing trees located in the rights-of-way, while individual property owners are responsible for trees located on private property.

D. Seeding/sodding

Boulevard restoration by seeding/sodding is included in the construction costs as part of street improvement projects.

II. Assessment policy by project type

A. Sealcoating

Sealcoating involves applying a thin coat of oil on the street and then laying gravel on top. Current city practice calls for this project to be performed every seven years. This type of project is considered routine maintenance and is funded without assessing benefiting property owners.

B. Mill and Overlay

Mill and overlay projects involve grinding the top few inches of roadway off and replacing it with a layer of asphalt. This type of repair can typically extend the life of the roadway by 15 years. Project costs will be calculated on a per-foot basis and assessments will be applied based on the property's front footage in the following manner:

1. Residential properties – 40% of the per foot cost multiplied by the total front footage **or divided per parcel.**
2. Commercial properties – 60% of the per foot cost multiplied by the total front footage **or divided per parcel.**
3. Tax-Exempt properties – 100% of the per foot cost multiplied by the total front footage **or divided per parcel.**

C. Roadway Reconstruction

Reconstruction projects are typically more comprehensive and performed every 30 years. This type of project involves totally removing the existing roadway, replacing the base materials, and oftentimes performing utility work (water, sewer, etc.) at the same time.

Project costs will be calculated on a per-foot basis and assessments will be applied based on the property's front footage in the following manner:

1. Residential properties – 40% of the per foot cost multiplied by the total front footage **or divided per parcel.**
2. Commercial properties – 60% of the per foot cost multiplied by the total front footage **or divided per parcel.**
3. Tax-Exempt properties – 100% of the per foot cost multiplied by the total front footage **or divided per parcel.**

D. Alleys

For the most part, alleys in the City of Falcon Heights serve a private residential purpose. As such, maintenance and repair of the alleys are the responsibility of the property owners. Project costs will be calculated on a per-foot basis and assessments will be applied based on the property's front footage in the following manner:

1. Residential properties – 90% of the per foot cost multiplied by the total front footage **or divided per parcel.**

For alleys which also serve non-residential purposes, a traffic study will be performed to determine the amount of traffic created by the non-residential users and the assessment amounts will be altered to reflect estimated usage. It is the intent of this policy to set the assessment amount as fairly as possible, using best engineering practices, for all benefiting property owners.

E. Sanitary Sewers

Periodically sanitary sewer systems need to be replaced or have major repairs conducted. Usually these repairs are coordinated to occur at the same time as road reconstruction projects to eliminate redundant road repairs. Sanitary sewer project costs will be calculated on a per-foot basis and assessments will be applied based on the property's front footage in the following manner:

1. Residential properties – 40% of the per foot cost multiplied by the total front footage **or divided per parcel.**
2. Commercial properties – 60% of the per foot cost multiplied by the total front footage **or divided per parcel.**
3. Tax-Exempt properties – 100% of the per foot cost multiplied by the total front footage **or divided per parcel.**

The City of Falcon Heights (or its contractors) will only conduct work in the public right-of-way. At the discretion of the city, work on private property may be performed but only after receiving a written request from the property owner and the entire cost of the private repair will be assessed to the benefiting property owner.

If a project is being completed on a public street, property owners on private streets receive a benefit of the improvement without having front footage on the public street. A traffic study may be performed to determine the amount of traffic created by the private street users and the assessment amounts will be altered to reflect estimated usage. It is

the intent of this policy to set the assessment amount as fairly as possible, using best engineering practices, for all benefiting property owners.

F. Storm Sewers

1. Definitions

A. Storm Sewer Trunk Facilities

Ponds

A basin or wetland constructed or naturally located within a permanent easement for the purpose of containing storm runoff. May be either a retention (permanent) pond, detention (temporary) pond, or a combination of both.

Pipe Network

A network of pipes ranging in size generally from 30 inches through 60 inches. The trunk pipe networks are designed to collect storm run-off from an area generally larger than 10 acres.

Channels

An open ditch conveyance network constructed within permanent easements for the purposes of transporting storm run-off.

B. Storm Sewer Lateral Facilities

A network of pipes ranging in size generally from 12 inches to 27 inches designed to collect storm run-off from a specified small area to a trunk facility. The lateral facilities also include street overland flow and inlet structures such as catch basins, manholes and flared end sections.

2. Determining Storm Sewer Assessment Rates

A. Storm Sewer Trunk Rates

Design and estimate of the total improvement cost of the ultimate trunk system needed to provide complete service to each property in the Service District considered.

B. Determine the base assessment rate by dividing the ultimate system cost previously described by the sum total of the following to determine the cost per square foot of the project:

- Gross area of Single Family residential properties.
- Gross area of multi-unit residential properties

- Gross area of commercial properties
- Gross area of tax-exempt properties

C. The assessment rate would be set as follows.

- Residential properties- 40% of the per square foot cost multiplied by the area of the parcel **or divided per parcel.**
- Multi-Unit residential and commercial properties- 60% of the per square foot cost multiplied by the area of the parcel **or divided per parcel.**
- Tax exempt properties- 100% of the per square foot cost multiplied by the area of the parcel **or divided per parcel.**

G. Sidewalks, trails and pathways

Off-street facilities provide a safe walking alternative for pedestrians. As such, the City of Falcon Heights recognizes the importance of these facilities and will construct them when possible. Project costs will be calculated on a per-foot basis and assessments will be applied based on the property's front footage in the following manner:

1. Residential properties – 25% of the per foot cost multiplied by the total front footage
2. Commercial properties – 40% of the per foot cost multiplied by the total front footage
3. Tax-Exempt properties – 100% of the per foot cost multiplied by the total front footage

III. Assessment Policies

A. Basis for Assessment Determination (Per Parcel vs. ^{per} ~~Lineal~~ Foot)

The City Council shall have the discretion to determine the most appropriate method of assessment for public improvement projects, including whether to assess properties on a per parcel (unit) basis or by ~~lineal~~ ^{per} foot. This decision will be made based on the specific circumstances of each project, including the nature of the improvement, the configuration of the affected properties, and the overall benefit received by each property.

In making this determination, the City Council may consider factors such as:

1. **Type of Improvement:** Certain improvements, such as street reconstruction or the addition of utilities, may have a more equitable assessment when calculated on a lineal foot basis, particularly where properties vary significantly in size and frontage.
2. **Property Configuration:** In areas where property sizes are relatively uniform, a per parcel assessment may be more appropriate to distribute costs evenly among all benefiting properties.
3. **Benefit Analysis:** The assessment method shall reflect the extent of the benefit received by each property. The City Council may use engineering reports, property

appraisals, or other professional evaluations to determine the most equitable assessment method.

4. **Precedent and Policy Consistency:** Where possible, the assessment method should be consistent with past practices in similar projects to ensure fairness and uniformity across the city.

Once the method of assessment is determined, the City Council will document the rationale for the decision and include this in the project records.

VI. HARDSHIP DEFERRAL OF ASSESSMENTS

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

July 25, 2007

No. 07-09

A RESOLUTION APPROVING A SPECIAL ASSESSMENT DEFERRAL POLICY

WHEREAS, the City of Falcon Heights uses special assessments in order to construct public infrastructure, such as streets, sewers, sidewalks, and other public facilities; and

WHEREAS, these assessments can sometimes cause a financial hardship to those on fixed incomes; and

WHEREAS, State of Minnesota Statute 435.19 allows cities to adopt policies allowing for the deferral of special assessments in certain circumstances; and

WHEREAS, the City of Falcon Heights currently has a policy but desires to amend it;

NOW, THEREFORE BE IT RESOLVED that the City of Falcon Heights hereby establish the standards and guidelines for determining the eligibility for special assessment deferrals:

1. In order to request a deferral of an assessment, the homeowner must request a deferment before the close of the public hearing adopting the special assessment roll. The request must be made on the form on file with the City of Falcon Heights; and
2. The deferral procedure shall apply only to property owned and occupied by persons 65 years of age or older, or retired by virtue of a permanent and total disability for whom it would be a hardship to make payments. Permanent and total disability shall have the same definition for purposes of assessment deferral as is used for social security purposes; and
3. The property must be the applicant's principal place of domicile and classified on the real estate tax rolls as the applicant's homestead; and
4. The applicant must submit federal income tax returns from the year prior to the assessment to verify that all sources of income do not exceed the low income limits (currently 80% of median income based on household size) for Ramsey County as established by the Department of Housing and Urban Development; and
5. No special assessment shall be deferred for a period longer than the time set by the City Council; and

6. Interest on deferred assessments shall be subject to and charged at the interest rate set by the city council on its resolution adopting the special assessment, and such interest shall accrue on said principal until the special assessment is paid in full; and
7. The option of the homeowner to defer the payment of special assessments shall terminate and all amounts accumulated and interest shall become due and payable upon the occurrence of any of the following events:
 - a. The sale, transfer, or subdivision of the property or any part thereof, or the property is in any way conveyed to another person;
 - b. The subject property loses its homestead status for any reason;
 - c. The death of the owner qualified for the deferral status unless a surviving spouse is eligible for benefits hereunder; or
 - d. If for any reason the City Council determines that there would be no hardship to require an immediate or partial payment of the deferred special assessment.

Moved by:

Approved by: _____
 Susan L. Gehrz, Mayor
 July 25, 2007

GEHRZ	4	In Favor
KUETTEL		
HARRIS	0	Against
LINDSTROM		
TALBOT - absent		

Attested by: _____
 Justin Miller
 City Administrator
 July 25, 2007

Appendix Index

1. Typical Minnesota Statute 429 Improvement Project Process
2. Typical Petition Forms
3. Sample Resolutions
4. Deferral Forms

TYPICAL MINNESOTA STATUTE 429

IMPROVEMENT PROJECT PROCESS

1. Project Initiation
 - a. Petition of more than 35 percent of affected property owners.
 - b. City Council action.
2. Resolution ordering preparation of report on improvement and declaring adequacy of petition if appropriate.

Note: This resolution should be published in the official newspaper after adoption. Unless there is a challenge to the determination of adequacy within 30 days, the determination cannot be challenged in the future.

3. Engineer's Report
 - a. Feasibility of proposed improvement.
 - b. Whether improvements should be made as proposed or with other improvements.
 - c. Cost of improvement as recommended.
 - d. Need for improvements.
4. Resolution receiving the feasibility report and calling for hearing on the improvement.

Note: If 100% of affected property owners petition for the improvement, they may also waive their rights to this public hearing.
5. Notice of Public Hearing
 - a. Time and place of hearing
 - b. General nature of improvement
 - c. Estimated cost of improvement/assessment
 - d. Proposed area to be assessed.
 - e. Notice must be published twice (one week apart) in the official newspaper; three days must elapse between the last publication date and the hearing.
 - f. Notice must be mailed to owner of each parcel within the area to be assessed not less than ten days prior to the hearing.
6. Resolution ordering the improvement and preparation of plans and specifications.

Note: This action may be taken any time within 6 months after the public hearing. Beyond that a new public hearing must be held. If the project was initiated by petition of the owners of less than 35 percent of the frontage, this resolution must be adopted by at least a 4/5 vote.
7. Resolution approving the plans and specifications and ordering the advertisement for bids.

Note: If the estimated construction cost is under \$100,000 at least ten days must elapse

between the first advertisement and the bid opening. Over \$100,000 at least three weeks (21 days) must elapse.

8. Resolution accepting the bids and directing the Mayor and City Administrator to enter into a contract with the lowest responsible bidder must be done within one year of resolution ordering improvement.

9. Contractor/City paperwork prior to commencing construction.

- a. Issue Notice of Award and Contract
- b. Contractor resubmits signed notice of award, contract, performance bond and insurance documents.
- c. Pre-Construction Meeting
 - Discuss scheduling of construction
 - Staking
 - Conflicts with utilities
- d. Issue Notice to Proceed
- e. Contractor resubmits signed Notice to Proceed
- f. Construction begins

10. During construction phase, partial pay estimates and change orders are presented to the City Council for action.

11. Resolution determining cost to be assessed and ordering the preparation of proposed assessment roll.

12. City staff and City Engineer prepare and file assessment roll.

13. Notice of hearing on proposed assessment.

Note: Notice must be published one or more times in the official newspaper at least two weeks prior to the meeting. Notice must contain the following items:

- a. Date, time and place of hearing.
- b. General nature of the improvements.
- c. Area proposed to be assessed.
- d. Total amount of the proposed assessment.
- e. That the proposed assessment roll is on file with the Clerk.
- f. That written and oral objections will be considered.
- g. That no appeal of the amount of any assessment may be made unless a written objection signed by property owners is filed with the Clerk prior to the hearing or presented to the presiding officer at the hearing.
- h. That an appeal to district court may be made by serving notice upon the Mayor or Clerk within 30 days of the adoption of the assessment roll and filing such notice with the district court within 10 days after service upon the Mayor and Clerk.
- i. Whether the City has adopted any deferment ordinance or resolution and its basic substance.

j. Substance of Minnesota Statute 435.193 through 435.195.
Notice must be mailed to each parcel owner described on the Assessment roll not less than two weeks prior to the hearing.

14. In addition to the items listed above, the mailed notice must include the following:

- a. Amount to be assessed against the particular parcel.
- b. That the assessment amount may be prepaid and to whom.
- c. Whether partial prepayment has been authorized by ordinance.
- d. Time within which prepayment may be made without interest.
- e. Rate of interest to be accrued if assessment is not prepaid.

14. Public hearing and resolution adopting assessment roll.

15. Appeals to District Court.

Note: In order to appeal to district court, the property owner must serve notice upon the Mayor or City Clerk within 30 days of adoption of the assessment roll. They can only do this after having filed a written signed objection prior to the assessment hearing or having presented same to the presiding officer at the hearing. The notice of appeal must be filed with the Clerk of the district court within ten (10) days after service on the City.

PETITION FOR LOCAL IMPROVEMENT

City of Falcon Heights, Minnesota _____, 20 ____

To the City Council of Falcon Heights, Minnesota:

We, the undersigned, owners of not less than 35 percent in frontage of the real property abutting on _____ Street, between the _____ line of _____ Street and the _____ line of _____ Street hereby petition that such street is improved by _____ pursuant to Minnesota Statutes, Chapter 429.

Only one signature is allowed per household.

DATE	SIGNATURE OF OWNER	PRINT NAME OF OWNER
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____

Examined, checked, and found to be in proper form and to be signed by the required number of owners of property affected by the making of the improvement petitioned for.

City Clerk

CITY OF FALCON HEIGHTS

RESOLUTION NO. 2008-01

September 28, 2008

**RESOLUTION ORDERING PREPARATION OF FEASIBILITY REPORTS
FOR XYZ STREET RECONSTRUCTION PROJECT**

WHEREAS, the Council has reviewed the street construction needs of XYZ Avenue in the City and has tentatively selected the segment of XYZ between Snelling and Hamline Avenues for reconstruction in 2006; and

WHEREAS, it is proposed to improve this section of City of Falcon Heights street system as described above by completing the following work: sidewalk construction, bituminous paving, concrete curb and gutter, storm sewer, and necessary appurtenances, and to assess the benefited property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Section 429.011 to 429.111:

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

1. The segment of XYZ Avenue between Snelling Avenue and Hamline Avenue is hereby approved for consideration of reconstruction.
2. The proposed improvements are referred to the City Engineer for study and she is instructed to report to the Council with all convenient speed, advising the Council in a preliminary way as to whether they should best be made as proposed or in connection with some other improvements, and the estimated cost of the improvements as recommended.

Whereupon said resolution was declared duly passed and adopted.

**CITY OF FALCON HEIGHTS
RESOLUTION NO. 07-02
March 8, 2007**

**RESOLUTION RECEIVING FEASIBILITY REPORT ON XYZ AVENUE
RECONSTRUCTION PROJECT AND ORDERING PUBLIC HEARINGS**

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

1. By resolution adopted January 25, 2006, the Council directed the City Engineer to prepare preliminary reports as to the feasibility of the proposed improvements:

XYZ Avenue (between Snelling and Hamline Avenues)

2. The City Engineer was also directed to include in the report the estimated cost of the proposed improvements. The preliminary report and cost estimates have been submitted and considered by the Council and are hereby approved and directed to be placed on file in the office of the City Administrator. The improvements proposed to be made in the general manner set forth in the report are designated as XYZ Drive Reconstruction.
 3. The Council shall meet at the City Hall, 2077 West Larpenteur Avenue, in said City, on April 26, 2006 at 7:00 p.m. for the purpose of holding a public hearing on the proposed improvements under and pursuant to the provisions of Minnesota Statutes, Chapter 429, and the Administrator is hereby authorized and directed to cause notice of the time, place, and purpose of that meeting to be published twice in the official newspaper, *Roseville Review*, which publications shall be a week apart, and the second publication shall be not less than three days before the date of the hearing.
 4. The general nature, estimated cost and area proposed to be assessed for XYZ Avenue and Snelling Drive Reconstruction are determined to be as stated in the foregoing notice, as fully as though the same were separately set forth and resolved herein.
-

NOTICE OF HEARING ON ASSESSMENTS
FOR XYZ AVENUE
CITY OF FALCON HEIGHTS
RAMSEY COUNTY, MINNESOTA

NOTICE IS HEREBY GIVEN that the Council of the City of Falcon Heights, Minnesota, will meet in the Council Chambers of the City Hall, 2077 Larpenteur Avenue, in said City on Wednesday, February 28, 2007 at 7:00 o'clock p.m. to hear, consider, and pass upon any and all written or oral objections which may be offered with respect to the proposed special assessments for sanitary sewer service repairs completed as a part of the XYZ Reconstruction Project. The Council may adopt the proposed assessment at the hearing.

The proposed assessment roll is now on file and open to public inspection by all persons interested in the office of the City Administrator. The entire amount assessed against each parcel of land will be payable, unless prepaid, in ten (10) equal consecutive annual installments, the first of such installments to be payable with general taxes levied in 2007, collectible with such taxes during the year of 2008. The first installment will be payable with interest at the rate of 6.25 percent per annum on the entire assessment from the date of the resolution levying the same to December 31, 2007, and each subsequent installment will be payable with one year's interest at said rate on all unpaid installments, except that no interest will be charged if the entire assessment as to any parcel is paid at the office of the Treasurer within thirty (30) days from the date of adoption of the assessment roll.

The general nature of the XYZ Avenue Reconstruction Project now being assessed is for the reconstruction of private sanitary sewer services and necessary appurtenances.

The total cost of the improvement to be assessed is \$12,290.20

THE FOLLOWING PROPERTY IDENTIFICATION NUMBERS ARE PROPOSED TO BE ASSESSED:

000111000222	1397 XYZ
000222000333	1403 XYZ
000333000444	1405 XYZ
000444000555	1415 XYZ
000555000666	1443 XYZ

Oral or written objections by any property owner will be considered at the hearing.

An owner may appeal an assessment to district court pursuant to Minnesota Statute 429.081 by serving notice of the appeal upon the Mayor or Administrator of the City within 30 days after the adoption of the assessment and filing such notice with the district court within ten (10) days after service upon the Mayor and Administrator. No appeal may be taken as to the amount of any assessment adopted unless a written objection signed by the affected property owners is filed with the City Administrator prior to the assessment hearing or presented to the presiding officer

at the hearing.

Pursuant to Minnesota Statute Section 435.193 to 435.195, the Council may, in its discretion, defer the payment of this special assessment for any homestead property owned by a person 65 years of age or older or retired by virtue of a permanent and total disability for whom it would be a hardship to make the payments. When deferment of the special assessment has been granted and is terminated for any reason provided in that law, all amounts accumulated plus applicable interest becomes due. Any assessed property owner meeting the requirements of that law and the resolution adopted under it may, within 30 days of the confirmation of the assessment, or upon reaching the age to become eligible for the deferment, apply to the City Administrator on the prescribed form for such deferment of payment of this special assessment on his property.

Dated: January 24, 2007

BY ORDER OF THE CITY COUNCIL

City Administrator

**CITY OF FALCON HEIGHTS
RESOLUTION NO. 07-03**

**RESOLUTION ORDERING THE RECONSTRUCTION OF
XYZ AVENUE**

WHEREAS, the City Council of Falcon Heights received the Feasibility report on December 14, 2005 and ordered a public hearing for the reconstruction of XYZ Avenue between Snelling Avenue and Hamline Avenue, and;

WHEREAS, ten days mailed notice and two weeks published notice was given;

NOW THEREFORE BE IT RESOLVED by the Council of the City of Roseville, Minnesota, that in accordance with the provisions of Minnesota Statutes, Chapter 429, as amended, the Council held a public hearing on January 25, 2006, to consider the proposed reconstruction of XYZ Avenue, consisting of the installation of bituminous paving, concrete curb and gutter, sanitary sewer service repair, drainage facilities, and necessary appurtenances on all that property abutting:

PID	Address
000111000222	1910 XYZ Avenue
000222000333	1444 XYZ Avenue
000444000555	1912 XYZ Avenue
000555000666	1913 XYZ Avenue

as described in the Notice of Hearings at a cost presently estimated at \$1,131,996.54 and substantially in accordance with the preliminary report as to the feasibility thereof which is now on file in the office of the City Manager; at which all persons desiring to be heard were given an opportunity to be heard thereon, and having considered the views of all interested persons, the Council does hereby determine and order that said improvement shall be constructed and financed and that all streets be constructed substantially as recommended in the feasibility report. The City Engineer for the project is directed to prepare and submit to the Council the final plans and specifications for the improvement.

**CITY OF FALCON HEIGHTS
RESOLUTION 07-04**

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS
AND ORDERING ADVERTISEMENT FOR BIDS
FOR XYZ AVENUE RECONSTRUCTION**

WHEREAS, pursuant to resolution passed by the City Council, the City Engineer has prepared plans and specifications for the reconstruction of XYZ Avenue between Snelling Avenue and Hamline Avenue, and has presented such plans and specifications to the Council for approval:

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

1. Such plans and specifications, copies of which are attached hereto, and made a part hereof, are hereby approved.

2. The City Administrator shall prepare and cause to be inserted in the *Roseville Review*, the official newspaper, and in the *Construction Bulletin*, an advertisement for bids upon the making of such approved plans and specifications. The advertisement for bids for XYZ Avenue Reconstruction shall be published as required by law, shall specify the work to be done, shall call the bids on the basis of cash payment for such work, shall state the date and time that the bids will be received by the City Administrator and City Engineer at which time they will be publicly opened in the City Hall by the City Engineer and subsequently be considered by the Council; and that no bids will be considered unless sealed and filed with the Administrator and accompanied by a cash deposit, certified check or bid bond payable to the City of Falcon Heights for ten percent of the amount of such bid.

CITY OF FALCON HEIGHTS
RESOLUTION No: 2007-05
April 12, 2006

AWARDING BIDS FOR XYZ AVE RECONSTRUCTION

WHEREAS, pursuant to advertisement for bids for the improvement, according to the plans and specifications thereof on file in the office of the Administrator of said City, said bids were received on Wednesday, March 22, 2006, at 3:00 p.m., opened and tabulated according to law and the following bids were received complying with the advertisement:

BIDDER	AMOUNT
Contractor A	\$837,872.05
Contractor B	\$856,341.41
Contractor C	\$862,949.65
Contractor D	\$992,212.92
Contractor E	\$1,055,872.81

WHEREAS, it appears that Contractor A is the lowest responsible bidder at the tabulated price of \$837,872.05 and

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

1. The Mayor and Administrator are hereby authorized and directed to enter into a contract with Contractor A, for \$837,872.05 in the name of the City of Falcon Heights for the above improvements according to the plans and specifications thereof heretofore approved by the City Council and on file in the office of the City Administrator.
2. The City Administrator is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids except the deposits of the successful bidder and the next lowest bidder shall be retained until contracts have been signed.

**CITY OF FALCON HEIGHTS
RESOLUTION NO. 2007-06**

**RESOLUTION DECLARING COST TO BE ASSESSED
RECEIVING PROPOSED SPECIAL
ASSESSMENT ROLL AND PROVIDING FOR HEARINGS
FOR THE HAMLINE/ HOYT RECONSTRUCTION PROJECT**

WHEREAS, contracts have been let and costs have been determined for the XYZ Avenue Reconstruction project on all that property adjacent to the road for the reconstruction of the street by the installation of bituminous paving, concrete curb and gutter, storm sewer, landscaping, utility repair, and necessary appurtenances; and

WHEREAS, the forgoing is in the area described in the legal notice relating to the original hearing on the improvements and the resolutions relating thereto, and the City will pay \$572,639.80 as its share of the cost. The cost to be specifically assessed is hereby declared to be \$16,819.82; and

BE IT RESOLVED by the Council of the City of Falcon Heights, that the proposed 2006 assessment roll for the XYZ Avenue reconstruction project now on file and open to public inspection in the office of the City Administrator is approved, and the Administrator is directed to publish and mail notices stating that the Council will meet to consider the proposed assessments on November 8, 2006, at the City Hall, 2077 Larpenteur Avenue W, in the City of Falcon Heights at 7:00 o'clock p.m.

The notices shall state the date, time, and place of the meeting, the general nature of said improvement, the area proposed to be assessed, the total amount of the proposed assessment, that the proposed assessment roll is on file with the Administrator, that written or oral objections thereto by any property owner will be considered, and shall contain such other provisions as may be required by law. The first installment will be payable with interest at the rate of 6.25 percent per annum on the entire assessment from the date of the resolution levying the same to December 31, 2006, and each subsequent installment will be payable with one year's interest at said rate on all unpaid installments, except that no interest will be charged if the entire assessment as to any parcel is paid at the office of the Treasurer within 30 days from the adoption of the assessment roll.

It shall be published in the official newspaper of the City at least once, and shall be mailed to the owner of each parcel described in the assessment roll, not less than two weeks prior to the date of said meeting. For the purpose of such mailed notice, owners of said parcels shall be those shown as such on the records of the County Treasurer. Every property owner whose name does not appear on such records (other than owners of property which is tax exempt or is taxed on a gross earning basis) shall be deemed to have waived such mailed notice unless he had requested in writing that the County Treasurer include his name on the records for this purpose.

APPLICATION FOR DEFERMENT OF SPECIAL ASSESSMENTS

To the City Council of the City of Falcon Heights, Ramsey County, Minnesota.

_____ (Applicant) being first duly sworn
deposes and states:

1. That Applicant is the owner of the following described real estate located in the City of Falcon Heights, Ramsey County, Minnesota:

2. Pursuant to Minn. Stat. S435.193, et. seq. and Falcon Heights Council Resolution 2007-09, Applicant requests deferral of the payment of special assessment for the _____ improvement.

3. In support of this request, Applicant represents as follows:

- a. Applicant is over 65 years of age;
- b. Applicant is permanently and totally disabled as follows: _____

c. Applicant's annual gross income plus tax-exempt income is \$ _____.

4. Applicant declares that the foregoing information is true and correct and agreed to immediately inform the Falcon Heights City Administrator should any of the foregoing information change, and agrees that if the deferral is granted, Applicant will immediately upon termination of the deferral pay to the City the deferred assessment with interest.

Dated: _____

_____ Applicant

**CITY OF FALCON HEIGHTS
RESOLUTION NO. 2007-06**

**A RESOLUTION OF THE CITY OF FALCON HEIGHTS
APPROVING DEFERRED ASSESSMENTS**

WHEREAS, the Applicant has presented to the City Council an application for deferral special assessments pursuant to law; and

WHEREAS, the Applicant is over age 65, totally and permanently disabled and meets the other requirements for deferral of special assessments;

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

1. _____ (the Applicant) is hereby granted deferral of payment of special for the _____ Improvement on parcel number _____ on the following conditions:
 2. That the conditions described in the application for deferral continue to exist.
 3. This deferral shall terminate after a period of _____ years.
 4. This deferral shall terminate upon:
 - a. Applicants death, provided that the spouse is otherwise not eligible for the benefits hereunder;
 - b. The sale, transfer or subdivision of the property or any part thereof;
 - c. If the property should, for any reason, lose its homestead status;
 - d. If for any reason the City Council determines that there would be no hardship to require immediate or partial payment.

2. Those sums otherwise due and payable for the special assessments shall accrue interest at the rate of _____%, which interest shall be paid with property taxes during the deferral period.

Done at a _____ meeting of the City Council of the City of Falcon Heights this _____ day of _____, 20____.

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REQUEST FOR COUNCIL ACTION (RCA)

Meeting Date	September 4, 2024
Agenda Item	Policy C4
Attachment(s)	N/A
Submitted By	Jack Linehan, City Administrator

Item	Police Partnership Update
Description	<p>The City of Falcon Heights (City) and the City of St. Anthony Village (SAV) continue to work on a potential draft contract for police services. One challenge the City has been working to address is that St. Anthony has stated they need until at least Jan 1st, 2026 and potentially longer to get to where they want to be at for staffing until they could take on Falcon Heights’ contract. They are currently authorized for 22 sworn officers, but have had challenges with retirements and recruitments so they aren’t at that number. In 2017, SAPD had 23 officers sworn when they covered Falcon Heights/Lauderdale.</p> <p>That leaves 2025 as a police coverage challenge for us to solve. The Ramsey County Sheriff’s Office (RCSO) has stated that they want us to find a new partner after this year due to the staffing challenges the current overtime model creates. Falcon Heights has been working diligently to find an agency interested in providing temporary coverage to help us bridge the gap until SAPD has adequate staffing.</p> <p>New Brighton Public Safety recently completed a public safety organizational assessment that highlighted an interest to potentially expand services. Staff leadership between Falcon Heights and New Brighton had discussions on whether there may be potential for temporary coverage, and there was mutual interest in at least exploring further if they could help be a bridge partner as an opportunity to pilot contracted policing. Ultimately, a one-year bridge coverage contract would not be an option for New Brighton as they would want to hire additional officers to reduce the overtime burden that taking on the Falcon Heights contract would create. They would not be able to hire based on a temporary contract, so they declined the request to provide temporary coverage.</p> <p>At the Wednesday, August 28th City Council Special Workshop, the council directed the City Administrator to draft a letter to the RCSO, asking if an extension of our temporary coverage contract could be arranged to expand past 2024 to allow enough time for SAPD to recruit additional officers.</p>

	The City Council will be asked to consider how to approach contract discussions with SAV depending on whether or not assigned additional contract coverage is available from the RCSO in 2025.
Budget Impact	<ul style="list-style-type: none"> • Letter to RCSO 8.29.24
Attachment(s)	N/A
Action(s) Requested	The City Council is requested to discuss the latest in police contract discussions.



CITY OF FALCON HEIGHTS

2077 Larpenteur Avenue W
Falcon Heights, MN 55113

THE CITY THAT SOARS!

P: 651-792-7600
F: 651-792-7610

August 29, 2024

REQUEST FOR CONTINUATION OF LAW ENFORCEMENT SERVICES

Sheriff Bob Fletcher
425 Grove Street
St. Paul, MN 55101

Dear Sheriff Fletcher,

The City of Falcon Heights is formally requesting an extension of our contract for law enforcement services agreement for an additional year to allow the St. Anthony Village Police Department (SAPD) sufficient time to recruit and train officers, ensuring long-term police coverage for our community.

The cities of St. Anthony Village and Falcon Heights have been working together to re-establish our long-term partnership for police services. We believe we have the groundwork to renew the partnership, but one key challenge is that the SAPD has requested until January 1st, 2026 to allow the department to recruit and train officers to provide coverage to the communities of St. Anthony, Lauderdale and Falcon Heights. This would leave 2025 as a gap, with our current contract with the Ramsey County Sheriff's Office set to expire on December 31st, 2024.

We kindly ask that you and your team review our request and inform us if the temporary coverage agreement for 2024 could be extended through 2025, and if any terms need to be adjusted to accommodate this extension.

We appreciate your continued support as we work to rebuild our partnership with the City of St. Anthony Village.

Sincerely,

Jack Linehan
City Administrator
City of Falcon Heights

Sent on behalf of the Falcon Heights City Council:

Randy Gustafson, Mayor
Eric Meyer, Councilmember
Jim Wassenberg, Councilmember

Melanie Leehy, Councilmember
Paula Mielke, Councilmember