

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

AGENDA
September 25, 2024 at 7:00 P.M.

- A. CALL TO ORDER: 7:00 p.m.
- B. ROLL CALL: GUSTAFSON LEEHY MEYER
WASSENBERG MIELKE
- STAFF PRESENT: LINEHAN Olson Van der Werf
- C. APPROVAL OF AGENDA
- D. PRESENTATION
- E. APPROVAL OF MINUTES:
1. August 28, 2024 City Council Meeting Minutes
2. August 28, 2024 City Council Special Workshop Meeting Minutes
- F. PUBLIC HEARINGS:
- G. CONSENT AGENDA: Meyer 5-0
1. General Disbursements through 9/20/24: \$352,568.04
a. Payroll through 9/15/24: \$22,839.33
b. Wire Payments through 9/15/24: \$15,261.27
- H. POLICY ITEMS:
1. 2024 Pavement Management Project (PMP) Declare Costs to Be Assessed and Call for Assessment Hearing Leehy 5-0
2. Adoption and Certification of the 2025 Preliminary Levy Meyer 5-0
3. Approval of Setting Truth in Taxation (TNT) Hearing Date of Wednesday, December 11th, 2024 at 7:00p.m. Wassenberg 5-0
4. North Suburban Access Agreement Contract Renewal
- I. INFORMATION/ANNOUNCEMENTS:
- J. COMMUNITY FORUM:
Please limit comments to 3 minutes per person. Items brought before the Council will be referred for consideration. Council may ask questions for clarification, but no council action or discussion will be held on these items.
- K. ADJOURNMENT: Leehy 5-0

7:25
PM

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

MINUTES
August 28, 2024 at 7:00 P.M.

- A. CALL TO ORDER: 7:01 PM
- B. ROLL CALL: GUSTAFSON_X_ LEEHY___ MEYER ___
WASSENBERG _X_ MIELKE_X_

STAFF PRESENT: LINEHAN_X_ VAN DER WERFF_X_ OLSON_X_

C. APPROVAL OF AGENDA

Mayor Gustafson notes there is an amendment to the consent agenda. Item 3.

Councilmember Wassenberg motions to approve the Agenda;
Approved 3-0

D. PRESENTATION

E. APPROVAL OF MINUTES:

1. August 7, 2024 City Council Workshop Meeting Minutes

Councilmember Mielke motions to approve the minutes;
Approved 3-0

F. PUBLIC HEARINGS:

G. CONSENT AGENDA:

1. General Disbursements through 08/21/24: \$56,143.46
 - a. Payroll through 08/15/24: \$24,510.47
 - b. Wire Payments through 08/15/24: \$15,771.91
2. City Licenses
3. Approve 2024 F450 Ford Change Order

Councilmember Wassenberg motions to approve the consent agenda;
Approved 3-0

Administrator Linehan explains there was a change order for the 2024 Ford F450 due to a miscalculation in the total cost. There are a lot of variables in the outfitting of the truck. This will be the number #1 truck for Public Works.

H. POLICY ITEMS:

1. Temporary State Fair Permit Parking – Garden Avenue from Holton Avenue to Hamline Avenue

The Falcon Heights Elementary School is finishing up renovations and requested parking on Garden Avenue for their contractors. After the 2023 reconstruction of Garden Ave, the north side parking was removed and the south side does not allow parking during the State Fair. The City Administrator approved the request temporarily, but staff feels Council approval is

needed. Most permits that were issued are being used. Wassenberg is concerned with maintaining traffic flow in both directions and it does not seem that it is impacted, so he is comfortable extending it. Gustafson and Mielke recommend reaching out to the contractor to let them know that parking is from Hamline until Holton and not until Pascal.

Councilmember Wassenberg motions to adopt Resolution 24-43 Temporarily Designating State Fair Permit Parking Only on the South Side of Garden Avenue Between Holton Street and Hamline Avenue;
Approved 3-0

I. INFORMATION/ANNOUNCEMENTS:

Wassenberg gives a shout-out to mini scholars and residents of Falcon Heights and wishes them good luck with the start of school.

Mielke notes the State Fair Task Force met the night before the State Fair and discussed final deadlines. Mielke attended the Roseville School District back-to-school event last night.

Gustafson notes the State Fair is well attended, he thanks all City Staff for their efforts in making the State Fair time bearable.

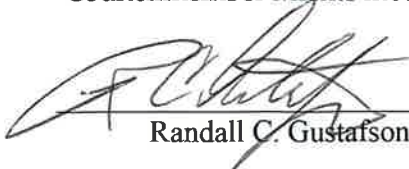
Linehan explains Staff has been busy working with residents during the fair. The Ramsey County Sheriff's Office has issued over 100 parking tickets, but it has been slowing down. Public Works has been busy the last couple of days removing trees, branches, and twigs from City roads. They are also going around with the street sweeper. Most Xcel customers have their power back up and Linehan notes it was a good response from Xcel and the St. Paul Fire Department. The Community Engagement Commission will meet on Monday, September 16. The Parks Commission won't meet due to the holiday on Monday, September 2. The Planning Commission met last night and held a public hearing on various City Code updates. For the upcoming HOME Line event on September 7, staff sent out a mailer to all renters in Falcon Heights. Staff is also continuing to work with Amber Union on getting in compliance with the City Code. Public Works will also continue getting the monuments painted and new glass panels installed.

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: 7:19 PM

Councilmember Mielke motions to adjourn;
Approved 3-0



Randall C. Gustafson, Mayor

Dated this 25th day of September, 2024



Jack Linehan, City Administrator

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

MINUTES

Wednesday, August 28, 2024
7:30 P.M.

A. CALL TO ORDER: 7:33 PM

B. ROLL CALL: GUSTAFSON_X__ LEEHY__
 MEYER __ MIELKE_X__ WASSEBERG_X__

STAFF PRESENT: LINEHAN_X__ VAN DER WERFF_X__ OLSON_X__

C. POLICY ITEMS:

1. 2025 Proposed Budget: Workshop #2

Linehan explains staff is getting close to getting the budget finalized. This week they will discuss special revenue funds and enterprise funds. Special revenue funds are dedicated purposes that are separate from the General Fund but are not enterprise (business-type) funds.

a. Special Revenue Funds

- 201 – Park Programs - used for classes and other programming parts of parks, not maintenance of the park.
 - Increase in class revenue (10%)
 - Increase in staffing cost (11%)
- 202 – Charitable Gambling
 - Roseville Area Hockey pull-tabs at Stout's (10k in revenue)
 - 3% expenses (7k)
 - Will need to determine a charitable donation.
- 203 – Community Garden
 - No changes. No active plans for expansion.
- 204 – Water - water system was sold to the City of ST. Paul. Collect a portion of a fee on the water bill for water hydrants.
 - No major changes. It has a big fund balance and this was transferred to Community Park as the City has no major expenses other than for the hydrants.
- 205 – Community Park Rentals Fund (NEW) - used to track Community Park rental revenue/cost. Budget conservatively.
- 206 – Recycling - used to collect recycling fees on the water bill and issued to pay recycling costs.
 - An increase in recycling rates (9.6%)
 - Increase in recycling cost (11.6%)
 - Also has a big fund balance, which could be used for a major recycling project. Mielke suggested an annual Shred-it event.

- 208 – Community & Economic Development - Inactive, but can be used if major developments occur to collect escrow from developers.
- 209 – Street Lighting
 - Stagnant revenue (42k annually)
 - Increase in electricity cost (11% increase)
 - Revenues are stagnant and costs are going up. Might have to look at increasing fees at some point.
- 210 – Community Inclusion – used for inclusion activities.
 - This fund gets revenue from a transfer from the general fund. Linehan recommends a 10k transfer for 2025 to keep it at 30k fund balance.
 - Mielke suggests an annual survey that was part of the inclusion intern’s report
 - Leehy would like to have more programming with Third Sphere.

Mielke wonders about revenue from City Hall rentals, where does that go? Olson explains it goes into the general fund and is part of City Hall maintenance. She also wonders how classes and instructors are paid. Linehan answers the City collects fees and then pays a majority to the instructor, but keeps a certain percentage.

Gustafson notes that the special revenue funds are helpful in tracking costs. He wonders if more money could be transferred throughout the year. Linehan explains there are various options, council could also amend the budget throughout the year. Throughout the year, staff can also determine to use funds from the special revenue if that fits better.

Olson explains enterprise funds are run like a business, they do not have a fund balance but have a net position. Because it is an enterprise fund, the city keeps cash flows for each fund.

b. Enterprise Funds

- Utility Use Fees – Linehan explains Falcon Heights has consistently small increases in fees for services in enterprise funds. Even if this is not needed every year, this avoids spikes and keeps bills constant instead of imposing a big increase.
 - 601 - Sanitary Sewer - MET Council is decreasing the fee by 4%. Their charges have increased significantly over the past years. Now that it normalized, the increases will be more stagnant.
 - Expenditures: 4% over budget, new truck was charged out of this account. 21% increase in 2025:
 - Increased salary chargebacks to sanitary sewer fund for the assistant finance director.
 - Increase of \$50,000 for the sanitary sewer lining project.
 - Increase of \$150,000 for 2025 PMP. Linehan is unsure if they will include sanitary sewer updates. Linehan explains funds have been transferred for the Community Park building. It’s still a healthy fund and after sewer lining projects are done, this will lower capital costs over time.
 - Revenue, 1% over budget in 2024, 11% increase in 2025 due to the

proposed \$0.25 per month sanitary sewer rate increase. The current rate is \$37.75 per quarter; proposed rate is \$38.50 per quarter.

Linehan shows cash flow sheets to explain why it's beneficial to gradually increase fees. Wassenberg agrees as the city can budget for projects. The Council discusses the difference between variable and fixed fees for sanitary usage.

Mielke wonders about billing the State Fair and U of M and their sanitary sewer charges. Olson explains that he manually bills both of them as they are unique.

- 602 - Storm Drainage - this gets charged on a rate basis; not variable, just a flat rate. Recommending a small increase as well to stay consistent.
 - The current rate is \$27.50 per quarter. The proposed rate is \$28.25 per quarter. An increase of 2%.
 - Revenue: 0% in 2024; 3% increase in 2025
 - Expenditures: \$50K for Falcon Woods 2025 PMP.
- Recycling fund user charge (Special Revenue Fund)
 - Current rate \$4.75 (\$14.25 per quarter)
 - Proposed rate: \$5.25 (\$15.75 per quarter), this is to cover the increase of the Tennis Sanitation contract. There is no variable rate. As recently discussed, the City remains low in its recycling rates compared to other municipalities. Linehan does acknowledge that percentage-wise this is a big increase.

Mielke suggests a contribution to HOME Line, maybe as a charitable donation from the charitable gambling fund.

Gustafson acknowledges that the funds are in good shape and thanks staff. Linehan thanks the Council for support and he states some of them are used, but all with a good plan and they remain healthy.

Linehan explains next up is the Capital Fund and Debts and then they will circle back to the General Fund to provide final numbers. Gustafson wonders if more numbers are known from the County and the State. Linehan and Olson inform the Council that numbers are known and they look positive for Falcon Heights.

2. Police Partnership Discussion

Linehan explains Falcon Heights has been working towards a long-term police contract with St. Anthony. As determined earlier, they won't be able to provide coverage at the start of 2025. New Brighton expressed interest in providing policing, but after internal discussion determined they are looking for a long-term contract and not for one year. The staff burnout that would occur without recruiting based on a long-term contract would be too steep of a hurdle to bypass for one year. In September, St. Anthony and Falcon Heights are supposed to start discussing contract pricing.

Wassenberg understood why the short-term coverage was not feasible for New Brighton. Most cities are getting into longer-term contracts, which does not provide a logical partner for New Brighton.

Mielke wonders about the next steps. New Brighton is a good opportunity for Falcon

Heights, but after all the groundwork that was done with St. Anthony, it would not feel right to end discussions with St. Anthony. Gustafson notes there were assumptions that RCSO wouldn't cover us, but there was never an official ask. It would be beneficial to get an official statement from RCSO regarding 2025 coverage.

Gustafson suggests an RFP for the bridge year and beyond. That would be a way to get a firm commitment from St. Anthony. There is no guarantee that they will be able to do it, even though a lot of capital and emotion was invested, staffing may remain a challenge.

Mielke feels they already suggested they will barely be ready in 2026 to cover Falcon Heights. Wassenberg wonders if we could ask St. Anthony for a full commitment as we need that to fill that gap year. At this point the only option to fill the bridge year is RCSO. If they decline, that would make asking St. Anthony or New Brighton for a full commitment more reasonable and there could be a frank discussion with residents.

Mielke feels we can do that without an RFP. The council notes that Falcon Heights just needs an answer from RCSO regarding this. Linehan prepared a draft letter to send to RCSO. The goal isn't to open it up for bidding. One consideration is that New Brighton will not go away and they are not trying to "poach" the contract away from St. Anthony. The clock for 2025 is ticking and contract discussions will take time.

Mielke wonders what we know about the New Brighton Police Department. Linehan notes they have a positive reputation, similar policing style to St. Anthony. Mielke agrees, they have a very diverse staff as well. She adds not having to flip departments would be beneficial for residents.

Linehan notes if we start with New Brighton, we would not switch. Severability is a big item for both parties. There are no penalties if the SAPD cannot meet staffing needs. There is also no real-time driver to recruit. It should be communicated clearly if staffing continues to be problematic, as Falcon Heights will be left with no coverage. Since conversations started in April, their staffing has not significantly improved.

Mielke notes that if New Brighton could start in January of 2025, it would be a smoother transition and we would not have to flip agencies in 2026. But if that does not work out, then we also burned a bridge with SAPD. Falcon Heights gives St. Anthony an opportunity to build out their department and facility needs.

The council agrees that St. Anthony went out on a limb to start policing coverage conversations, but they also believe there would be understanding that we need coverage in 2025 if they cannot offer it and if the RCSO will not.

Council suggests sending a letter to RCSO as Falcon Heights would also need to know the cost to determine the budget. Once we get an answer, that provides a direction. If the County can't help fill the gap, Falcon Heights would have to look at the other option of New Brighton as the long-term option. If the RCSO can fill the gap, it would allow St. Anthony more time to recruit. The Council believes both residents and St. Anthony would understand either direction, as a solution is needed. There is money left in the Goff Public contract and that would be good to use once a decision is made to communicate the approach.

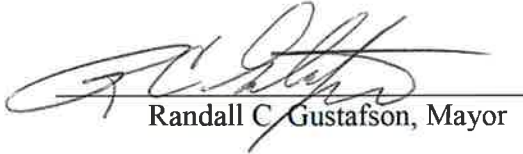
Linehan suggests creative problem-solving and maybe utilizing officers from Lauderdale if SAPD continues to have staffing issues.

Council discusses sending a letter to RCSO and this provides a clear message for all parties involved.

D. ADJOURNMENT: 9:17 PM

Mayor Gustafson motions to adjourn;
Approved 3-0

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 25th day of September, 2024



Jack Linehan, City Administrator

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PACKET: 03189 SEP 6 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION

01-00295 AVR, INC

I-297718		SIDEWALK REPAIR CONCRETE	810.00			
9/06/2024	APBNK	DUE: 9/06/2024 DISC: 9/06/2024		1099: N		
		SIDEWALK REPAIR CONCRETE		419 4419-92005-000	SIDEWALK IMPROVEMENTS	810.00
I-300581		SIDEWALK REPAIR CONCRETE	570.00			
9/06/2024	APBNK	DUE: 9/06/2024 DISC: 9/06/2024		1099: N		
		SIDEWALK REPAIR CONCRETE		419 4419-92005-000	SIDEWALK IMPROVEMENTS	570.00
=== VENDOR TOTALS ===			1,380.00			

01-05042 GERTENS

I-945464/6		BLVD TREE REPLACEMENT	207.00			
9/06/2024	APBNK	DUE: 9/06/2024 DISC: 9/06/2024		1099: N		
		BLVD TREE REPLACEMENT		101 4131-87010-000	CITY HALL MAINTENANCE	207.00
=== VENDOR TOTALS ===			207.00			

01-05166 GRAINGER, W. W., INC.

229061413		city hall supplies	87.56			
9/06/2024	APBNK	DUE: 9/06/2024 DISC: 9/06/2024		1099: N		
		CITY HALL SUPPLIES		101 4131-70110-000	SUPPLIES	87.56
=== VENDOR TOTALS ===			87.56			

01-05235 JAN-PRO CLEANING SYSTEMS

I-129649		JANITORIAL SVC SEPT	550.00			
9/06/2024	APBNK	DUE: 9/06/2024 DISC: 9/06/2024		1099: N		
		JANITORIAL SVC SEPT		101 4131-87010-000	CITY HALL MAINTENANCE	550.00
=== VENDOR TOTALS ===			550.00			

01-05886 KELLY & LEMMONS P.A.

I-63733		AUG PROSECUTIONS	2,500.00			
9/06/2024	APBNK	DUE: 9/06/2024 DISC: 9/06/2024		1099: Y		
		AUG PROSECUTIONS		101 4123-80200-000	LEGAL FEES	2,500.00
=== VENDOR TOTALS ===			2,500.00			

PACKET: 03189 SEP 5 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

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01-05670	METRO PRODUCTS INC						
I-182319		SHOP SUPPLIES- BOLTS/FUSES/NU	257.94				
9/06/2024	APBNK	DUE: 9/06/2024 DISC: 9/06/2024		1099: N			
		SHOP SUPPLIES- BOLTS/FUSES/NUT		101 4131-70110-000	SUPPLIES		257.94
=== VENDOR TOTALS ===			257.94				
=====							
01-05979	NORTH SUBURBAN TOBACCO COMPLIA						
I-076-083124B		TOBACCO COMPLIANCE AUG 2024	195.00				
9/06/2024	APBNK	DUE: 9/06/2024 DISC: 9/06/2024		1099: N			
		TOBACCO COMPLIANCE AUG 2024		101 4122-81000-000	POLICE SERVICES		195.00
=== VENDOR TOTALS ===			195.00				
=====							
01-06024	ON SITE SANITATION						
I-1757360X		PORTABLE TOILET COMM PK	95.00				
9/06/2024	APBNK	DUE: 9/06/2024 DISC: 9/06/2024		1099: N			
		PORTABLE TOILET COMM PK		601 4601-85080-000	PORTABLE TOILET PARKS		95.00
I-1757361s		PORTABLE TOILET CURTISS FLD	95.00				
9/06/2024	APBNK	DUE: 9/06/2024 DISC: 9/06/2024		1099: N			
		PORTABLE TOILET CURTISS FLD		601 4601-85080-000	PORTABLE TOILET PARKS		95.00
I-1775424		PORTABLE TOILET COMM PARK	270.00				
9/06/2024	APBNK	DUE: 9/06/2024 DISC: 9/06/2024		1099: N			
		PORTABLE TOILET COMM PARK		601 4601-85080-000	PORTABLE TOILET PARKS		270.00
I-1775425		PORTABLE TOILET CURTIS;STFAIR	616.00				
9/06/2024	APBNK	DUE: 9/06/2024 DISC: 9/06/2024		1099: N			
		PORTABLE TOILET CURTIS;STFAIR		601 4601-85080-000	PORTABLE TOILET PARKS		616.00
=== VENDOR TOTALS ===			1,076.00				
=====							
01-06184	RAMSEY COUNTY - POLICE AND 911						
I-EMCOM 011915		CAD SVC AUG	379.58				
9/06/2024	APBNK	DUE: 9/06/2024 DISC: 9/06/2024		1099: N			
		CAD SVC AUG		101 4122-81200-000	911 DISPATCH FEES		379.58
I-EMCOM 011931		911 DISPATCH AUG	2,468.67				
9/06/2024	APBNK	DUE: 9/06/2024 DISC: 9/06/2024		1099: N			
		911 DISPATCH AUG		101 4122-81200-000	911 DISPATCH FEES		2,468.67
=== VENDOR TOTALS ===			2,848.25				
=== PACKET TOTALS ===			9,101.75				

PACKET: 03192 SEPT 10 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

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01-03110			CENTURY LINK				
I-202409108949			AUG LANDLINES S S	74.82			
9/10/2024	APBNK		DUE: 9/10/2024 DISC: 9/10/2024		1099: N		
			AUG LANDLINES S S		601 4601-85011-000	TELEPHONE - LANDLINE	74.82
			=== VENDOR TOTALS ===	74.82			
=====							
01-05171			FRA DOR INC				
I-2408173			RED MULCH AND BLACK DIRT	865.00			
9/10/2024	APBNK		DUE: 9/10/2024 DISC: 9/10/2024		1099: N		
			RED MULCH AND BLACK DIRT		101 4132-87010-000	BOULEVARD MAINTENANCE	865.00
			=== VENDOR TOTALS ===	865.00			
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01-05856			LINEHAN, JACK				
I-202409108950			TENETS RIGHTS EVENT SUPPLIES	24.53			
9/10/2024	APBNK		DUE: 9/10/2024 DISC: 9/10/2024		1099: N		
			TENETS RIGHTS EVENT SUPPLIES		101 4116-70100-000	SUPPLIES	24.53
			=== VENDOR TOTALS ===	24.53			
=====							
01-05884			LYNCH, HANNAH				
I-202409108948			MILEAGE REIMBURSEMENT	19.90			
9/10/2024	APBNK		DUE: 9/10/2024 DISC: 9/10/2024		1099: N		
			MILEAGE REIMBURSEMENT		101 4117-86010-000	MILEAGE	19.90
			=== VENDOR TOTALS ===	19.90			
=====							
01-05908			METRO-INET				
I-2174			METRO INT SVC SEPT	4,132.00			
9/10/2024	APBNK		DUE: 9/10/2024 DISC: 9/10/2024		1099: N		
			METRO INT SVC SEPT		101 4116-85070-000	TECHNICAL SUPPORT	4,132.00
			=== VENDOR TOTALS ===	4,132.00			
=====							
01-05273			MN PUBLIC EMPLOYEES INSURANCE				
I-1429133			OCT HEALTH INSURANCE	13,317.33			
9/10/2024	APBNK		DUE: 9/10/2024 DISC: 9/10/2024		1099: N		
			OCT HEALTH INSURANCE		101 4112-89000-000	MISCELLANEOUS	13,317.33
			=== VENDOR TOTALS ===	13,317.33			

PACKET: 03192 SEPT 10 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

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01-05784		UPPER CUT TREE SERVICES				

I-5101		REMOVAL STORM DAMAGE ITEMS	750.00			
9/10/2024	APBNK	DUE: 9/10/2024 DISC: 9/10/2024		1099: N		
		REMOVAL STORM DAMAGE ITEMS		101 4134-84040-000	STORM DAMAGE	750.00
		=== VENDOR TOTALS ===	750.00			

=====						
01-05870		XCEL ENERGY				

I-202409108947		ELECT AND GAS	2,770.88			
9/10/2024	APBNK	DUE: 9/10/2024 DISC: 9/10/2024		1099: N		
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	74.75
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	11.68
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	67.05
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	61.02
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	69.78
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	15.80
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	2,315.71
		ELECT		101 4141-85020-000	ELECTRIC/GAS	30.21
		ELECT		101 4131-85020-000	ELECTRIC	50.66
		ELECT		101 4131-85030-000	NATURAL GAS	74.22
		=== VENDOR TOTALS ===	2,770.88			
		=== PACKET TOTALS ===	21,954.46			

PACKET: 03194 SEPT 13 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

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=====						
01-00900	BEISSWENGER'S					
I-897783		DISCHARGE CHUTE MOWER	72.99			
9/13/2024	APBNK	DUE: 9/13/2024 DISC: 9/13/2024		1099: N		
		DISCHARGE CHUTE MOWER		101 4132-87000-000	REPAIR EQUIPMENT	72.99
=== VENDOR TOTALS ===			72.99			
=====						
01-03001	CAMPBELL KNUTSON					
I-322`		JULY GENERAL MATTERS/MOLNAU	2,205.10			
9/13/2024	APBNK	DUE: 9/13/2024 DISC: 9/13/2024		1099: Y		
		JULY GENERAL MATTERS		101 4114-80200-000	LEGAL FEES	1,811.90
		JULY MOLNAU MATTERS		426 4426-81900-000	PROFESSIONAL/ATTORNEY SV	393.20
=== VENDOR TOTALS ===			2,205.10			
=====						
01-03123	CINTAS CORPORATION					
I-4200823008		FLOOR MATS SVC AUG 2	82.28			
9/13/2024	APBNK	DUE: 9/13/2024 DISC: 9/13/2024		1099: N		
		FLOOR MATS SVC AUG 2		101 4131-87010-000	CITY HALL MAINTENANCE	82.28
I-4201920738		FLOOR MAT SVC AUG 14	82.28			
9/13/2024	APBNK	DUE: 9/13/2024 DISC: 9/13/2024		1099: N		
		FLOOR MAT SVC AUG 14		101 4131-87010-000	CITY HALL MAINTENANCE	82.28
I-4203394969		FLOOR MAT SVC AUG 28	82.28			
9/13/2024	APBNK	DUE: 9/13/2024 DISC: 9/13/2024		1099: N		
		FLOOR MAT SVC AUG 28		101 4131-87010-000	CITY HALL MAINTENANCE	82.28
=== VENDOR TOTALS ===			246.84			
=====						
01-01012	COREMARK METALS					
I-55344949		DRILL BIT	7.14			
9/13/2024	APBNK	DUE: 9/13/2024 DISC: 9/13/2024		1099: N		
		DRILL BIT		101 4132-70120-000	SUPPLIES	7.14
=== VENDOR TOTALS ===			7.14			
=====						
01-03527	DELEGARD TOOL COMPANY					
I-418900		1/4 AIR RIVETER	101.31			
9/13/2024	APBNK	DUE: 9/13/2024 DISC: 9/13/2024		1099: N		
		1/4 AIR RIVETER		419 4419-92008-000	CITY MONUMENT SIGNS	101.31
=== VENDOR TOTALS ===			101.31			

PACKET: 03194 SEPT 13 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
=====						
01-05024	ESRI INC					
I-94784970		GIS RENEWAL	465.00			
9/13/2024	APBNK	DUE: 9/13/2024 DISC: 9/13/2024		1099: N		
		GIS RENEWAL		101 4117-80500-000	GIS SUPPORT	465.00
		=== VENDOR TOTALS ===	465.00			
=====						
01-06429	MARCO TECHNOLOGIES LLC					
I-INV12924034		AXIS NETWORK CAMERA EQUIP	1,896.78			
9/13/2024	APBNK	DUE: 9/13/2024 DISC: 9/13/2024		1099: N		
		AXIS NETWORK CAMERA EQUIP		401 4401-90100-000	FURNITURE & EQUIPMENT	1,896.78
		=== VENDOR TOTALS ===	1,896.78			
=====						
01-05670	METRO PRODUCTS INC					
I-182423		RIVETS FOR MONUMENT SIGNS	17.64			
9/13/2024	APBNK	DUE: 9/13/2024 DISC: 9/13/2024		1099: N		
		RIVETS FOR MONUMENT SIGNS		419 4419-92008-000	CITY MONUMENT SIGNS	17.64
		=== VENDOR TOTALS ===	17.64			
=====						
01-06030	OLSON,ROLAND					
I-202409138951		FLEX REIMB	58.00			
9/13/2024	APBNK	DUE: 9/13/2024 DISC: 9/13/2024		1099: N		
		FLEX REIMB		101 21712-000	MEDICAL FLEX SAVINGS PAY	48.14
		FLEX REIMB		601 21712-000	MEDICAL FLEX SAVINGS PAY	8.70
		FLEX REIMB		602 21712-000	MEDICAL FLEX SAVINGS PAY	1.16
		=== VENDOR TOTALS ===	58.00			
=====						
01-06112	PIONEER PRESS					
I-024572540		LEGALS	179.40			
9/13/2024	APBNK	DUE: 9/13/2024 DISC: 9/13/2024		1099: N		
		LEGALS		101 4111-70410-000	LEGAL NOTICES	179.40
		=== VENDOR TOTALS ===	179.40			
=====						
01-07898	WSB					
I-R024278-000-5		LARPEN TEUR STREET LIGHTS	249.00			
9/13/2024	APBNK	DUE: 9/13/2024 DISC: 9/13/2024		1099: N		
		LARPEN TEUR STREET LIGHTS		419 4419-92500-000	LARPEN TEUR STREET LIGHTS	249.00
		=== VENDOR TOTALS ===	249.00			
		=== PACKET TOTALS ===	5,499.20			

PACKET: 03196 Sept 18 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
=====						
J5856	LINEHAN, JACK					

I-202409188953		Telephone Reimbursement Sept	60.00			
9/18/2024	APBNK	DUE: 9/18/2024 DISC: 9/18/2024		1099: N		
		Telephone Reimbursement Sept		601 4601-85015-000	CELL PHONE	60.00
		=== VENDOR TOTALS ===	60.00			
=====						
01-06301	SAMS CLUB MC/SYNCB					

I-202409188954		SAMS CLUB MC/SYNCB	1,401.55			
9/18/2024	APBNK	DUE: 9/18/2024 DISC: 9/18/2024		1099: N		
		Office Supplies & Binders		101 4112-70100-000	SUPPLIES	277.31
		Parking Permits - State Fair		101 4112-70100-000	SUPPLIES	497.50
		Election Food		101 4115-70100-000	SUPPLIES	87.25
		Election Food		101 4115-70100-000	SUPPLIES	87.25
		Pioneer Press		101 4111-70410-000	LEGAL NOTICES	9.23
		Election Food		101 4115-70100-000	SUPPLIES	101.80
		Election Food		101 4115-70100-000	SUPPLIES	114.55
		ChatGPT		101 4116-70100-000	SUPPLIES	20.00
		MAGC Membership		101 4112-86110-000	MEMBERSHIPS	46.00
		MAGC Conference		101 4112-86100-000	CONFERENCES/EDUCATION/AS	150.00
		Kitchen Supplies		101 4131-70110-000	SUPPLIES	16.66
		=== VENDOR TOTALS ===	1,401.55			
=====						
01-07432	TOFT'S OUTDOOR SUPPLY					

I-4749		Tree and Brush Disposal	100.00			
9/18/2024	APBNK	DUE: 9/18/2024 DISC: 9/18/2024		1099: N		
		Tree and Brush Disposal		101 4134-84010-000	TREE TRIMMING	100.00
		=== VENDOR TOTALS ===	100.00			
		=== PACKET TOTALS ===	1,561.55			

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
0153		ADVANCED COATING SYSTEMS				
=====						
I-213923		Coating Monuments Gazebo	4,750.00			
9/20/2024	APBNK	DUE: 9/20/2024 DISC: 9/20/2024		1099: N		
		Coating Monuments Gazebo		419 4419-92008-000	CITY MONUMENT SIGNS	4,750.00
		=== VENDOR TOTALS ===	4,750.00			
=====						
01-03103		CANON FINANCIAL SERVICES				
=====						
I-35176478		Copier Contract Charge Sept	163.59			
9/20/2024	APBNK	DUE: 9/20/2024 DISC: 9/20/2024		1099: N		
		Copier Contract Charge Sept		101 4131-87010-000	CITY HALL MAINTENANCE	163.59
		=== VENDOR TOTALS ===	163.59			
=====						
01-03110		CENTURY LINK				
=====						
I-202409208955		Landline Svc Aug	68.80			
9/20/2024	APBNK	DUE: 9/20/2024 DISC: 9/20/2024		1099: N		
		Landline Svc Aug		101 4141-85011-000	TELEPHONE - LANDLINE	68.80
		=== VENDOR TOTALS ===	68.80			
=====						
01-06290		CITY OF ROSEVILLE				
=====						
I-242125		Engineering Apr - Aug	8,744.55			
9/20/2024	APBNK	DUE: 9/20/2024 DISC: 9/20/2024		1099: N		
		Engineering Apr - Aug		101 4133-80100-000	ENGINEERING SERVICES	597.12
		2023 EMP Engineering Apr - Aug		429 4429-80100-000	ENGINEERING	1,478.03
		Larp Street Lights Apr - Aug		419 4419-80100-000	ENGINEERING	233.50
		Falcon Woods Apr - Aug		419 4419-80100-000	ENGINEERING	6,435.00
		=== VENDOR TOTALS ===	8,744.55			
=====						
01-03122		CITY OF ST PAUL				
=====						
I-IN59681		Elect Usage Jan - June	389.52			
9/20/2024	APBNK	DUE: 9/20/2024 DISC: 9/20/2024		1099: N		
		Elect Usage Jan - June		209 4209-85020-000	STREET LIGHTING POWER	389.52
		=== VENDOR TOTALS ===	389.52			

PACKET: 03198 Sept 20 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-----							
5042		GERTENS					
I-952283	9/20/2024	APBNK	Blvd Tree Replacement DUE: 9/20/2024 DISC: 9/20/2024	414.00	1099: N 101 4131-87010-000	CITY HALL MAINTENANCE	414.00
			Blvd Tree Replacement				
			=== VENDOR TOTALS ===	414.00			

01-05166		GRAINGER, W. W., INC.					
I-9241907717	9/20/2024	APBNK	Fluorescent Light Bulbs DUE: 9/20/2024 DISC: 9/20/2024	315.00	1099: N 101 4131-70110-000	SUPPLIES	315.00
			Fluorescent Light Bulbs				
I-9241907725	9/20/2024	APBNK	Air Filters DUE: 9/20/2024 DISC: 9/20/2024	203.40	1099: N 101 4131-70110-000	SUPPLIES	203.40
			Air Filters				
I-9241907733	9/20/2024	APBNK	Shop Supplies DUE: 9/20/2024 DISC: 9/20/2024	13.74	1099: N 101 4131-70110-000	SUPPLIES	13.74
			Shop Supplies				
I-9241907741	9/20/2024	APBNK	Shop Supplies DUE: 9/20/2024 DISC: 9/20/2024	15.85	1099: N 101 4131-70110-000	SUPPLIES	15.85
			Shop Supplies				
			=== VENDOR TOTALS ===	547.99			

01-05134		HEJNY RENTAL, INC.					
I-381889	9/20/2024	APBNK	Rented Boom Lift DUE: 9/20/2024 DISC: 9/20/2024	925.83	1099: N 419 4419-92008-000	CITY MONUMENT SIGNS	925.83
			Rented Boom Lift				
			=== VENDOR TOTALS ===	925.83			

01-05843		MN NCPERS LIFE INSURANCE					
I-458800102024	9/20/2024	APBNK	2024 Life Insurance Oct DUE: 9/20/2024 DISC: 9/20/2024	64.00	1099: N 101 21709-000 204 21709-000 601 21709-000 602 21709-000	OTHER PAYABLE OTHER PAYABLE OTHER PAYABLE OTHER PAYABLE	39.52 1.60 16.16 6.72
			2024 Life Insurance Oct				
			2024 Life Insurance Oct				
			2024 Life Insurance Oct				
			2024 Life Insurance Oct				
			=== VENDOR TOTALS ===	64.00			

PACKET: 03198 Sept 20 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
6184		RAMSEY COUNTY - POLICE AND 911				
I-SHRFL-002269		Law Enforcement Services Aug	149,191.40			
9/20/2024	APBNK	DUE: 9/20/2024 DISC: 9/20/2024		1099: N		
		Law Enforcement Services Aug		101 4122-81000-000	POLICE SERVICES	149,191.40
I-SHRFL-002270		Law Enforcement Services Sept	149,191.40			
9/20/2024	APBNK	DUE: 9/20/2024 DISC: 9/20/2024		1099: N		
		Law Enforcement Services Sept		101 4122-81000-000	POLICE SERVICES	149,191.40
		=== VENDOR TOTALS ===	298,382.80			
		=== PACKET TOTALS ===	314,451.08			

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

PAY PERIOD ENDING 9/15/2024
DIRECT DEPOSIT EFFECTIVE DATE 9/10/2024

EMP #	NAME	AMOUNT
G 1006	JACK LINEHAN	3,057.73
01-1027	KELLY A NELSON	2,666.92
01-1029	ELKE VAN DER WERFF	1,779.05
01-1136	ROLAND O OLSON	2,982.06
01-1162	ALYSSA LANDBERG	924.67
01-1028	HANNAH B LYNCH	2,982.01
01-1168	DEAN T POPE	1,725.88
01-1033	DAVE TRETSEVEN	2,065.72
01-1143	COLIN B CALLAHAN	2,939.16

TOTAL PRINTED: 9 21,123.20

9-10-2024 5:54 AM PAYROLL CHECK REGISTER
PAYROLL NO: 01 City of Falcon Heights

PAGE: 1
PAYROLL DATE: 9/10/2024

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
1167	SIMONS, DAVID S	R	9/10/2024	1,716.13	093459

9-10-2024 5:54 AM PAYROLL CHECK REGISTER
PAYROLL NO: 01 City of Falcon Heights

PAGE: 2
PAYROLL DATE: 9/10/2024

*** REGISTER TOTALS ***

REGULAR CHECKS:	1	1,716.13
DIRECT DEPOSIT REGULAR CHECKS:	9	21,123.20
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	10	22,839.33

*** NO ERRORS FOUND ***

** END OF REPORT **

WIRE PAYMENTS

Sep 15 payroll

Fed With	8,605.88
St With	1,471.72
Pera	4,783.67
ICMA	400.00

15,261.27

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Meeting Date	September 25, 2024
Agenda Item	H1
Attachment	Resolution, Proposed Assessment Roll
Submitted By	Jennifer Lowry, Interim-City Engineer

Item	Declare costs to be assessed and call for assessment hearing on the 2024 Pavement Management Project RV 24-04.												
Description	<p>It is the City’s policy to assess a portion of street improvement costs. Per city assessment policy and state statute, the City holds public hearings to consider assessments for street improvement projects. This year’s assessment proceeding is for the 2024 Pavement Management Project, which included improvements to the following improvement area:</p> <ul style="list-style-type: none"> Roselawn Avenue, Snelling Avenue to Hamline Avenue <p>The next step in the assessment process is consideration of a resolution declaring costs to be assessed and setting a hearing date for the assessments. It is recommended that the assessment hearing be held at the regularly scheduled council meeting on October 9, 2024.</p> <p>The City follows the requirements of Chapter 429 of state statute for the assessment process. Once the assessment roll is adopted, the City allows for a 30-day pre-payment period. Following the pre-payment period, assessment rolls are certified to Ramsey County for collection. The City will have the rolls certified by the end of November in order to allow the County enough time to add the assessments to property taxes.</p> <p>The property owners can either pay the assessments in part or in full during the pre-payment period or have them added to their property taxes with an interest rate to be set by the City Council. The first installment of the assessment would be due in Spring 2025.</p>												
Budget Impact	<p>Below is a Project Financing Summary detailing the projected actual project costs for this improvement. This project is being financed using the following funding sources:</p> <ul style="list-style-type: none"> Assessments levied in accordance with the City’s assessment policy. Alternate 1, sidewalk repairs (\$19,618.88) are funded by the Local Street Fund and is not assessed. Use of Municipal State Aid (MSA) and street infrastructure funds to pay the City’s portion of the project. <p>The following table shows the projected project costs and funding breakdown for the project:</p> <table border="1"> <thead> <tr> <th></th> <th>Total Cost (with Alt. 1)</th> <th>Total Assessable Cost*</th> <th>Assessments</th> <th>Street</th> <th>MSAS</th> </tr> </thead> <tbody> <tr> <td>Roselawn Avenue</td> <td>\$108,050.91</td> <td>\$88,432.03</td> <td>\$30,965.29</td> <td>\$48,352.25</td> <td>\$28,733.37</td> </tr> </tbody> </table> <p><i>*Includes incurred costs of \$8,500.00 for engineering and construction administration</i></p>		Total Cost (with Alt. 1)	Total Assessable Cost*	Assessments	Street	MSAS	Roselawn Avenue	\$108,050.91	\$88,432.03	\$30,965.29	\$48,352.25	\$28,733.37
	Total Cost (with Alt. 1)	Total Assessable Cost*	Assessments	Street	MSAS								
Roselawn Avenue	\$108,050.91	\$88,432.03	\$30,965.29	\$48,352.25	\$28,733.37								

A portion of the costs for the project are proposed to be assessed. The following table compares the estimated assessment rates from the feasibility report to the assessment rates calculated based on the project costs. The assessments are lower from the estimated amount based on the low bid received and construction savings. Project costs include construction costs and engineering costs.

Per-Foot Assessment Rate	Feasibility Report	Final Proposed
Roselawn Avenue		
Residential	\$ 19.94/ft	\$ 18.76/ ft

The Assessment Manual requires the interest of assessments to be set at 2.00% above the true interest rate of the City's bond. As the City financed this project without a bond, Finance Director Olson recommends look to our last bond issuance in July 2023 of 4.41%. As the Federal Reserve just recently reduced interest 50 basis points, Director Olson is suggesting we do the same with our assessment for a final assessment of 5.91% (3.91% plus 2%) as the interest rate.

Attachment	Resolution 24-52 51.
Action(s) Requested	Approve Resolution declaring costs to be assessed and calling for assessment hearing on the 2024 Pavement Management Project on October 9, 2024.

CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION

September 25, 2024

No. ~~24-52~~ 24-51

**RESOLUTION ORDERING ASSESSMENT HEARING FOR
2024 PAVEMENT MANAGEMENT PROJECT**

WHEREAS, on April 10, 2024, the City Council of the City of Falcon Heights held a public hearing for the purposes of accepting public comment on the proposed improvements associated with the 2024 Pavement Management Project (PMP) on the following streets and at the same meeting adopted Resolution Ordering the Improvement for the 2024 PMP;

- Roselawn Avenue, Snelling Avenue to Hamline Avenue
and

WHEREAS, contracts have been let and the contract price for such improvement is \$99,550.91, and the expenses incurred or to be incurred in the making of such improvement amount to \$8,500.00 so that the total cost of the improvement will be \$108,050.91; and

WHEREAS, the City Administrator, with the assistance of the City Engineer, has calculated the proper amount to be specifically assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and has filed a copy of such proposed assessment in his office for public inspection; and

WHEREAS, the clerk has notified the council that such proposed assessment has been completed and filed in his/her office for public inspection,

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

1. The portion of the cost of such improvements to be paid by the City is hereby declared to be \$108,050.91 and the portion of the cost to be assessed against benefited property owners is declared to be \$30,965.29.
2. A hearing shall be held at 6:00 p.m. on the 9th day of October, 2024 at City Hall, located at 2077 Larpenteur Ave West, to pass upon such proposed assessment. All persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
3. The City Administrator is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and he shall state in the notice the total cost of the improvement. He shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.
4. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with

interest accrued to the date of payment, to the City Administrator, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. An owner may at any time thereafter, pay to the County Auditor the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember upon a vote being taken thereon,


the following voted in favor thereof:

and


and the following voted against the same:

WHEREUPON said resolution was declared duly passed and adopted.

Moved by: Leehy

Approved by: 
Randy Gustafson
Mayor
September 25, 2024

GUSTAFSON 5 In Favor
LEEHY
MEYER 0 Against
WASSENBERG
MIELKE

Attested by: 
Jack Linehan
City Administrator
September 25, 2024

Parcel ID	Site Address	Tax Payer Name	Frontage (FT)	Assessable Footage (FT)	Assessment Rate (\$/FT)	Proposed Assessment Total (\$)
152923310026	1913 ALBERT ST N	PATRICIA J SIMMONS	133	133	18.76	2494.48
152923310025	1914 ALBERT ST N	FERN M SAURO	133	133	18.76	2494.48
152923320027	1914 ARONA ST	RONALD G BRISBOIS	133	133	18.76	2494.48
152923320028	1915 ARONA ST	JEFFREY S KOTTKE	133	133	18.76	2494.48
152923310097	1913 HAMLIN AVE N	DUSTIN J ELLIS	123	123	18.76	2306.92
152923310043	1914 HOLTON ST	DOROTHY T BAILEN	132	132	18.76	2475.72
152923310045	1444 ROSELAWN AVE	DANIEL RIES	75	75	18.76	1406.66
152923310046	1454 ROSELAWN AVE W	JOHN WILLIAM SMITH	114	114	18.76	2138.12
152923320001	1470 ROSELAWN AVE W	JINTAI LI	133	133	18.76	2494.48
152923310002	1912 SHELDON ST	RODNEY M SEBASTIAN TR	139	139	18.76	2607.01
152923310010	1913 SHELDON ST	MARILYN J HANSEN	137	137	18.76	2569.50
152923320015	1911 SIMPSON ST	JING YANG	133	133	18.76	2494.48
152923320014	1912 SIMPSON AVE	KATHLEEN A RIEWE	133	133	18.76	2494.48

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Meeting Date	September 25, 2024
Agenda Item	Policy H2 & H3
Attachment	Resolution & Supporting Documents
Submitted By	Jack Linehan, City Administrator

Item	Adoption and Certification of the 2025 Preliminary Levy and																												
Description	<p>Each year, the City must set and certify to Ramsey County a preliminary levy by September 30th.</p> <p>Details for the preliminary 2025 General Fund Budget:</p> <ol style="list-style-type: none"> 1) There are no levy limits imposed by the Legislature for the 2025 Budget. 2) The amount of LGA state aid was increased by an amount of \$980 by the Legislature for budget year 2025. LGA will increase from \$861,564 in 2024 to \$862,544 in 2025. 3) Fiscal Disparity distribution dollars for 2025 increased by \$95,695 from the 2024 level. 4) Increase of \$287,130 expense for police services to account for the proposed costs with a potential contract with St. Anthony Village for police services. 5) An increase in the cost-of-living-adjustment for all employees of 3.5%. The regional trend is 3% to 4%. <p>Impacts to the Overall Property Tax Levy:</p> <table border="1"> <thead> <tr> <th></th> <th><u>2021</u></th> <th><u>2022</u></th> <th><u>2023</u></th> <th><u>2024</u></th> <th><u>Proposed 2025</u></th> <th><u>Change 2024 to 2025</u></th> </tr> </thead> <tbody> <tr> <td>General Fund Levy</td> <td>2,037,731</td> <td>2,166,934</td> <td>2,284,612</td> <td>2,510,386</td> <td>2,821,187</td> <td>310,801</td> </tr> <tr> <td>Debt Service Levy</td> <td>211,544</td> <td>193,510</td> <td>189,686</td> <td>189,686</td> <td>148,058</td> <td>(41,628)</td> </tr> <tr> <td>TOTAL LEVY</td> <td>2,249,275</td> <td>2,360,444</td> <td>2,474,298</td> <td>2,700,072</td> <td>2,969,245</td> <td>269,173</td> </tr> </tbody> </table>		<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>Proposed 2025</u>	<u>Change 2024 to 2025</u>	General Fund Levy	2,037,731	2,166,934	2,284,612	2,510,386	2,821,187	310,801	Debt Service Levy	211,544	193,510	189,686	189,686	148,058	(41,628)	TOTAL LEVY	2,249,275	2,360,444	2,474,298	2,700,072	2,969,245	269,173
	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>Proposed 2025</u>	<u>Change 2024 to 2025</u>																							
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Impacts on a Median Value Home in Falcon Heights:

	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>Proposed 2025</u>	<u>Change 2024 to 2025</u>
Median Value Home	\$314,600	\$309,600	\$362,150	\$373,950	\$396,100	\$22,150
Taxable Median Value	\$305,674	\$299,570	\$357,504	\$370,366	\$385,199	\$14,833
Tax Capacity	\$3,056	\$2,995	\$3,575	\$3,704	\$3,852	\$148
City Tax Rate	37.813%	38.741%	35.19%	36.94%	38.916%	1.976%
City Taxes	\$1,114	\$1,161	\$1,257	1,368	\$1,499	\$131
Net Change	\$44	\$47	\$96	\$110	\$131	

The 2025 proposed increase on a median value home is estimated to be \$131 per year or \$10.91 per month.

Budget Impact

Dependent upon adoption of the 2025 General Fund Budget. Budget Hearing Scheduled for:

Time: 7:00 pm

Date: Wednesday, December 11, 2024

Location: 2077 Larpenteur West, Falcon Heights, MN 55113, City Council Chambers

Attachment(s)

- Resolution 24-~~53~~⁵² Certification of the Preliminary Levy for 2025
- Resolution 24-~~54~~⁵² Setting the Truth-in-Taxation Hearing Date
- Supporting Documents to Certify to Ramsey County

Action(s) Requested

Staff recommends that the Falcon Heights City Council approve the attached resolution. The Preliminary 2025 Tax Levy is \$2,969,245, an increase of 9.97%. Further, staff recommends that the Falcon Heights City Council set a budget hearing meeting for December 11th, 2024 at 7:00 pm in the City Council Chambers for the purpose of receiving public comment on the 2025 General Fund Budget and Levy.

CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION

September 25, 2024

No. 24-~~58~~ 52


RESOLUTION ADOPTING THE 2025 TAX LEVY FOR THE CITY OF FALCON
HEIGHTS, COUNTY OF RAMSEY, STATE OF MINNESOTA

BE IT RESOLVED by the Mayor and City Council of the City of Falcon Heights, County of Ramsey, State of Minnesota, that the following sums of money be levied for the taxes payable 2025, upon the taxable property in the City of Falcon Heights, for the following purposes:


	CERTIFIED LEVY
GENERAL FUND	\$2,821,187
DEBT SERVICE	\$148,058
TOTAL LEVY	\$2,969,245

BE IT FURTHER RESOLVED that the City Administrator is hereby directed to transmit a certified copy of this Resolution to the County Auditor and should extend the tax levy in the amount of \$2,969,245 to be collected for the year 2025.

Moved by: *Meyer*

Approved by: 
Randall C. Gustafson
Mayor

GUSTAFSON 5 In Favor
MEYER
WASSENBERG 0 Against
LEEHY
MIELKE

Attested by: 
Jack Linehan
City Administrator

CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION

September 25, 2024

No. 24-~~54~~ 53

**RESOLUTION SETTING PUBLIC HEARING DATE FOR THE 2025 BUDGET AND
PROPERTY TAX LEVY**

WHEREAS, the City of Falcon Heights is required by State law to set a date and time for their annual budget adoption public hearing; known as a “Truth in Taxation” hearing; and

WHEREAS, Minnesota Statutes require approval of a preliminary property tax levy and preliminary budget on or before September 30th of each year; and


WHEREAS, the City Council has received the proposed budget document;

NOW THEREFORE BE IT RESOLVED that the Truth in Taxation Public Hearing will be held on December 11, 2024 at 7:00 PM.

Moved by: *Wassenberg*

Approved by: 
Randall C. Gustafson
Mayor

GUSTAFSON *5* In Favor
MEYER *0* Against
WASSENBERG
LEEHY
MIELKE

Attested by: 
Jack Linehan
City Administrator

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Truth in Taxation (TNT) Public Hearing Information for Taxes Payable 2025

Information required to be published on TNT notice	
Taxing Authority Mailing Address	2077 W LARPENTEUR AVENUE FALCON HEIGHTS, MN 55113
Taxpayer Inquiry Phone Number <i>Ex: (651) 123-4567</i>	651-792-7600
Taxing Authority Website <i>Ex: RAMSEY.GOV</i>	falconheights.org
TNT Public Hearing Date and Time <i>Ex: November 25, 2024 6:00 PM</i>	December 11, 2024 7:00 pm
TNT Hearing Location Name <i>Ex: City Hall</i>	CITY HALL
TNT Hearing Location Address <i>Ex: 123 Street, St. Paul, MN 55101</i>	2077 W LARPENTEUR AVENUE FALCON HEIGHTS, MN 55113

Please return this form to AskPropertyTax@co.ramsey.mn.us no later than September 30, 2024

COUNTY, CITY AND SPECIAL TAXING DISTRICT LEVY CERTIFICATION
FOR PROPOSED TAXES PAYABLE IN 2025

CITY OF FALCON HEIGHTS

FOR (Insert Governmental Agency)

LEVY PURPOSE	CERTIFIED PROPOSED LEVY
NET TAX CAPACITY BASED LEVIES	
1) General	2,821,187
2) Debt	148,058
3) Other (Please Specify)	
4)	
5)	
6)	
7)	
8)	
9)	
10) Total Net Tax Capacity Based Levies (Total 1 through 9)	0 2,969,245
MARKET VALUE BASED LEVIES	
11)	\$
12)	
13) Total Market Value Based Referendum Levies (Total 11 & 12)	0
14) Total Certified Levy (Total 10 & 13)	0 2,969,245

I, the authorized representative of the above-mentioned Governmental Agency, certify that the foregoing information is accurate to the best of my knowledge.

Jack Linehan City administrator

Signature of Authorized Representative Title Date

651-792-7600

Phone Number of Authorized Representative

Please return this form to AskPropertyTax@co.ramsey.mn.us no later than September 30, 2024

City of FALCON HEIGHTS

BOND ISSUES	ORIGINAL PRINCIPAL	DATE ISSUED	Levy year 2024 PAYABLE 2025 DEBT LEVY	ADDITIONS OR REDUCTIONS BY RESOLUTION	CERTIFIED DEBT LEVY
GO Imp, 2021A	665,000	24-Mar-21	81,080.94	0.00	\$81,080.94
GO Imp, 2023A	520,000	26-Jul-23	66,976.77	0.00	\$66,976.77
			\$148,057.71	\$0.00	\$148,057.71

I hereby certify that the above schedule of bond levies to be spread on the payable 2025 tax rolls agrees with the City records and is true and correct. Copies of any resolutions which increase or reduce these levies are attached.

Sign: _____

Date: _____

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Meeting Date	September 25, 2024
Agenda Item	H4
Attachment	See below.
Submitted By	Jack Linehan, City Administrator

Item	NineNorth (NSAC/CTV) Professional and Technical Services Agreement
Description	North Suburban Access Corporation (NSAC) provides professional and technical services to the City of Falcon Heights. The City's current agreement with NSAC expires at the end of 2024. Approving this agreement would take effect on January 1, 2025 and extend the agreement with NSAC for three years. There is a 1% increase in cost in 2025 over 2024 and instead of estimating the number of meetings to determine Web Streaming Services costs, the new agreement will bill based on the actual number of meetings. This may result in either a very slight increase or decrease in costs.
Budget Impact	This has been included in the 2025 Proposed Budget.
Attachment(s)	<ul style="list-style-type: none"> • Letter • Proposed 2025 Service Agreement
Action(s) Requested	Staff would recommend the approval of the 2025 NineNorth NSAC Professional and Technical Services Agreement and authorize the City Administrator to execute all necessary documents.

Subject: Fw: Renewal of City Meeting Production Contract with NineNorth
Date: Friday, September 20, 2024 9:24:11 AM
Attachments: [2025_FalconHeights_ServiceContract.pdf](#)

From: Jeff Ongstad <jongstad@ninenorth.org>
Sent: Tuesday, September 10, 2024 11:40 AM
To: Jack Linehan <jack.linehan@falconheights.org>
Subject: Renewal of City Meeting Production Contract with NineNorth

Caution: This email originated outside our organization; please use caution.

Jack,

I hope this email finds you well. As you know, your current contract with NineNorth for the production of your city meetings is set to expire at the end of this year. Attached is a new 3-year contract proposal, which would take effect on January 1, 2025.

As discussed during the last JPA meeting, the new contract includes a 1% increase for 2025 over 2024. Other terms remain largely the same, with one exception regarding *Web Streaming Services*. Previously, charges were based on an estimated, evenly divided number of meetings for the year. Under the new agreement, billing will be adjusted to reflect the *actual* number of meetings. For most cities, this will result in a very slight increase or decrease in costs.

Please feel free to reach out if you have any questions or need further clarification. Thank you, as always, for your time and continued support. We greatly appreciate your partnership.

Best regards,
Jeff Ongstad
Executive Director
NineNorth

North Suburban Access NSAC Professional and Technical Services Agreement

This contract is between the North Suburban Access Corporation, a Minnesota Municipal Corporation, (herein “the NSAC”) and the City of Falcon Heights, Minnesota (herein “the City”).

Recitals

1. Under Minnesota law, the NSAC is empowered to provide such professional and technical services as are desired by the City.
2. The City desires to engage the NSAC for video webcasting services and archiving services (herein “the Services”).
3. The City represents that it is empowered to engage the NSAC.

Agreement

1. Term of Contract

- 1.1. **Duration.** This Agreement will become effective **January 1, 2025**, and will remain in effect for a period of **three (3) years**. At the expiration of the one (1) year period, the Agreement will automatically renew for another period of one (1) year, unless notice to terminate this Agreement is provided no less than ninety (90) days prior to the end of the current term. If this Agreement is terminated prior to the completion of a one (1) year period, the NSAC will be entitled to payment, determined on a *pro rata* basis, for Services satisfactorily performed.
- 1.2. **Survival of Terms.** The following clauses will remain in effect after the termination of the Agreement: Section 5. Liability, Section 6. Government Data Practices and Intellectual Property, Section 8. Governing Law, Jurisdiction, and Venue; and Section 9. Disclosure.

2. Services Provided

- 2.1. **Services.** The NSAC will provide the Services described in Schedule A (attached).
- 2.2. **Additional Services.** The City may also request additional services during the term of the Agreement (see Section 1.1. Duration). If accepted by the NSAC, Schedule A will be amended to include a

description of the additional services and according compensation. Unless otherwise specified, all terms of this Agreement will apply to any amendments to Schedule A.

- 2.3. **Standard of Care.** To the extent any property, such as camera or computer equipment, is loaned by the NSAC to the City, the City will exhibit a standard of care consistent with Minnesota law.
- 2.4. **City Assistance.** Depending on the nature of the Services, the NSAC may from time to time require access to public and private lands or property. To the extent the City is legally and reasonably able, the City will provide access to and make provisions to enable the NSAC or its agents or employees to enter upon public and private land and property as required for the NSAC to perform the Services.

The City will furnish the NSAC with a copy of any special standards or criteria promulgated by the City relating to the Services, including, but not limited to, design and construction standards, that is necessary for the NSAC to prepare for its performance of the Services.

3. Payment

- 3.1. **Compensation.** The City will pay for all Services to be performed by the Contractor as specified in Schedule A (attached).
- 3.2. **Fee Adjustment.** The NSAC reserves the right to annually adjust the fees associated with the Services specified in Schedule A. Such adjustments, if any, will be enacted on January 1 of a given year. Prior to enacting any fee adjustments, the NSAC must provide written notice of such to the City at least ninety (90) calendar days prior to the effective date of the fee adjustment.
- 3.3. **Invoices.** The City must promptly pay the NSAC after the NSAC presents an invoice for those Services that have been actually performed. The NSAC must timely submit invoices.
- 3.4. **Event Cancellation.** The City agrees to pay 70% of the expected event amount for any cancellation unless sufficient prior notice is provided. "Prior Notice" is defined as at least 10 business days (including the day of the event) before the scheduled event.

4. Assignment, Amendments, Waiver, and Completeness

- 4.1. **Assignment.** The City may not assign, license, or transfer any rights or obligation under this Agreement without prior written consent of the NSAC and a fully executed Assignment Agreement, executed and

approved by the same parties who executed and approved this Agreement, or their successors in office.

- 4.2. **Amendments.** Any amendments to this contract must be made in writing and will not be effective until executed and approved by the same parties who executed and approved this Agreement, or their successors in office.
- 4.3. **Waiver.** If the NSAC fails to enforce in a timely manner any provision of this Agreement, that failure does not waive the provision or the NSAC's right to enforce the provision.
- 4.4. **Completeness.** This Agreement contains all negotiations and agreements between the NSAC and the City. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

5. Liability

The City must indemnify and hold harmless the NSAC, its agents, and its employees from any claims or causes of action, including attorney's fees incurred by the NSAC arising from performance of this Agreement by the City, its agents, or its employees. The clause must not be construed to preempt any legal remedies the NSAC may have for the City's failure to fulfill its obligations under this Agreement.

6. Government Data Practices and Intellectual Property

- 6.1. **Government Data Practices.** To the extent applicable, the City and NSAC must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this Clause by either the City or the NSAC.

Each Party shall notify the other of any Data Practices Act request for video recordings created pursuant to this Agreement. All requests for the release or sale of video recordings created pursuant to this Agreement shall be directed to and fulfilled by the NSAC.

7. Endorsement

The City must not claim that the NSAC endorses its products or services.

8. Governing Law, Jurisdiction, and Venue

Minnesota Law governs this Agreement. Venue for all legal proceedings arising from this Agreement shall be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

9. Disclosure

The City consents to disclosure of its social security number, federal employer tax identification number, and Minnesota tax identification number, to the Commission as is necessary for compliance with Minnesota and other applicable law.

10. Severability

If any section or clause of this Agreement is held to be invalid or unenforceable, then the meaning of that section or clause shall be construed so as to render it enforceable to the extent feasible. If no feasible interpretation would save the section or clause, it shall be severed from this Agreement with respect to the matter in question, and the remainder of the Agreement shall remain in full force and effect. However, in the event that such a section or clause is essential or substantially alters the Agreement, the Parties shall negotiate a replacement section or clause that will achieve the intent of such unenforceable section or clause to the extent permitted by law.

11. Employment

Employees of the NSAC performing work pursuant to this Agreement shall remain at all times employees only of the NSAC. The NSAC will be responsible for worker's compensation, salary, and training.

[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]

Dated: _____

North Suburban Access Corporation

By: _____

Its: Executive Director

Attest

By: _____

Its: _____

Falcon Heights, City Administrator

Dated: 9-25-24

By: 

Its: C.B. Administrator

Dated: 9-25-24

By: 

Its: Mayor

Schedule A. Services (Falcon Heights)

Service	Quote	Agreed
<p><u>Municipal Production Services:</u> The NSAC agrees to provide the following:</p> <ul style="list-style-type: none"> ● For Falcon Heights, a total of 36 planned meetings per year, including: (24) City Council meetings and (12) Planning Commission. ● Cost per meeting is \$190. ● If two or more meetings are held consecutively on the same night, the 2nd and any following meeting will be a flat fee of \$55. ● NSAC will provide a municipal producer to record and broadcast LIVE meetings in either a virtual, hybrid or in-person setting. ● Equipment and meeting room preparation. ● Upload the agenda and provide indexing of agenda items for online video. ● Provide backend support for closing, annotating, and posting the meeting for program the following day. ● Provide Master Control services to ensure quality controls. <p>The City agrees to provide the following:</p> <ul style="list-style-type: none"> ● Provide an annual or monthly schedule of live meetings that would require NineNorth to provide an operator. ● Provide NSAC with a contact person, name, phone number and email address of an emergency contact who can answer questions about any live events. ● Provide 10-day notice for all hybrid or virtual meetings. ● Provide login credentials for Zoom. 	<p>\$190 Per meeting</p>	
<p><u>Cablecasting Services:</u> The NSAC agrees to provide the following:</p> <ul style="list-style-type: none"> ● Live cablecasting of City Council meetings and applicable Advisory Commission meetings on city cable channel. ● Schedule the city channel with live meetings and meeting playbacks to equal at least (35) entries per week. <p>The city agrees to provide the following:</p> <ul style="list-style-type: none"> ● Monthly schedule of cablecast playbacks. Need to receive 15 days before the first of the month. Or NineNorth will execute regular playback schedule. 	<p>Minimum 35 live and/or playbacks per week</p> <p>\$864/year [\$72/mo.]</p>	
<p><u>Carousel Coordination:</u> The NSAC agrees to provide the following:</p> <ul style="list-style-type: none"> ● Coordination of two carousels per month requested by City, at \$5.25 per Carousel. This does not include labor to manage the Carousel. 	<p>\$126 per year [\$10.50/mo.]</p>	

Schedule A. Services (Falcon Heights)

<p><u>Web Streaming Services:</u> The NSAC agrees to provide the following:</p> <ul style="list-style-type: none"> ● Live web streaming of 36 meetings. ● Encoded meetings and the accompanying agendas posted within 24 hours on the NSAC’s website. ● Post links between agenda items and their video discussion. ● Storage of recorded videos for up to 12 months. <p>The city agrees to provide the following:</p> <ul style="list-style-type: none"> ● Provide the NSAC with monthly schedule of all live meetings to be streamed and/or encoded for posting on the NSAC’s website. ● Notify the NSAC as soon as possible of the cancellation of a live event, including city meeting, which is scheduled for playback, of any change in the day or beginning time of any live event, including city meeting, or of any additions of special meeting to the schedule. ● Provide the NSAC with the name and telephone number of the main contact of the cablecast. ● Chapter marking information on the agenda will be provided by the city for meetings not utilizing the NSAC’s municipal producers. 	<p>\$60 * per actual web stream event</p> <p><i>[Maximum of only one stream charge per night]</i></p>	
<p><u>Equipment Monitoring Cost Share:</u> The NSAC agrees to provide the following:</p> <ul style="list-style-type: none"> ● (11) IP based devices monitored via the inter-mapper license, to ensure equipment is operating effectively and reduce breakage. ● This is an even cost share with the JPA. 	<p>\$132 per year [\$11/mo.]</p>	
<p><u>Neighborhood Network Services:</u> The NSAC agrees to provide the following:</p> <ul style="list-style-type: none"> ● Produce coverage of at least 3 city events per year, at the discretion of the NSAC. ● Cablecast, make available online and distribute via link to the city the final product. ● Storage of recorded videos for up to 12 months. <p>The city agrees to provide the following:</p> <ul style="list-style-type: none"> ● Submit the event coverage request to the NSAC, which will only be accepted from either the City Administrator, City Council member or Staff that has been designated for communications. 	<p>\$1 per year</p>	
<p><u>Cassandar Web Streaming Platform:</u> The NSAC agrees to provide the following:</p> <ul style="list-style-type: none"> ● Custom made landing page with a proprietary platform, branded with city logo and colors to play live and store archived video content. ● Ability to index agenda items and upload agendas alongside meetings. ● Hosting and maintenance of the platform and site. ● Dedicated messaging system from constituents to assigned email to answer questions from the public. ● Password protection options 	<p><i>\$5,000 per year value</i></p>	<p>Included in JPA Membership</p>