

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

AGENDA

Wednesday, September 13, 2023

7:00 p.m.

- A. CALL TO ORDER:
- B. ROLL CALL: GUSTAFSON___ LEEHY___ MEYER ___

WASSENBERG ___ WEHYEE ___

STAFF PRESENT: LINEHAN___
- C. APPROVAL OF AGENDA
- D. PRESENTATION
- E. APPROVAL OF MINUTES:
 - 1. August 9, 2023 City Council Regular Meeting Minutes
 - 2. August 9, 2023 City Council Special Budget Workshop #1 Minutes
- F. PUBLIC HEARINGS:
- G. CONSENT AGENDA:
 - 1. General Disbursements through 9/8/23: \$541,224.72
 - a. Payroll through 8/31/23: \$21,228.31
 - b. Wire Payments through 8/31/23: \$13,460.97
 - 2. City Licenses
 - 3. Accept the Resignation of Mike Tracy from the Parks and Recreation Commission
 - 4. Appointment of Mike Tracy to the Planning Commission
 - 5. Accept the Resignation of Joel Gerich from the Planning Commission
 - 6. 2023 Pavement Management Program Pay Estimate #3
 - 7. Ordering of Cannabis Business Moratorium Extension Public Hearing
 - 8. Acceptance of Donation from Falcon Heights / Lauderdale Lions Club
- H. POLICY ITEMS:
 - 1. Ordinance Modifying Use of Tobacco, Cannabis and Hemp in City Parks.
- I. INFORMATION/ANNOUNCEMENTS:
- J. COMMUNITY FORUM:
Please limit comments to 3 minutes per person. Items brought before the Council will be referred for consideration. Council may ask questions for clarification, but no council action or discussion will be held on these items.
- K. ADJOURNMENT:

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

MINUTES

Wednesday, August 9, 2023

7:00 p.m.

A. CALL TO ORDER: 7:00 PM

B. ROLL CALL: GUSTAFSON_X_ LEEHY_X_ MEYER_X_

WASSENBERG_X_ WEHYEE_X_

STAFF PRESENT: LINEHAN_X_

C. APPROVAL OF AGENDA

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

D. PRESENTATION

E. APPROVAL OF MINUTES:

1. July 26, 2023 City Council Regular Meeting Minutes

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

F. PUBLIC HEARINGS:

G. CONSENT AGENDA:

1. General Disbursements through 8/02/23: \$234,016.96

Payroll through 7/31/23: \$ 25,375.60

Wire Payments through 7/31/23: \$14,909.84

2. City Licenses

3. Rehder Forestry Consulting Contract

4. Be Active! Be Green! Bench Initiative Contract

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

Council requested more information regarding consent agenda item 4. Be Active! Be Green! Bench Initiative Contract.

Administrator Linehan explains city staff submitted a grant application to Active Living Ramsey Communities to apply for park benches as part of their Be Active! Be Green! Bench Initiative. The City not only was awarded the grant, but will also be receiving more benches than initially applied for. A total of 7 benches will be placed strategically within Community Park and 1 new bench will be placed by the basketball court at Curtiss Field. In exchange, the City must supply ADA concrete pads under the park benches and provide maintenance for the next twenty years.

Councilmember Wassenberg adds that the grant award comes at a great time. The Parks and Recreation Commission just completed their park audit, during which items in need of maintenance or improvement were noted. In particular, benches needed maintenance.

Council expressed their gratitude for City Staff and Ramsey County.

H: POLICY ITEMS:

1. Appointment of Colin Callahan as Public Works Director

Administrator Linehan states that after long-term public works director Tim Pittman retired in April of this year, Colin stepped up as the interim public works director. This seemed like a smart strategy. During the summer, Colin did a tremendous job of growing his skillset leading the department through a rare period of transition after decades of stability. With Colin as the director, the Public Works department will be in great hands. Therefore, staff recommends promoting Colin as the permanent Public Works Director.

Councilmembers Leehy and Meyer motion to approve Resolution 23-53 Appointment of Colin Callahan to the position of Public Works Director; approved 5-0

I. INFORMATION/ANNOUNCEMENTS:

Councilmember Meyer informed he had a great time at his Night to Unite block party and appreciates Administrator Linehan stopping by. He was excited to see how many block parties there were happening.

Councilmember Wehyee has no updates.

Councilmember Leehy visited a few block parties and extends her gratitude to all the residents who participated.

Councilmember Wassenberg informed that the Parks and Recreation Commission met a couple of nights ago, during which they discussed park audit findings, the recent striping of the basketball court at Curtiss Field as well as reviewed some wording to restrict the use of cannabis in park spaces.

Mayor Gustafson visited a few Night to Unite block parties and thanks all residents who participated. He adds that the Planning Commission will be meeting on the 22nd of August. They will be reviewing the upcoming Larpenteur-Snelling Corridor study.

Administrator Linehan provides an update from the latest State Fair Task Force Meeting. On the third Thursday in September, they plan on having a Townhall meeting during which residents can provide feedback regarding changes implemented by the Task Force this year. During their last meeting, the Executive Director of the Como District 10 was invited to collaborate. They also discussed the difference between ticketing and towing. Staff is putting together a 2-page State Fair resource guide for residents and they will also be mailing out the State Fair parking passes. The City purchased temporary signs that will be placed around the neighborhoods 30 feet from stop signs. If found effective, permanent signs will be ordered and placed.

The 2023 PMP is moving forward as scheduled and will be completed before the start of the State Fair.

Administrator Linehan adds that not only was the court at Curtis Field striped, the court at the Grove was striped at the same time and this court now doubles as a pickleball court. Residents do have to bring their own net.

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: 7:24 PM

Councilmember Wehyee motions to adjourn the meeting; approved 5-0

Randall C. Gustafson, Mayor

Dated this 9th day of August, 2023

Jack Linehan, City Administrator

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CITY OF FALCON HEIGHTS
City Council Special Budget Workshop #1
City Hall
2077 West Larpenteur Avenue

MINUTES
August 9, 2023
7:30 P.M.

- A. CALL TO ORDER: 7:32 P.M.
- B. ROLL CALL: GUSTAFSON__X__ LEEHY__X__
 MEYER__X__ WASSENBERG__X__ WEHYEE__X__
- STAFF PRESENT: LINEHAN__X__
- C. POLICY ITEMS:
1. 2024 Proposed Budget
 - a. 2024 Staffing Budget Proposal

City Administrator Linehan presented the 2024 proposed budget for staffing. He stated that staffing, second only to our policing contract, constitutes the largest portion of our budget. For 2024, the proposal includes a modest 1.4% increase in the staffing budget, attributable mainly to a 4% cost-of-living adjustment (COLA) and several position changes. This increase has been mitigated by salary savings, especially from the replacement of higher-earning senior employees with new hires.

Highlights of the proposed 2024 staffing budget include:

1. Departmental Updates

Administration:

- Promotion of Assistant to the City Administrator to Administrative Services Manager.
- Reduction in part-time intern hours.
- Step adjustments at six and 18 months for multiple employees.

Finance:

- Six-month and 18-month step adjustments for part-time accountant
- Performance-based increase for Finance Director in Q3 or Q4 2023.

Public Works / Parks:

- Continuation of 4.0 FTEs. The department currently has a budgeted unfilled full-time maintenance worker that is scheduled to be recruited this fall. The department has been operating on 3.5 FTEs with the full-time vacant maintenance worker being filled by a part-time seasonal laborer this summer.

- We may consider hiring a part-time seasonal snow plow driver rather than FT maintenance worker if candidates aren't satisfactory
 - 12-month increase for Public Works Director.
2. Cost-of-Living Adjustment

The second major proposal is a cost-of-living adjustment of 4%. In an analysis of other metro cities, it appears 3%-4% is standard across the board, with more communities skewing towards 3%. As we continue to consider revising our compensation schedule, it is important we stay competitive with COLA increases. The below chart shows the total financial impact of multiple cost-of-living adjustments:

COLA	0%	2%	3%	4%	5%
General Fund - Salary Only	\$586,281	\$596,848	\$602,131	\$607,414	\$612,697
Total Compensation* - All Funds	\$968,635	\$986,473	\$995,392	\$1,004,312	\$1,013,321
Total Comp - Budget Increase - All Funds		\$17,838	\$26,757	\$35,677	\$44,686

**Includes compensation of all employees, plus PERA + FICA contributions*

Mayor Gustafson stated that there is not a major difference between 3% and 5%, and that we have long noted that our staff are not compensated in-line with other municipalities in our region.

Council Member Leehy stated that she supports the 4% increase.

Council Member Meyer concurred.

Following the discussion on staffing, Linehan gave an overview of proposed changes to our benefit offerings. The City currently offers health insurance, with 75% of the premium paid by the employer for family, 100% for single, and the City compensates employees \$283.86 per month to opt-out. The City Council discussed the possibility of increasing the employer contribution for family plans to 80%.

The City's dental, disability and life insurance policies are offered as a rider to Ramsey County's employee plan. This summer, Ramsey County notified the communities that use their plans (Falcon Heights, Lauderdale and Shoreview) that they will no longer be offered these insurance plans in 2024. We are working on bringing in a broker to offer these insurances at a competitive rate to our employees. It is assumed by us that costs will increase as a result of the change.

City Administrator Linehan finished the presentation by stating that the proposed changes for 2024 are aligned with our commitment to maintaining quality services while remaining fiscally responsible. Although the short-term impacts on the budget are minimal, certain decisions may have a longer-term influence.

The City Council's insights and guidance on proceeding with these salary and benefit alterations are highly recommended.

D. ADJOURNMENT: 9:34 P.M.

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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PAYABLES

THRU

9-2-23

Other Payables 258,715.37

pay Est #3 282,509.35

541,224.72

PAYROLL

THRU

8-31-23

\$ 21,228.31

WIRE PYMTS

THRU

8-31-23

\$ 13,460.97

PACKET: 02862 August 21 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
=====						
0.	09	ADVANTAGE SIGNS AND GRAPHICS				
I-58786		12 Street Signs	179.04			
8/21/2023	APBNK	DUE: 8/21/2023 DISC: 8/21/2023		1099: N		
		12 Street Signs		429 4429-75100-000	SIGNS	179.04
=====						
I-58787		28 Street Signs	417.76			
8/21/2023	APBNK	DUE: 8/21/2023 DISC: 8/21/2023		1099: N		
		28 Street Signs		429 4429-75100-000	SIGNS	417.76
=====						
I-58890		State Fair Parking Signs	162.50			
8/21/2023	APBNK	DUE: 8/21/2023 DISC: 8/21/2023		1099: N		
		State Fair Parking Signs		101 4132-75100-000	STREET SIGNS	162.50
=== VENDOR TOTALS ===			759.30			
=====						
01-05724		DISTRICT 10 COMO COMMUNITY COU				
I-20230816		State Fair Trash Dropoff Even	700.00			
8/21/2023	APBNK	DUE: 8/21/2023 DISC: 8/21/2023		1099: N		
		State Fair Trash Dropoff Event		206 4206-89010-000	CLEANUPDAY/EVENTS/ORG CO	700.00
=== VENDOR TOTALS ===			700.00			
=====						
01-04000		EHLERS AND ASSOCIATES				
I-94401		Continuing Disclosure Report	850.00			
8/21/2023	APBNK	DUE: 8/21/2023 DISC: 8/21/2023		1099: N		
		Continuing Disclosure Report		414 4414-81900-000	OTHER PROFESSIONAL SERVI	850.00
=====						
I-94914a		Review TIF Notes	140.00			
8/21/2023	APBNK	DUE: 8/21/2023 DISC: 8/21/2023		1099: N		
		Review TIF Notes		414 4414-81900-000	OTHER PROFESSIONAL SERVI	140.00
=== VENDOR TOTALS ===			990.00			
=====						
01-04090		FIRESIDE HEARTH AND HOME				
I-202308218605		Refund of Double Payment	88.54			
8/21/2023	APBNK	DUE: 8/21/2023 DISC: 8/21/2023		1099: N		
		Refund of Double Payment		101 32220-000	MECHANICAL PERMITS	88.54
=== VENDOR TOTALS ===			88.54			

PACKET: 02862 August 21 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
=====						
01-090	GOODIN COMPANY					
I-2581495-00		PVC Plug	20.36			
8/21/2023	APBNK	DUE: 8/21/2023 DISC: 8/21/2023		1099: N		
		PVC Plug		101 4131-70110-000	SUPPLIES	20.36
=== VENDOR TOTALS ===			20.36			
=====						
01-07331	MARTIN MARIETTA MATERIALS					
I-39985005		Concrete Disposal for Sidewal	210.00			
8/21/2023	APBNK	DUE: 8/21/2023 DISC: 8/21/2023		1099: N		
		Concrete Disposal for Sidewalk		419 4419-92005-000	SIDEWALK IMPROVEMENTS	210.00
=== VENDOR TOTALS ===			210.00			
=====						
01-05870	XCEL ENERGY					
I-202308218606		Elect	33.79			
8/21/2023	APBNK	DUE: 8/21/2023 DISC: 8/21/2023		1099: N		
		Elect		101 4141-85020-000	ELECTRIC/GAS	33.79
=== VENDOR TOTALS ===			33.79			
=== PACKET TOTALS ===			2,801.99			

PACKET: 02865 August 25 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
=====						
01-103		CANON FINANCIAL SERVICES				
I-31075215		Copier Contract - August	163.59			
8/25/2023	APBNK	DUE: 8/25/2023 DISC: 8/25/2023		1099: N		
		Copier Contract - August		101 4131-87010-000	CITY HALL MAINTENANCE	163.59
=== VENDOR TOTALS ===			163.59			
=====						
01-03123		CINTAS CORPORATION				
I-4165763771		Floor Mats Svc 8/25	57.45			
8/25/2023	APBNK	DUE: 8/25/2023 DISC: 8/25/2023		1099: N		
		Floor Mats Svc 8/25		101 4131-87010-000	CITY HALL MAINTENANCE	57.45
=== VENDOR TOTALS ===			57.45			
=====						
01-01012		COREMARK METALS				
I-5413868		Flat and Round Steel	53.73			
8/25/2023	APBNK	DUE: 8/25/2023 DISC: 8/25/2023		1099: N		
		Flat and Round Steel		101 4131-70110-000	SUPPLIES	53.73
I-5413873		Round Steel	20.00			
8/25/2023	APBNK	DUE: 8/25/2023 DISC: 8/25/2023		1099: N		
		Round Steel		101 4131-70110-000	SUPPLIES	20.00
=== VENDOR TOTALS ===			73.73			
=====						
01-05171		FRA DOR INC				
I-2308041		Black Dirt for Sidewalks	39.50			
8/25/2023	APBNK	DUE: 8/25/2023 DISC: 8/25/2023		1099: N		
		Black Dirt for Sidewalks		419 4419-92005-000	SIDEWALK IMPROVEMENTS	39.50
=== VENDOR TOTALS ===			39.50			
=====						
01-05440		LOFFLER COMPANIES, INC				
I-4445536		Final Invoice - Returned Equi	39.49			
8/25/2023	APBNK	DUE: 8/25/2023 DISC: 8/25/2023		1099: N		
		Final Invoice - Returned Equip		101 4112-87000-000	REPAIR OFFICE EQUIPMENT	39.49
=== VENDOR TOTALS ===			39.49			

PACKET: 02865 August 25 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
01-043		MN NCPERS LIFE INSURANCE				
I-458800092023		2023 Life Insurance Sept	64.00			
8/25/2023	APBNK	DUE: 8/25/2023 DISC: 8/25/2023		1099: N		
		2023 Life Insurance Sept		101 21709-000	OTHER PAYABLE	39.52
		2023 Life Insurance Sept		204 21709-000	OTHER PAYABLE	1.60
		2023 Life Insurance Sept		601 21709-000	OTHER PAYABLE	16.16
		2023 Life Insurance Sept		602 21709-000	OTHER PAYABLE	6.72
		=== VENDOR TOTALS ===	64.00			
01-06151		RCLLG				
I-1181		RCLLG 2023 Membership Dues	350.00			
8/25/2023	APBNK	DUE: 8/25/2023 DISC: 8/25/2023		1099: N		
		RCLLG 2023 Membership Dues		101 4111-86140-000	COMMISSIONS/MEMBERSHIPS/	350.00
		=== VENDOR TOTALS ===	350.00			
01-06464		SAFE STEP LLC				
I-4069		Evaluate Sidewalks & Repair	9,796.87			
8/25/2023	APBNK	DUE: 8/25/2023 DISC: 8/25/2023		1099: N		
		Evaluate Sidewalks & Repair		419 4419-92005-000	SIDEWALK IMPROVEMENTS	9,796.87
		=== VENDOR TOTALS ===	9,796.87			
		=== PACKET TOTALS ===	10,584.63			

PACKET: 02867 August 30 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
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01-0209		ADVANTAGE SIGNS AND GRAPHICS				
I-59178		Replacement Street Sign	84.51			
8/30/2023	APBnk	DUE: 8/30/2023 DISC: 8/30/2023		1099: N		
		Replacement Street Sign		101 4132-75100-000	STREET SIGNS	84.51
=== VENDOR TOTALS ===			84.51			
<hr/>						
01-00028		ALLSTREAM				
I-19794725		Aug Emergency Landline CH	69.44			
8/30/2023	APBnk	DUE: 8/30/2023 DISC: 8/30/2023		1099: N		
		Aug Emergency Landline CH		101 4116-85010-000	TELEPHONE	69.44
=== VENDOR TOTALS ===			69.44			
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01-05422		BP				
I-202308308611		Fuel	931.29			
8/30/2023	APBnk	DUE: 8/30/2023 DISC: 8/30/2023		1099: N		
		Fuel		101 4132-74000-000	MOTOR FUEL & LUBRICANTS	669.54
		Fuel		101 4141-74000-000	MOTOR FUEL & LUBRICANTS	261.75
=== VENDOR TOTALS ===			931.29			
<hr/>						
01-06290		CITY OF ROSEVILLE				
I-241953		July Engineering	25,131.92			
8/30/2023	APBnk	DUE: 8/30/2023 DISC: 8/30/2023		1099: N		
		July Engineering		101 4133-80100-000	ENGINEERING SERVICES	789.46
		July Engineering 2023 FMP		429 4429-80100-000	ENGINEERING	24,043.87
		July Engineering 2021 FMP		426 4426-80100-000	ENGINEERING	99.53
		Engineering Larp Ave Lighting		419 4419-92500-000	LARPENTEUR STREET LIGHTS	99.53
		Engineering Church Underground		602 4602-80100-000	ENGINEERING	99.53
=== VENDOR TOTALS ===			25,131.92			
<hr/>						
01-05166		GRAINGER, W. W., INC.				
I-9808020326		FMP Signage	28.22			
8/30/2023	APBnk	DUE: 8/30/2023 DISC: 8/30/2023		1099: N		
		FMP Signage		429 4429-75100-000	SIGNS	28.22
=== VENDOR TOTALS ===			28.22			

PACKET: 02867 August 30 Payables
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS	P.O. #			
POST DATE	BANK CODE	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION

01-0153 HOME DEPOT CRC/GECE

I-202308308612	Supplies	247.38				
8/30/2023	APBNK		1099: N			
	DUE: 8/30/2023 DISC: 8/30/2023					
	Weed Whips		101 4141-70100-000	SUPPLIES		75.91
	Stops Rust		101 4131-70110-000	SUPPLIES		20.94
	2x4s for Sidewalk Repair		419 4419-92005-000	SIDEWALK IMPROVEMENTS		11.44
	Stakes for State Fair Signs		101 4132-70120-000	SUPPLIES		22.20
	Stakes and Ground Clear		101 4141-70100-000	SUPPLIES		116.89
	=== VENDOR TOTALS ===	247.38				

01-05856 LINEHAN, JACK

I-202308308608	August Phone Reimbursement	60.00				
8/30/2023	APBNK		1099: N			
	DUE: 8/30/2023 DISC: 8/30/2023					
	August Phone Reimbursement		601 4601-85015-000	CELL PHONE		60.00
	=== VENDOR TOTALS ===	60.00				

01-05582 MENARDS

I-202308308613	Supplies	237.81				
8/30/2023	APBNK		1099: N			
	DUE: 8/30/2023 DISC: 8/30/2023					
	Catch Basin Repair		602 4602-70200-000	SUPPLIES		58.00
	Stakes for State Fair Signs		101 4132-70120-000	SUPPLIES		74.00
	2x12s		101 4131-70110-000	SUPPLIES		17.32
	Fly Ribbon		101 4131-70110-000	SUPPLIES		3.98
	Shop Supplies		101 4131-70110-000	SUPPLIES		16.41
	Bolts/Nuts/Washers		429 4429-92450-000	2023 STREET PROJECT		68.10
	=== VENDOR TOTALS ===	237.81				

01-0130 OLSON,ROLAND

I-202308308609	August Mileage Reimbursement	41.78				
8/30/2023	APBNK		1099: N			
	DUE: 8/30/2023 DISC: 8/30/2023					
	August Mileage Reimbursement		101 4113-86010-000	MILEAGE		41.78
	=== VENDOR TOTALS ===	41.78				

01-06024 ON SITE SANITATION

I-1592954	Portable Toilets/Sanitizers	159.36				
8/30/2023	APBNK		1099: N			
	DUE: 8/30/2023 DISC: 8/30/2023					
	Portable Toilets/State Fair		601 4601-85080-000	PORTABLE TOILET PARKS		159.36
	=== VENDOR TOTALS ===	159.36				

PACKET: 02867 August 30 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
<hr/>						
01-185	RAMSEY COUNTY					
<hr/>						
I-RISK-002251		Sept Insurance/HR Admin Fee	951.51			
8/30/2023	APBANK	DUE: 8/30/2023 DISC: 8/30/2023		1099: N		
		Sept Insurance/HR Admin Fee		101 4112-89000-000	MISCELLANEOUS	951.51
=== VENDOR TOTALS ===			951.51			
<hr/>						
01-00935	ST PAUL REGIONAL WATER SERVICE					
<hr/>						
I-202308308610		Water and Sanitary Sewer	131.08			
8/30/2023	APBANK	DUE: 8/30/2023 DISC: 8/30/2023		1099: N		
		Community Park Water		101 4141-85040-000	WATER	35.63
		Community Park Sanitary Sewer		601 4601-85075-000	CITY BUILDINGS SANITARY	12.33
		City Hall Water		101 4131-85040-000	WATER	64.96
		City Hall Sanitary Sewer		601 4601-85075-000	CITY BUILDINGS SANITARY	18.16
=== VENDOR TOTALS ===			131.08			
=== PACKET TOTALS ===			28,074.30			

PACKET: 02869 September 1 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
01-089	CASH					
I-202309018615	CASH		27.78			
9/01/2023	APBNK	DUE: 9/01/2023 DISC: 9/01/2023		1099: N		
		Certified Mail		429 4429-89000-000	MISCELLANEOUS	8.56
		Water & Gatorade		419 4419-92005-000	SIDEWALK IMPROVEMENTS	19.22
		=== VENDOR TOTALS ===	27.78			
01-03122	CITY OF ST PAUL					
I-IN55039	Asphalt Mix 11		424.30			
9/01/2023	APBNK	DUE: 9/01/2023 DISC: 9/01/2023		1099: N		
		Asphalt Mix 11		101 4132-75000-000	BITUMINOUS PATCHING	424.30
		=== VENDOR TOTALS ===	424.30			
01-05760	MINNESOTA GFOA					
I-16582	2023 Membership Dues - Alyssa		70.00			
9/01/2023	APBNK	DUE: 9/01/2023 DISC: 9/01/2023		1099: N		
		2023 Membership Dues - Alyssa		101 4113-86110-000	MEMBERSHIPS	70.00
		=== VENDOR TOTALS ===	70.00			
01-05870	XCEL ENERGY					
I-202309018614	Elect		44.32			
9/01/2023	APBNK	DUE: 9/01/2023 DISC: 9/01/2023		1099: N		
		Elect		101 4121-85020-000	ELECTRIC	12.59
		Elect		101 4141-85020-000	ELECTRIC/GAS	31.73
		=== VENDOR TOTALS ===	44.32			
		=== PACKET TOTALS ===	566.40			

PACKET: 02871 September 6 Payables
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0255		AMERICAN OFFICE PRODUCTS				
I-6930		Business Cards	150.00			
9/06/2023	APBNK	DUE: 9/06/2023 DISC: 9/06/2023		1099: N		
		Business Cards		101 4112-70100-000	SUPPLIES	150.00
		=== VENDOR TOTALS ===	150.00			
=====						
01-00875		BHE COMMUNITY SOLAR, LLC				
I-11881849		Solar Garden Elect July	1,490.04			
9/06/2023	APBNK	DUE: 9/06/2023 DISC: 9/06/2023		1099: N		
		Solar Garden Elect July		101 4137-85025-000	SOLAR ELECTRIC	1,490.04
		=== VENDOR TOTALS ===	1,490.04			
=====						
01-05235		JAN-PRO CLEANING SYSTEMS				
I-120725		Janitorial Svc Aug - Addition	64.50			
9/06/2023	APBNK	DUE: 9/06/2023 DISC: 9/06/2023		1099: N		
		Janitorial Svc Aug - Addition		101 4131-87010-000	CITY HALL MAINTENANCE	64.50
		=== VENDOR TOTALS ===	64.50			
=====						
01-05058		JOSH JORDAN				
I-202309068616		TKD Instructor 8/8 - 9/14	640.00			
9/06/2023	APBNK	DUE: 9/06/2023 DISC: 9/06/2023		1099: Y		
		TKD Instructor 8/8 - 9/14		201 4201-87700-000	INSTRUCTOR-SPECIALTY CLA	640.00
		=== VENDOR TOTALS ===	640.00			
=====						
01-05908		METRO-INET				
I-1458		Sept IT Support	3,528.00			
9/06/2023	APBNK	DUE: 9/06/2023 DISC: 9/06/2023		1099: N		
		Sept IT Support		101 4116-85070-000	TECHNICAL SUPPORT	3,528.00
		=== VENDOR TOTALS ===	3,528.00			
=====						
01-05585		METROPOLITAN AREA MANAGEMENT A				
I-1629		Jack - Aug Meeting	25.00			
9/06/2023	APBNK	DUE: 9/06/2023 DISC: 9/06/2023		1099: N		
		Jack - Aug Meeting		101 4112-86100-000	CONFERENCES/EDUCATION/AS	25.00
		=== VENDOR TOTALS ===	25.00			

PACKET: 02871 September 6 Payables
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
0. 374		TENNIS SANITATION LLC				
I-3688407		Recycle- SFD&MFD FH Aug	8,453.25			
9/06/2023	APBNK	DUE: 9/06/2023 DISC: 9/06/2023		1099: N		
		Recycle- SFD&MFD FH Aug		206 4206-82030-000	RECYCLING CONTRACTS	8,453.25
I-3688408		Recycle Rmsy Cty SWMT&CEC Aug	66.50			
9/06/2023	APBNK	DUE: 9/06/2023 DISC: 9/06/2023		1099: N		
		Recycle Rmsy Cty SWMT&CEC Aug		101 4131-87010-000	CITY HALL MAINTENANCE	66.50
		=== VENDOR TOTALS ===	8,519.75			
		=== PACKET TOTALS ===	14,417.29			

PACKET: 02875 SEPT 7 PAYBLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-00209	ADVANTAGE SIGNS AND GRAPHICS					
I-59065		STREET SIGNS 2023 ST PROJECT	684.91			
9/07/2023	APBNK	DUE: 9/07/2023 DISC: 9/07/2023		1099: N		
		STREET SIGNS 2023 ST PROJECT		429 4429-92450-000	2023 STREET PROJECT	684.91
		=== VENDOR TOTALS ===	684.91			
=====						
01-01012	COREMARK METALS					
I-5420541		PARK SIGN	33.60			
9/07/2023	APBNK	DUE: 9/07/2023 DISC: 9/07/2023		1099: N		
		PARK SIGN		101 4141-70100-000	SUPPLIES	33.60
		=== VENDOR TOTALS ===	33.60			
=====						
01-05115	GOPHER STATE ONE CALL					
I-3080390		AUG LOCATES	170.10			
9/07/2023	APBNK	DUE: 9/07/2023 DISC: 9/07/2023		1099: N		
		AUG LOCATES		601 4601-88030-000	LOCATES	170.10
		=== VENDOR TOTALS ===	170.10			
=====						
01-05886	KELLY & LEMMONS					
I-61400		AUG PROSECUTIONS	2,500.00			
9/07/2023	APBNK	DUE: 9/07/2023 DISC: 9/07/2023		1099: N		
		AUG PROSECUTIONS		101 4123-80200-000	LEGAL FEES	2,500.00
		=== VENDOR TOTALS ===	2,500.00			
=====						
01-05509	LEAGUE OF MN CITIES					
I-389357		LMC MEMBERSHIP DUES SEPT23	6,450.00			
9/07/2023	APBNK	DUE: 9/07/2023 DISC: 9/07/2023		1099: N		
		LMC MEMBERSHIP DUES SEPT23		101 4111-86140-000	COMMISSIONS/MEMBERSHIPS/	6,450.00
		=== VENDOR TOTALS ===	6,450.00			
=====						
01-05511	LEAGUE OF MN CITIES					
I-202309078619		MN MAYORS ASSOC DUES SEPT23	30.00			
9/07/2023	APBNK	DUE: 9/07/2023 DISC: 9/07/2023		1099: N		
		MN MAYORS ASSOC DUES SEPT23		101 4111-86140-000	COMMISSIONS/MEMBERSHIPS/	30.00
		=== VENDOR TOTALS ===	30.00			

PACKET: 02875 SEPT 7 PAYBLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05670	METRO PRODUCTS INC					
I-176158		NUTS AND BOLTS	81.52			
9/07/2023	APBNK	DUE: 9/07/2023 DISC: 9/07/2023		1099: N		
		NUTS AND BOLTS		101 4131-70110-000	SUPPLIES	81.52
		=== VENDOR TOTALS ===	81.52			
=====						
01-05665	METROPOLITAN COUNCIL					
I-1161977		OCT WASTE WATER SVC	55,832.95			
9/07/2023	APBNK	DUE: 9/07/2023 DISC: 9/07/2023		1099: N		
		OCT WASTE WATER SVC		601 4601-85060-000	METRO SEWER CHARGES	55,832.95
		=== VENDOR TOTALS ===	55,832.95			
=====						
01-05402	RDO EQUIPMENT CO					
I-W6542801		SWEEPER REPAIRS	5,015.10			
9/07/2023	APBNK	DUE: 9/07/2023 DISC: 9/07/2023		1099: N		
		SWEEPER REPAIRS		602 4602-87000-000	REPAIR EQUIP/CATCH BASIN	5,015.10
		=== VENDOR TOTALS ===	5,015.10			
=====						
01-06303	REPUBLIC SERVICES					
I-3-0923-0080045		STREET SWEEPINGS	935.77			
9/07/2023	APBNK	DUE: 9/07/2023 DISC: 9/07/2023		1099: N		
		STREET SWEEPINGS		602 4602-84000-000	STREET SWEEPINGS	935.77
		=== VENDOR TOTALS ===	935.77			
=====						
01-05870	XCEL ENERGY					
I-202309078618		ELECT	43.72			
9/07/2023	APBNK	DUE: 9/07/2023 DISC: 9/07/2023		1099: N		
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	16.73
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	26.99
		=== VENDOR TOTALS ===	43.72			
		=== PACKET TOTALS ===	71,777.67			

PACKET: 02877 SEPT 7 ADDTL PAYABLD

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-00295	AVR, INC					
I-278702		SIDEWALK REPAIRS	1,782.25			
9/07/2023	APBANK	DUE: 9/07/2023 DISC: 9/07/2023		1099: N		
		SIDEWALK REPAIRS		419 4419-92005-000	SIDEWALK IMPROVEMENTS	1,782.25
=====						
I-280098		SIDEWALK REPAIRS	1,660.00			
9/07/2023	APBANK	DUE: 9/07/2023 DISC: 9/07/2023		1099: N		
		SIDEWALK REPAIRS		419 4419-92005-000	SIDEWALK IMPROVEMENTS	1,660.00
=====						
I-281647		SIDEWALK REPAIRS	443.00			
9/07/2023	APBANK	DUE: 9/07/2023 DISC: 9/07/2023		1099: N		
		SIDEWALK REPAIRS		419 4419-92005-000	SIDEWALK IMPROVEMENTS	443.00
		=== VENDOR TOTALS ===	3,885.25			
=====						
01-07233	TUBMAN					
I-2023-1		COOPERATIVE LEGAL SVC	5,000.00			
9/07/2023	APBANK	DUE: 9/07/2023 DISC: 9/07/2023		1099: N		
		COOPERATIVE LEGAL SVC		101 4111-86500-000	COOPERATIVE SERVICE	5,000.00
		=== VENDOR TOTALS ===	5,000.00			
		=== PACKET TOTALS ===	8,885.25			

PACKET: 02879 sept 7 payables 3rd run

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05235		JAN-PRO CLEANING SYSTEMS				

I-10875		JANITORIAL SVC SEPT	614.50			
9/07/2023	APBNK	DUE: 9/07/2023 DISC: 9/07/2023		1099: N		
		JANITORIAL SVC SEPT		101 4131-87010-000	CITY HALL MAINTENANCE	614.50
		=== VENDOR TOTALS ===	614.50			
=====						
01-06184		RAMSEY COUNTY - POLICE AND 911				

I-SHRFL 002175		LAW ENFORCEMENT SVC SEPT	109,405.81			
9/07/2023	APBNK	DUE: 9/07/2023 DISC: 9/07/2023		1099: N		
		LAW ENFORCEMENT SVC SEPT		101 4122-81000-000	POLICE SERVICES	109,405.81
		=== VENDOR TOTALS ===	109,405.81			
		=== PACKET TOTALS ===	110,020.31			

PACKET: 02881 September 8 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
=====						
01-0273	MN	PUBLIC EMPLOYEES INSURANCE				
=====						
I-1312709		October Health Insurance	10,903.87			
9/08/2023	APBNK	DUE: 9/08/2023 DISC: 9/08/2023		1099: N		
		October Health Insurance		101 4112-89000-000	MISCELLANEOUS	10,903.87
		=== VENDOR TOTALS ===	10,903.87			
=====						
01-06002	NINENORTH					
=====						
I-2023-154		2 Municipal Meetings-web&cabl	683.66			
9/08/2023	APBNK	DUE: 9/08/2023 DISC: 9/08/2023		1099: N		
		2 Municipal Mtgs-Aug-web&cable		101 4116-85050-000	CABLE TV	683.66
		=== VENDOR TOTALS ===	683.66			
		=== PACKET TOTALS ===	11,587.53			

PACKET: 02884 September 13 Payables
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS	P.O. #		
POST DATE	BANK CODE	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01 0917				NORTHWEST ASPHALT, INC.	
I-202309138621		282,509.35			
9/13/2023	APBNK		1099: N		
	Pay Estimate #3		429 4429-92450-000	2023 STREET PROJECT	254,762.31
	Pay Estimate #3		602 4602-92010-000	GARDEN AVENUE WITH SIDEW	5,452.39
	Pay Estimate #3		601 4601-92050-000	2023 STREET PROJECT SANI	7,606.89
	Pay Estimate #3		429 4429-92450-000	2023 STREET PROJECT	5,015.83
	Pay Estimate #3		429 4429-92450-000	2023 STREET PROJECT	9,671.93
	=== VENDOR TOTALS ===	282,509.35			
	=== PACKET TOTALS ===	282,509.35			

EMP #	NAME	AMOUNT
0. 022	RANDALL C GUSTAFSON	293.07
01-0023	MELANIE M LEEHY	262.05
01-0025	YAKASAH WEHYEE	262.05
01-0027	ERIC G MEYER	262.05
01-1006	JACK LINEHAN	2,828.54
01-1027	KELLY A NELSON	2,101.40
01-1029	ELKE VAN DER WERFF	1,630.27
01-1136	ROLAND O OLSON	3,060.44
01-1162	ALYSSA LANDBERG	990.79
01-1028	HANNAH B LYNCH	2,692.17
01-1167	DAVID S SIMONS	1,547.35
01-1033	DAVE TRETSVEN	1,946.63
01-1143	COLIN B CALLAHAN	2,684.83

TOTAL PRINTED: 13 20,561.64

8-24-2023 6:25 AM PAYROLL CHECK REGISTER PAGE: 1
PAYROLL NO: 01 City of Falcon Heights PAYROLL DATE: 8/24/2023

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
002	WASSENBERG, JAMES J	R	8/24/2023	262.05	092500
1184	NEIS, ADRIAN J	R	8/24/2023	404.62	092501

8-24-2023 6:25 AM PAYROLL CHECK REGISTER PAGE: 2
PAYROLL NO: 01 City of Falcon Heights PAYROLL DATE: 8/24/2023

*** REGISTER TOTALS ***

REGULAR CHECKS:	2	666.67
DIRECT DEPOSIT REGULAR CHECKS:	13	20,561.64
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	15	21,228.31

*** NO ERRORS FOUND ***

** END OF REPORT **

WIRE PAYMENTS

Aug 31 Payroll

Fed With	7,669.28
St With	1,257.03
Pera	4,308.16
ICMA	200.00
Child supp	<u>26.50</u>

13,460.97

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REQUEST FOR COUNCIL ACTION

Meeting Date	September 13, 2023
Agenda Item	Consent G2
Attachment	N/A
Submitted By	Kelly Nelson Assistant to the City Administrator

Item	Approval of City License(s)
Description	The following individuals/entities have applied for a <u>Multifamily Rental Dwelling License</u> for 2023. Staff have received the necessary documents for licensure. 1. Jian An Liu; 1496 Larpenteur Ave. W.
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	Staff recommends approval of the City license applications contingent on background checks and fire inspections as required.

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REQUEST FOR COUNCIL ACTION

Meeting Date	September 13, 2023
Agenda Item	Consent G3
Attachment	Resignation Letter; Resolution 23-57
Submitted By	Kelly Nelson, Assistant to the City Administrator

Item	Resignation of Mike Tracy from the Parks and Recreation Commission
Description	Mike was appointed in 2022 and has been a great addition to the Parks and Recreation Commission. Mike would like to now shift over to serve on the Planning Commission, where he can bring his knowledge and experience from working in real estate. Staff would like to thank Mike Tracy for his commitment and time to the Parks and Recreation Commission!
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • Resignation letter from Mike Tracy • Resolution 23-57 Resignation of Mike Tracy from Parks and Recreation.
Action(s) Requested	Staff recommend approval of attached resolution, accepting the resignation of Mike Tracy from the Parks and Recreation Commission.

From: [Mike Tracy](#)
To: [Hannah B. Lynch](#)
Cc: [Scott Wilson](#); [Kelly Nelson](#)
Subject: Re: Planning Commission Appointment
Date: Wednesday, August 23, 2023 9:37:17 AM

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

This is to acknowledge that I will be resigning from the Park Commission so that I may then serve on the Planning Commission. Please reply with any questions. Thanks,

Michael Tracy, MA
Realtor and Property Manager since 1988.
NATIONAL REALTY GUILD

Home 1998 Garden Ave Falcon Heights MN 55113
Please review this disclosure.

[Agency Relationships in Real Estate Transactions](#)

Serving Anoka, Carver, Dakota, Hennepin, Ramsey, and Washington Counties since 1988.

America will never be destroyed from the outside. If we falter and lose our freedoms, it will be because we destroyed ourselves.

Abraham Lincoln, founder of the Conservative Republican Party.

On Wed, Aug 23, 2023 at 7:58 AM Hannah B. Lynch <hannah.b.lynch@falconheights.org> wrote:

Good morning Mike,

I spoke with the Mayor last night and he believes you would be a great fit for the Planning Commission. Are you able to send over a resignation letter for the Parks and Rec Commission and we can get that and your appointment to the PC on the Sept. 13 City Council meeting?

Thank you!

[Hannah B. Lynch](#)

Community Development Coordinator / Planner

City of Falcon Heights

2077 West Larpentour Avenue

Falcon Heights, MN 55113

Direct 651-792-7613

"The City that Soars"

"Families, Fields and Fair"

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

September 13, 2023

No. 23-57

**RESOLUTION ACCEPTING THE RESIGNATION OF MIKE TRACY FROM THE
FALCON HEIGHTS PARKS AND RECREATION COMMISSION**

WHEREAS, the City appointed Mike Tracy as a member of the City of Falcon Heights Parks and Recreation Commission in 2022; and

WHEREAS, on August 23, 2023 Mike communicated his intent to resign his duties from the Parks and Recreation Commission effective immediately;

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

1. That the resignation is accepted by the City Council of the City of Falcon Heights.

Moved by:

Approved by: _____
Randall C. Gustafson
Mayor

GUSTAFSON _____ In Favor
MEYER
LEEHY _____ Against
WEHYEE
WASSENBERG

Attested by: _____
Jack Linehan
City Administrator

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REQUEST FOR COUNCIL ACTION

Meeting Date	September 13, 2023
Agenda Item	Consent G4
Attachment	Application and Resolution 23-58
Submitted By	Hannah Lynch, Community Development Coordinator

Item	Appointment of Mike Tracy to the Planning Commission
Description	<p>City Staff and the Planning Commission Chair have interviewed and recommend Mike Tracy for the Planning Commission. Mike Tracy has previously served on the Falcon Heights Planning Commission from 1996 to 2007, and the City of Roseville Planning Commission from 2008 to 2016. Recently, he has also served on the Falcon Heights Parks and Recreation Commission. Mike’s incredible knowledge of local government and work in real estate agent will make him a valuable asset to the Falcon Heights Planning Commission.</p>
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • Commission Application • Resolution 23-58 Appointment of Mike Tracy to the Planning Commission
Action(s) Requested	Staff recommends approval of attached resolution appointing Mike Tracy to the Planning Commission.

**CITY OF FALCON HEIGHTS
COMMISSION APPLICATION**

DATE: August 7, 2023

NAME: Michael L Tracy

ADDRESS: _____

PHONE: (H) [REDACTED] (W) _____

EMAIL ADDRESS: [REDACTED]

HOW LONG AT ABOVE ADDRESS? 7 years

IN WHAT CAPACITY DO YOU WISH TO SERVE? Planning
Commission

REASON YOU WISH TO SERVE ON ABOVE: was on the FM
Planning Commission from 1996 to 2007
and enjoyed the experience

PRIOR PUBLIC (OR RELATED) SERVICE: Rosville
Planning Commission from 2003
to 2010

OTHER RELEVANT BACKGROUND (OR COMMENTS): _____

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

September 13, 2023

No. 23-58

RESOLUTION APPOINTING MIKE TRACY TO THE PLANNING COMMISSION

WHEREAS, the Planning Commission shall be the municipal planning agency authorized by Minnesota Statutes § 462.354, subd. 1;

WHEREAS, the Planning Commission serves in an advisory capacity to the City Council on all policy matters relating to City planning, zoning, and land use;

WHEREAS, City Staff and Commission Chair have interviewed, and the Mayor has reviewed, Mike Tracy’s application and recommend appointment to the Falcon Heights Planning Commission.

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

1. That the appointment of Mike Tracy to the Falcon Heights Planning Commission is approved and adopted by the City Council of the City of Falcon Heights.

Moved by:

Approved by: _____
Randall C. Gustafson
Mayor

GUSTAFSON _____ In Favor
LEEY _____
MEYER _____ Against
WEHYEE
WASSENBERG

Attested by: _____
Jack Linehan
City Administrator

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REQUEST FOR COUNCIL ACTION

Meeting Date	September 13, 2023
Agenda Item	Consent G5
Attachment	Resolution 23-59
Submitted By	Hannah Lynch, Community Development Coordinator

Item	Resignation of Joel Gerich from the Planning Commission
Description	Joel was appointed in 2019 and has been a wonderful addition to the Planning Commission. He has brought excellent knowledge and experience and has worked tirelessly as Secretary for the Commission. Staff and Commissioners would like to thank Joel for his contributions to the Planning Commission and wish him well as he moves on to new endeavors.
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • Resignation letter from Joel Gerich • Resolution 23-59 Resignation of Joel Gerich from the Planning Commission
Action(s) Requested	Staff recommends approval of attached resolution, accepting the resignation of Joel Gerich from the Planning Commission.

August 15th, 2023

Mayor Gustafson
Falcon Heights City Hall
2077 Larpenteur Avenue W
Falcon Heights, MN 55113

Dear Mayor Gustafson and City Council,

I am writing to inform you of my resignation from the Falcon Heights Planning Commission, effective September 8th, 2023. My resignation is due to a move outside of the city, leaving me ineligible for service.

I would like to thank the Council as well as present and past members of the Planning Commission for the opportunity to serve on the Commission for the last three and a half years. Falcon Heights is a great city with a bright future, and I will miss living here.

Thank you for your understanding, and I wish the City and its staff continued success in their efforts to serve the community.

Sincerely,

Joel Gerich

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

September 13, 2023

No. 23-59

**RESOLUTION ACCEPTING THE RESIGNATION OF JOEL GERICH FROM THE
FALCON HEIGHTS PLANNING COMMISSION**

WHEREAS, the City appointed Joel Gerich as a member of the City of Falcon Heights Planning Commission in 2019; and

WHEREAS, on August 22, 2023, Joel communicated his intent to resign his duties from the Planning Commission effective immediately;

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

1. That the resignation is accepted by the City Council of the City of Falcon Heights.

Moved by:

Approved by: _____
Randall C. Gustafson
Mayor

GUSTAFSON _____ In Favor
MEYER _____
LEEHY _____ Against
WEHYEE _____
WASSENBERG _____

Attested by: _____
Jack Linehan
City Administrator

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REQUEST FOR COUNCIL ACTION

Meeting Date	September 13, 2023
Agenda Item	
Attachment	Pay Estimate #3
Submitted By	Stephanie Smith, Interim-City Engineer

Item	Request approval of Pay Estimate #3 for the 2023 Pavement Management
Description	<p>Pay Estimate #3 is attached for the work on the 2023 Pavement Management Project. It is in the amount of \$282,509.35 and includes the following work:</p> <ul style="list-style-type: none"> • Asphalt Paving • Boulevard Restoration • Pavement Markings <p>The project engineer and contractor have reviewed and approved the estimate, and it is submitted for Council approval. With this pay estimate, the total amount paid to date is \$1,045,734.81 or 89.42% of the contract price.</p>
Budget Impact	<p>This project has the following financial implications for the City and property owners along the streets under this maintenance project:</p> <ul style="list-style-type: none"> • Assessments levied in accordance with the City’s assessment policy. • Use of Municipal State Aid (MSA), CRRSAA and street infrastructure funds to pay the City’s portion of the project. • Expenditure of storm and sanitary sewer fund dollars to pay for repairs needed to the existing utility system.
Attachment(s)	Pay Estimate #3
Action(s) Requested	Motion to approve Pay Estimate #3 for the 2023 Pavement Management.



Contract Number: FH23-01
Pay Request Number: 3

Project Number	Project Description
FH23-01	Falcon Heights 2023 Pavement Management Project

Contractor: Northwest Asphalt, Inc. 1451 Stagecoach Rd Shakopee, MN 55379	Vendor Number: N/A Up To Date: 09/05/2023
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Contract Amount		Funds Encumbered	
Original Contract	\$1,301,092.25	Original	\$1,301,092.25
Contract Changes	\$-70,047.98	Additional	N/A
Revised Contract	\$1,231,044.27	Total	\$1,301,092.25

Work Certified To Date	
Base Bid Items	\$1,100,773.48
Change Order Items	\$0.00
Material On Hand	\$0.00
Total	\$1,100,773.48

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$297,378.28	\$1,100,773.48	\$55,038.67	\$763,225.46	\$282,509.35	\$1,045,734.81
Percent: Retained: 5%			Percent Complete: 89.42%		

This is to certify that the items of work shown in this certificate of Pay Estimate have been actually furnished for the work comprising the above-mentioned projects in accordance with the plans and specifications heretofore approved.

Approved By:
Stephanie Smith

 Project Engineer
09/12/2023

 Date

Approved By:
Lance Huentzel

 Contractor
09/13/2023

 Date

Approved By

 Project Owner

 Date



Payment Summary				
No.	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2023-07-15	\$230,635.56	\$11,531.78	\$219,103.78
2	2023-08-14	\$572,759.66	\$28,637.98	\$544,121.68
3	2023-09-05	\$297,378.26	\$14,868.91	\$282,509.35

Funding Category Name	Funding Category Number	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
Garden Avenue		\$382,507.60	\$19,125.39	\$264,034.91	\$99,347.30	\$363,382.21
Garden Ave Sidewalk		\$125,160.95	\$6,258.05	\$118,902.90	\$0.00	\$118,902.90
Holton, Ruggles, Albert, Sheldon St.		\$246,600.13	\$12,330.00	\$78,855.12	\$155,415.01	\$234,270.13
Idaho Ave Alley Assessments		\$20,890.58	\$1,044.52	\$9,099.47	\$10,746.59	\$19,846.06
Local Storm Sewer		\$236,952.79	\$11,847.64	\$219,652.76	\$5,452.39	\$225,105.15
Ruggles Pathway		\$49,894.18	\$2,494.70	\$43,458.31	\$3,941.17	\$47,399.48
Sanitary Sewer		\$38,767.25	\$1,938.37	\$29,221.99	\$7,606.89	\$36,828.88

Pay request ASAP

Accounting Number	Funding Source	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
1	Municipal (MSAS > 5000) - Falcon Heights	\$254,762.31	\$880,001.99	\$880,052.64	\$716,555.24
2	Local - Storm Sewer - Falcon Heights	\$5,452.39	\$238,986.29	\$274,248.27	\$225,105.15
3	Sanitary Sewer - Falcon Heights	\$7,606.89	\$34,512.74	\$14,372.74	\$36,828.88
5	Local - Streets - Falcon Heights	\$5,015.83	\$57,646.09	\$103,027.03	\$49,384.08
6	Idaho Ave Alley	\$9,671.93	\$19,897.16	\$29,391.57	\$17,861.46

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
FH23-01	1	2582.503	4" SOLID LINE MULTI COMP	L F	\$0.55	2280	2136	\$1,174.80	2136	\$1,174.80
FH23-01	2	2582.503	4" DBLE SOLID LINE MULTI COMP	L F	\$1.10	4100	2092	\$2,301.20	2092	\$2,301.20
FH23-01	3	2106.507	EXCAVATION - COMMON	C Y	\$38.00	0	0	\$0.00	0	\$0.00
FH23-01	4	2211.507	AGGREGATE BASE (LV) CLASS 5	C Y	\$12.65	0	0	\$0.00	0	\$0.00



Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
FH23-01	5	2503.503	12" RC PIPE SEWER CLASS V	L F	\$66.94	51	0	\$0.00	0	\$0.00
FH23-01	6	2506.502	INSTALL CASTING	EACH	\$0.01	0	0	\$0.00	0	\$0.00
FH23-01	7	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN G	L F	\$515.00	0	0	\$0.00	0	\$0.00
FH23-01	8	2506.602	MANHOLE CASTING R-3290-A	EACH	\$1,125.00	0	0	\$0.00	0	\$0.00
FH23-01	9	2506.602	MANHOLE CASTING R-2556	EACH	\$1,275.00	0	0	\$0.00	0	\$0.00
FH23-01	10	2521.518	4" CONCRETE WALK	S F	\$8.15	0	0	\$0.00	0	\$0.00
FH23-01	11	2521.518	6" CONCRETE WALK	S F	\$12.20	0	0	\$0.00	0	\$0.00
FH23-01	12	2531.618	TRUNCATED DOMES	S F	\$62.00	0	0	\$0.00	0	\$0.00
FH23-01	13	2574.604/0001	TURF ESTABLISHMENT WITH HYDROSEED	S Y	\$15.95	0	0	\$0.00	0	\$0.00
FH23-01	14	2106.507	EXCAVATION - COMMON	C Y	\$38.00	170	0	\$0.00	170	\$6,460.00
FH23-01	15	2451.607	FINE AGGREGATE BEDDING (CV)	C Y	\$50.00	10	0	\$0.00	10	\$500.00
FH23-01	16	2451.607	COARSE AGGREGATE BEDDING (CV)	C Y	\$50.00	60	0	\$0.00	60	\$3,000.00
FH23-01	17	2502.503	4" PERF PVC PIPE DRAIN	L F	\$30.87	270	0	\$0.00	270	\$8,334.90
FH23-01	18	2502.602	4" PVC PIPE DRAIN CLEANOUT	EACH	\$468.25	3	0	\$0.00	3	\$1,404.75
FH23-01	19	2521.518	6" CONCRETE WALK	S F	\$12.20	105	0	\$0.00	130	\$1,586.00
FH23-01	20	2531.618	TRUNCATED DOMES	S F	\$62.00	10	0	\$0.00	24	\$1,488.00
FH23-01	21	2540.618	STONE PAVERS	S F	\$22.00	1600	0	\$0.00	1481	\$32,582.00
FH23-01	22	2574.604/0001	TURF ESTABLISHMENT WITH HYDROSEED	S Y	\$15.95	300	260.1	\$4,148.60	260.1	\$4,148.60
FH23-01	23	2106.507	EXCAVATION - COMMON	C Y	\$38.00	0	0	\$0.00	0	\$0.00
FH23-01	24	2360.601	CONTRACTOR DETERMINED SURFACE	L S	\$12,197.00	0	0	\$0.00	0	\$0.00
FH23-01	25	2503.503	12" RC PIPE SEWER CLASS V	L F	\$66.94	0	0	\$0.00	0	\$0.00
FH23-01	26	2506.502	INSTALL CASTING	EACH	\$0.01	0	0	\$0.00	0	\$0.00



Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
FH23-01	27	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN G	L F	\$515.00	0	0	\$0.00	0	\$0.00
FH23-01	28	2506.602	MANHOLE CASTING R-3290-A	EACH	\$1,125.00	0	0	\$0.00	0	\$0.00
FH23-01	29	2506.602	MANHOLE CASTING R-2556	EACH	\$1,275.00	0	0	\$0.00	0	\$0.00
FH23-01	30	2521.518	6" CONCRETE WALK	S F	\$12.20	0	0	\$0.00	0	\$0.00
FH23-01	31	2531.618	TRUNCATED DOMES	S F	\$62.00	0	0	\$0.00	0	\$0.00
FH23-01	32	2574.604/0001	TURF ESTABLISHMENT WITH HYDROSEED	S Y	\$15.95	0	0	\$0.00	0	\$0.00
FH23-01	33	2021.501	MOBILIZATION	L S	\$43,358.00	1	0.25	\$10,839.50	1	\$43,358.00
FH23-01	34	2101.502	CLEARING	EACH	\$800.00	7	0	\$0.00	3	\$2,400.00
FH23-01	35	2101.502	GRUBBING	EACH	\$200.00	7	0	\$0.00	3	\$600.00
FH23-01	36	2104.502	REMOVE MANHOLE OR CATCH BASIN	EACH	\$500.00	10	0	\$0.00	10	\$5,000.00
FH23-01	37	2104.502	REMOVE CASTING	EACH	\$165.00	39	0	\$0.00	38	\$6,270.00
FH23-01	38	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	L F	\$5.00	220	0	\$0.00	95	\$475.00
FH23-01	39	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	\$3.00	1000	0	\$0.00	188.32	\$564.96
FH23-01	40	2104.503	REMOVE SEWER PIPE (STORM)	L F	\$12.00	230	0	\$0.00	76	\$912.00
FH23-01	41	2104.503	REMOVE CONCRETE CURB	L F	\$5.89	4420	0	\$0.00	4376	\$25,774.64
FH23-01	42	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	S Y	\$19.00	76	0	\$0.00	91.8	\$1,744.20
FH23-01	43	2104.504	REMOVE BITUMINOUS PAVEMENT	S Y	\$11.64	720	0	\$0.00	161	\$1,874.04
FH23-01	44	2104.518	REMOVE CONCRETE SIDEWALK	S F	\$1.39	280	0	\$0.00	385	\$535.15
FH23-01	45	2106.507	EXCAVATION - COMMON	C Y	\$38.00	710	0	\$0.00	100	\$3,800.00
FH23-01	46	2106.507	EXCAVATION - SUBGRADE	C Y	\$38.00	200	0	\$0.00	0	\$0.00
FH23-01	47	2106.507	SELECT GRANULAR EMBANKMENT (CV)	C Y	\$34.79	100	0	\$0.00	0	\$0.00



Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
FH23-01	48	2112.604	SUBGRADE PREPARATION	S Y	\$0.50	4160	0	\$0.00	0	\$0.00
FH23-01	49	2112.619	AGGREGATE GRADING AND COMPACTION	RDST	\$517.50	25	0	\$0.00	25	\$12,937.50
FH23-01	50	2123.61	STREET SWEEPER	HOURL	\$150.00	50	0	\$0.00	0	\$0.00
FH23-01	51	2130.523	WATER	MGAL	\$50.00	150	0	\$0.00	3	\$150.00
FH23-01	52	2211.507	AGGREGATE BASE (CV) CLASS 5	C Y	\$12.65	580	0	\$0.00	0	\$0.00
FH23-01	53	2215.504	FULL DEPTH RECLAMATION	S Y	\$0.97	10370	0	\$0.00	10105	\$9,801.85
FH23-01	54	2215.507	HAUL FULL DEPTH RECLAMATION (LV)	C Y	\$0.01	1600	0	\$0.00	1600	\$16.00
FH23-01	55	2231.509	BITUMINOUS PATCHING MIXTURE	TON	\$166.85	80	34.1	\$5,689.59	108.8	\$18,153.28
FH23-01	56	2232.504	EDGE MILL BITUMINOUS SURFACE	S Y	\$15.00	100	0	\$0.00	33	\$495.00
FH23-01	57	2232.504	MILL BITUMINOUS SURFACE (2")	S Y	\$1.27	15860	0	\$0.00	15860	\$20,142.20
FH23-01	58	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	\$3.50	1920	1350	\$4,725.00	1460	\$5,110.00
FH23-01	59	2360.509	TYPE SP 9.5 WEARING COURSE MIX (3,B)	TON	\$81.50	2130	2085.3	\$169,951.95	2137.2	\$174,181.80
FH23-01	60	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C)	TON	\$91.87	2460	947.4	\$87,037.64	1912.9	\$175,738.12
FH23-01	61	2503.503	12" RCP PIPE SEWER	L F	\$71.02	400	0	\$0.00	671	\$47,654.42
FH23-01	63	2503.602	CONNECT TO EXISTING STORM MANHOLE	EACH	\$1,250.00	3	0	\$0.00	4	\$5,000.00
FH23-01	64	2503.602	INSPECTION HOLE	EACH	\$400.00	6	0	\$0.00	3	\$1,200.00
FH23-01	65	2503.603	18" HDPE PIPE SEWER	L F	\$98.34	16	0	\$0.00	9.27	\$911.61
FH23-01	66	2504.602	ADJUST GV AND BOX	EACH	\$516.00	14	0	\$0.00	15	\$7,740.00
FH23-01	67	2506.502	ADJUST MANHOLE (FITTED STEEL RING)	EACH	\$250.00	5	0	\$0.00	0	\$0.00
FH23-01	68	2506.502	INSTALL CASTING	EACH	\$425.00	57	0	\$0.00	60	\$25,500.00
FH23-01	69	2506.503	CONSTRUCT DRAINAGE STRUCTURE DES 48-4020	L F	\$573.14	28	0	\$0.00	35.5	\$20,346.47



Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
FH23-01	70	2506.503	CONSTRUCT CATCH BASIN	L F	\$481.94	80	0	\$0.00	73.7	\$35,518.98
FH23-01	71	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4020	L F	\$962.84	5	0	\$0.00	5	\$4,814.20
FH23-01	72	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 72-4020	L F	\$1,115.28	19	0	\$0.00	18.6	\$20,744.21
FH23-01	73	2506.602	REHAB MANHOLE INTERIOR	EACH	\$550.00	22	0	\$0.00	0	\$0.00
FH23-01	74	2506.602	ADJUST FRAME AND RING CASTING	EACH	\$605.00	4	0	\$0.00	4	\$2,420.00
FH23-01	75	2506.602/0011	RECONSTRUCT MANHOLE SPECIAL	EACH	\$1,250.00	3	0	\$0.00	2	\$2,500.00
FH23-01	76	2506.602	MANHOLE CASTING R-1733	EACH	\$1,060.00	31	0	\$0.00	27	\$28,620.00
FH23-01	77	2506.602	MANHOLE CASTING R-4342	EACH	\$603.00	3	0	\$0.00	3	\$1,809.00
FH23-01	78	2506.602	MANHOLE CASTING R-3290-A	EACH	\$700.00	3	0	\$0.00	2	\$1,400.00
FH23-01	79	2506.602	MANHOLE CASTING R-3067V	EACH	\$700.00	14	0	\$0.00	15	\$10,500.00
FH23-01	80	2506.602001	MANHOLE CASTING R-3067 VB	EACH	\$700.00	7	0	\$0.00	7	\$4,900.00
FH23-01	81	2506.602	MANHOLE CASTING R-3250-A	EACH	\$770.00	1	0	\$0.00	1	\$770.00
FH23-01	82	2506.602	CONNECT INTO EXISTING STORM SEWER	EACH	\$1,175.00	11	0	\$0.00	13	\$15,275.00
FH23-01	83	2521.518/0040	4" CONCRETE WALK	S F	\$5.10	13000	0	\$0.00	12783	\$65,193.30
FH23-01	84	2521.518	6" CONCRETE WALK	S F	\$12.20	2250	0	\$0.00	2158	\$26,327.60
FH23-01	85	2531.503	CONCRETE CURB & GUTTER DESIGN B618	L F	\$33.50	1480	0	\$0.00	2075.5	\$69,529.25
FH23-01	86	2531.503	CONCRETE CURB AND GUTTER DESIGN B618 (MACHINE LAID)	L F	\$19.35	3020	0	\$0.00	2243	\$43,402.05
FH23-01	87	2531.503	CONCRETE CURB & GUTTER DESIGN B624	L F	\$37.00	130	0	\$0.00	74	\$2,738.00
FH23-01	88	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	S Y	\$87.15	80	0	\$0.00	188	\$16,384.20



Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
FH23-01	89	2531.504	8" CONCRETE DRIVEWAY PAVEMENT	S Y	\$96.65	140	0	\$0.00	108	\$10,438.20
FH23-01	90	2531.604	UPCHARGE FOR HIGH EARLY CONCRETE 6" DRIVEWAY PAVEMENT	S Y	\$5.00	80	0	\$0.00	0	\$0.00
FH23-01	91	2531.604	UPCHARGE FOR HIGH EARLY CONCRETE 8" DRIVEWAY PAVEMENT	S Y	\$6.75	140	0	\$0.00	0	\$0.00
FH23-01	92	2531.618	TRUNCATED RADIUS DOMES	S F	\$64.00	172	0	\$0.00	236	\$15,104.00
FH23-01	93	2531.618	TRUNCATED DOMES	S F	\$62.00	120	0	\$0.00	82	\$5,084.00
FH23-01	94	2540.602	INSTALL TEMPORARY MAILBOXES	EACH	\$200.00	5	0	\$0.00	0	\$0.00
FH23-01	95	2563.601	TRAFFIC CONTROL	L S	\$19,900.00	1	0.25	\$4,975.00	1	\$19,900.00
FH23-01	96	2573.501	EROSION CONTROL SUPERVISOR	L S	\$500.00	1	0.2	\$100.00	1	\$500.00
FH23-01	97	2573.501	STABILIZED CONSTRUCTION EXIT	LS	\$1,500.00	1	0	\$0.00	0	\$0.00
FH23-01	98	2573.502	INLET PROTECTION TYPE A	EACH	\$125.00	5	0	\$0.00	0	\$0.00
FH23-01	99	2573.502	INLET PROTECTION TYPE B	EACH	\$175.00	52	0	\$0.00	52	\$9,100.00
FH23-01	100	2573.503	SILT FENCE, TYPE HI	L F	\$5.00	100	0	\$0.00	0	\$0.00
FH23-01	101	2573.503	SEDIMENT CONTROL LOG TYPE COMPOST	L F	\$3.50	400	0	\$0.00	0	\$0.00
FH23-01	102	2574.604/0001	TURF ESTABLISHMENT WITH HYDROSEED	S Y	\$3.50	2280	0	\$0.00	0	\$0.00
FH23-01	103	2582.518	CROSSWALK MULTI COMP	S F	\$5.50	1152	1170	\$6,435.00	1170	\$6,435.00
Base Bid Totals:								\$297,378.28		\$1,100,773.48

Project Category Totals			
Project	Category	Amount This Request	Amount To Date
FH23-01	BASE BID	\$289,753.68	\$1,037,793.23
FH23-01	ALTERNATE BID 4	\$0.00	\$0.00
FH23-01	ALTERNATE BID 3	\$4,148.60	\$59,504.25
FH23-01	ALTERNATE BID 2	\$0.00	\$0.00
FH23-01	ALTERNATE BID 1	\$3,476.00	\$3,476.00



Contract Change Item Status												
Project	CC	CC#	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Contract Change Totals:										\$0.00		\$0.00

Contract Total	\$1,100,773.48
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Contract Change Totals			
Number	Description	Amount This Request	Amount To Date
1	Eliminating items for Ad-Alternates 2 and 4 that were not awarded.	\$0.00	\$0.00

Material On Hand Additions					
Line	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line	Item	Description	Date	Added	Used	Remaining

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REQUEST FOR COUNCIL ACTION (RCA)

Meeting Date	September 13, 2023
Agenda Item	Consent G-7
Attachment(s)	Resolution 23-60 Ordering Public Hearing for Interim Ordinance Prohibiting the Operation of Cannabis Businesses
Submitted By	Hannah Lynch, Community Development Coordinator

Item	Ordering of Cannabis Business Moratorium Extension Public Hearing
Description	<p>Adult-use cannabis was legalized via Chapter 63. Legal sales are expected to begin January 2025 upon establishment of the Minnesota Office of Cannabis Management and the licensing process beginning. Cities are permitted to place an interim ordinance prohibiting cannabis businesses until January 1, 2025. The current moratorium in place expires September 28, 2023. At the time of its expiration, the new moratorium would be the primary in place until January 1, 2025.</p> <p>The attached drafted moratorium ordinance is as broad as allowed under the final state law and prohibits all cannabis businesses until January 1, 2025. A public hearing is required to pass this moratorium, which is unusual for a moratorium, but is a special requirement from this new state statute.</p> <p>During the period of the moratorium, staff and the Planning Commission would take a deeper dive in to our ordinances revolving around Cannabis sales.</p>
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • Resolution 23-60 Ordering Public Hearing for Interim Ordinance Prohibiting the Operation of Cannabis Businesses
Action(s) Requested	Order Public Hearing set for September 27, 2023 for the Interim Ordinance as drafted.

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

September 13, 2023

No. 23-60

**RESOLUTION ORDERING PUBLIC HEARING FOR INTERIM ORDINANCE PROHIBITING
THE OPERATION OF CANNABIS BUSINESSES**

WHEREAS, by enacting 2023 Session Laws Chapter 63, the Minnesota Legislature enacted Minn. Stat. chapter 342, legalizing adult-use cannabis and permitting the operation of cannabis businesses and the sale of cannabis flower and cannabis products for human consumption; and

WHEREAS, the new law enacts some requirements for production, labeling and testing, and sale of cannabis products at the state government level; and

WHEREAS, the new law creates uncertainty that will need to be resolved by the passage of further regulations by the Office; and

WHEREAS, pursuant to Minn. Stat. § 342.13, the City is authorized to adopt an interim ordinance protecting the planning process and the health, safety, and welfare of its citizens; and

WHEREAS, pursuant to its general police powers, including but not limited to, Minn. Stat. § 421.221, subd. 32, the City may enact regulations regarding to promote the health, safety, order, convenience, and the general welfare of the City; and

WHEREAS, this power permits the City to implement a moratorium to study the sales, testing, manufacturing, and distribution of cannabis products to determine if regulations are necessary for the sake of good order of the City.

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

1. A public hearing shall be held on such proposed interim ordinance on September 27, 2023, in the council chambers of City Hall at 7:00 p.m. and the City Administrator shall give mailed and published notice of such hearing and improvement, as required by law.

Moved by:

Approved by: _____
Randall C. Gustafson
Mayor

GUSTAFSON _____ In Favor
LEEY _____
MEYER _____ Against
WEHYEE
WASSENBERG

Attested by: _____
Jack Linehan
City Administrator

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REQUEST FOR COUNCIL ACTION

Meeting Date	September 13, 2022
Agenda Item	Consent G8
Attachment	Resolution 23-61
Submitted By	Jack Linehan, City Administrator

Item	Accepting Donation from Falcon Heights/Lauderdale Lions Club
Description	<p>The Falcon Heights/Lauderdale Lions Club (FHLLC) purchased a new 20' by 40' tent in April 2023 after their previous tent had reached end-of-life. The tent cost up to \$3,000.</p> <p>The FHLLC provides their tent to various public events, including City events such as Spring Together, Ice Cream Social, and Unity Day. They perform the set-up / takedown of the tent. The Lions discovered that their new tent is approximately 660 pounds and is more complicated to set up than their previous tent. Public Works staff helped the Lions put up the tent for the Ice Cream Social, and we have been storing the tent since then.</p> <p>Due to the complicated nature of the tent, the Lions voted in July to donate the tent to the City of Falcon Heights with the standing offer that they would assist our staff in putting up the tent. We estimate the cost to rent a 20'x40' tent to be about \$500 per time, or currently \$1,500 to \$2,000 annually to cover City events.</p>
Budget Impact	N/A
Attachment(s)	Resolution 23-61
Action(s) Requested	Accept the generous donation from the Falcon Heights/Lauderdale Lions Club of a 20' x 40' tent at an estimated value of \$3,000.00.

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

September 13, 2023

No. 23-61

**RESOLUTION TO ACCEPT A DONATION OF A TENT FROM THE FALCON HEIGHTS /
LAUDERDALE LIONS CLUB**

WHEREAS, the Falcon Heights / Lauderdale Lions Club has approved the donation of a 20' x 40' tent to the City of Falcon Heights; and

WHEREAS, the tent will benefit City events and is in-line with our goals; and

WHEREAS, the City intends to satisfy the requirements of Minnesota State 465.03 on Gifts to Municipalities; and

WHEREAS, the City Council finds it is in the public interest and consistent with adopted City policy to accept this donation.

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

1. The City shall accept the donated tent.
2. The City Administrator is authorized to sign any necessary documents to facilitate the donation.

Moved by:

Approved by: _____

Randall C. Gustafson
Mayor

GUSTAFSON _____ In Favor
MEYER
WASSENBERG _____ Against
LEEHY
WEHYEE

Attested by: _____

Jack Linehan
City Administrator

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REQUEST FOR ACTION

Meeting Date	September 13, 2023
Agenda Item	H1
Attachment	Ordinance 23-06
Submitted By	Kelly Nelson, Assistant to the City Administrator

Item	Tobacco, Cannabis and Hemp-Free Parks
Description	<p>The City Code currently states that city parks are tobacco-free. The Parks Commission reviewed, and recommends that the City Council consider including cannabis and hemp products and expanding the definitions of prohibited products in city parks.</p> <p>The attached Ordinance 23-06 amends Article III of Chapter 34 to include these recommendations.</p>
Budget Impact	N/A
Attachment(s)	Ordinance 23-06
Action(s) Requested	Staff recommends the City Council approve the attached Ordinance 23-06 to amend Chapter 34, Article III.

ORDINANCE NO. 23-06

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

**AN ORDINANCE AMENDING THE FALCON HEIGHTS CITY CODE
CONCERNING USE OF TOBACCO, CANNABIS AND HEMP IN CITY PARKS**

THE CITY COUNCIL OF THE CITY OF FALCON HEIGHTS ORDAINS:

Section 1. Article III of Chapter 34 of the Falcon Heights City Code is amended in its entirety to read as follows:

Article III – USE OF TOBACCO, CANNABIS, AND HEMP IN CITY PARKS

34-55 PURPOSE. The City of Falcon Heights believes that there is sufficient medical evidence showing that the smoking and inhaling of tobacco, cannabis, hemp and second-hand smoke is a danger to the health, safety and general welfare of the community. Numerous studies have found that tobacco, cannabis, and hemp smoke is a cause for diseases and second-hand smoke is particularly hazardous for children and the elderly. Discarding of tobacco, cannabis, hemp, and cannabinoid products on the ground can result in litter and pose a risk of harm by, among other things being ingested by young children. The purpose of this Ordinance is to set forth rules concerning the use of tobacco, cannabis, hemp and cannabinoid products in city parks, thereby making such areas cleaner, safer and more enjoyable for residents and the general public.

34-56 DEFINITIONS. For the purpose of this code section, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

City Parks means any open or enclosed land improvements or facility which is owned, leased and operated by the City of Falcon Heights and which is reserved, designated or used for a playground, picnic area, garden area, bike or walking path, trail, nature preserve, green space, tennis court, sports or athletic field, staking rink, warming house, or other recreational open space area, and includes city owned parking areas serving city parks or city facility and sidewalks located directly adjacent to a city park or facility.

Tobacco means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobaccos; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any tobacco product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product,

or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

Cannabis means any product containing, made, or derived from cannabis that is intended for human consumption, including but not limited to flowers, seeds, resins, extracts, oils, tinctures, and edible forms, whether consumed by smoking, vaporizing, eating, drinking, or any other means.

Cannabinoid products mean any products infused with any cannabinoids, including but not limited to tetrahydrocannabinol (THC) and cannabidiol (CBD).

Electronic Delivery Device means any product containing or delivering nicotine, lobelia or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. Electronic delivery device includes, but is not limited to, devices manufactured, marketed or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, or under any other product name or descriptor.

Hemp means any product containing the harvested flower, bud, leaves, or stems of a plant of the genus Cannabis that has a delta-9 tetrahydrocannabinol concentration of no more than 0.3 percent on a dry weight basis. Hemp includes any derivative, concentrate, extract, resin, or other product made from a hemp plant.

Smoking means inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette, pipe or any other lighted or heated product containing, made or derived from nicotine, cannabis, hemp, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking will also include using an electronic delivery device.

34-57 PROHIBITED ACTIVITIES.

Smoking is prohibited in all city parks, in all public parking lots that are adjacent to City Parks, and inside all motor vehicles located in any city park or adjacent public parking lot.

34-58 POSTING OF SIGNS

- A. “No Smoking” sign or signs with a similar designation will be clearly and conspicuously displayed at City Parks to notify the public that smoking including tobacco, cannabis, hemp or other plant is prohibited.

34-59 ENFORCEMENT

- A. *Complaints.* Any citizen who desires to register a complaint under this chapter may initiate enforcement with the City Administrator or his/her designee.

B. *Violation and Penalty.* It shall be a petty misdemeanor for any person to discard tobacco, cannabis, hemp or any cannabinoid product in a city park or parking lot adjacent to a city park, except in a designated trash receptacle.

C. Other applicable laws. This chapter shall not be interpreted or construed to permit tobacco, cannabis, hemp or cannabinoid product use where it is otherwise restricted by other applicable laws.

Section 2. This ordinance is effective immediately upon its passage and publication.

ADOPTED this _____ day of _____, 2023, by the City Council of Falcon Heights, Minnesota.

CITY OF FALCON HEIGHTS

BY: _____
Randall C. Gustafson, Mayor

ATTEST:

Jack Linehan, City Administrator