

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

AGENDA

Wednesday, September 27, 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 14, 2023 City Council Special Workshop Meeting Minutes
 - 2. August 23, 2023 City Council Regular Meeting Minutes
 - 3. August 23, 2023 City Council Special Budget Workshop Meeting Minutes
 - 4. September 6, 2023 City Council Workshop Meeting Minutes
 - 5. September 13, 2023 City Council Regular Meeting Minutes
 - 6. September 13, 2023 City Council Special Budget Workshop Meeting Minutes
- F. PUBLIC HEARINGS:
 - 1. Interim Cannabis Business Moratorium Extension
- G. CONSENT AGENDA:
 - 1. General Disbursements through 9/20/2023: \$122,269.04
Payroll through 9/15/2023: \$19,482.42
Wire Payments through 9/15/2023: \$12,657.23
 - 2. 2023 Pavement Management Project (PMP) Change Order #2, Change Order #3, and Pay Estimate #4
- H. POLICY ITEMS:
 - 1. Ordinance Modifying Use of Tobacco, Cannabis and Hemp in City Parks.
 - 2. 2023 Pavement Management Project (PMP) Declare Costs to Be Assessed and Call for Assessment Hearing
 - 3. Amendment of Debt Levy Schedule
 - 4. Adoption and Certification of the 2024 Preliminary Levy
 - 5. Approval of Setting Truth in Taxation (TNT) Hearing Date of Wednesday, December 13th, 2023 at 7:00p.m.
- 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
City Council Special Workshop
City Hall
2077 West Larpenteur Avenue

MINUTES
August 14, 2023
5:30 P.M.

- A. CALL TO ORDER: 5:34 PM
- B. ROLL CALL: GUSTAFSON__x__ LEEHY__x__
 MEYER __x__ WASSENBERG __x__ WEHYEE __x__
- STAFF PRESENT: LINEHAN__X__ NELSON __X__
- C. POLICY ITEMS:
 1. Law Enforcement Contract Update

Linehan says that he and Mayor Gustafson had a call with St. Paul Police, which included Mayor Carter, the Deputy Mayor, the Police Chief, the Finance Director, etc. They had been working on setting this meeting since May. Although no decision was made, it seemed like it was a positive meeting and went well.

Linehan goes on to share that an overtime model was presented to St. Paul PD. Officers would be given the opportunity to patrol and protect Falcon Heights during their off days from St. Paul, when they would otherwise be at home, to earn overtime pay. This model does not require hiring additional officers in St. Paul in order to add coverage to Falcon Heights.

Gustafson shares that St. Paul's City Attorney was not in favor of St. Paul providing our policing two years ago, but this is a different model. Liability was a sticking point then. The traditional way of thinking is forming a police department and staffing it. This model looks at how best to support the staff.

He goes on to say that the research gathered last fall from Falcon Heights residents about what they want from a police department fits with what Mayor Carter envisions. A safe Falcon Heights is a safe Como/St. Paul.

Wehyee asks if Linehan can elaborate more on what aspect of liability was a sticking point two years ago.

Linehan says that insurance and liability are areas that need to be addressed further.

Leehy says that that must make them feel like we have skin in the game.

Linehan says that three FTEs (full-time equivalents) would equate to approximately \$15,500 annually in increased premiums.

Leehy asks if Falcon Heights would be the starting point or ending point in determining liability. If a pursuit originated in Lauderdale, for example, but ended in Falcon Heights, then how would you determine it?

Linehan says that how he'd write it is to cover the off-duty officer serving in Falcon Heights. He doesn't want to cover all officers responding from St. Paul. If there is a call after-hours and St. Paul is responding, this liability would not cover that.

Linehan then shares a draft of a proposed agreement. He says that the Scope of Services section was added to this draft and that it includes such things as background checks, emergency patrols, engaging with the community, etc. This is our opportunity to build that section out.

Wassenberg asks if Linehan is looking for feedback on the draft.

Linehan says that he's open to feedback, but that he also feels like St. Paul needs to take a temperature internally first about what they can provide. He adds that the draft is built from our old coverage.

Wassenberg suggests to Linehan that he makes edits to take into the next meeting with St. Paul in case they want to go deeper on the call.

Gustafson says that out of St. Paul's 400 or so employees, there would be enough looking for overtime hours and extra income. And, it's a benefit to the St. Paul Fire Department as well.

Linehan will update the Council after his next meeting with St. Paul.

D. ADJOURNMENT: 6:49 PM

Councilmember Leehy motions to adjourn the meeting; approved 4-0
(Meyer had left)

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Randall C. Gustafson, Mayor

Dated this 14th day of August, 2023

Jack Linehan, City Administrator

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

MINUTES

Wednesday, August 23, 2023

7:00 p.m.

A. CALL TO ORDER: 7:03 PM

B. ROLL CALL: GUSTAFSON_X_ LEEHY_X_ MEYER_X_

WASSENBERG_X_ WEHYEE_X_

STAFF PRESENT: LINEHAN_X_

C. APPROVAL OF AGENDA

Administrator Linehan amends the agenda.

Councilmember Leehy motions to add Resolution 23-54 Proclamation Honoring the Life and Service of Jan Gibson Talbot as Presentation Item 1; approved 5-0

Councilmember Meyer motions to approve the amended agenda; approved 5-0

D. PRESENTATION

1. Proclamation Honoring the Life and Service of Jan Gibson Talbot

Mayor Gustafson reads Proclamation 23-54 Honoring the Life and Service of Jan Gibson Talbot into the record.

Councilmember Leehy motions to approve Resolution 23-54 Proclamation Honoring the Life and Service of Jan Gibson Talbot as Presentation Item 1; approved 5-0

E. APPROVAL OF MINUTES:

1. August 2, 2023 City Council Workshop Meeting Minutes

Councilmember Wassenberg motions to approve City Council Workshop Meeting Minutes; approved 5-0

F. PUBLIC HEARINGS:

G. CONSENT AGENDA:

1. General Disbursements through

a. 8/16/23: \$244,551.73

b. 8/21/23: \$544,121.68

Payroll through 8/15/23: \$ 22,843.98

Wire Payments through 8/15/23: \$13,661.86

2. City Licenses

3. Authorization to Purchase up to (2) GL3000PMC Guidance Lasers for Plow Trucks

4. Promulgation of Ramsey County Countywide Comprehensive Emergency Operations Plan
5. 2023 Pavement Management Program Pay Estimate #2

Councilmember Wehyee motions to approve the Consent Agenda; approved 5-0

Council expressed their gratitude for the purchase of the up to (2) GL3000PMC Guidance Lasers for Plow Trucks.

H: POLICY ITEMS:

1. Ordinance 23-05: Amending Chapter 46-27 to Remove Definition of "Uniform" from Parking Fines

Administrator Linehan mentions this ordinance is to cleanup some language in the City Code. In reviewing code, staff found a code discrepancy that needs to be cleaned up. Under Chapter 46-27 - Parking; restrictions; uniform parking fine, it states a generally "uniform" parking fine. That was not the intention of the State Fair Task Force nor the City Council upon adoption.

Councilmember Meyer motions to approve Ordinance 23-05: Amending Chapter 46-27 to Remove Definition of "Uniform" from Parking Fines; approved 5-0

2. WSB Professional Services Proposal for Community Park Building and Site Improvements

Administrator Linehan notes that the City considered issuing an RFP for assistance with planning and professional oversight of the improvement of Community Park. After further review it was decided to solicit a quote directly from WSB & Associates, Inc. (WSB), because they had already performed a Parks Master Plan Study in 2014 of Community Park. If WSB is hired, they will be able to provide professional services in overseeing the construction administration of a new park building and site improvements of Community Park. The architect that WSB will bring in, HCM Architecture, is also very familiar with the area. They have worked with other neighboring cities.

Councilmember Wehyee wonders if the previous designs that were a part of the Master Plan Study previously conducted by WBS, are going to be considered into the final redesign.

Administrator Linehan answers that there were two layout options that were initially approved back in 2014. These designs have been updated over time based on feedback from the Parks and Rec Commission and staff, but a lot of leg work was already done by this organization. One element of having WSB provide oversight is that they will allow for public engagement and feedback from the community as well as the Parks and Rec Commission.

Councilmember Wehyee asks what the timeline is.

Administrator Linehan answers that the hope is to break ground in the spring of 2024.

Councilmember Wassenberg comments that he appreciates some of the park buildings that were done by the architect mentioned. They provide a good layout and would accommodate the City's needs.

Mayor Gustafson also comments that the park building the architect designed in Maplewood is a nice and well-functioning building. He adds that the public engagement component is very important and WSB does well with that.

Councilmember Leehy motions to approve Resolution 23-56 Accepting of Proposal and Authorization of City Administrator to Negotiate Contract with WSB & Associates, Inc. (WSB) For Professional Services Provided in Community Park's Building and Site Improvement Project; approved 5-0

I. INFORMATION/ANNOUNCEMENTS:

Councilmember Wassenberg has no announcements.

Councilmember Leehy has no announcements.

Councilmember Wehyee has no announcements.

Councilmember Meyer has no announcements.

Mayor Gustafson informs that the Planning Commission met earlier that week and they kicked off the Larpenteur Snelling Corridor Study with another portion of WSB. The first part of this study is fact-finding, during which they will be doing community engagement.

Administrator Linehan announces that the State Fair Task Force has implemented some changes and City Staff put together a two-page resource list for residents. Some changes include:

- No parking on the water hydrant side of the street in all of Northeast Quadrant.
- Improved signage throughout the City, including signs stating "no parking here to curb" at the 30-foot mark and signs stating fines double August 15 - September 15
- Around 30 garbage cans were placed within the City.
- Extra portable restrooms at Curtiss Field
- Updated parking map

After the State Fair, the Task Force will send out a survey to collect feedback from residents as they work on more long-term recommendations for City Council.

The 2023 Pavement Management Program has been completed. All that is left is watering of the grass seed. The contractor will return in spring of 2024 to address warranty items. Next will be the assessment hearing, which is scheduled to take place last meeting in September or first meeting in October. The vote on the assessments will take place at the next meeting in October.

Public Works has been working on sidewalk panel replacement on Hoyt and they also replaced a missing panel on Larpenteur.

J. COMMUNITY FORUM:

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Peggy Countryman - 1717 Simpson St.

Peggy expresses concerns about how narrow the street is on Garden Ave. The resident was biking down the street and felt nervous about how close by the cars were. A neighbor also expressed their concern about the narrowness of Garden Ave. Peggy spoke with Administrator Linehan and he had advised biking on the sidewalk is allowed. Peggy feels that there is a lot of foot traffic on the Garden Ave. sidewalk with the elementary school there as well as many dog walkers. Peggy and the neighbor were unaware of the speed limit, which is 20 mph, and believes there should be more signage stating so, especially when school will be in session.

Mayor Gustafson explains there are 20-mph speed limit signs on the start and end of each street, when you enter a City residential street from, for example, Roselawn Ave. He adds, Council can

have further discussion at upcoming meetings about adding more speed limit signs. City Staff can also act on resident concerns. Streets that are excluded are; county, state and streets that have shared jurisdiction with other cities.

Administrator Linehan confirms that each City residential street has a 20-mph speed limit sign at the entrance and Garden Ave. has multiple signs due to its length and there being a school zone.

Terrance Boyle - 1810 Simpson St.

Terrance expresses concerns about speeding on Garden Ave. and he believes it's due to the new striping as well as no signage indicating the speed limit. He is also concerned about the narrowness of the road compared to for example, Roselawn Ave. He feels there is not enough room for all users of the road and sidewalk. There is also no enforcement to make people slow down.

Council adds that previous traffic studies show, a narrower road slows people down compared to a wider road. There was also chosen for a wider sidewalk to allow for separation of cycling and pedestrian traffic.

K. ADJOURNMENT: 8:12 PM

Councilmember Wehyee motions to adjourn the meeting; 5-0

Randall C. Gustafson, Mayor

Dated this 23rd 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 23, 2023
7:30 P.M.

- A. CALL TO ORDER: 8:28 PM
- B. ROLL CALL: GUSTAFSON__X__ LEEHY__X__
 MEYER__X__ WASSENBERG__X__ WEHYEE__X__
- STAFF PRESENT: LINEHAN__X__ OLSON__X__
- C. POLICY ITEMS:
 1. 2024 Proposed Budget
 a. Special Revenue

Administrator Linehan presented the preliminary proposed 2024 budget for the Special Revenue Funds. The following funds were discussed:

Special Revenue Funds

The Government Accounting Standards Board (GASB) issued Statement No.54 in 2011, to clarify the definition of special revenue funds, as there was some ambiguity before. From the Statement: "Special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects."

Special Revenue Accounts that were discussed include:

- 201 - Park Programs
- 202 - Charitable Gambling
- 203 - Community Garden
- 204 - Water
- 206 - Recycling
- 208 - Community & Economic Development
- 209 - Street Lighting
- 210 - Community Inclusion

- D. ADJOURNMENT: 9:35 PM

Councilmember Meyer motions to adjourn the meeting; 5-0

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Dated this 23rd day of August, 2023

Randall C. Gustafson, Mayor

Jack Linehan, City Administrator

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

MINUTES
September 6, 2023
6:30 P.M.

A. CALL TO ORDER: 6:45 PM

B. ROLL CALL: GUSTAFSON_X_ LEEHY_X_
MEYER_X_ WASSENBERG_X_ WEHYEE_X_

STAFF PRESENT: LINEHAN_X_ VAN DER WERFF_X_

C. POLICY ITEMS:

1. Third Sphere: Intercultural Leadership Training Cohort

Falcon Heights is partnering with Third Sphere, as part of improving the City's inclusion efforts. Third Sphere is a consulting agency founded by Dr. Ramón Pastrano that focuses on culture building and emphasizes that an organization's culture is key to its success. To start the project, Council, Staff and some Commissioner Chairs participated in the first workshop of phase 1 of the Third Sphere Training.

2. Cannabis Business Moratorium

With the legalization of Cannabis in Minnesota via Chapter 63, cities are permitted to place an interim ordinance prohibiting cannabis businesses until January 1, 2025, which is when legal sales are expected to begin. The current moratorium in place expires September 28, 2023. Staff is proposing to introduce a new moratorium prohibiting all cannabis businesses, that would be in place until January 1, 2025. During the period of the moratorium, staff and the Planning Commission would take a deeper dive into the City's ordinances revolving around Cannabis sales. 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.

Council provided Staff with direction to start the process of noticing a public hearing for the City Council meeting on Wednesday, September 27, 2023.

D. ADJOURNMENT: 8:30 PM

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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 6th day of September, 2023

Jack Linehan, City Administrator

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

MINUTES

Wednesday, September 13, 2023

7:00 p.m.

- A. CALL TO ORDER: 7:03 PM
- B. ROLL CALL: GUSTAFSON_X__ LEEHY_X__ MEYER_X__
WASSENBERG_X__ WEHYEE_X__

STAFF PRESENT: LINEHAN_X_ OLSON_X_

- C. APPROVAL OF AGENDA

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

Administrator Linehan comments there was a lowering of item G1, General Disbursements. The City is withholding payment from the 2023 PMP contractor for turf restoration and grass seeding.

- 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

Councilmember Meyer motions to approve the
City Council Regular Meeting Minutes and
Special Budget Workshop Minutes; approved 5-0

- 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

Councilmember Wehyee motions to approve the Consent Agenda; approved 5-0

Mayor Gustafson comments that the amount listed under item G1. General Disbursements reflects the lowered amount for weed abatement in the 2023 PMP area. There will be a public hearing on Wednesday, September 27, 2023 about the Cannabis Business Moratorium Extension. There will also be a preliminary tax levy presentation. The Mayor thanks the Falcon Heights / Lauderdale Lions club for their donation.

H: POLICY ITEMS:

1. Ordinance Modifying Use of Tobacco, Cannabis and Hemp in City Parks.

Administrator Linehan states that this ordinance is a modification to the current City Code, which states that the 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. If adopted, signs will be updated as well at city parks.

Councilmember Wassenberg wonders what the enforcement is for actually smoking in the park as this is not described in detail.

Administrator Linehan will check in City Code and with attorneys and will provide information at the next scheduled meeting.

Councilmember Wassenberg motions to table Policy Item 1. Ordinance Modifying Use of Tobacco, Cannabis and Hemp in City Parks; approved 5-0

I. INFORMATION/ANNOUNCEMENTS:

Councilmember Meyer informs council that the Environment Commission had their meeting on September 11. They had County Commissioner Martinson attend and explained what kind of initiatives the County is undertaking in the future in terms of the environment, such as expending composting operations. The sustainability officer from Roseville also gave a presentation, about upcoming programs. Lastly, The Partners in Energy program powered by Xcel will kick off next week.

Councilmember Wehyee has no announcements

Councilmember Leehy has no announcements

Councilmember Wassenberg has no announcements

Mayor Gustafson informs Council the Planning Commission will continue working on the corridor study at their next meeting. The training with Third Sphere kicked off at the last council workshop. Lastly, the League of Women Voters has their candidate forum on September 14 at City Hall at 7:00 PM.

Administrator Linehan informs Council that the City was happy to be part of a safe and successful State Fair. In total, 278 tickets parking tickets issued and 15 cars towed. The Post-State Fair survey is live and has over 144 responses good feedback so far that the Task Force will be discussing at their September 21st meeting at 6:30. They Will meet with State Fair leadership on Thursday, October 5th at 6:30. As mentioned, the City withheld \$9,000 from their pay request tonight until the weeds are addressed. The 2023 PMP contractor hydroseeded during the cool period before the State Fair, and did not water adequately during the State Fair. As a result, topsoil seeds that were weeds dominated the mix and we have a major weed issue for the turf restorations. The contractor's plan is to significantly increasing watering, mowing/weed whipping weeds, and reseeding. If weeds continue to dominate, they will have to redo the turf from scratch.

The City of Falcon Heights and Monarch Joint Venture held a family-friendly planting event on Saturday, September 16th at Community Park and planted 700-800 pollinator plants at the pond. This was funded by the grant we received from the St. Paul Garden Club.

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: 7:28 PM

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

Randall C. Gustafson, Mayor

Dated this 13th day of September, 2023

Jack Linehan, City Administrator

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CITY OF FALCON HEIGHTS
City Council Special Budget Workshop #2
City Hall
2077 West Larpenteur Avenue

MINUTES
September 13, 2023
7:30 P.M.

- A. CALL TO ORDER: 7:30 PM
- 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. General Fund

Administrator Linehan presented an overview of the 2024 proposed budget for the general fund. He notes that the proposed budget is a fluid document, which is refined based on Council feedback.

General Fund

The General Fund (a governmental fund) is the general operating fund of the city and is used to account for all financial resources except those required to be accounted for in another fund. Activities accounted for in the general fund include general government, public safety, parks and public works, and contingency.

2023 Budget Highlights:

- The General Fund Revenue is estimated to come in 7.29% over budget mainly due to permit fees.
- General Fund Expenditures are estimated to come in 0% under budget. Some key factors were an increase in tree trimming cost, the Snelling/Larpenteur study (offset by grant), and higher attorney fees. There were decreases dues to staff vacancies.

Highlights of the 2024 proposed General Fund include:

Revenues:

- General Fund Revenues
 - \$3,409,381 – 10.29% increase, due to increases of:
 - 11.2% of Ad valorem taxes (e.g. Local Property Taxes)
 - 9.12 % proposed levy
 - 3.9% of Fiscal disparities
 - \$117,486 of LGA (Local Government Aid)
 - \$24,300 for Lauderdale Plowing Contract

Expenditure:

- General Fund Expenditures
 - \$3,409,180 - 10.29% increase, due to increases of:
 - 22% for Police Services as the contract status is still unknown and is being budgeted for a worst-case scenario. Goal is to bring budget down with new contract before Truth-in-Taxation hearing in December. Notices will still show the proposed levy increase for higher amount.
 - 2.25% for St. Paul Fire Department
 - Other Contracts such as 17% for MetroINET (IT)
 - 4% for COLA (Cost of Living Adjustment
 - Staffing Changes
 - Decreases in the General Fund Expenditures include:
 - \$100,000 of Reducing transfers
 - Staffing turnover savings

b. Debt Service

Debt Service

Funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal, interest, and debt service fees.

Debt Service Accounts that were discussed include:

- 306 – 2023 G.O. Improvement Bond Series 2023A
 - Revenue
 - \$65k in levy; \$5k in assessments
 - Expenditures
 - \$46k debt service
- 313 – 2021 G.O. Improvement Bond Series 2021A
 - Revenue
 - 24% decrease in 2023
 - 24% decrease in 2024
 - Expenditures
 - 0% under budget in 2023
 - 2% decrease for 2024
- 316 – 2017 G.O. Improvement Bond Series 2017A
 - Revenue
 - 5% over budget in 2022
 - 58% decrease in 2023
 - Expenditures
 - 0% under budget in 2023
 - 3% decrease for 2024

c. Enterprise Funds

Enterprise Funds (Sanitary Sewer and Storm Drainage)

The Government Accounting Standards Board (GASB) describes enterprise funds in its Codification of Governmental Accounting and Financial Reporting Standards. It states that enterprise funds may be used to report an activity for which a fee is charged to external users for goods or services.

Enterprise Funds that were discussed include:

- 601 – Sanitary Sewer
 - Revenue
 - 39% over budget in 2023 due to \$603,000 in unbudgeted ARPA funds and interest on investments 175% over budget
 - \$0.25 cent/ month proposed increase in sanitary sewer rate because of an increase in processing from Met Council and to fund year 2 of the Sanitary Sewer Lining Project.
 - Expenditures
 - 18% under budget in 2023, because of no expected sanitary sewer relining due to scheduling
 - 8% increase for 2024, because of an increase in processing from Met Council, \$1 million transfer to Parks Capital and two more years of sewer lining.

- 602 – Storm Drainage
 - Revenue
 - 9% over budget in 2023 due to consistency in forecasting
 - 11% increase in 2024 due to \$0.25 cent/ month proposed increase in sanitary sewer rate
 - Expenditures
 - 3% over budget in 2023 because of 2023 Pavement Management Project expenses
 - 28% decrease for 2024 because of the Roselawn Reconstruction (Snelling to Hamline) and Falcon Heights Church Parking Lot Stormwater System

2. Law Enforcement Contract Update

Administrator Linehan provided Council with the latest updates on the proposed police service options with the City of St. Paul.

D. ADJOURNMENT: 9:39 PM

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Dated this 13th day of September, 2023

Randall C. Gustafson, Mayor

Jack Linehan, City Administrator

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Meeting Date	September 27, 2023
Agenda Item	Public Hearing F-1
Attachment(s)	Draft Ordinance - Cannabis Business Moratorium
Submitted By	Hannah Lynch, Community Development Coordinator

Item	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"> Draft - An Interim Ordinance Prohibiting the Operation of Cannabis Businesses
Action(s) Requested	Hold public hearing on drafted ordinance for new moratorium on the operation of cannabis businesses and consider approval of moratorium.

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

ORDINANCE NO. 23-06

**AN INTERIM ORDINANCE PROHIBITING THE OPERATION OF CANNABIS
BUSINESSES**

The City Council of the City of Falcon Heights does ordain:

SECTION 1. FINDINGS AND PURPOSE.

A. 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. This law creates a new agency, the Office of Cannabis Management, to regulate the sales of cannabis products.

B. The new law does enact some requirements for production, labeling and testing, and sale of cannabis products at the state government level. However, the new law creates uncertainty that will need to be resolved by the passage of further regulations by the Office.

C. The new law establishes that the sale of cannabis products is still subject to local planning and zoning restrictions, and must comply with local zoning code. The new law provides no guidance on how cities are to zone the new businesses, leaving it to local control.

D. 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. Under Section 342.13, such ordinance may remain in effect until January 1, 2025.

E. 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. 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.

F. The City Council finds that it is necessary to study the application of 2023 Session Laws Chapter 63, and the products, uses, and businesses related thereto, in order to assess the necessity for and efficacy of regulation and restrictions relating to the sales, testing, manufacturing, and distribution of cannabis flower, cannabis products, and lower-potency products including through zoning ordinances, in order to protect the public health, safety, and welfare of its residents.

SECTION 2. DEFINITIONS: The following terms when used in this ordinance shall mean:

Official controls. “Official controls” or “controls” means ordinances and regulations which control the physical development of the city or any part thereof or any detail thereof and

implement the general objectives of the comprehensive plan. Official controls include ordinances establishing zoning, subdivision controls, site plan regulations, sanitary codes, building codes and official maps.

Cannabis Business. “Cannabis Business” has the meaning given in Minn. Stat. § 342.01, subd. 14.

Cannabis Flower. “Cannabis Flower” means the harvested flower, bud, leaves, and stems of a cannabis plant.

Cannabis Product. “Cannabis Product” means a product infused with cannabinoids, including but not limited to tetrahydrocannabinol (THC), including hemp-derived cannabinoids.

SECTION 3. INTENT AND AUTHORIZATION:

A. It is the intent of this ordinance to allow the City of Falcon Heights time to complete an in-depth study concerning adoption of revisions of the City’s official controls for the manufacturing, testing, distributing, and selling of Cannabis Flower and Cannabis Products, and the operation of Cannabis Businesses.

B. City staff is directed and authorized to conduct a study of the City’s official controls that may need to be adopted or amended to protect the public health, safety, and welfare as they relate to the manufacturing, testing, distributing, and selling of Cannabis Flower and Cannabis Products, and the operation of Cannabis Businesses.

SECTION 4. TEMPORARY PROHIBITION:

A. Pending the completion of the above referenced study and the adoption of appropriate official controls, the following is prohibited within the City:

The manufacturing, distributing, and selling of Cannabis Flower and Cannabis Products, and the operation of any Cannabis Business.

B. This moratorium does not apply to the selling, testing, manufacturing, or distributing of THC Products related to the Medical Cannabis Program as administered by the Minnesota Department of Health, provided that such activity is done in accordance with the regulations and laws of Minnesota regarding Medical Cannabis.

SECTION 5. ENFORCEMENT. The City may enforce this Ordinance by mandamus, injunctive relief, or other appropriate civil remedy in any court of competent jurisdiction. The City Council hereby authorizes the City Administrator, in consultation with the City Attorney, to initiate any legal action deemed necessary to secure compliance with this Ordinance. A violation of this Ordinance is also subject to the City’s general penalty in City Code § 1-7 et seq.

SECTION 6. EFFECTIVE DATE: This ordinance shall take effect immediately upon its passage and shall remain in effect until January 1, 2025, or until the adoption of the official controls being studied, whichever occurs first.

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

CITY OF FALCON HEIGHTS

BY: _____
Randy Gustafson, Mayor

ATTEST:

Jack Linehan, City Administrator

SUMMARY ORDINANCE NO. 23-06

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

**AN INTERIM ORDINANCE PROHIBITING THE OPERATION OF CANNABIS
BUSINESSES**

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

The purpose of this ordinance is to adopt an interim ordinance to establish a moratorium on the permitting of the operation of cannabis businesses and the sale of cannabis flower and cannabis products for human consumption to allow for study of the sales, testing, manufacturing, and distribution of these products to determine if regulations are necessary for the sake of good order of the City.

This ordinance shall be effective upon passage.

APPROVED for publication by the City Council of the City of Falcon Heights, Minnesota this ____ day of _____, 2023.

CITY OF FALCON HEIGHTS

BY: _____
Randall C. Gustafson, Mayor

ATTEST:

Jack Linehan, City Administrator

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PACKET: 02886 September 15 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/>						
01-0209		ADVANTAGE SIGNS AND GRAPHICS				
I-59229		No Parking Signs	53.92			
9/15/2023	APBNK	DUE: 9/15/2023 DISC: 9/15/2023		1099: N		
		No Parking Signs		429 4429-92450-000	2023 STREET PROJECT	53.92
		=== VENDOR TOTALS ===	53.92			
<hr/>						
01-05554		BRAUN INTERTEC				
I-B355782		Construction Materials Testin	8,479.00			
9/15/2023	APBNK	DUE: 9/15/2023 DISC: 9/15/2023		1099: N		
		Construction Materials Testing		429 4429-92450-000	2023 STREET PROJECT	8,479.00
		=== VENDOR TOTALS ===	8,479.00			
<hr/>						
01-03001		CAMPBELL KNUTSON				
I-310		August Legal Matters	4,448.30			
9/15/2023	APBNK	DUE: 9/15/2023 DISC: 9/15/2023		1099: Y		
		August General Legal Matters		101 4114-80200-000	LEGAL FEES	3,223.00
		August Molnau Legal Matters		426 4426-81900-000	PROFESSIONAL/ATTORNEY SV	68.40
		August Legal Matters		429 4429-81900-000	OTHER PROFESSIONAL SERVI	34.20
		August Legal Matters		403 4403-80200-000	LEGAL	1,122.70
		=== VENDOR TOTALS ===	4,448.30			
<hr/>						
01-03110		CENTURY LINK				
I-202309158624		September Landlines SS	70.78			
9/15/2023	APBNK	DUE: 9/15/2023 DISC: 9/15/2023		1099: N		
		September Landlines SS		601 4601-85011-000	TELEPHONE - LANDLINE	70.78
		=== VENDOR TOTALS ===	70.78			
<hr/>						
01-05119		GFOA				
I-279247		GFOA Membership - Alyssa	150.00			
9/15/2023	APBNK	DUE: 9/15/2023 DISC: 9/15/2023		1099: N		
		GFOA Membership - Alyssa		101 4113-86110-000	MEMBERSHIPS	150.00
		=== VENDOR TOTALS ===	150.00			

PACKET: 02886 September 15 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
=====						
01-0030	OLSON,ROLAND					
I-202309158623		Flex Payment	26.00			
9/15/2023	APBNK	DUE: 9/15/2023 DISC: 9/15/2023		1099: N		
		Flex Payment		101 21712-000	MEDICAL FLEX SAVINGS PAY	21.58
		Flex Payment		601 21712-000	MEDICAL FLEX SAVINGS PAY	3.90
		Flex Payment		602 21712-000	MEDICAL FLEX SAVINGS PAY	0.52
		==== VENDOR TOTALS ====	26.00			
=====						
01-06024	ON SITE SANITATION					
I-1600466		Portable Toilets at Comm Park	87.00			
9/15/2023	APBNK	DUE: 9/15/2023 DISC: 9/15/2023		1099: N		
		Portable Toilets at Comm Park		601 4601-85080-000	PORTABLE TOILET PARKS	87.00
I-1600467		Portable Toilets at Curtiss	432.89			
9/15/2023	APBNK	DUE: 9/15/2023 DISC: 9/15/2023		1099: N		
		Portable Toilets at Curtiss		601 4601-85080-000	PORTABLE TOILET PARKS	432.89
		==== VENDOR TOTALS ====	519.89			
=====						
01-06112	PIONEER PRESS					
I-823572540		Legals	137.20			
9/15/2023	APBNK	DUE: 9/15/2023 DISC: 9/15/2023		1099: N		
		Legals		101 4111-70410-000	LEGAL NOTICES	137.20
		==== VENDOR TOTALS ====	137.20			
=====						
01-06314	REHDER FORESTRY CONSULTING					
364		Forestry Consulting August	237.93			
15/2023	APBNK	DUE: 9/15/2023 DISC: 9/15/2023		1099: N		
		Forestry Consulting August		101 4134-80330-000	FORESTRY CONSULTANT	237.93
		==== VENDOR TOTALS ====	237.93			
=====						
01-06301	SAMS CLUB MC/SYNCE					
I-202309158622		SAMS CLUB August	1,055.53			
9/15/2023	APBNK	DUE: 9/15/2023 DISC: 9/15/2023		1099: N		
		Office Supplies		101 4112-70100-000	SUPPLIES	241.13
		Frame for Talbot Recognition		101 4111-70100-000	SUPPLIES	17.99
		Pioneer Press Paper		101 4131-70110-000	SUPPLIES	81.44
		Postage to Taft Law		428 4428-89000-000	MISCELLANEOUS	9.65
		Zoom		101 4116-85040-000	VIRTUAL COMMUNICATIONS	221.19
		Hannah Conference at LMC		101 4117-86100-000	CONFERENCES/EDUCATION/AS	30.00
		ChatGPT Subscription		101 4116-70100-000	SUPPLIES	20.00
		Hannah APA Planning Conference		101 4117-86100-000	CONFERENCES/EDUCATION/AS	434.13
		==== VENDOR TOTALS ====	1,055.53			

PACKET: 02886 September 15 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
01-05581 TRI-STATE BOBCAT INC						
I-S36913		Purchase 2023 Bobcat S66	38,383.15			
9/15/2023	APBNK	DUE: 9/15/2023 DISC: 9/15/2023		1099: N		
		Purchase 2023 Bobcat S66		403 4403-91000-000	MACHINERY & EQUIPMENT	38,383.15
I-S36914						
		Purchase 2023 Bobcat S76	39,651.87			
9/15/2023	APBNK	DUE: 9/15/2023 DISC: 9/15/2023		1099: N		
		Purchase 2023 Bobcat S76		403 4403-91000-000	MACHINERY & EQUIPMENT	39,651.87
=== VENDOR TOTALS ===			78,035.02			
01-05784 UPPER CUT TREE SERVICES						
I-5666		Remove Tree & Grind Stump	510.00			
9/15/2023	APBNK	DUE: 9/15/2023 DISC: 9/15/2023		1099: N		
		Remove Tree & Grind Stump		101 4134-84020-000	TREE REMOVAL	510.00
=== VENDOR TOTALS ===			510.00			
01-05912 VAN DER WERFF, ELKE						
I-202309158625		Mileage Reimbursement	15.46			
9/15/2023	APBNK	DUE: 9/15/2023 DISC: 9/15/2023		1099: N		
		Mileage Reimbursement		101 4112-86010-000	MILEAGE & PARKING	15.46
=== VENDOR TOTALS ===			15.46			
01-05870 XCEL ENERGY						
I-202309158626		Elect	2,887.62			
9/15/2023	APBNK	DUE: 9/15/2023 DISC: 9/15/2023		1099: N		
		Elect		101 4121-85020-000	ELECTRIC	36.76
		Elect		101 4131-85020-000	ELECTRIC	262.77
		Elect		101 4131-85030-000	NATURAL GAS	10.52
		Elect		101 4141-85020-000	ELECTRIC/GAS	50.85
		Elect		209 4209-85020-000	STREET LIGHTING POWER	6.35
		Elect		209 4209-85020-000	STREET LIGHTING POWER	2,322.27
		Elect		209 4209-85020-000	STREET LIGHTING POWER	16.76
		Elect		209 4209-85020-000	STREET LIGHTING POWER	73.82
		Elect		209 4209-85020-000	STREET LIGHTING POWER	16.73
		Elect		209 4209-85020-000	STREET LIGHTING POWER	69.89
		Elect		209 4209-85020-000	STREET LIGHTING POWER	20.90
=== VENDOR TOTALS ===			2,887.62			
=== PACKET TOTALS ===			96,626.65			

PACKET: 02889 September 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
01-0090 AID ELECTRIC CORPORATION						
I-75825		Solar Panel Inspection	1,104.00			
9/20/2023	APBNK	DUE: 9/20/2023 DISC: 9/20/2023		1099: N		
		Solar Panel Inspection		403 4403-91650-000	ROOF SOLAR PANELS	1,104.00
=== VENDOR TOTALS ===			1,104.00			
01-03103 CANON FINANCIAL SERVICES						
I-31240913		Copier Contract Charge Sept	163.59			
9/20/2023	APBNK	DUE: 9/20/2023 DISC: 9/20/2023		1099: N		
		Copier Contract Charge Sept		101 4131-87010-000	CITY HALL MAINTENANCE	163.59
=== VENDOR TOTALS ===			163.59			
01-03089 CASH						
I-202309208628		Supplies	14.87			
9/20/2023	APBNK	DUE: 9/20/2023 DISC: 9/20/2023		1099: N		
		Certified Mail		429 4429-89000-000	MISCELLANEOUS	8.56
		Super Glue		101 4131-70110-000	SUPPLIES	6.31
=== VENDOR TOTALS ===			14.87			
01-05883 CENTER FOR VALUES-BASED INITIA						
I-23017		Deliverable 5:Future Svc Rec	3,500.00			
9/20/2023	APBNK	DUE: 9/20/2023 DISC: 9/20/2023		1099: N		
		Deliverable 5:Future Svc Rec		101 4112-80330-000	CONSULTANT	3,500.00
=== VENDOR TOTALS ===			3,500.00			
01-010 CENTURY LINK						
I-202309208627		Landline Svc Sep	63.58			
9/20/2023	APBNK	DUE: 9/20/2023 DISC: 9/20/2023		1099: N		
		Landline Svc Sep		101 4141-85011-000	TELEPHONE - LANDLINE	63.58
=== VENDOR TOTALS ===			63.58			
01-06290 CITY OF ROSEVILLE						
I-241965		Engineering August	16,479.33			
9/20/2023	APBNK	DUE: 9/20/2023 DISC: 9/20/2023		1099: N		
		Engineering August		101 4133-80100-000	ENGINEERING SERVICES	521.81
		Engineering 2023 PMP August		429 4429-80100-000	ENGINEERING	15,957.52
=== VENDOR TOTALS ===			16,479.33			

PACKET: 02889 September 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
01-0995	LANDFORM					
I-34764		Planning Consultant	344.25			
9/20/2023	APBNK	DUE: 9/20/2023 DISC: 9/20/2023		1099: N		
		Planning Consultant		101 4117-80400-000	CONSULTING PLANNER	344.25
=== VENDOR TOTALS ===			344.25			
01-05921	NAGELL APPRAISAL & CONSULTING					
I-31734		Appraisals -Garden/Holton/Rug	1,200.00			
9/20/2023	APBNK	DUE: 9/20/2023 DISC: 9/20/2023		1099: N		
		Appraisals -Garden/Holton/Rugg		429 4429-81900-000	OTHER PROFESSIONAL SERVI	1,200.00
=== VENDOR TOTALS ===			1,200.00			
01-06030	OLSON,ROLAND					
I-202309208629		Flex Payment	101.19			
9/20/2023	APBNK	DUE: 9/20/2023 DISC: 9/20/2023		1099: N		
		Flex Payment		101 21712-000	MEDICAL FLEX SAVINGS PAY	83.99
		Flex Payment		601 21712-000	MEDICAL FLEX SAVINGS PAY	15.18
		Flex Payment		602 21712-000	MEDICAL FLEX SAVINGS PAY	2.02
=== VENDOR TOTALS ===			101.19			
01-06184	RAMSEY COUNTY - POLICE AND 911					
I-EMCOM-011135		CAD Svc Aug	368.76			
9/20/2023	APBNK	DUE: 9/20/2023 DISC: 9/20/2023		1099: N		
		CAD Svc Aug		101 4122-81200-000	911 DISPATCH FEES	368.76
I-EMCOM-011151		911 Dispatch Svc Aug	2,268.88			
9/20/2023	APBNK	DUE: 9/20/2023 DISC: 9/20/2023		1099: N		
		911 Dispatch Svc Aug		101 4122-81200-000	911 DISPATCH FEES	2,268.88
=== VENDOR TOTALS ===			2,637.64			
01-05870	XCEL ENERGY					
I-844531642		Elect	33.94			
9/20/2023	APBNK	DUE: 9/20/2023 DISC: 9/20/2023		1099: N		
		Elect		101 4141-85020-000	ELECTRIC/GAS	33.94
=== VENDOR TOTALS ===			33.94			
=== PACKET TOTALS ===			25,642.39			

EMP #	NAME	AMOUNT
0 006	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 TRETSTVEN	1,946.63
01-1143	COLIN B CALLAHAN	2,684.83

TOTAL PRINTED: 9 19,482.42

9-11-2023 9:35 AM PAYROLL CHECK REGISTER
PAYROLL NO: 01 City of Falcon Heights

PAGE: 1
PAYROLL DATE: 9/11/2023

*** REGISTER TOTALS ***

REGULAR CHECKS:		
DIRECT DEPOSIT REGULAR CHECKS:	9	19,482.42
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		

TOTAL CHECKS:	9	19,482.42

*** NO ERRORS FOUND ***

** END OF REPORT **

WIRE PAYMENTS

Sep 15 payroll

Fed With	7,225.02
St With	1,146.55
Pera	4,059.16
ICMA	200.00
Child support	<u>26.50</u>
	12,657.23

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Meeting Date	September 27, 2023
Agenda Item	G2
Attachment	Change Orders #2 and #3 Pay Estimate #4
Submitted By	Stephanie Smith, Interim-City Engineer

Item	Request approval of Change Orders #2 and #3 and Pay Estimate #4 for the 2023 Pavement Management Project 23-01.
Description	<p>Change Order #2 includes various work added or adjusted to the project based on unforeseen onsite conditions, including adjustments for the Garden Avenue in-situ base grading, pathway tie-ins and storm sewer adjustments. Change Order #2 is in the amount of \$13,069.55.</p> <p>Change Order #3 includes adding gate valve repairs to the project, which were requested by St Paul Regional Water Services (SPRWS). Change Order #3 is in the amount of \$5,819.57. SPRWS has agreed to fully reimburse the City for costs of this Change Order.</p> <p>Pay Estimate #4 is attached for the work on the 2023 Pavement Management Project. It is in the amount of \$69,977.85 and includes the following work:</p> <ul style="list-style-type: none"> • Asphalt Paving • Sewer Manhole Rehabilitation • Turf Establishment/Erosion Control • Items from Change Orders 2 and 3 <p>A 5% retainage for the project, in the amount of \$58,721.72, is withheld to ensure completion of the project and submittal of all final documentation.</p> <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 \$1,115,712.66.</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.

	SPRW has agreed to reimburse the City for the work in Change Order #2, in the amount of \$5,819.57. This will be a “pass through” cost within the City Sanitary Sewer Fund.
Attachment(s)	Change Order #2, Change Order #3, Pay Estimate #4
Action(s) Requested	Motion to approve Change Order #2, Change Order #3 and Pay Estimate #4 for the 2023 Pavement Management Project 23-01.



SP/SAP(s)		MN Project No.:		Change Order No.	2
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Project Name	Falcon Heights 2023 Pavement Management Project				
Local Agency	City of Roseville	Local Project No.			
Contractor	Northwest Asphalt, Inc.	Contract No.	FH23-01		
Address/City/State/Zip	1451 Stagecoach Rd / Shakopee / MN / 55379				
Total Change Order Amount \$	\$13,069.55				

Modify Drainage Structures, Regrading of Pedestrian Ramps, Plug Unknown Clay Pipe, Additional Excavation and Grading For North Curb Line Installation, Install Steel Cover on Existing Valve Box in Concrete, Lower 4" Perforated PVC Pipe, Manhole Casting R-1878-B7L

Estimate Of Cost: (Include any increases or decreases in contract items, any negotiated or force account items.)						
**Group/funding Category	Item No.	Description	Unit	Unit Price	+ or - Quantity	+ or - Amount \$
Garden Ave Sidewalk	2106.601	REGRAIDING OF PEDESTRIAN RAMPS	L S	\$1,663.33	1	\$1,663.33
Garden Ave Sidewalk	2504.602	INSTALL STEEL COVER OVER EXISTING VALVE BOX IN CONCRETE	EACH	\$136.36	2	\$272.72
Garden Ave Sidewalk	2506.601	PLUG UNKNOWN CLAY PIPE	L S	\$288.00	1	\$288.00
Garden Avenue	2106.601	ADDITIONAL EXCAVATION AND GRADING FOR NORTH CURB LINE INSTALLATION	L S	\$6,573.00	1	\$6,573.00
Local Storm Sewer	2506.602	MANHOLE CASTING R-1878-B7L	EACH	\$970.00	1	\$970.00
Local Storm Sewer	2506.602	MODIFY DRAINAGE STRUCTURE	EACH	\$1,362.50	2	\$2,725.00
Ruggles Pathway	2502.601	LOWER 4" PERF PVC PIPE	L S	\$577.50	1	\$577.50
Net Change this Change Order						\$13,069.55

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

Due to this change, the contract time: (check one)	
<input type="checkbox"/> Is NOT changed	<input type="checkbox"/> May be revised as provided in MnDOT Specification 1806
Number of Working Days Affected by this Contract Change: 0	Number of Calendar Days Affected by this Contract Change: 0



SP/SAP(s)		MN Project No.:		Change Order No.	2
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Approved by Project Engineer: *Stephonie Smith* ate: *09/19/2023*

Approved by Contractor: *Lance Huentzel* ate: *09/19/2023*

DSAE Portion: The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for: ___ Federal Funding ___ State Aid Funding ___ Local funds

District State Aid Engineer: _____ ate: _____

Approved by City Administrator: _____ Date: _____



SP/SAP(s)		MN Project No.:		Change Order No.	3
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Project Name	Falcon Heights 2023 Pavement Management Project				
Local Agency	City of Roseville	Local Project No.			
Contractor	Northwest Asphalt, Inc.	Contract No.	FH23-01		
Address/City/State/Zip	1451 Stagecoach Rd / Shakopee / MN / 55379				
Total Change Order Amount \$	\$5,819.57				

Gate Valve Box Repairs

Estimate Of Cost: <i>(Include any increases or decreases in contract items, any negotiated or force account items.)</i>						
**Group/funding Category	Item No.	Description	Unit	Unit Price	+ or - Quantity	+ or - Amount \$
Sanitary Sewer	2504.601	GATE VALVE BOX REPAIRS	L S	\$5,819.57	1	\$5,819.57
Net Change this Change Order						\$5,819.57

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

Due to this change, the contract time: <i>(check one)</i>	
<input type="checkbox"/> Is NOT changed	<input type="checkbox"/> May be revised as provided in MnDOT Specification 1806
Number of Working Days Affected by this Contract Change: 0	Number of Calendar Days Affected by this Contract Change: 0

Approved by Project Engineer: *Stephonie Smith* ate: *09/19/2023*

Approved by Contractor: *Lance Huentzel* ate: *09/19/2023*

DSAE Portion: The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for: ___ Federal Funding ___ State Aid Funding ___ Local funds

District State Aid Engineer: _____ ate: _____

Approved by City Administrator: _____ Date: _____



Contract Number: FH23-01
Pay Request Number: 4

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: 09/20/2023
--	--

Contract Amount		Funds Encumbered	
Original Contract	\$1,301,092.25	Original	\$1,301,092.25
Contract Changes	\$-51,158.86	Additional	N/A
Revised Contract	\$1,249,933.39	Total	\$1,301,092.25

Work Certified To Date	
Base Bid Items	\$1,155,545.26
Change Order Items	\$18,889.12
Material On Hand	\$0.00
Total	\$1,174,434.38

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$73,660.89	\$1,174,434.38	\$58,721.72	\$1,045,734.81	\$69,977.85	\$1,115,712.66
Percent: Retained: 5%			Percent Complete: 93.96%		

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
09/22/2023

 Date

Approved By:
 [2#first_name#3] [2#last_name#4]

 Contractor
 [2#obtained#5]

 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
4	2023-09-20	\$73,660.90	\$3,683.05	\$69,977.85

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		\$403,470.87	\$20,173.55	\$363,382.21	\$19,915.11	\$383,297.32
Garden Ave Sidewalk		\$130,421.00	\$6,521.05	\$118,902.90	\$4,997.05	\$123,899.95
Holton, Ruggles, Albert, Sheldon St.		\$254,765.74	\$12,738.28	\$234,270.13	\$7,757.33	\$242,027.46
Idaho Ave Alley Assessments		\$24,266.08	\$1,213.30	\$19,846.06	\$3,206.72	\$23,052.78
Local Storm Sewer		\$266,161.19	\$13,308.06	\$225,105.15	\$27,747.98	\$252,853.13
Ruggles Pathway		\$50,762.68	\$2,538.13	\$47,399.48	\$825.07	\$48,224.55
Sanitary Sewer		\$44,586.82	\$2,229.35	\$36,828.88	\$5,528.59	\$42,357.47

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	\$32,669.49	\$888,799.04	\$880,052.64	\$749,224.73
2	Local - Storm Sewer - Falcon Heights	\$27,747.98	\$242,681.29	\$274,248.27	\$252,853.13
3	Sanitary Sewer - Falcon Heights	\$5,528.59	\$40,332.31	\$14,372.74	\$42,357.47
5	Local - Streets - Falcon Heights	\$1,145.74	\$58,223.59	\$103,027.03	\$50,529.82
6	Idaho Ave Alley	\$2,886.05	\$19,897.16	\$29,391.57	\$20,747.51

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	0	\$0.00	2136	\$1,174.80
FH23-01	2	2582.503	4" DBLE SOLID LINE MULTI COMP	L F	\$1.10	4100	0	\$0.00	2092	\$2,301.20
FH23-01	3	2106.507	EXCAVATION - COMMON	C Y	\$38.00	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	4	2211.507	AGGREGATE BASE (LV) CLASS 5	C Y	\$12.65	0	0	\$0.00	0	\$0.00
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	20	\$617.40	290	\$8,952.30
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	0	\$0.00	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



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	26	2506.502	INSTALL CASTING	EACH	\$0.01	0	0	\$0.00	0	\$0.00
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	\$0.00	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	1	\$200.00	4	\$800.00
FH23-01	36	2104.502	REMOVE MANHOLE OR CATCH BASIN	EACH	\$500.00	10	1	\$500.00	11	\$5,500.00
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	70	\$350.00	165	\$825.00
FH23-01	39	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	\$3.00	1000	491.68	\$1,475.04	680	\$2,040.00
FH23-01	40	2104.503	REMOVE SEWER PIPE (STORM)	L F	\$12.00	230	163	\$1,956.00	239	\$2,868.00
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	493	\$5,738.52	654	\$7,612.56
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



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	47	2106.507	SELECT GRANULAR EMBANKMENT (CV)	C Y	\$34.79	100	0	\$0.00	0	\$0.00
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	HOUR	\$150.00	50	41	\$6,150.00	41	\$6,150.00
FH23-01	51	2130.523	WATER	MGAL	\$50.00	150	91	\$4,550.00	94	\$4,700.00
FH23-01	52	2211.507	AGGREGATE BASE (CV) CLASS 5	C Y	\$12.65	580	286	\$3,617.90	286	\$3,617.90
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	0	\$0.00	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	0	\$0.00	1460	\$5,110.00
FH23-01	59	2360.509	TYPE SP 9.5 WEARING COURSE MIX (3,B)	TON	\$81.50	2130	42.3	\$3,447.45	2179.5	\$177,629.25
FH23-01	60	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C)	TON	\$91.87	2460	40.595	\$3,729.46	1953.495	\$179,467.59
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	-2	(\$850.00)	58	\$24,650.00

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	69	2506.503	CONSTRUCT DRAINAGE STRUCTURE DES 48-4020	L F	\$573.14	28	0	\$0.00	35.5	\$20,346.47	
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	22	\$12,100.00	22	\$12,100.00	
FH23-01	74	2506.602	ADJUST FRAME AND RING CASTING	EACH	\$605.00	4	13	\$7,865.00	17	\$10,285.00	
FH23-01	75	2506.602\100011	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	1	\$700.00	3	\$2,100.00	
FH23-01	79	2506.602	MANHOLE CASTING R-3067V	EACH	\$700.00	14	1	\$700.00	16	\$11,200.00	
FH23-01	80	2506.602\001	MANHOLE CASTING R-3067 VB	EACH	\$700.00	7	1	\$700.00	8	\$5,600.00	
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	



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	88	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	S Y	\$87.15	80	0	\$0.00	188	\$16,384.20
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	\$0.00	1	\$19,900.00
FH23-01	96	2573.501	EROSION CONTROL SUPERVISOR	L S	\$500.00	1	0	\$0.00	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	7	\$1,225.00	59	\$10,325.00
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	0	\$0.00	1170	\$6,435.00
Base Bid Totals:								\$54,771.77		\$1,155,545.26

Project Category Totals			
Project	Category	Amount This Request	Amount To Date
FH23-01	BASE BID	\$54,154.37	\$1,091,947.61
FH23-01	ALTERNATE BID 4	\$0.00	\$0.00
FH23-01	ALTERNATE BID 3	\$617.40	\$60,121.65
FH23-01	ALTERNATE BID 2	\$0.00	\$0.00
FH23-01	ALTERNATE BID 1	\$0.00	\$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
FH23-01	SA	2	104	2502.601	LOWER 4" PERF PVC PIPE	L S	\$577.50	1	1	\$577.50	1	\$577.50
FH23-01	SA	2	105	2506.602	MODIFY DRAINAGE STRUCTURE	EACH	\$1,362.50	2	2	\$2,725.00	2	\$2,725.00
FH23-01	SA	2	106	2106.601	REGRADING OF PEDESTRIAN RAMPS	L S	\$1,663.33	1	1	\$1,663.33	1	\$1,663.33
FH23-01	SA	2	107	2506.601	PLUG UNKNOWN CLAY PIPE	L S	\$288.00	1	1	\$288.00	1	\$288.00
FH23-01	SA	2	108	2106.601	ADDITIONAL EXCAVATION AND GRADING FOR NORTH CURB LINE INSTALLATION	L S	\$6,573.00	1	1	\$6,573.00	1	\$6,573.00
FH23-01	SA	2	109	2504.602	INSTALL STEEL COVER OVER EXISTING VALVE BOX IN CONCRETE	EACH	\$136.36	2	2	\$272.72	2	\$272.72
FH23-01	SA	2	110	2506.602	MANHOLE CASTING R-1878-B7L	EACH	\$970.00	1	1	\$970.00	1	\$970.00
FH23-01	SA	3	111	2504.601	GATE VALVE BOX REPAIRS	L S	\$5,819.57	1	1	\$5,819.57	1	\$5,819.57
Contract Change Totals:										\$18,889.12		\$18,889.12

Contract Total	\$1,174,434.38
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Contract Change Totals			
Number	Description	Amount This Request	Amount To Date
3	Gate Valve Box Repairs	\$5,819.57	\$5,819.57
2	Modify Drainage Structures, Regrading of Pedestrian Ramps, Plug Unknown Clay Pipe, Additional Excavation and Grading For North Curb Line Installation, Install Steel Cover on Existing Valve Box in Concrete, Lower 4" Perforated PVC Pipe, Manhole Casting R-1878-B7L	\$13,069.55	\$13,069.55
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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Meeting Date	September 27, 2023
Agenda Item	H1
Attachment	Ordinance 23-07
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 23-07 amends Article III of Chapter 34 to include these recommendations.</p> <p>When presented with Ordinance 23-07 at the City Council meeting on September 13, 2023, the City Council voted to table discussions of Ordinance 23-07 so that Staff could obtain and outline how the ordinance would be enforced within City parks and what penalty would be assigned.</p> <p>Ordinance 23-07 Enforcement: How is the law enforced? <i>The approach to enforcement emphasizes public education and voluntary cooperation. New no-smoking signs will be posted within City parks to included updated language from Ordinance 23-07. If necessary, if a smoker refuses a request to stop smoking in a prohibited area, police officers or fire department officials may issue citations.</i></p> <p><i>Additionally, if the smoker refuses a request to stop smoking, they may also be removed from the park or open space area.</i></p> <p>What are the fines for violations? <i>Enforcement is a petty misdemeanor, which is a fine-only violation that is not to exceed \$300. The fine is set by statute.</i></p>
Budget Impact	N/A
Attachment(s)	Ordinance 23-07

Action(s) Requested	Staff recommends the City Council approve the attached Ordinance 23-07 to amend Chapter 34, Article III.
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ORDINANCE NO. 23-07

**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

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Meeting Date	September 27, 2023
Agenda Item	H2
Attachment	Resolution, Proposed Assessment Roll (to be provided at CC meeting)
Submitted By	Stephanie Smith, Interim-City Engineer

Item	Declare costs to be assessed and call for assessment hearing on the 2023 Pavement Management Project FH23-01.
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 2023 Pavement Management Project, which included improvements to the following improvement areas:</p> <ul style="list-style-type: none"> • Holton Street, Larpenteur Avenue to Roselawn Avenue • Albert Street, Ruggles Street to Roselawn Avenue • Sheldon Street, Ruggles Street to Roselawn Avenue • Ruggles Street, Holton Street to Hamline Avenue • Garden Avenue, East Snelling Service Drive to Hamline Avenue • Idaho-Iowa Alleyway, Arona Street to Pascal Street <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 11, 2023.</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 2024.</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. • 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.

The following table shows the projected project costs and funding breakdown for the project:

	Total Cost	Assessments	Street	MSAS	CRRSAA	Sanitary	Storm
Garden Ave Sidewalk	\$149,984.15	-	-	\$149,984.15	-	-	-
Garden Avenue	\$476,991.50	\$238,067.04	\$112,149.23	\$112,149.23	\$14,626.00	-	-
Holton, Ruggles, Albert, Sheldon	\$292,980.60	\$126,226.35	\$ 83,377.13	\$83,377.13	-	-	-
Idaho-Iowa Alley	\$27,905.99	\$ 25,115.39	\$2,790.60	-	-	-	-
Ruggles Pathway	\$58,377.08	-	\$58,377.08	-	-	-	-
Storm Sewer	\$306,085.37	-	-	-	-	-	\$306,085.37
Sanitary Sewer	\$51,274.84	-	-	-	-	\$51,274.84	-
Project Total	\$1,363,599.54	\$389,408.78	\$256,694.04	\$345,510.51	\$14,626.00	\$51,274.84	\$306,085.37

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 significantly reduced from the estimated amount based on low bids received and savings realized during construction. Project costs include construction costs and engineering costs.

Per-Foot Assessment Rate	Feasibility Report	Final Proposed
Garden Avenue		
Non-Profit	\$ 160.34/ft	\$ 112.56/ft
Residential	\$ 64.14/ft	\$ 45.03/ft
Holton, Ruggles, Albert, Sheldon		
Non-Profit	\$ 49.05/ft	\$ 32.18/ft
Residential	\$ 19.62/ft	\$ 12.87/ft
Idaho-Iowa Alleyway		
Residential	\$ 32.03/ft	\$ 20.79/ft

The Finance Director recommends the interest rate be set at 2.00% above the true interest rate, which is 4.41% as has been standard practice on previous assessments. Therefore, the recommended interest rate for the 2023 PMP Special Assessments is 6.41%

Attachment

Resolution 23-62

Action(s) Requested	Approve Resolution declaring costs to be assessed and calling for assessment hearing on the 2023 Pavement Management Project on October 11, 2023.
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**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

September 27, 2023

No. 23-62

**RESOLUTION ORDERING ASSESSMENT HEARING FOR
2023 PAVEMENT MANAGEMENT PROJECT**

WHEREAS, on November 9, 2022, 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 2023 Pavement Management Project (PMP) on the following streets and at the same meeting adopted Resolution Ordering the Improvement for the 2023 PMP;

- Holton Street, Larpenteur Avenue to Roselawn Avenue
- Albert Street, Ruggles Street to Roselawn Avenue
- Sheldon Street, Ruggles Street to Roselawn Avenue
- Ruggles Street, Holton Street to Hamline Avenue
- Garden Avenue, East Snelling Service Drive to Hamline Avenue

and

WHEREAS, on January 11, 2023, 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 2023 PMP on the following alleyway and at the same meeting adopted Resolution Ordering the Improvement for the 2023 PMP;

- Alleyway between Iowa Avenue and Idaho Avenue, from Pascal Street to Arona Street

and

WHEREAS, contracts have been let and the contract price for such improvement is \$1,227,630.33, and the expenses incurred or to be incurred in the making of such improvement amount to \$135,969.21 so that the total cost of the improvement will be \$1,363,599.54; 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 \$1,363,599.54 and the portion of the cost to be assessed against benefited property owners is declared to be \$389,408.78.

2. A hearing shall be held at 6:00 p.m. on the 11th day of October 11, 2023 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:

GUSTAFSON ___ In Favor
 LEEHY
 MEYER ___ Against
 WASSENBERG
 WEHYEE

Approved by: _____
 Randy Gustafson
 Mayor
 September 27, 2023

Attested by: _____
 Jack Linehan
 City Administrator
 September 27, 2023

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Meeting Date	September 27, 2023
Agenda Item	H3
Attachment	Resolution 23-63
Submitted By	Roland Olson, Finance Director

Item	Amending the Debt Levy Schedule and debt levy amounts for the \$520,000 2023 GO Improvement Bond and Reducing the debt levy amount for the \$845,000 2017 GO Improvement Bond
Description	<p>The original debt levy schedule for the \$520,000 2023 GO Improvement Bond was presented to Ramsey County and resulted in an incorrect debt levy schedule where no debt levy amounts were listed. A correction needed to be made to list the first year's debt levy amount of \$67,086.50 for payable 2024.</p> <p>Also, the debt levy schedule for the \$845,000 2017 GO Improvement Bond needs to be amended. Sufficient funds exist in the fund for this bond resulting in the ability to reduce the payable 2024 levy amount for this bond by \$73,762.14 leaving only \$40,578.97 to be levied for debt service for payable 2024 on this bond.</p> <p>With these amendments, the certified debt levy for the city's debt for payable 2024 will remain at \$189,686, the same as what it was for 2023.</p>
Budget Impact	Same debt levy amount as was in 2023.
Attachment(s)	Resolution 23-63
Action(s) Requested	Staff recommends correcting debt levy schedules and certifying the new bond levy amounts for payable 2024 for both of the bonds as listed above.

City of FALCON HEIGHTS

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BOND ISSUES	ORIGINAL PRINCIPAL	DATE ISSUED	Levy year 2023 PAYABLE 2024 DEBT LEVY	ADDITIONS OR REDUCTIONS BY RESOLUTION	CERTIFIED DEBT LEVY
GO Imp, 2017A	845,000	20-Jul-17	114,342.11	-73,763.14	40,578.97
GO Imp, 2021A	665,000	24-Mar-21	82,020.72	0.00	\$82,020.72
GO Imp, 2023A	520,000	26-Jul-23	67,086.50		67,086.50
			<u>263,449.33</u>	<u>-73,763.14</u>	<u>189,686.19</u>

Dre - Can you please check 2023A bond principal and levy amounts? I am not sure if I have entered those amounts correct in the l

I hereby certify that the above schedule of bond levies to be spread on the payable 2023 tax rolls agrees with the City records and is true and correct. Copies of any resolutions which increase or reduce these levies are attached.

Signed: _____

Date: _____

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

September 27, 2023

No. 23-63

**RESOLUTION AMENDING THE DEBT LEVY SCHEDULE FOR THE \$520,000 GO
IMPROVEMENT SERIES 2023A BOND AND REDUCING THE LEVY AMOUNT FOR THE
\$845,000 GO IMPROVEMENT SERIES 2017A BOND**

WHEREAS, the original debt tax levy schedule for the \$520,000 GO Improvement Series 2023A Bond that was presented to Ramsey County resulted in incorrect information for the first year’s 2023 tax levy for payable 2024 debt levy possibly not being levied, it is determined that a correction needs to be made so there are funds for the debt.

WHEREAS, it is also determined that there are sufficient funds for the \$845,000 GO Improvement Series 2017A Bond to reduce the 2023 tax levy amount for payable 2024.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Falcon Heights, that the first year’s debt 2023 tax levy amount of \$67,086.50 be stated and levied for the payable 2024 debt tax levy for the \$520,000 GO Improvement Bond. The levy amount for 2023 tax levy and payable 2024 funds would be \$67,086.50.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Falcon Heights, that an irrevocable reduction in the 2023 tax levy for payable 2024 on the \$845,000 GO Improvement Series 2017A bond be reduced \$73,763.14 from the stated amount of \$114,342.11 down to \$40,578.97. The 2023 tax levy amount for payable 2024 funds would be \$40,578.97.

Adopted by the Falcon Heights City Council this 27th day of September, 2023.

Moved by:

Approved by: _____

Randall C. Gustafson
Mayor

GUSTAFSON _____ In Favor
MEYER
LEEHY _____ Against
WAHYEE
WASSENBERG

Attested by: _____

Jack Linehan
City Administrator

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Meeting Date	September 27, 2023
Agenda Item	Policy H4
Attachment	Resolution & Supporting Documents
Submitted By	Jack Linehan, City Administrator

Item	Adoption and Certification of the 2024 Preliminary Levy																													
Description	<p>Each year, the City must set and certify to Ramsey County a preliminary levy by September 30.</p> <p>Details for the preliminary 2024 General Fund Budget:</p> <ol style="list-style-type: none"> 1) There are no levy limits imposed by the Legislature for the 2024 Budget. 2) The amount of LGA state aid was increased by an amount of \$117,486 by the Legislature for budget year 2024. LGA will increase from \$733,240 in 2023 to \$861,564 in 2024. 3) Fiscal Disparity distribution dollars for 2024 increased by \$15,786 from the 2023 level. 4) Increase of \$287,130 expense for police services to account for potential capital costs or start-up costs of our new contract. We anticipate this number to decrease prior to the final levy adoption in December. <p>Impacts to the Overall Property Tax Levy:</p> <table border="1" data-bbox="407 1522 1495 1921"> <thead> <tr> <th></th> <th><u>2021</u></th> <th><u>2022</u></th> <th><u>2023</u></th> <th><u>2024 Proposed</u></th> <th><u>Change 2023 to 2024</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>225,774</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>0</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>225,774</td> </tr> </tbody> </table>							<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024 Proposed</u>	<u>Change 2023 to 2024</u>	General Fund Levy	2,037,731	2,166,934	2,284,612	2,510,386	225,774	Debt Service Levy	211,544	193,510	189,686	189,686	0	TOTAL LEVY	2,249,275	2,360,444	2,474,298	2,700,072	225,774
	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024 Proposed</u>	<u>Change 2023 to 2024</u>																									
General Fund Levy	2,037,731	2,166,934	2,284,612	2,510,386	225,774																									
Debt Service Levy	211,544	193,510	189,686	189,686	0																									
TOTAL LEVY	2,249,275	2,360,444	2,474,298	2,700,072	225,774																									

Impacts on a Median Value Home in Falcon Heights:

	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024 Proposed</u>	<u>Change 2023 to 2024</u>
Median Value Home	314,600	309,600	362,150	373,950	11,800
Taxable Median Value	305,674	299,570	357,504	370,366	12,862
Tax Capacity	3,056	2,995	3,575	3,704	129
City Tax Rate	37.813	38.741	35.19	35.902	0.712
City Taxes	1,114	1,161	1,257	1,367	110
Net Change	44	47	96	110	

The 2024 proposed increase on a median value home is estimated to be \$110 per year or \$9.17 per month.

Budget Impact

Dependent upon adoption of the 2024 General Fund Budget. Budget Hearing Scheduled for:

Time: 7:00 pm

Date: Wednesday, December 13, 2023

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

Attachment(s)

- Resolution 23-64 Certification of the Preliminary Levy for 2024
- Supporting Documents to Certify to Ramsey County

Action(s) Requested

Staff recommends that the Falcon Heights City Council approve the attached resolution. The Preliminary 2024 Tax Levy is \$2,700,072, an increase of 9.12%. Further, staff recommends that the Falcon Heights City Council set a budget hearing meeting for December 13th, 2023, at 7:00 pm in the City Council Chambers for the purpose of receiving public comment on the 2024 General Fund Budget and Levy.

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

September 27, 2023

No. 23-64

**RESOLUTION ADOPTING THE 2024 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 2024, upon the taxable property in the City of Falcon Heights, for the following purposes:

	CERTIFIED LEVY
GENERAL FUND	\$2,510,386
DEBT SERVICE	\$189,686
TOTAL LEVY	\$2,700,072

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 \$2,700,072 to be collected for the year 2024.

Moved by:

Approved by: _____
Randall C. Gustafson
Mayor

GUSTAFSON ___ In Favor
MEYER
WASSENBERG ___ Against
LEEHY
WEHYEE

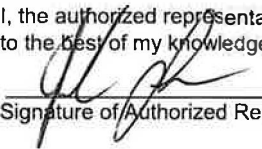
Attested by: _____
Jack Linehan
City Administrator

COUNTY, CITY AND SPECIAL TAXING DISTRICT LEVY CERTIFICATION PROPOSED TAXES PAYABLE IN 2024

FOR (Insert Governmental Agency):

LEVY PURPOSE	CERTIFIED PROPOSED LEVY
NET TAX CAPACITY BASED LEVIES	
1) General	2,510,386
2) Debt	189,686
3) Other (Please Specify)	
4)	
5)	
6)	
7)	
8)	
9)	
10) Total Net Tax Capacity Based Levies (Total 1 through 9)	2,700,072.00
MARKET VALUE BASED LEVIES	
11)	\$
12)	
13) Total Market Value Based Referendum Levies (Total 11 & 12)	0
14) Total Certified Levy (Total 10 & 13)	2,700,072.00

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


City Administrator
September 27, 2023

 Signature of Authorized Representative Title Date

Roland Olson 651-792-7612

 Phone Number of Authorized Representative

Please return this form to AskPropertyTax@co.ramsey.mn.us no later than October 2, 2023

Truth in Taxation (TNT) Public Hearing Information for Taxes Payable 2024

Taxing Jurisdiction Contact Information (For internal Ramsey County use)	
Taxing Jurisdiction	City of Falcon Heights
Taxing Jurisdiction TNT Contact Person	Jack Linehan
Contact Person Phone Number	651-792-7600
Contact Person Email	jack.linehan@falconheights.org

Contact Information for TNT notice (Information published for all taxpayer inquiries on TNT notice)	
Mailing Address	2077 W Larpenteur Avenue, Falcon Heights, MN 55113
Phone Number	651-792-7600
Website	

Truth in Taxation Hearing Information (Information published on the TNT notice)	
Public Hearing Date and Time	Wednesday, December 13, 2023 at 7:00 PM
Hearing Location	City of Falcon Heights
Hearing Location Address	2077 W Larpenteur Avenue
Hearing Location Phone Number	651-792-7600
Hearing Location Mailing Address	2077 W Larpenteur Avenue, Falcon Heights, MN 55113
Virtual Hearing Information (if applicable)	

Please return this form to AskPropertyTax@co.ramsey.mn.us no later than **October, 2 2023**