

CITY OF FALCON HEIGHTS
Regular Meeting of the City Council
City Hall
2077 West Larpenteur Avenue
AGENDA
January 10, 2024 at 7:00 P.M.

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

WASSENBERG ____ MIELKE___
- STAFF PRESENT: LINEHAN___
- C. APPROVAL OF AGENDA
- D. PRESENTATION
1. Resignation of Paula Mielke from the Parks and Recreation Commission
 2. Oath of Office for Randy Gustafson to Mayor
 3. Oath of Office for James Wassenberg to City Council Member
 4. Oath of Office for Paula Mielke to City Council Member
 5. State Fair Task Force Report
 6. Northwest Youth & Family Services Presentation
- E. APPROVAL OF MINUTES:
1. November 29, 2023 City Council Special Workshop Meeting Minutes
 2. December 13, 2023 City Council Regular Meeting Minutes
- F. PUBLIC HEARINGS:
1. 2024 Roselawn Avenue Resurfacing Project
- G. CONSENT AGENDA:
1. General Disbursements through 01/05/24: \$150,306.54
Payroll through 12/31/23: \$23,692.14
Wire Payments through 12/31/23: \$14,898.53
 2. Approval of City License(s)
 3. Designation of Official Depositories for 2024
 4. Review Elected Official Out-of-State Travel Policy
 5. Appoint Acting Mayor
 6. Commission Member Reappointments
 7. Mile Reimbursement Rate for 2024
 8. Council Appointment as Liaison for City Commissions
 9. Designation of Official Newspaper
 10. Review and Adopt Council Standing Rules and Council/Advisory Commission Roles and Guidelines
 11. Reconfirming Designation of 2024 Polling Locations
 12. 2024 Data Practices Officials
 13. Appointment of Robert Haight to the Parks and Recreation Commission

14. Appointment of Erin Williams to the Parks and Recreation Commission
15. Approve Purchase of Public Works Plow Truck
16. Approval of Joint Grant Application with the City of Lauderdale – MCMA Internship Program

H: POLICY ITEMS:

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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Meeting Date	January 10, 2024
Agenda Item	Presentation D1
Attachment	Resignation Letter; Resolution 24-01
Submitted By	Kelly Nelson, Administrative Services Director/Deputy Clerk

Item	Resignation of Paula Mielke from the Parks and Recreation Commission
Description	Paula was appointed in 2023 and has been a great addition to the Parks and Recreation Commission. Because Paula will now serve on the Falcon Heights City Council, Paula is resigning from the Parks and Recreation Commission. Staff would like to thank Paula Mielke for her time spent on the Parks and Recreation Commission!
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • Resignation letter from Paula Mielke • Resolution 24-01 Resignation of Paula Mielke from Parks and Recreation.
Action(s) Requested	Staff recommend approval of attached resolution, accepting the resignation of Paula Mielke from the Parks and Recreation Commission.

January 5, 2024

Dear Falcon Heights City Council,

Please accept my resignation from the Parks and Recreation Commission. I look forward to serving with you on the council!

Paula Mielke

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

January 10, 2024

No. 24-01

**RESOLUTION ACCEPTING THE RESIGNATION OF PAULA MIELKE FROM THE
FALCON HEIGHTS PARKS AND RECREATION COMMISSION**

WHEREAS, the City appointed Paula Mielke as a member of the City of Falcon Heights Parks and Recreation Commission in 2023; and

WHEREAS, on November 7, 2023 Paula was elected to the Falcon Heights City Council and communicated her intent to resign her duties from the Parks and Recreation Commission on January 5, 2024 effective immediately;

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

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

Moved by:

Approved by: _____
Randall C. Gustafson
Mayor

GUSTAFSON _____ In Favor
MEYER
LEEHY _____ Against
WASSENBERG

Attested by: _____
Jack Linehan
City Administrator

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Meeting Date	January 10, 2024
Agenda Item	Presentation D2, D3, D4
Attachment	Oath of Office
Submitted By	Jack Linehan, City Administrator

Item	Oath of Office
Description	<p>The oath of office is required before any elected official exercise any of their powers. The three elected are as follow:</p> <p>Randy Gustafson - Mayor James Wassenberg - Council Member Paula Mielke - Council Member</p> <p>“I, (name), do solemnly affirm to support the Constitution of the United States, the Constitution of the State of Minnesota, and to discharge faithfully the duties of the office of (Mayor/ Council Member) of the office of Falcon Height, Minnesota, to the best of my judgement and ability, and this I do under the penalties of perjury.”</p>
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • Oath of Office
Action(s) Requested	N/A



CITY OF FALCON HEIGHTS

2077 Larpenteur Avenue W
Falcon Heights, MN 55113

THE CITY THAT SOARS!

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

Oath of Office

“I, Randy Gustafson, do solemnly affirm to support the Constitution of the United States, the Constitution of the State of Minnesota, and to discharge faithfully the duties of the office of Mayor of the City of Falcon Heights, Minnesota, to the best of my judgement and ability, and this I do under the penalties of perjury.”

Randy Gustafson, Mayor
January 10, 2024

ATTEST: _____
Jack Linehan, City Administrator

Subscribed and sworn to before me this 10th day of January, 2024.

Kelly Nelson, Administrative Services Director/Deputy Clerk
Date Commission Expires: January 31, 2028
County of Residence: Ramsey County



Oath of Office

“I, James Wassenberg, do solemnly affirm to support the Constitution of the United States, the Constitution of the State of Minnesota, and to discharge faithfully the duties of the office of City Council Member of the City of Falcon Heights, Minnesota, to the best of my judgement and ability, and this I do under the penalties of perjury.”

James Wassenberg, Council Member
January 10, 2024

ATTEST: _____
Jack Linehan, City Administrator

Subscribed and sworn to before me this 10th day of January, 2024.

Kelly Nelson, Administrative Services Director/Deputy Clerk
Date Commission Expires: January 31, 2028
County of Residence: Ramsey County



CITY OF FALCON HEIGHTS

2077 Larpenteur Avenue W
Falcon Heights, MN 55113

THE CITY THAT SOARS!

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

Oath of Office

“I, Paula Mielke, do solemnly affirm to support the Constitution of the United States, the Constitution of the State of Minnesota, and to discharge faithfully the duties of the office of City Council Member of the City of Falcon Heights, Minnesota, to the best of my judgement and ability, and this I do under the penalties of perjury.”

Paula Mielke, Council Member
January 10, 2024

ATTEST: _____
Jack Linehan, City Administrator

Subscribed and sworn to before me this 10th day of January, 2024.

Kelly Nelson, Administrative Services Director/Deputy Clerk
Date Commission Expires: January 31, 2028
County of Residence: Ramsey County

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Meeting Date	January 10, 2024
Agenda Item	Presentation D5
Attachment	State Fair Task Force - Draft Report
Submitted By	Jack Linehan, City Administrator

Item	State Fair Task Force Report
Description	<p>The State Fair Task Force was appointed by the City Council on June 14th, 2023. The Task Force met bi-weekly through the State Fair to make immediate recommendations to improve the 2023 experience, as well as long-term recommendations to improve the experience of residents during the Minnesota State Fair.</p> <p>Members from the Task Force will be present at the meeting to share their findings and future recommendations.</p>
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • State Fair Task Force - Draft Report
Action(s) Requested	Staff recommends that the Falcon Heights City Council discuss the recommendations of the State Fair Task Force and consider a motion to adopt the report.

To: Mayor and City Council
From: State Fair Task Force
Date: January 10, 2024
Subject: Final State Fair Task Force Report and Recommendations

Overview on the Taskforce & Acknowledgements

On June 14th, 2023 a special task force was appointed by the City Council with a clear directive: to provide the City Council with recommendations aimed at enhancing the quality of life for residents impacted by events at the Minnesota fairgrounds. This Task Force also had the responsibility to ensure continued positive relations with our community neighbors and partners. Furthermore, it was essential that the Task Force's recommendations ensured that all residents, such as renters, seniors, and minority groups, were not adversely affected by any new policies or procedures.

The Task Force was composed of a dedicated group of individuals including Ross Allard, Bob Tomlinson, Christian Ruud, Mona McGarthwaite, Rice' Davis, Tom Brace, Vickie Brand, Georgiana May, Paula Mielke, and Jennifer Paulus. In addition, Deni Larson participated as a non-voting member. City Administrator Jack Linehan served as the staff liaison to ensure the Task Force decisions and recommendations aligned with broader city goals. Leading up to the State Fair, the Task Force met on a bi-weekly basis. It's worth noting that this Task Force concluded its operations on December 31, 2023. It was the goal of the State Fair Task Force to provide a final report to the City Council following the expiration of the group.

History

The Minnesota State Fair is within the municipal boundaries of the City of Falcon Heights. However, in 1985, the Minnesota State Fair leadership successfully lobbied for an amendment to MN Stat. 37.01 that explicitly states that "*Any part of the State Fairgrounds which is within the boundaries of another city or political subdivision of the state is detached from the city or political subdivision*". This limits the ability of the City of Falcon Heights to regulate or levy taxes on the operations of the Minnesota State Fair. The focus of the Task Force and other past regulatory action has focused on the jurisdictional authority of the City of Falcon Heights.

2023 Recommendations

The State Fair Task Force held its first meeting on June 15, 2023. The 2023 State Fair was approaching rapidly, and the Task Force was aware that timely recommendations were essential to ensure a safe and manageable experience for residents. They delved deep into the issues and, after careful consideration, suggested several policy changes that the City Council enacted prior to the 2023 Minnesota State Fair.

- Designate the hydrant side of all streets in the Northeast Quadrant neighborhood as no parking zones. This would not only address the parking disorganization but also ensure that essential services like firefighting would remain unhindered.
- Add more temporary signage throughout the community to provide clarity and reduce violations. The additional signage included more signs for No Parking During the State Fair and those marking the 30-foot "no parking here to (stop)" in front of stop signs.
- To disincentive ignoring parking regulations, the Task Force passed a policy doubling parking violations between August 15th and September 15th. The Task Force believed that a financial deterrent would discourage visitors violating parking regulations.
- The Task Force passed motions to uphold these existing State Fair procedures outlined in the administrative manual:
 - No parking on front lawns
 - No sale of parking on lawns or permeable surfaces
 - No vendors in front lawns
 - Kid lemonade stands as the only allowed commercial venture in residential districts

Forging Stronger Relationships

The Task Force met with the new State Fair CEO Renee Alexander and members of her leadership team including marketing director Christine Noonan and operations manager Mike Hagan. Topics discussed included:

- Adding more park-and-ride sites and Metro Transit express buses
- Status of northeast transit hub
- Admission caps
- Noise reduction from fireworks
- Revenue sharing
- Adding 25 new garbage bins placed at our recommendation throughout the city

The Task Force also met with the Shevek McKee, director of Como District 10 Council. McKee has created a State Fair resource guide and gave permission to use it as a

model for creating one for Falcon Heights' residents. The comprehensive 'State Fair Resident Guide' was not just informative but was designed to empower residents with knowledge. The guide was shared electronically. City staff recommends including it next year in a print newsletter distributed in August.

The Task Force held a post meeting with the State Fair operations and marketing managers to discuss what worked well in 2023 – garbage cans placed in the neighborhood and sharing fireworks schedule – and other areas to address going forward.

State Fair Survey

To ensure that the implemented changes were not just top-down but also reflected the experiences of residents, a feedback survey was conducted post the 2023 State Fair. This survey witnessed participation from 163 respondents, whose feedback was invaluable.

- 57.4% believed the parking enforcement measures implemented this year were an improvement—a testament to the Task Force's initiative
- 61.8% observed a reduction in littering
- 67.9% felt that the fairgoers were respectful of private properties.
- 64.59% favored doubling parking fines
- 79.51% appreciated the curb markings and added signage

However, challenges remain, as 32.3% still felt that traffic was a significant problem during the State Fair and other popular events such as the car shows.

The open-ended feedback section was a gold mine of insights and recommendations:

- Expand parking restrictions to include “no parking within 30 feet” signs on both sides of the block
- Add signage to mark “no parking within 5 feet” of alley entrances and driveways
- Improve signage at crucial crossings like Fry Street and work with policing to protect pedestrian safety
- Provide more porta potties in neighborhoods
- Extend State Fair regulations to other large-scale events such as the Minnesota Street Rod Association's Back to the 50s

Full survey results available here:

www.falconheights.org/home/showpublisheddocument/4312/6383218726982300

Next Steps

As Falcon Heights looks to the 2024 Minnesota State Fair and beyond, the City Council has a robust set of recommendations at its disposal, including:

- Regulate and enforce pedicabs safety guidelines during the State Fair
- Refine city ordinances to offer more clarity on parking regulations
- Further define terms such as “kids’ lemonade stands”
- Ensure commercial businesses obtain licenses if third-party parking services are employed
- Officially codify current State Fair procedures outlined in the administrative manual to allow additional enforceability
- Because parking pressure will continue to be an issue, consider ways to ensure that residents can reasonably expect to be able to park near their home.

In the long term, the City Council should explore avenues for financial support or reimbursement from either the Minnesota State Fair or the State of Minnesota, acknowledging the wear and tear on the city's infrastructure. Moreover, the council should proactively engage with the State Fair to explore more inclusive ticketing options for various community groups.

Additionally, it is recommended that the city commission a financial impact study on the State Fair with the support of our state legislators and other elected officials.

Conclusion

In 2023, the Falcon Heights Task Force has proven that when a community comes together with a clear vision and purpose, transformative changes can be achieved. Their dedication has set the stage for a harmonious relationship between the Minnesota State Fair and the Falcon Heights community. The road ahead is clear, with both immediate and long-term recommendations, and it's now upon the City Council to steer Falcon Heights to a future where events like the State Fair only amplify the city's charm and not detract from it.

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Meeting Date	January 10, 2024
Agenda Item	Presentation D6
Attachment	NYFS Presentation; NYFS Annual Report
Submitted By	Jack Linehan, City Administrator

Item	Northeast Youth & Family Services (NYFS) Presentation
Description	The City of Falcon Heights has been a partner with Northeast Youth & Family Services (NYFS) for many years. NYFS is a nonprofit, community-based, and trauma-informed mental health and community services organization. NYFS collaborates with 16 municipalities, 4 school districts and 5 police departments to provide community-based support services and mental health counseling to the northeastern suburbs of Ramsey County. President and CEO of NYFS, Angela Lewis-Dmello, will outline the services provided by NYFS and provide their annual report.
Budget Impact	
Attachment(s)	Presentation; Annual Report
Action(s) Requested	No action is requested from the Council for this informational item.

NYFS

Northeast Youth
& Family Services

Transforming Lives



Transforming lives

by ensuring access to care that

nurtures healing,

cultivates community,

and inspires hope.

About Us

- Community Driven Nonprofit founded in 1976
 - 2 School Districts and 10 Municipalities came together and identified significant unmet needs in region for youth
 - Together created NYFS – started with 4 staff and 2 programs – Juvenile Diversion and Youth Mental Health
- Clinic Locations in Shoreview and White Bear Lake
- Support youth and the whole family – healthy families are the building blocks of healthy communities
- Trauma-informed and culturally responsive care
- Focus on ensuring access and reducing financial, linguistic, cultural, and logistical barriers to care
- Through sliding fee scale and your support, we serve clients that are uninsured, underinsured, low income

Relationships in Service of the Community

- Longstanding Partnerships
 - 16 Municipalities
 - 5 Law Enforcement Agencies
 - 4 School Districts
 - Ramsey Co Attorney's Office & Sheriffs Department
- Board largely comprised of City Council Members from municipal partners



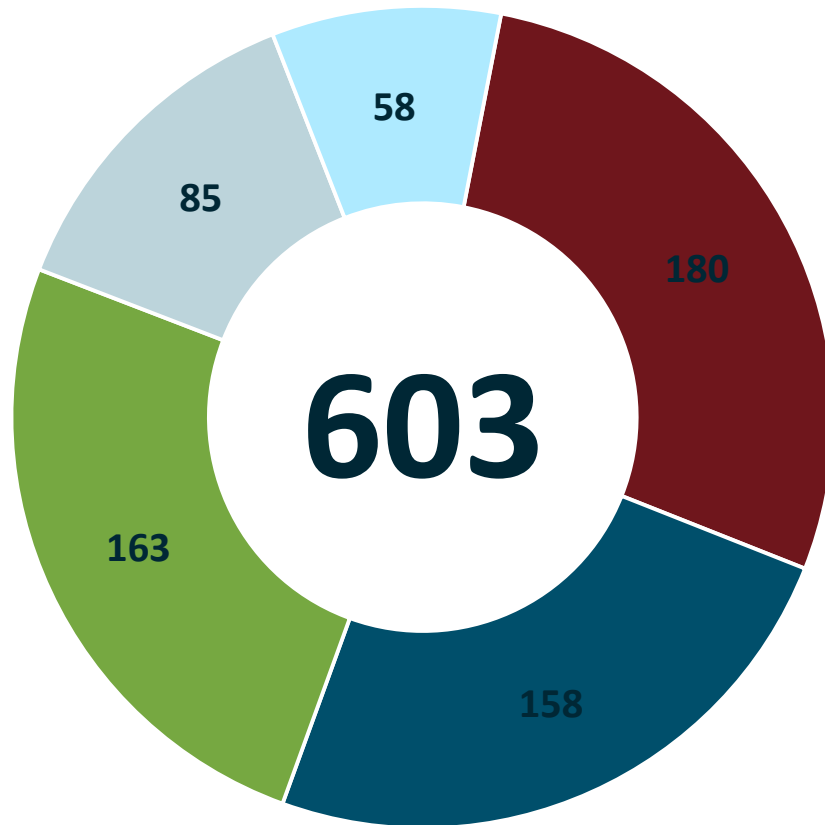
Mission, Vision, Values

- ***NYFS Mission:*** Transforming lives by ensuring access to care that nurtures healing, cultivates community, and inspires hope.
- ***NYFS Vision:*** We envision a world where thriving individuals and families are the building blocks of safe, unified communities established through a network of empowered and collaborative partnerships.
- ***NYFS Values:*** Equity, Inclusion, and Belonging; Integrity; Community Driven; Innovation; Transformative Relationships; Authenticity; Wellbeing

Strategic Plan Launched FY 2023- 2026

1. Ensure ***culturally responsive practices*** are prioritized in all aspects of the organization and embedded within all programs.
2. Grow ***financial stability and sustainability*** to expand mission impact in alignment with our organizational values.
3. Build a ***framework for programs*** that clarifies and enhances our provision of high- quality services.
4. Mature as a prominent, recognized, and ***respected resource for our communities***.

FY 2022-FY23 Stats: Clients

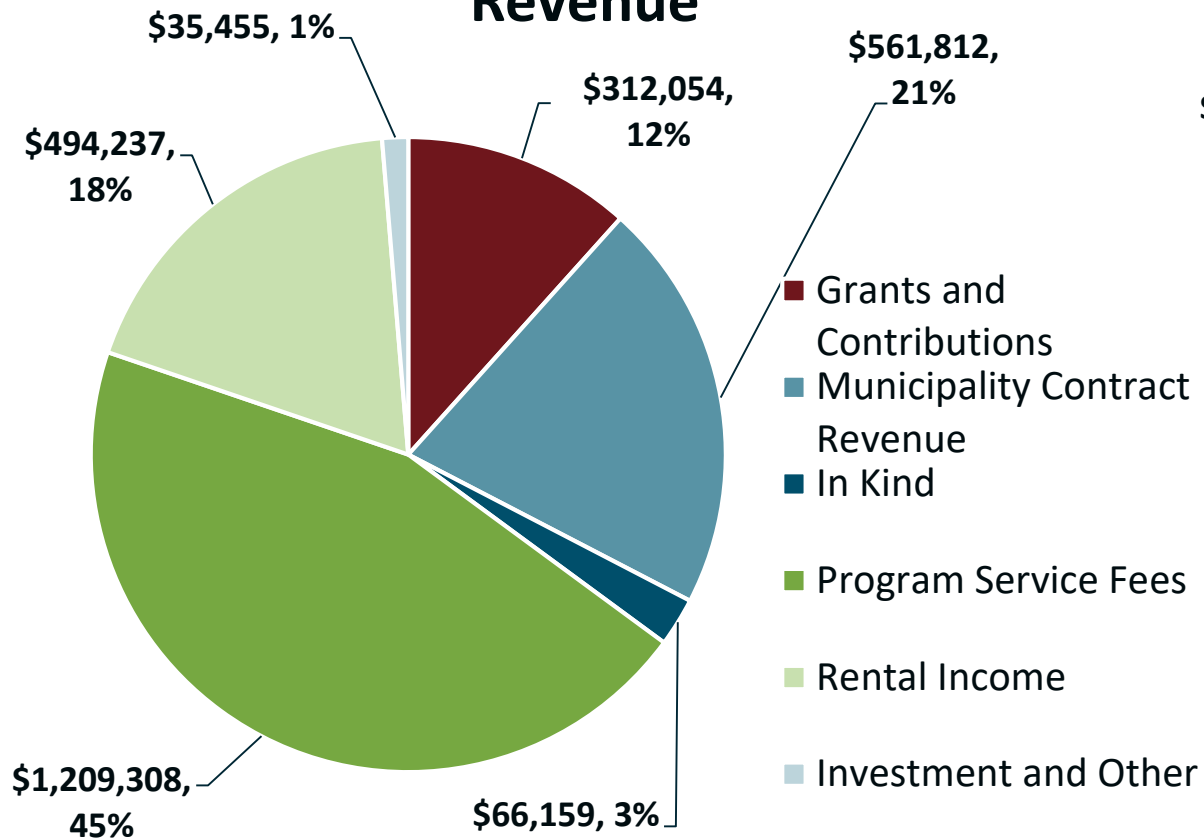


- **Diversion**
- **School Based**
- **Clinic Based**
- **Community Advocate**
- **Day Treatment**

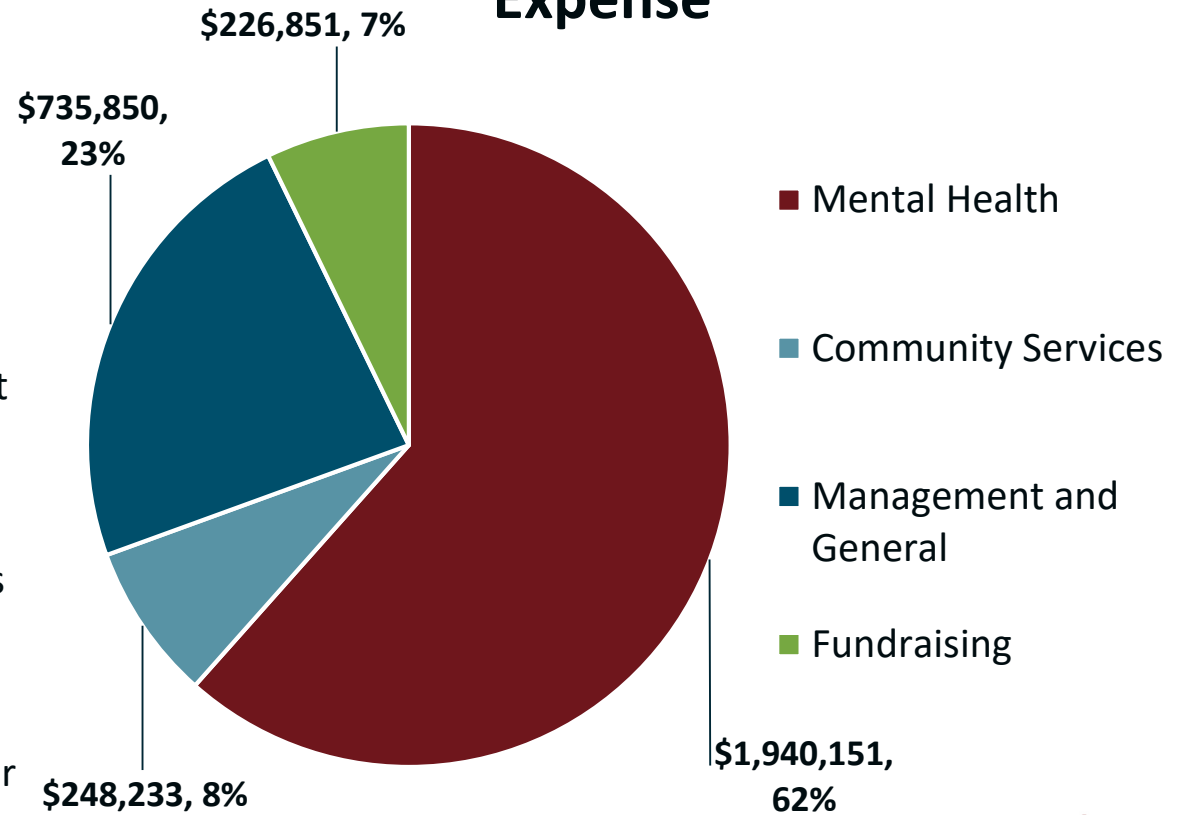
FY 2022-23 Stats: Appointments



Revenue



Expense



Mental Health Programs

- Clinic Based Mental Health
 - Individual, Couples, Family, and Group Therapy
 - In Person or Telehealth
 - Serve 4 years old through lifespan
 - Art, Play, and Trauma Therapy
- School Based Mental Health
 - Embedded model – serve the clients and the school
 - 4 school districts, elementary through high school
- Adolescent Day Treatment
 - Higher acuity, half day therapy/half day school
 - Middle and High School Students



Community Service Programs

- Youth Diversion
 - Referred due to offenses such as theft, drug use, etc.
 - Alternative to traditional justice system
 - Based on restorative principles: Youth attend educational seminars with their parents, perform community service and pay restitution.
- Community Connections
 - 7-week program helping youth perceive a brighter future through mentorship, career exploration, educational exposure, and service.
- Community Advocacy
 - Contracts with 5 Law Enforcement Agencies
 - Co-create public safety
 - Provide support for citizens outside of scope of LE: resource referral, crisis intervention, mental health, housing, domestic violence, neighbor disputes, chemical dependency, etc.

Year of Stabilizing, Refreshing, and Growing

- New Brand, Mission, Vision, Values and Strategic Plan
- Launched Child Centered Play Therapy Services, working with children in a trauma informed and developmentally appropriate way from ages 4 -12.
- Expanded our School Based Mental Health Services to the New Brighton-St. Anthony School District.
- Welcomed Arden Hills as a municipal partner.
- Launched our Community Connections (youth development program) open to the public.
- Invested in our building and spaces, creating a trauma-informed environment for clients and staff.
- Re-opened our White Bear Lake location full time and renovated to be trauma-informed.
- Developed a robust internship program and launched our Steps Toward Equitable Practices Scholar (STEPS) program to provide stipends and training support for BIPOC clinical interns.

Future Steps: Next 12 Months

- Continue to expand size of clinic-based therapy team (we have hired 17 therapists in the last 18 months across programs)
- Develop additional group therapy services – serve more people with fewer resources
- Launch Domestic and Sexual Violence Program – OJP CVS Funding
 - 2 Advocates will join our Community Advocate team
 - Youth Advocate – General Crime, Domestic and Sexual Violence, Legal and Community
 - Adult Advocate – Domestic and Sexual Violence, Legal and Community
 - 2 Therapists
 - Youth Therapist – Individual and Groups – Child Exposure to Violence and Teen Healthy Relationships Groups
 - Adult Therapist – Individual and Groups – Domestic Violence, Sexual Violence, and Parenting after Violence

For More Information and to Become Involved

Angela Lewis-Dmello, MSW, LICSW
President & CEO

Angela.lewisdmello@nyfs.org

651-379-3404

www.nyfs.org

Follow us on Facebook and LinkedIn

NYFS is here for you, because of you.

Shoreview: (651) 486-3808 | White Bear Area: (651) 429-8544



PEOPLE, TRAINING, COMMUNITY, INFRASTRUCTURE, YOUTH, OUTREACH, FAMILIES, SPACES, PARTNERS, SCHOOLS, SERVICES, VISION, PURPOSE, MISSION, GROWTH

NYFS

Northeast Youth & Family Services

Transforming Lives



Invested

2022-2023 Report to the Community



The power of intentional investment

Dear NYFS Community,

What a transformative year 2022-2023 was for NYFS! We are so grateful, proud, and excited to share with you what intentional investment has meant to the depth and breadth of our services. We have made incredible progress on stabilizing our organization, increasing our operational efficiencies, clarifying our unique strengths, refreshing our brand and identity, and committing to our staff's success.

At the heart of every NYFS staff member is a passion to help clients heal and thrive. We must support them as they support others. Our investment in staff through market-driven salaries, strong benefits, comprehensive and continuing training, and encouragement of innovation has meant better recruitment, retention, and staff satisfaction. We invested in infrastructure to ensure that our Shoreview Headquarters and White Bear Lake Clinic get the love and attention they deserve – making the spaces welcoming, trauma-informed, and increasingly accessible. With greater cross-team collaboration and communication, we are doubling down on our creative, authentic, mission-driven, and client-centered culture.

In addition to stabilization, we have grown our services and thoughtfully filled gaps to better care for our community. We launched our Community Connections Program to our general community, serving adolescents who seek tools to create a brighter future. We now offer Child Centered Play Therapy alongside additional specialized trauma therapy offerings. To support and train the next generation of practitioners, we created a scholarship-supported internship program specifically for BIPOC clinicians. To fully encompass this work, we reflected and refreshed our brand, vision, mission, and values. We also had a staff, board, and community-engaged process to create our 2023-2026 Strategic Plan; allowing us to dream and plan for the future. Part of this dream is already underway as we launch our new Domestic and Sexual Violence Advocacy and Therapy Services. This will allow us to better serve our current and future clients in a way vital to lasting safety and healing.

We can confidently say that we know who we are, what we can uniquely offer to our community, and that we have a strong foundation to build on together. We are so excited to have our partners and community support our strategic growth so that we can continue to serve you for decades to come!

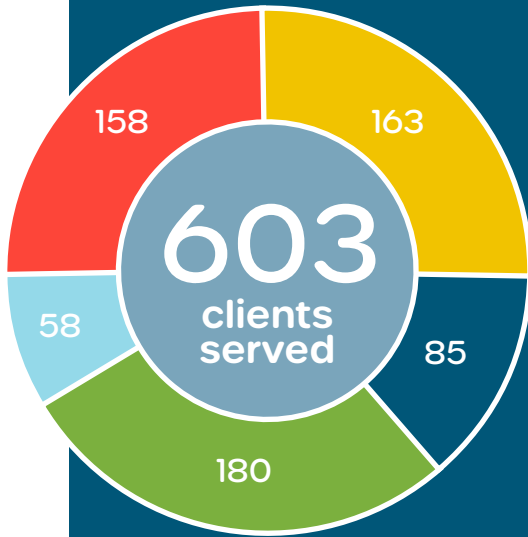
Thank you,

Angela Lewis-Dmello
NYFS President & CEO



INVESTMENT IN:
staff
community
infrastructure
services
mission
growth

Highlights & Outcomes



PROGRAM:

- ◆ Clinic Based
- ◇ Community Advocate
- ◇ Diversion
- ◇ Northeast Treatment Services (NETS)
- ◇ School Based

11,630
total client sessions

601 Assessments for Mental Health Services

698 meetings with 85 Community Advocacy Clients

628 meetings with 180 Diversion clients

164 family and couples therapy sessions

\$46,466

of care was provided at low or no cost to clients with financial barriers to care.

Top 3 Diagnoses Treated:

1. Generalized Anxiety Disorder
2. Major Depressive Disorder
3. Post Traumatic Stress Disorder

Our Partners

MUNICIPALITIES

- Arden Hills
- Birchwood Village
- Falcon Heights
- Hugo
- Little Canada
- Lauderdale
- Mahtomedi
- Mounds View
- New Brighton
- North Oaks
- Roseville
- St. Anthony Village
- Shoreview
- Vadnais Heights
- White Bear Lake
- White Bear Township

SCHOOL DISTRICTS

- Mounds View Public Schools
- Roseville Area Schools
- St. Anthony-New Brighton Schools
- White Bear Lake Area Schools

PUBLIC SAFETY

- Mounds View
- New Brighton
- Ramsey County Attorney's Office
- Roseville
- St. Anthony
- White Bear Lake

Together we accomplish so much more than we could ever do on our own!

Thank you for Investing in NYFS.

Investing in youth, adults, families, and communities.

By investing in our clients and working closely with our municipal, school, public safety, and collaborative partners, we help our communities thrive in ways none of us could achieve on our own.



Trauma Informed Spaces Matter

We live a deep dedication to trauma-responsive care at NYFS.

This year we have invested in our clients and staff by ensuring that all of our policies, processes, and physical spaces are trauma responsive. We want our spaces to feel welcoming, for clients to feel as safe as possible, and to offer many choices. We intend to provide an environment where clients, whether they have experienced trauma or not, can feel supported, able to calm their bodies if they choose, and are without additional stressors that make healing more difficult.

“We want everyone that comes to NYFS to feel invited into an environment that can help to facilitate their healing and recovery.” said our President and CEO, Angela Lewis-Dmello.

In our physical spaces this means that the space feels more like home than like an office or institution: trauma-informed paint colors, colorful and welcoming artwork, clear signage and easy wayfinding, a clean and tidy space with indoor plants, fidgets, comfortable seating with a view of and access to the door, choices of beverages, and warm lighting. We have implemented these changes at both our Shoreview and White Bear Lake locations and have been excited by the positive feedback from clients and staff.



“Empowering our community begins with strategic partnerships. The City of New Brighton values our collaboration with Northeast Youth and Family Services. By eliminating financial barriers to culturally relevant care, we lay the groundwork for a resilient future, enabling our residents to thrive. Together, we can forge a healthier, more connected tomorrow.”

— Kari Niedfeldt-Thomas, Mayor, New Brighton

Investments help NYFS meet current and emerging needs.

Child Centered Play Therapy Launched

NYFS is proud to have launched **Child Centered Play Therapy (CCPT)** this year! CCPT is a therapeutic intervention that is developmentally targeted to children 3-12 years of age that uses non-directive play therapy – where the child directs their play – as the healing intervention. CCPT is an evidence-based, trauma-responsive, and culturally responsive therapy intervention for a variety of mental health concerns and challenges youth may face in childhood.

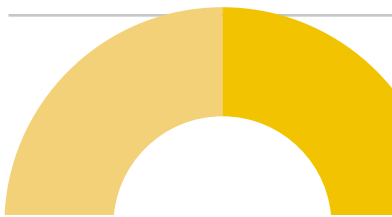
We are fortunate to have expert CCPT practitioners at NYFS that have been able to lead the way in developing this program, provide training to new therapists and interns, and offer consultation groups and supervision. As our Mental Health Director, Sarah Lockhart, MSW, LICSW shares, “When given the opportunity and space to express themselves through play, children heal at their own readiness and pace.”

WHY PLAY IS A DEVELOPMENTALLY-TARGETED INTERVENTION:

A child’s work is play – it helps children to understand and make sense of their world.

Children often do not have the words they need (for their thoughts, feelings, and actions) to verbally process their experiences.

Sometimes the difficult experiences a child has had are stored more in their body than consciously in their mind, so movement-based interventions are helpful.



Preparing for Brighter Futures



The **Community Connections Program** meets youth exactly where they are while helping them plan and dream about where they could go in the future. This innovative model of service offers a seven-week group-based experience for youth that builds social skills, self-confidence and resilience through career exploration, self-reflection, volunteering and meaningful interactions with other community service organizations.

The concept was developed as a direct response to our clients’ needs. “Youth and parents were requesting a program to continue the support that was provided in our Diversion Program,” says Jackie McGovern, Manager of Community Services and Diversion Coordinator. “Our answer was to develop a program where youth could have continued support, education, and healthy conversations.”

Based on success of the initial sessions, the Community Connections program has now expanded to serve youth outside of the Diversion Program who live primarily in the Roseville area. While this model is relatively new, it is based on years of experience working with youth and our community partners.

Together we are helping youth prepare for a brighter future than they had ever imagined.

Steps Toward Equitable Practices Scholar (STEPS) Program



At NYFS we are aware of the attrition from the nonprofit sector, especially in youth-serving mental health agencies. We are dedicated to the training and development of strong and diverse practitioners who are able to sustain in the field long term. To support this goal, we launched a **cohort internship program**. We have seven interns this year working across our three mental

health programs. Our new Internship Supervisor, Leah Martin, MSW, LICSW, is building the program and helps to support interns and staff throughout the year.

“We have a great cohort of interns this year who have been willing to grow alongside the program itself,” she says. “It is exciting for me to get to support them as they deepen their understanding and foster their passion for this work.”

One of NYFS’ core values is equity, inclusion, and belonging, and the first pillar of our 2023-2026 Strategic Plan is to provide culturally-responsive care. In commitment to our initiatives, NYFS launched our **STEPS Program for BIPOC interns**. This program provides a stipend, specialized training in culturally responsive clinical interventions, and other mentorship and support.

We have been grateful for the support of the Sauer Foundation and Ramsey County to get this program launched at NYFS.

empower



support

Changing to Meet Community Needs

Since our start in 1976, NYFS has collaborated with our community to meet current and emerging needs. We continue this commitment to growing, changing, and adapting our work to ensure a high level of care for all.



Expanding our Impact in Schools & Municipalities

NYFS is pleased to welcome St. Anthony-New Brighton School District as a new partner with NYFS to provide school-based care to its students starting in the 2023-2024 school year. The district joins the Mounds View, Roseville and White Bear Lake districts to provide support to students across 12 schools in four districts.

Our school-based services provide mental health support to students during the school day. These site-based, embedded services ensure continuity of care for the youth, many of whom would not be able to regularly access this level of care outside of their school.

“This is so powerful because not only do we work with the youth, we also have an impact on adults,” adds Sway Gutierrez, a therapist working within the St. Anthony-New Brighton School District. She notes that offering mental health services in schools helps destigmatize seeking and receiving support for everyone. Together we are working to provide greater opportunities for learning and healing to happen for students, staff, and our community.

NYFS Partners with Arden Hills

Municipal partnerships have been a cornerstone of NYFS’ work in the community since our start with 10 city partners in 1976. We’ve expanded our partnership since then and are excited to welcome the City of Arden Hills back to NYFS as a municipal partner with a long history of collaboration with NYFS.

“The City of Arden Hills’ vision is for a strong community, and NYFS’ mission to provide mental health services that cultivates community, makes this a natural partnership. As a NYFS board member, a city council member, and a mom, I truly value NYFS’ work to support the mental health of our youth.”

– Emily Rousseau, City Council Member, City of Arden Hills

Offering mental health services in schools helps destigmatize seeking and receiving support for everyone.

community-centered



committed

The Mission, Vision, and Values that Inform and Inspire

Our new mission statement conveys what we hope to accomplish at NYFS, our vision and values help guide us; they set our priorities and define our expectations for one another. They also give us a set of guardrails to ensure that we align with these practices each day while giving us a sense of pride for who we are and how we succeed together.

Our values statement can be found at nyfs.org/mission-values



Planning for the Future - NYFS Strategic Plan

To guide our work in the future, we worked with staff, board members, partners and community members to create a new strategic plan that is in line with our mission, vision and values. This intentional and inclusive process will help us enhance and expand services to meet our community's needs now and in the future. These are the four pillars of the plan:

- 1** Ensure culturally responsive practices are prioritized in all aspects of the organization and embedded within all programs.
- 2** Grow financial stability and sustainability to expand mission impact in alignment with our organizational values.
- 3** Build a framework for programs that clarifies and enhances our provision of high-quality services.
- 4** Mature as a prominent, recognized and respected resource for our communities.

The full strategic plan can be found at nyfs.org/about/strategic-plan



OUR MISSION

Transforming lives by ensuring access to care that nurtures healing, cultivates community, and inspires hope.

OUR VISION

We envision a world where thriving individuals and families are the building blocks of safe, unified communities established through a network of empowered and collaborative partnerships.



Northeast Youth & Family Services Program Overview



MENTAL HEALTH SERVICES

Clinic-Based Mental Health

NYFS mental health services are culturally responsive, trauma-informed and community centered to help ensure that we serve the whole person in the context of their lived experiences and their community.

We offer in-person services at our Shoreview and White Bear Lake clinics as well as online telehealth sessions. We serve youth as young as age 4 through art and play therapy in addition to individual, couple and family therapy. A sliding-fee scale is available to reduce barriers to care.

PROGRAM HIGHLIGHT Launched Child Centered Play Therapy services, created two beautiful play therapy rooms, and reopened our White Bear Lake Clinic to be a trauma-informed space for clients.

School-Based Mental Health

Our school-based services provide mental health support to students in four northeast metro school districts: Mounds View, Roseville, St. Anthony-New Brighton, and White Bear Lake. Staff provide individual and group therapy to address issues related to trauma, depression, anxiety, and other concerns to elementary, middle, and high school youth. NYFS Therapists also collaborate with school staff to support students' mental health needs in the classroom.

PROGRAM HIGHLIGHT Served 158 students during the 2022-23 school year and have already served 197 students during the 2023-2024 with increased capacity by adding districts and staff.

Day Treatment Program

Our Day Treatment program offers therapeutic support to youth who are struggling with mental health symptoms that negatively affect their daily functioning. We serve teens ages 12-18 and combine coping skills and behavioral interventions with group, individual, and family therapy. Our half-day therapeutic programming is paired with half-day educational services in partnership with the Mounds View School District.

PROGRAM HIGHLIGHT Revised and enhanced our service delivery model to serve more youth in need of high acuity mental health services.

COMMUNITY SERVICES

Youth Diversion Program

The Youth Diversion Program is an alternative to the traditional juvenile justice system and serves youth ages 12-17 who have justice system involvement. Using restorative principles, youth attend one-to-one consultations and educational seminars with their parents or caregivers, perform community service and if applicable, pay restitution. They may also complete service projects, write apology letters and participate in chemical use testing.

PROGRAM HIGHLIGHT 91% of youth who start the program successfully complete it with support from NYFS staff and their parents or caregivers.

Community Connections Program

This seven-week, group-based experience for youth builds social skills, self-confidence and resilience through career exploration, self-reflection, volunteer activities and contacts with other community service organizations. Youth are also introduced to activities that promote healthy living through nutrition, fitness, routine setting, time management and moderation

PROGRAM HIGHLIGHT 96% of youth attend all sessions and 100% have completed the program.

Community Advocate Program

The Community Advocate serves adults who have had repeated contact with law enforcement but have underlying needs that cannot be resolved by law enforcement alone. Common types of referrals include homelessness, mental health issues and chemical addiction. By providing crisis intervention services, mental health support and referrals for additional services, the advocate serves as a bridge between law enforcement and the client to increase their quality of life while reducing reliance on public safety interventions.

PROGRAM HIGHLIGHT In 2022, The Community Advocate served 85 clients with 698 contacts with the client. *Not including other providers supporting the client.*

NYFS Staff

Hamida Abdullahi
Intern Therapist

Carolyn Babekuhl, MSW, LICSW
School Based Therapist

Laurie Berlin, LMFT
School and Clinic Based Therapist and Clinical Supervisor

LaTarsha Bronaugh, LPCC
Day Treatment Therapist

Miaa Bulchaa
Client Services Coordinator

Kendra Coop, LGSW
School Based Therapist

Sarah Geisbauer
Client Services Coordinator

Sway Gutierrez, LICSW
School Based Therapist

Melanie Haynes, LGSW
School Based Therapist

Jacqueline James, MA
School and Clinic Based Therapist

Kathleen Kartheiser-Paal
School Based Therapist

Zota Korti, LPCC
Day Treatment Therapist

Molly Kummer
Senior Program Assistant

Abigail Lane, LICSW
Interim Clinic Manager

Angela Lewis-Dmello, LICSW
President & CEO

Sarah Lockhart, LICSW
Director of Mental Health

Emely Lopez
Intern Therapist

Angie Luna-Garcia
Intern Therapist

Steven Lutes, LICSW
School Based Program Manager

Amelia Maijala
Development and Communications Manager

Muna Makhtal, MA
School Based Therapist

Leah Martin, LICSW
Internship Program Supervisor and Clinic Based Therapist

Sam McGinnity
Community Connections Coordinator and Diversion Specialist

Jackie McGovern
Community Services Manager and Diversion Coordinator

Benjamin Moburg
Day Treatment Mental Health Practitioner

Evelyn Morales
Intern Therapist

Kathryn Muellner, LICSW
Day Treatment Coordinator and Therapist

Andrew Peach
Day Treatment Mental Health Practitioner

Caleb Petersen, MA
Clinic Based Therapist

Jennifer Prock
Director of Finance

Trisha Sargent, LICSW
Clinic Based Therapist

Mawata Sesay
Senior Human Resources Generalist

Angela Siegle-Pugh, LMFT
REACH Therapist

Jaclyn Suchy, MA
School Based Therapist

Jocelyn Thoemke, LMFT, ATR-BC
Clinic Based and Art Therapist

Ashley Tobias, LGSW
Clinic Based Therapist

Joanna Tyler
Client Services Coordinator

Leona Vann, LGSW
Clinic Based Therapist

Rachel Weiss, MA, ATR-P
School Based Therapist

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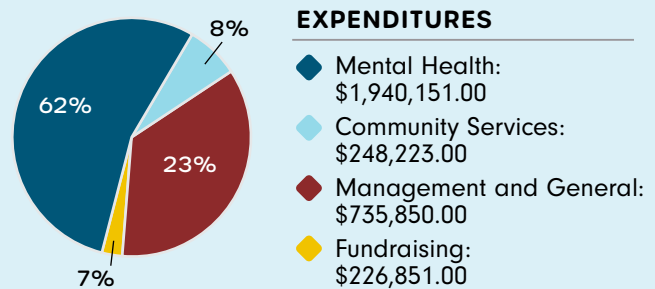
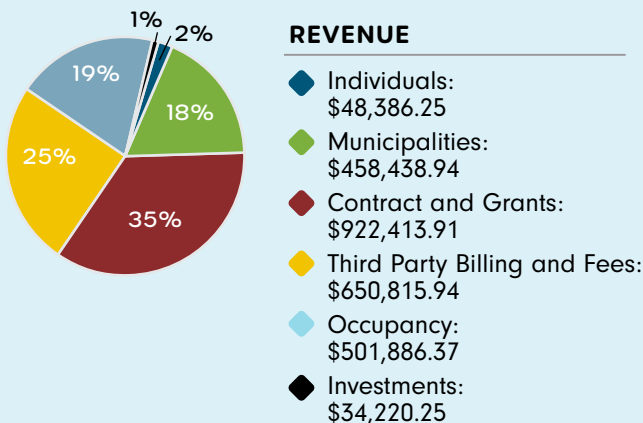
Emily Rousseau
Rep: City of Arden Hills

John Skillings
Rep: Community

Nyle Zikmund
Rep: City of Mounds View

Statement of Activities

	Without Donor Restrictions	With Donor Restrictions	Total
SUPPORT AND REVENUE			
Support:			
Grants and Contributions	\$157,151	\$154,903	\$312,054
Municipality Contract Revenue	561,812	-	561,812
In-Kind Contributions	66,159	-	66,159
Total Support	785,122	\$154,903	940,025
Revenue:			
Program Service Fees	1,210,542	-	1,210,542
Rental Income	494,237	-	494,237
Investment Inc (Loss)	34,220	-	34,220
Total Revenue	1,739,000	-	1,739,000
Net Assets Released from Restrictions	66,083	(66,083)	-
Total Support and Revenue	2,590,205	88,820	2,679,025
EXPENSES			
Program Services:			
Mental Health	1,940,151	-	1,940,151
Community Services	248,223	-	248,223
Total Program Services	2,188,374	-	2,188,374
Supporting Services:			
Management and General	735,850	-	735,850
Fundraising	226,851	-	226,851
Total Supporting Services	962,701	-	962,701
Total Expenses	3,151,075	-	3,151,075
INCREASE (DECREASE) IN NET ASSETS	(560,870)	88,820	(472,050)
Net Assets - Beginning of Year	1,473,670	-	1,473,670
NET ASSETS - END OF YEAR	\$ 912,800	\$ 88,820	\$ 1,001,620



Thank you to our Donors!

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your support!

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your name. Notify us of
corrections by calling
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NYFS

Northeast Youth & Family Services

3490 Lexington Ave N, Suite 205
Shoreview, MN 55126

NYFS is here for you, because of you.

Even if you never use our services, you benefit from our work in the community. Join us in investing in this work.

Your support transforms lives by ensuring access to care that nurtures healing, cultivates community, and inspires hope. Nearly half of our clients cannot afford the full cost of their care and we rely on generous donations from individuals and our community to ensure that those who need our help will receive it regardless of financial circumstances.

Please donate online at nyfs.org/donate or mail your donation to:

Northeast Youth and Family Services
3490 Lexington Ave. N.
Shoreview, MN 55126

Learn about other ways to donate at nyfs.org/donate/options

Thank you for your support!

NYFS is a non-profit 501(c)3 organization. Your donation is tax deductible as allowed by law.

LOCATIONS:

Shoreview Headquarters
3490 Lexington Avenue North, Suite 205
Shoreview, MN 55126
Phone: (651) 486-3808
Fax: (651) 486-3858

White Bear Lake Clinic
1280 North Birch Lake Blvd.
White Bear Lake, MN 55110
Phone: (651) 429-8544
Fax: (651) 407-5301



NYFSorg 
Northeast Youth & Family Services 

[NYFS.ORG](https://nyfs.org)

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

MINUTES

November 29, 2023

7:30 P.M.

- A. CALL TO ORDER: 8:03 p.m.
- B. ROLL CALL: GUSTAFSON__x__ LEEHY__x__
 MEYER__x__ WASSENBERG__x__ WEHYEE__x__
- STAFF PRESENT: LINEHAN__X__
- C. POLICY ITEMS:
1. Law Enforcement Contract Update

Linehan started by sharing the developments that led to the City Council’s decision to reach out to the Ramsey County Sheriff’s Office following their November 15th, 2023 meeting. On November 28th, the City received a letter from Sheriff Bob Fletcher outlining what would be required for the City to continue to receive police coverage in 2024.

Linehan goes on to share that per the letter, the City has until Friday, December 1st to respond. The City had expected the letter based on the conversations with the Undersheriff at the Contract Communities Committee meeting.

Linehan shared that a draft response to the Sheriff is provided to the Council. The City could generally accept all of the terms outlined by the Sheriff, except the requirement for \$10M in liability coverage. Negotiations with the City of St. Paul for policing services fell through with the issue of liability – the League of MN Cities, the City’s insurance provider, could not provide that level of coverage. \$4M is the City’s current policy limit.

Council Member Meyer stated that it was unfortunate that a deal couldn’t be finalized with St. Paul, but understood that liability was an issue.

Mayor Gustafson said that the letter was expected, but the cost increase of 30% will be a significant requirement for the budget.

Linehan responded that the City had budgeted \$1.6M for police, expecting that a potential return to the RCSO would be more expensive than other contracting options. The City could increase the police budget up to \$1.7M by redirecting some of the local government aid (LGA) funds from capital to the general fund.

Gustafson stated that it was the best option available. St. Paul would have been a good option and the City tried everything they could to make it work, but could not accept full liability for

St. Paul Police officers beyond our liability insurance coverage. A claim could risk bankrupting the City.

Council Member Wehyee asked what other options the City may have. Linehan stated that he drafted a letter to Mayor Carter and the St. Paul council that would request St. Paul consider providing emergency mutual aid to Falcon Heights. The proposed compensation would be \$125K per month. This would be an interim consideration while the two cities worked on liability for a long-term option. Linehan stated it was not an ideal option for either party and would not provide liability protection for St. Paul. It was a “hail mary” approach that could potentially provide the City Council with an alternative if discussions with the Sheriff’s Office didn’t work.

Council Member Leehy asked if this approach could complicate the tight timeline of working with the RCSO. Linehan stated that it would.

Council Member Wassenberg stated that as it currently stood, there was only one offer for providing police services to Falcon Heights: the RCSO. He felt that the best option for the City would be to respond to the Sheriff by the December 1st deadline. Having coverage on January 1st, 2024 was the primary goal, and other options may muddy that.

The Council shared their consensus with Wassenberg’s statement.

Linehan stated he would work on an updated draft response for the Council to review on Thursday, with the goal of getting the Sheriff a response letter before Friday’s deadline.

Linehan asked if the City Council could designate a representative authorized to negotiate a contract with the Sheriff’s Office.

Mayor Gustafson stated that he wouldn’t be the right person due to the potential conflict of interest with his employment at the Sheriff’s Office.

Council Member Wassenberg volunteered to be the representative. The Council supported the idea unanimously.

Linehan stated an email would follow the next day with the draft contract.

D. ADJOURNMENT: 9:05 p.m.

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

Randall C. Gustafson, Mayor

Dated this 10th day of January, 2024

Jack Linehan, City Administrator

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

MINUTES
December 13, 2023 at 7:00 P.M.

- A. CALL TO ORDER: 7:02 PM
- B. ROLL CALL: GUSTAFSON_X_ LEEHY_X_ MEYER_X_

WASSENBERG_X_ WEHYEE_X_

STAFF PRESENT: LINEHAN_X_ LYNCH_X_ VAN DER WERFF_X_

- C. APPROVAL OF AGENDA

Linehan states G7 will be added to the next CC meeting on December 27.

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

- D. PRESENTATION

- E. APPROVAL OF MINUTES:

1. **November 15, 2023 City Council Regular Meeting Minutes**

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

- F. PUBLIC HEARINGS:

1. 2024 Truth in Taxation and Budget Presentation

Administrator Linehan explains the Truth in Taxation hearing is a statutory requirement by the state of MN. Factors that affect property taxes:

- Changes in tax levy made by the city, county, school, or special taxing authority
- Changes in market value of property
- Legislative changes (no major changes for 2024)
- New taxes approved by referendum are applied to market value

Residents receive their proposed property tax notice in the mail that serves as official notice of various tax meetings. Linehan explains there are upcoming changes in the Market Value Exclusion. The Market Value Exclusion reduces the taxable market value for property classified as homestead if it is valued below \$413,800. By decreasing the taxable market value, net property taxes are also decreased. The taxable market value is what is used to calculate your taxes. The benefit to properties decreases as values rise. Changes to market value exclusion will take place in 2025. The cap will rise to \$517,200. A lot of the median valued homes will start to benefit from this cap increase.

There was a huge jump in recent years in the median home value in Ramsey County. In 2023 a median value home in Falcon Heights was \$362,150 and it increased by 3.26% to \$373,950 in 2024.

Looking at the 2024 property tax allocation, the City is a small portion of it. Falcon Heights represents 26.12% of the property tax bill. Included are also the county, school district and special district. Falcon Heights is in the middle compared to other municipalities within Ramsey County when it comes to tax rates and it has increased gradually over time. The City prides itself in not having to transfer from reserves to the general fund for general city operations. The property tax levy increases \$225,774 for 2024, largely due to the increase in police service costs. No transfers from reserves to the general fund are needed for city operations. The median valued home in Falcon Heights will see a \$117 increase on their annual property tax bill in 2024. A challenge in Falcon Heights is that the Fairgrounds and University of Minnesota properties do not pay property taxes to the City.

Administrator Linehan notes that Falcon Heights received sales tax exemption effective for the last 10 years allowing for some savings.

Administrator Linehan continues with 2024 expenditures, which consist of the Enterprise Fund, Capital Projects Fund, General Fund, Special Revenue Fund and Debt Service Fund. 2024 will be the largest capital program in City history due to the Community Park renovation. He notes that the City's general fund and tax levy are not dedicated to the Community Park renovation. The biggest expense of the general fund is police services, followed by the cost of general government operations; third, is public works, and finally, the fire contract. Administrator Linehan provides a general breakdown of costs of the general fund.

Administrator Linehan explains the City's debt levy has been very consistent and is decreasing over time as the City is able to fund operations without taking on debt. For 2024, the proposed tax levy is 9.12%. Administrator Linehan provides a 2024 Proposed General Fund Summary. Overall, there is a 13% increase in General Fund Revenues because of increases in fiscal disparities, Local Government Aid and taxes. General Fund Expenditures are increasing 13%, mostly because of an increase in the police services contract, but the City has the ability to use one-time Public Safety Aid, which all municipalities received. Other contracts that are seeing an increase are the fire contract, MetroINET (IT) and COLA increase for staff. The City is decreasing expenses by strategic, organization-wide spending cuts, reducing transfers of funds and staffing turnover savings. Administrator Linehan ends his presentation by providing property tax refund programs available through the state and how residents can contest their property valuation. Residents can contact City Hall with questions or to view the budget.

Councilmember Meyer is curious about decreases in general fund expenditures and examples.

Administrator Linehan explains that snow removal is budgeted higher than actual cost. For example, it has been budgeted at \$30,000, but it's being lowered to \$15,000.

Mayor Gustafson appreciates the conscious effort of the City not taking on debt.

Councilmember Wassenberg comments that the increase in expenditures is mainly due to the increase in cost of the law enforcement contract.

Administrator Linehan agrees that with the increase in the policing contract the City cannot decrease the tax levy, which was planned for during previous budget meetings as they were discussing police contracts with different agencies. A large portion of it can be funded through the local government aid the City received.

- Steven Sunderland - 1606 Prior Ave N.
Steven appreciates the fiscal responsibility of the City. With the increase in community policing over the last 5 years, he wonders what the thoughts of other options for law enforcement providers are, such as hybrid-policing. Steven feels like we are a pretty safe community. What concerns would the City have on future expenditures (i.e. the Community Park renovation)?

Mayor Gustafson states the City brought in a consultant and has been in discussion with other law enforcement providers knowing there was an increase in the policing contract with Ramsey County. They continue to have these discussions. The Sherriff's office is also in favor of Falcon Heights finding another policing provider.

Councilmember Wassenberg comments there was a lot of conversations with creative policing solutions and models. For example, using an overtime model. These were presented to other law enforcement agencies, but the City was not able to land a contract. Falcon Heights was in discussion with St. Paul Police, but ended up not finding an agreement on liability.

Councilmember Leehy adds Falcon Heights is not alone as many other municipalities have been searching for police models that are more in line with community needs and appreciates the comment.

Mayor Gustafson explains that the park renovation is budgeted for. Final designs are being prepared and the City hopes to break ground in 2024. This renovation should serve the community for many decades and Falcon Heights has been planning ahead for this renovation.

Councilmember Leehy adds that it was needed as the building is currently not in use due to safety issues.

Mayor Gustafson thanks Finance Director Roland for the work put into the budget throughout the year.

Councilmember Wassenberg adds a comment on the park funding. The City is searching for the most economical options that the architect provides. For example, by not moving the basketball court and finding economically and environmentally friendly ways to heat and cool the building.

Councilmembers Wehyee and Meyer motion to approve Resolution 23-76 Approving
2024 Tax Levy; Approved 5-0

Councilmember Wassenberg motions to approve Resolution 23-77 Adopting the 2024
Budget; Approved 5-0

G. CONSENT AGENDA:

1. General Disbursements through: 12/08/23 \$120,596.31
Payroll through: 11/30/23 \$21,851.12
Wire Payments through: 11/30/23 \$14,391.96
2. Approval of City License(s)
3. Appointment of City Attorney
4. Appointment of City Prosecutor
5. Appointment of City Auditor
6. Appointment of City Engineer
- ~~7. Designation of Official Newspaper~~
7. 2024 Cost of Living Adjustment (COLA)
8. Statutory Tort Limits Liability Coverage for the City in 2024
9. Northeast Youth and Family Services Cooperative Service Agreement for 2024
10. Tubman Legal Services Cooperative Agreement
11. Personnel Policy Updates
12. Larpenteur Avenue Streetlights Bid Award
13. Larpenteur Avenue Streetlights - Professional Services Award for Electrical Engineering
14. Award of Printing Services Contract to Johnson Litho Graphics
15. Appointment of Dean Pope as Senior Maintenance Worker

Councilmember Leehy motions to approve the Consent Agenda; Approved 5-0

Administrator Linehan congratulates Stephanie Smith for becoming the City Engineer. NYFSC will present at the City Council meeting in January as well as Tubman Legal Services. The personnel policy update includes the safe and sick time change required by the state. The City has lights on Larpenteur Ave with banners, however, most are not working and in need of full replacement. With the streetlight bid they will be completely replaced. The bid was awarded to Forest Lake contracting, who has a lot of experience, they just completed the lighting project on Cleveland Avenue for Ramsey County. Administrator Linehan states priority of the new lights will be on preventing copper wire theft. There is also a new printing contract; the firm selected came in with very competitive pricing. Lastly, he wants to welcome Dean Pope, the new senior maintenance worker. He has valuable experience in Public Works departments in other surrounding municipalities.

Dean Pope thanks City Council and explains he has 5 years in Public Works experience and he is excited to work for Falcon Heights.

H: POLICY ITEMS:

1. Amber Flats PUD

Community Development Coordinator Lynch introduced the topic by stating the City Council has met various times in the last couple of months. The developer has revised the proposal, specifically regarding parking.

Harrison Mohagan, from Buhl Investors, presents the proposed changes to the PUD. Units are lowered to 96 units. They removed 4 units. There will be no change to impervious surface, but instead they will add 7 stalls through restriping the parking lines to compact stalls. This increases the parking ratio. With the addition of 7 stalls, the total number of stalls come to 121. The parking ratio will be 1.26, which is 17% higher than the parking ratio at Amber Union. The parking at Amber Unions has proven

adequate with 90% utilized at full capacity. Statistics show that usage of Metro transit has also increased over time and Amber Flats will be directly on bus lines. They are also proposing additional safety upgrades to the existing Amber Union property by installing a stop sign, installing speed bumps and pulling back the existing fence to increase visibility. These are implemented based on resident concerns.

Councilmember Wassenberg feels business and restaurants in the Snelling and Larpenteur corridor will benefit from more patrons in that area. Studies show there is a need for affordable housing.

Councilmember Meyer agrees and is in support of the proposal. More affordable housing is needed and it would benefit existing businesses on that intersection. He also feels there is a growing demand for rental units with the large increase in interest rates and the cost of buying a house.

- Judy Baldwin 1603 Hollywood Ct.
How much will the charge be for a parking permit? There is an overflow of cars parking on Hollywood Ct. These include stolen cars. People fly through stop signs. She does not feel adding a stop sign will be recognized. The density of adding 96 units would bring in more cars to Hollywood Ct.

Mohagan answers, they are not charging for parking at Amber Union.

- Val Gyurci 1607 Hollywood Ct.
When she walks through the Amber Union area, she is appalled by trash found in the area. If more units are added, she wonders if there will be measures to take care of the outside trash.
- Farook Meah 1597 Hollywood Ct.
He wonders if the additional safety measures will be done before the construction of the proposed development or after. They need the safety measures to be implemented quickly.
- John Duncan 1753 Albert St. N.
He thinks it's a lot of density in the area. He was shocked to see the number of units in a small area. He thought it was difficult to change the City Code to allow for the proposal.
- Gary Kwong 1700 Fry ST.
In support of the changes and density. Other large cities have no parking requirements as they welcome more density. Met Council wants to approve more affordable housing. He states that if the City is trying to maintain business and school, more patrons are needed. Most homes in Falcon Heights are small for larger families. There is a huge need for affordable housing. It is understandable that people of different cultures don't always agree with each other... this has happened historically. He suggests CC meeting people at Amber Union and the proposed development to make them feel like they are a part of the community.

Mayor Gustafson clarifies that any additional safety upgrades do not relate to the Amber Flats PUD. He believes it would be best for the Amber Union management to implement these upgrades sooner rather than later. Any traffic concerns or trash

disposal amenities are not part of the PUD. He provides a summary of the three deviations of City Code that are requested in this PUD.

Administrator Linehan adds that approving the PUD is step 1. After this approval, there are a lot of other steps and departments that need to get involved over time.

Councilmember Meyer adds that concerns heard by residents are more operational and not necessarily related to the PUD. He appreciates residents providing comments to the proposal.

Councilmember Meyer motions to approve Ordinance 23-08 and Summary Ordinance 23-08 to approve the Amber Flats PUD with updated plans as attached herein, and adopt the Findings of Fact and Decision for the approval; approved 3-2

ROLL CALL

Councilmember Meyer - Aye

Councilmember Wehyee - Aye

Councilmember Leehy - Nay

Councilmember Wassenberg - Aye

Mayor Gustafson - Nay

Councilmember Leehy is still concerned with the density as has been brought forth by residents. She believes not a lot of people have compact vehicles, resulting in a higher chance of fender benders with people in larger cars trying to fit in compact vehicle stalls. She also is not sure if providing more residents will necessarily improve business and schools in the area. She believes there is a need for affordable housing, but we have to stay within the capacity of the City. She is opposed to approving the PUD as she does not want to ignore the concerns of the residents.

Councilmember Wassenberg comments that there is a number of affordable housing already existing within the City and he does not see those residents as burdens, they are neighbors. He believes it is within the City's capacity to add more affordable housing.

Councilmember Wehyee adds that the developers have taken a number of steps to address issues that were raised during previous meetings. Safety is a concern that goes above the developer's responsibility. The City has made a commitment to being a DEI community and bringing in affordable housing will lean into that commitment. The proposed development is next to a major public transportation route.

Mayor Gustafson comments that the parking ratio is not addressed properly.

I. INFORMATION/ ANNOUNCEMENTS:

Councilmember Leehy has no announcements.

Councilmember Leehy extends gratitude to residents who are involved with the community and their neighborhoods, specifically commissioners, as a lot of time and effort goes into being part of a commission. Lastly, she extends her gratitude to City Staff.

Councilmember Wehyee announces that this is his second to last Council Meeting as he is resigning at the end of the year.

Councilmember Meyer has no announcements.

Mayor Gustafson informs the residents that the Community Park Renovation Survey and Corridor Study Survey are still open for residents to provide feedback. He thanks staff for providing a great budget. He encourages residents to practice safety.

Administrator Linehan shares that the PARCS Commission and City Council will have a joint meeting on January 3, 2024 to discuss the Community Park renovation and finalize plans and bids. Public Works is ready for the first major snowfall and they have made changes to their snow maintenance map. The corridor study survey is closing on Friday December 15 and the Community Park Renovation Survey is closing soon as well. The Community Engagement Commission had a winter coat drive last Saturday, with coats donated to the International Institute of Minnesota. City Staff continues to work with the Sheriff's office on an interim contract in 2024 and this will be approved at a future City Council meeting. There will be no disruption in service.

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: 8:51 PM

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

Randall C. Gustafson, Mayor

Dated this 13th day of December, 2023

Jack Linehan, City Administrator

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Meeting Date	January 10, 2024
Agenda Item	F1 Public Hearing
Attachment	Feasibility Report, Presentation, Resolution
Submitted By	Stephanie Smith, City Engineer

Item	Public Hearing for the 2024 Pavement Management Program, RV 24-04, Order Improvement and Preparation of Plans and Specifications
Description	<p>On December 27, 2023, the City Council received the feasibility report for the 2024 Pavement Management Program, RV 24-04, and ordered the public hearing. The feasibility report details the proposed design, neighborhood impact, and estimated cost of the proposed 2024 Pavement Management Program. The report finds the project to be feasible, necessary, and cost-effective.</p> <p>The proposed project involves milling the pavement, spot curb replacement, spot utility improvements and asphalt pavement overlay on Roselawn Avenue, from Snelling Avenue to Hamline Avenue. Utility improvements for the project include the repair of selected storm sewer manholes and catch basins.</p> <p>Sidewalk repairs were initially outside the scope of this project, however the City may realize good pricing for sidewalk repairs by including them in this, large project. Staff proposes to include sidewalk as a bid alternate item to check on pricing and possibly add it to the 2024 Pavement Management Project.</p> <p>Prior to opening the hearing, City staff will present general information regarding construction, standards, and assessments that apply for this project.</p> <p>Following Minnesota Statutes, Chapter 429, notice of the public hearing must be posted twice prior to the meeting; this was done in the St Paul Pioneer Press on December 29, 2023 and January 5, 2023. A notice was also sent to each property proposed to be assessed as a part of this project.</p>
Budget Impact	<p>This project has the following funding sources from the State, City and property owners along the streets being considered for improvements:</p> <ul style="list-style-type: none"> • Assessments levied in accordance with the City’s assessment policy; • Municipal State Aid (MSA) funding through the State of Minnesota’s gas tax; • Street infrastructure funds; and

	<ul style="list-style-type: none"> • Storm utility funds for repairs needed to the existing utility system <p>The Feasibility Report describes the costs and funding in more detail, and it is summarized in the table below:</p> <table data-bbox="472 394 992 590"> <tr> <td>Assessments:</td> <td>\$ 30,000</td> </tr> <tr> <td>Local Street Fund:</td> <td>\$ 32,000</td> </tr> <tr> <td>MSA (gas tax):</td> <td>\$ 32,000</td> </tr> <tr> <td><u>Storm Sewer Fund:</u></td> <td><u>\$ 4,000</u></td> </tr> <tr> <td>Total Funding Estimate:</td> <td>\$ 98,000</td> </tr> </table> <p>If added to the project, sidewalk repairs would be funded by the Local Street Fund, estimated at \$32,000.</p>	Assessments:	\$ 30,000	Local Street Fund:	\$ 32,000	MSA (gas tax):	\$ 32,000	<u>Storm Sewer Fund:</u>	<u>\$ 4,000</u>	Total Funding Estimate:	\$ 98,000
Assessments:	\$ 30,000										
Local Street Fund:	\$ 32,000										
MSA (gas tax):	\$ 32,000										
<u>Storm Sewer Fund:</u>	<u>\$ 4,000</u>										
Total Funding Estimate:	\$ 98,000										
Attachment(s)	<ul style="list-style-type: none"> • Feasibility Report • Presentation • Resolution 24-02 										
Action(s) Requested	<p>Staff recommends the following Council actions:</p> <ol style="list-style-type: none"> 1. Hold Public Improvement Hearing 2. Adopt Resolution Ordering Improvement and Preparation of Plans and Specifications for the 2024 Pavement Management Project 										



Feasibility Report

2024 Pavement Management Project RV 24-04

Roselawn Avenue, from Hamline Avenue to Snelling Avenue

Prepared by: Stephanie Smith
City Engineer
City of Falcon Heights

I hereby certify that this feasibility report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

_____, P.E.
Licensed No. 51837

EXECUTIVE SUMMARY

This feasibility report has been prepared for the Roselawn Avenue portion of the 2024 Pavement Management Project, RV 24-04. The project was initiated by the City Council as part of the City's Pavement Management Program. This report examines the proposed project including necessity, funding, estimated cost, cost effectiveness and overall feasibility of the project. A map showing the project location can be found on Page 4.

Scope of Work

The proposed project involves milling the pavement, spot curb replacement, spot utility improvements, select sidewalk panel replacement and asphalt pavement overlay on Roselawn Avenue, from Snelling Avenue to Hamline Avenue. Utility improvements for the project include the repair of selected storm sewer manholes and catch basins. As has been discussed during development of the CIP, the City Council has expressed the desire to complete maintenance on City streets that, if neglected for too long, would need to be reconstructed. The proposed mill and overlay of Roselawn Avenue achieves this, while also reducing costs by combining efforts with the City of Roseville's large-scale, 2024 Pavement Management Program.

Estimated Cost

The total project cost for Falcon Heights is estimated to be \$130,000. The street and utility improvements in the base project amount to \$98,000 and an alternate for sidewalk repairs is estimated at \$32,000. This also includes contingencies and overhead costs. Funding for the project will be provided through assessments from the benefitting properties, utility funds, street infrastructure funds, and Municipal State Aid (MSA) funds. A summary of the estimated project costs and funding sources are as follows, rounded to the nearest thousand:

Estimated Costs:

Street Costs:	\$ 94,000
<u>Storm Sewer Costs:</u>	<u>\$ 4,000</u>
Total Cost Estimate:	\$ 98,000

Estimated Funding:

Assessments:	\$ 30,000
Street Fund:	\$ 32,000
Municipal State Aid:	\$ 32,000
<u>Storm Sewer Fund:</u>	<u>\$ 4,000</u>
Total Funding Estimate:	\$ 98,000

Sidewalk Repair Option: \$ 32,000 funded by Street Fund

Note the amounts listed above include 10% Contingency and \$8,500 in Engineering fees.

Schedule

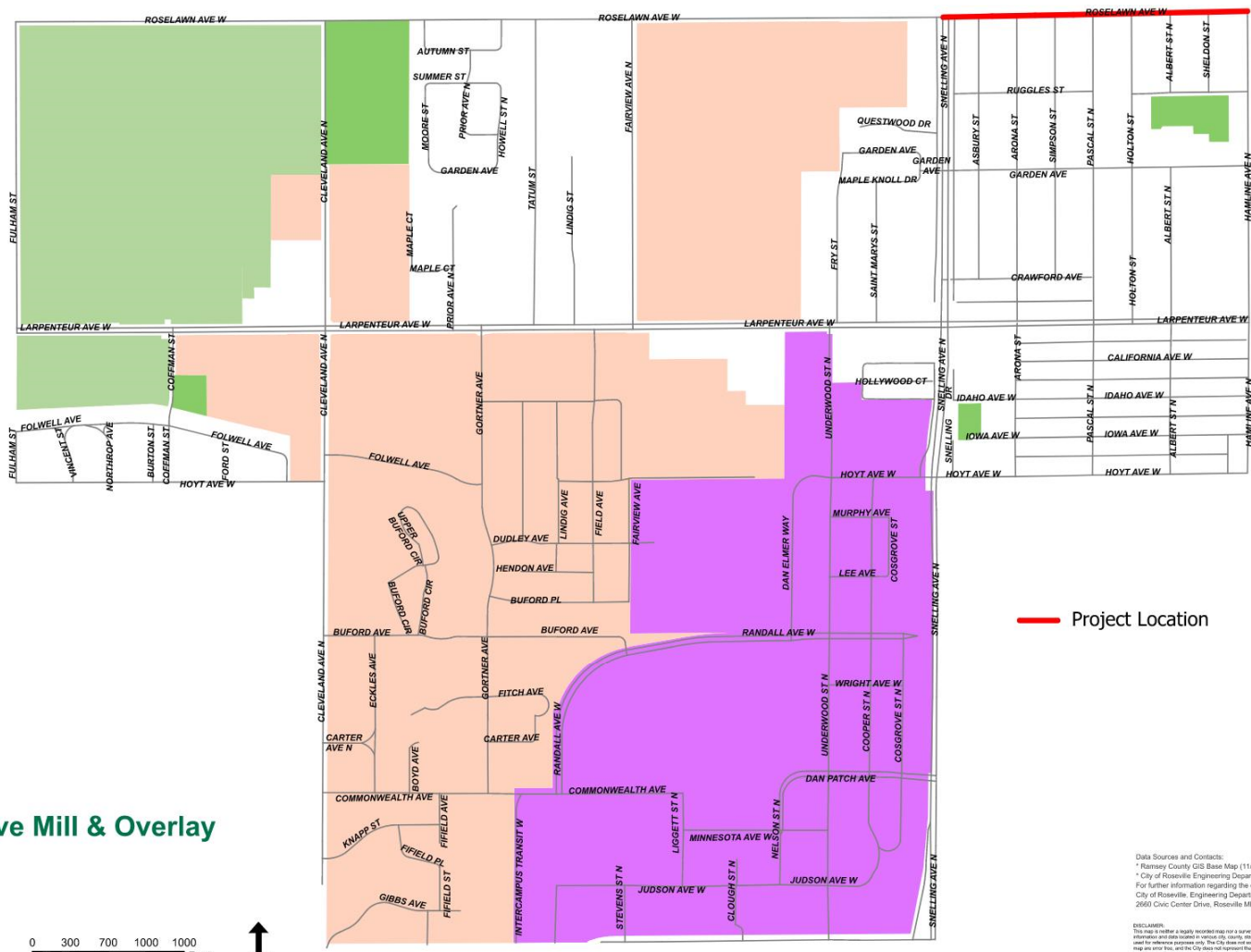
If this project is approved, the proposed project schedule is shown below and Council Action items are noted with a CC:

CC Receive Feasibility Report and Set Improvement Hearing	December 27, 2023
CC Improvement Hearing, Order Improvement, and Authorize Preparation of Plans & Specifications	January 10, 2024
CC Approve Plans & Specifications, and Order Advertisement for Bid	February 14, 2024
Bid Opening	March 2024
CC Award Contract	March 2024
Construction Start	Spring/Summer 2024
Substantial Completion	Fall 2024
CC Set Assessment Hearing	September 2024
CC Assessment Hearing	October 2024

Recommendation

Based on the data within this report, the proposed Roselawn Avenue portion of the 2024 Pavement Management Project, RV 24-04, is feasible, necessary, cost-effective and will benefit the City of Falcon Heights.

PROJECT LOCATION



Project Location

Roselawn Ave Mill & Overlay



Data Sources and Contacts:
 * Ramsey County GIS Base Map (11/02/23)
 * City of Roseville Engineering Department
 For further information regarding the contents of this map contact:
 City of Roseville, Engineering Department,
 2660 Civic Center Drive, Roseville, MN

DISCLAIMER:
 This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, reports, and data located in various city, county, state and federal offices and other sources regarding the area shown, and is not to be used for any other purpose other than the City of Roseville. It does not constitute a warranty or representation by the City of Roseville. The City of Roseville, its employees or agents, or third parties which release out of the user's access or use of this provided.

STREET

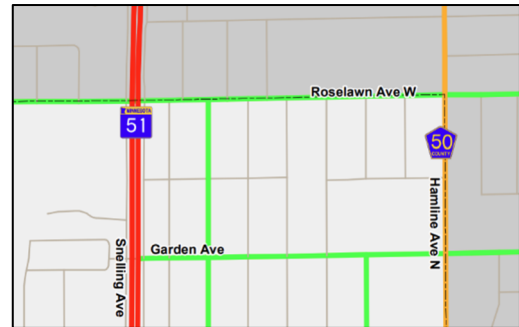
Existing Conditions

The approximately half mile of Roselawn Avenue in the project area was originally a gravel, county section line road, as evidenced in aerial photos. Between 1940 and 1953, it was paved and had ditch sections for stormwater. In 2004, Ramsey County turned the jurisdiction of Roselawn Avenue to the cities of Falcon Heights (south half) and Roseville (north half). The 2006 Roselawn Reconstruction project included road widening, pathway installation and converting from a rural ditch-section, to urban curb and gutter for stormwater conveyance. This road segment was last seal-coated in 2011.

Roselawn Avenue is a major collector, that provides connections to minor arterials, other collectors and local streets. It is a 34-foot wide road section, with two drive lanes and a parking lane on the north side. The pavement was constructed to a 9-ton design.

The speed limit on Roselawn Avenue is 30 miles per hour. It is a Municipal State Aid Street. The Annual Average Daily Traffic (AADT) is 2,584 vehicles based on traffic volume counts from 2022. Roselawn is forecast in the 2024 Comprehensive Plan to have 2,700 AADT by 2040.

The Roselawn Avenue/Hamline Avenue intersection has been identified as exceeding the state-wide average for the 2011-2015 crash rate. Staff have contacted Ramsey County Public Works to inquire about potential for a traffic operations study of this segment to evaluate strategies to lower the crash rate. It is unlikely such improvements would be within the scope of this mill and overlay project.



Pavement condition scores were considered to determine the streets for the City's Pavement Management and Capital Improvements Plan. Falcon Heights' pavement management

system utilizes a Pavement Condition Index (PCI) rating of 0 to 100. This rating is based on surficial pavement observations. Street condition ratings are divided into three categories: "adequate" (66 to 100), "marginal" (36 to 65) and "problem" (0 to 35). Roselawn Avenue, west of Arona Street, was scored at 80. Roselawn Avenue was 65 between Arona Street and Simpson Street, and 60 east of Simpson Street. This roadway has sealcoat raveling, where the upper layer of the sealcoat peels away from the road surface, creating divots in the road surface that negatively affect drivability. In recent years, more patching has been needed to maintain the condition of Roselawn Avenue, and maintenance costs are expected to continue to increase without a pavement rehabilitation.

Roselawn Avenue has a double-yellow centerline striping and a white parking lane stripe. At the intersection with Simpson Street, Roselawn Avenue has crosswalk markings that lead from a pedestrian

ramp on the south side, to Simpson Street on the north; however, Simpson Street does not have a pathway, street light pole or advanced signage.

Proposed Improvements

Mill and overlay of the asphalt pavement is proposed on Roselawn Avenue to rehabilitate the pavement. The process involves grinding off the top 2 inches of pavement and replacing it with 2 inches of new bituminous. This method is a cost-effective way to get a new pavement surface that is smoother and free of defects. Although cracking is likely to mirror in the year following construction, sealing cracks the following year is anticipated to address that issue and maintain the pavement's longevity. Cost for the street mill and overlay is estimated at \$94,000.

At the intersection with Simpson Street, Roselawn Avenue has crosswalk markings that lead from a pedestrian ramp on the south side, to Simpson Street on the north; however, Simpson Street does not have a pathway. Staff will evaluate the crosswalk markings for elimination.

Pathway

Existing Conditions

A concrete pathway with buffer stormwater plantings is located on the south side of the road. The pathway has a significant number of cracked and heaved panels. The pathway is 8 feet wide, except at the planting locations where it narrows to 6 feet wide. Per the 2006 Feasibility Study, a 5-foot grass buffer was not constructed between the pathway and the curb, based on feedback from the adjacent property owners who were concerned about the proximity of a pathway to their homes.



Pedestrian ramps were updated with recent pavement projects on the side streets in 2015, 2021 and 2023. Additionally, MnDOT upgraded the pedestrian ramps at the intersection with Snelling Avenue (TH 51) in 2021.

This section of Roselawn Avenue is identified in the 2040 Comprehensive Plan for Bicycle/Pedestrian Improvement corridor.

Proposed Improvements

No pathway improvements were originally proposed with this project as it is outside the scope of a mill and overlay. However, cost savings may be realized from including replacements of damaged concrete panels in this larger project. Therefore, sidewalk panel replacement is proposed as a bid alternate. Once bids are received, staff will evaluate and present to Council a recommendation on whether to include sidewalk work in this project.

Sanitary Sewer

Existing Conditions

Falcon Heights has a 160-foot length of sanitary sewer pipe with two manholes between Pascal Street and Holton Street. The pipe was lined in 2019 with Cure-In-Place-Pipe (CIPP) through the City's Sanitary Sewer Rehabilitation Program. This process creates a new pipe within the existing pipe.

Proposed Improvements

No work is proposed on the sanitary sewer pipe or manhole structures.

Stormwater and Drainage

Existing Conditions

Roselawn Avenue has an urban design with concrete curb and gutter to convey drainage. The streets in the project area are served by catch basins which collect water on the street. Storm sewer within the project area was constructed with conventional concrete pipe and structures in 2006.

Stormwater west of Simpson Street is conveyed north at Asbury Street and Arona Street. This stormwater eventually flows to Zimmerman Lake in Roseville.

Stormwater east of Simpson Street is conveyed south at Holton Street and Hamline Avenue. This stormwater eventually flows east across the city line to a known flooding area, Gottfried Pit, located in Roseville at Larpenteur Avenue and Fernwood Avenue. Gottfried Pit is a regional pond that is owned by Ramsey County and maintained by the City of Roseville. In extreme events, the pond has flooded up to approximately the 912 elevations (approximately 16' above the normal water level).

Daylily plantings were installed along the pathway in 2006. The plantings are Best Management Practice (BMP) to reduce the amount of impervious surface and provide water quality enhancement acting as a buffer to slow the rate of runoff entering the curb and gutter. The plantings are maintained monthly to remove debris and weeds, and they are also touched up with mulch.

Infiltration trench BMPs were installed in 2006 to provide water quality treatment. The underground infiltration trench near the Roselawn Avenue/Hamline Avenue intersection is owned and maintained by Falcon Heights. It captures water in a perforated pipe and allows it to infiltrate, helping to reduce the volume of runoff while also capturing and treating stormwater on site. The infiltration trench is scheduled for inspection twice per year and maintained as needed with a vac truck.

Proposed Improvements

The project proposes no additional impervious surface and, therefore, would not trigger watershed quality or quantity requirements. No improvements for stormwater treatment are proposed with this project. Minor work is anticipated to repair damaged or sunken catch basins. The cost estimate for these improvements is \$4,000.

Care will be taken during construction to prevent damage to the existing BMPs. Contractors will be required to meet erosion and sediment control requirements for all operations.

RIGHT-OF-WAY AND EASEMENTS

The majority of the existing right-of-way is 66-feet wide, except two areas which are 76-feet wide:

1. Between Pascal Street and Holton Street
2. Southwest corner of Albert Street to the southwest corner of Hamline Avenue

The proposed improvements are within the existing right-of-way. No right-of-way or easement acquisition is anticipated.

OUTSIDE AGENCY COORDINATION

City of Roseville

This project will be designed and constructed in partnership with the City of Roseville. Falcon Heights entered into a cooperative agreement for street construction dated November 15, 2023, which details the responsibilities of each community. The project will be designed and constructed by Roseville with input and financial contributions from Falcon Heights.

St. Paul Regional Water Services

The watermain system that services the project area is owned and operated by St. Paul Regional Water Services (SPRWS). SPRWS has indicated they intend to replace the hydrant at Roselawn Avenue and Hamline Avenue, and may do other minor work such as gate box repairs or anode bag installation. Any improvements they would like to perform in conjunction with this project would be at the cost of SPRWS.

Watershed Districts

The eastern portion of the project area is within the Capitol Region Watershed District. Proposed improvements are not anticipated to warrant any stormwater requirements from this District.

The western portion of the project area is within the Rice Creek Watershed District. Proposed improvements are not anticipated to warrant any stormwater requirements from this District.

Private Utilities

The City will coordinate with private utilities to finalize any relocations and other coordination items during design. The following private utilities are listed with Gopher State One in the project area as of December 8, 2023: CenturyLink (Lumen), Comcast, MCI, Xcel Energy and Zayo Bandwidth.

ESTIMATED COSTS AND PROPOSED FUNDING

Proposed project costs for the 2024 Pavement Management Project are summarized below. The cost estimate is based on recent construction projects of similar character and assumes that the proposed improvements would begin in 2024. All costs include pro-rated \$8,500 of engineering costs as per the cooperative construction agreement with Roseville and 10% contingency, which includes unforeseen costs including inflation, unforeseen site conditions, etc. Actual costs will be determined through competitive bids following final design for the project. The actual costs will be dependent upon the market conditions that exist at the time of the bidding.

The proposed street improvements are eligible for special benefit assessment according to the City of Falcon Heights Assessment Policy. Per City Policy, a portion of the street improvements will be assessed to the benefitting properties. Along with assessments, street costs will be financed through the Street Infrastructure Fund and Municipal State Aid. Typically, only roads that have been added to the City’s Municipal State Aid system (MSA) are eligible for funding through the City’s portion of state gas tax revenues. However, the City of Falcon Heights has a Certified Municipal State Aid Street system. As a result, the City can use MSA funds to pay for the City’s portion of the costs on Roselawn Avenue.

Storm sewer and sanitary sewer improvements will be funded from the appropriate infrastructure fund, and are not eligible for assessments.

	Estimated Cost*	MSA	Street Infrastructure Funds	Assessments	Storm Sewer Fund
Street Improvements	\$94,000	\$32,000	\$32,000	\$30,000	
Storm Sewer Improvements	\$4,000				\$4,000
Total	\$ 98,000	\$32,000	\$32,000	\$30,000	\$4,000

*Includes 10% Contingency and \$8,500 Engineering

PROPOSED ASSESSMENTS

Assessments will be levied to the benefitting properties as outlined in Minnesota State Statute Chapter 429 and the City’s Assessment Policy, which is summarized below. The assessed amount is levied on a front footage basis. Residential corner lots are assessed 100% of the property footage for the long side, 0% for the short side.

Assuming this project is completed by Fall 2024, the final assessment amount would be determined at an assessment hearing in Fall 2024 with a thorough review of the proposed assessments by the City Council. The City Council would also set the time period of assessments and the interest rate at the hearing. In past projects, the assessments have been amortized over 7 years for mill and overlay projects at an interest rate 2% above the current rate of return on the City’s portfolio.

The following factor regarding the City of Falcon Heights’ Assessment Policy should be considered:

- Residential corner lots are only assessed for the long side; therefore, four properties adjacent to the project are not proposed for assessment. These properties are ineligible for assessment because the short side is adjacent to Roselawn Avenue, not the long side.

The estimated assessment rate is 40% of the improvement cost, which is \$19.94/ft. The project area includes 1,886 feet of frontage, 368 feet of which is not assessable. There are 13 parcels eligible for assessment. The average residential assessment is estimated at \$2,532.38.

PROPOSED SCHEDULE

If this project is approved, the proposed project schedule is shown below and Council Action items are noted with a CC:

CC Receive Feasibility Report and Set Improvement Hearing December 27, 2023

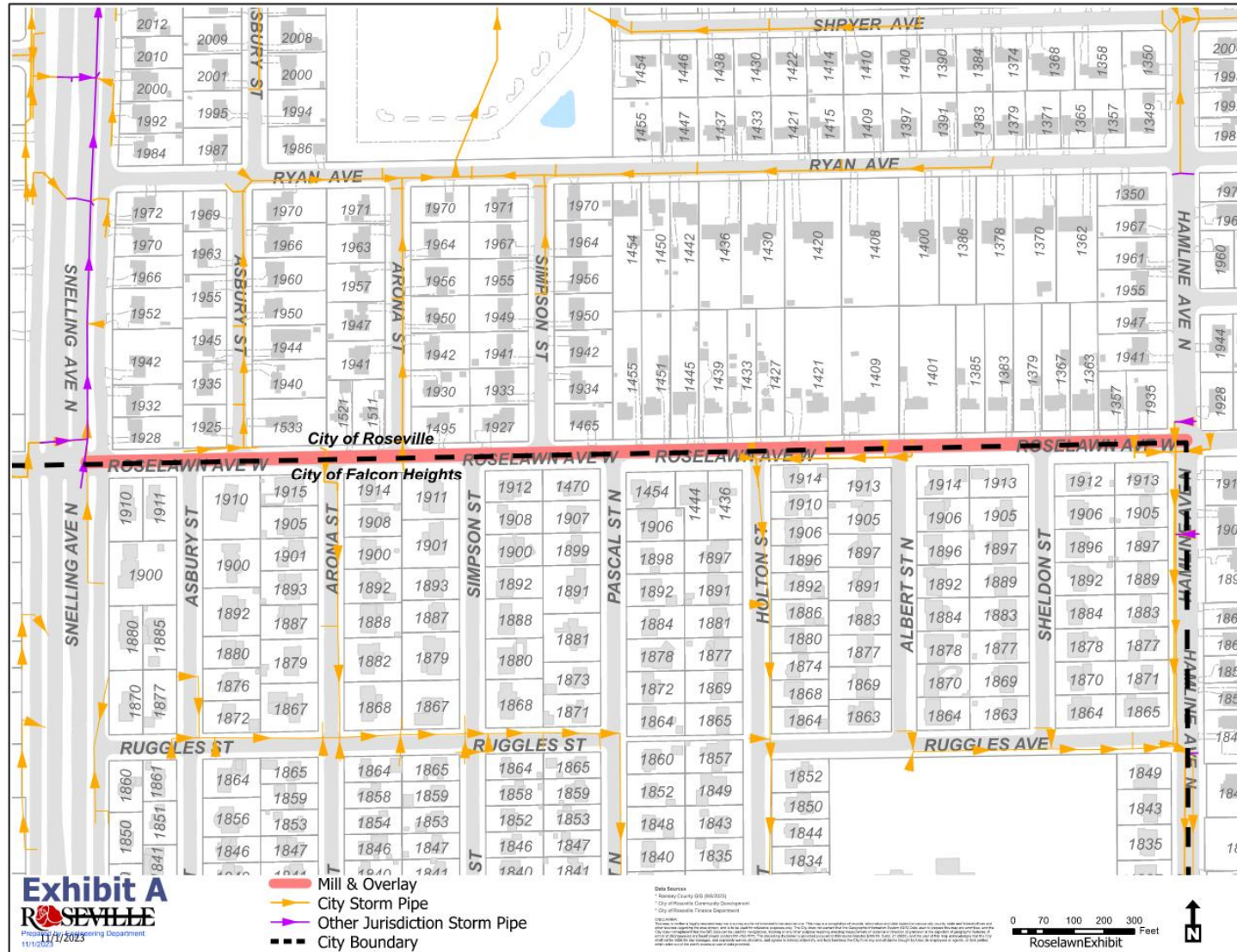
CC Improvement Hearing, Order Improvement, and Authorize Preparation of Plans & Specifications	January 10, 2024
CC Approve Plans & Specifications, and Order Advertisement for Bid	February 14, 2024
Bid Opening	March 2024
CC Award Contract	March 2024
Construction Start	Spring/Summer 2024
Substantial Completion	Fall 2024
CC Set Assessment Hearing	September 2024

SUMMARY & RECOMMENDATIONS

Based on the information and analysis included in this report, the 2024 Pavement Management Project, RV 24-04, is feasible, necessary, and cost effective. The following is recommended:

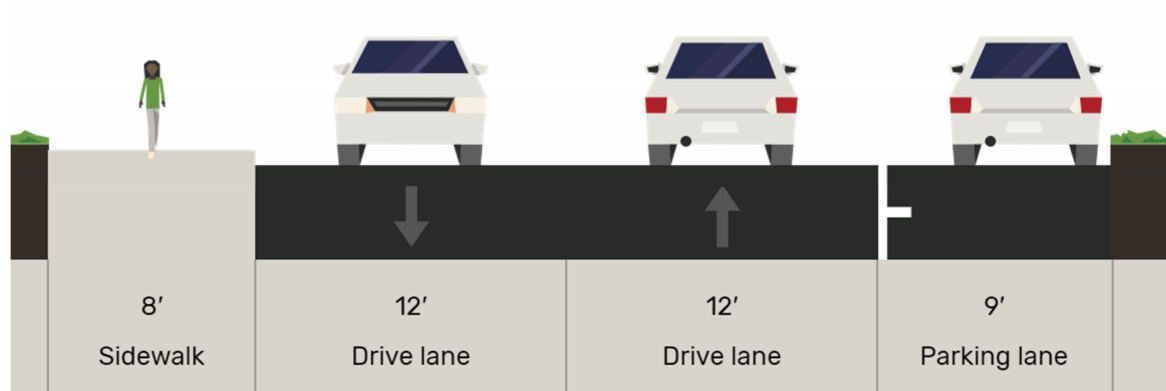
1. The Falcon Heights City Council accept this feasibility study and report and order public hearing for January 10, 2024;
2. After receiving the appropriate staff reports, information and input from the public hearing, the City Council shall determine whether to proceed with or reject the proposed public improvements; and
3. If proceeding with the proposed improvement, the City Council shall order the proposed improvements and authorize the preparation of plans and specifications.

APPENDIX 1: IMPROVEMENT MAPS

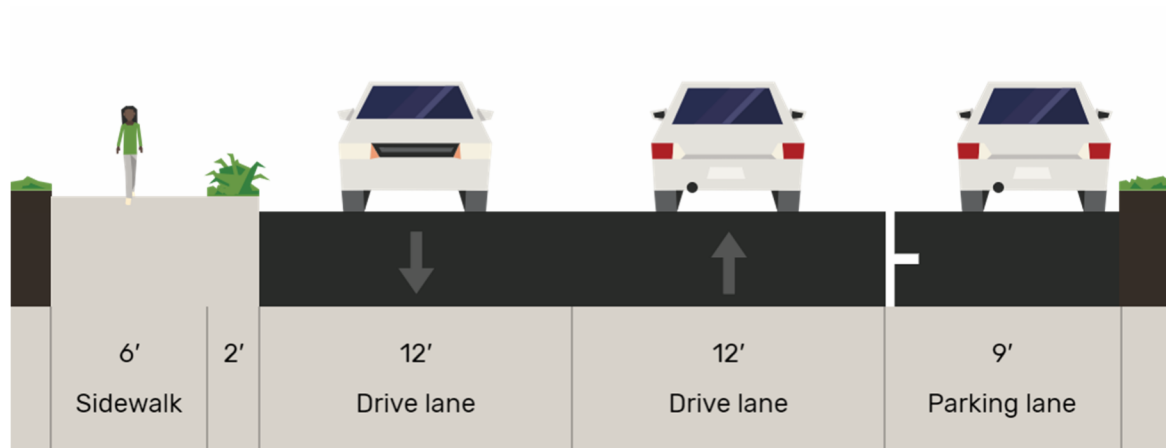


APPENDIX 2: TYPICAL SECTIONS

Roselawn Avenue Typical Section (No Change Proposed):



Roselawn Avenue Section at Stormwater Plantings (No Change Proposed):



Graphics created with Streetmix

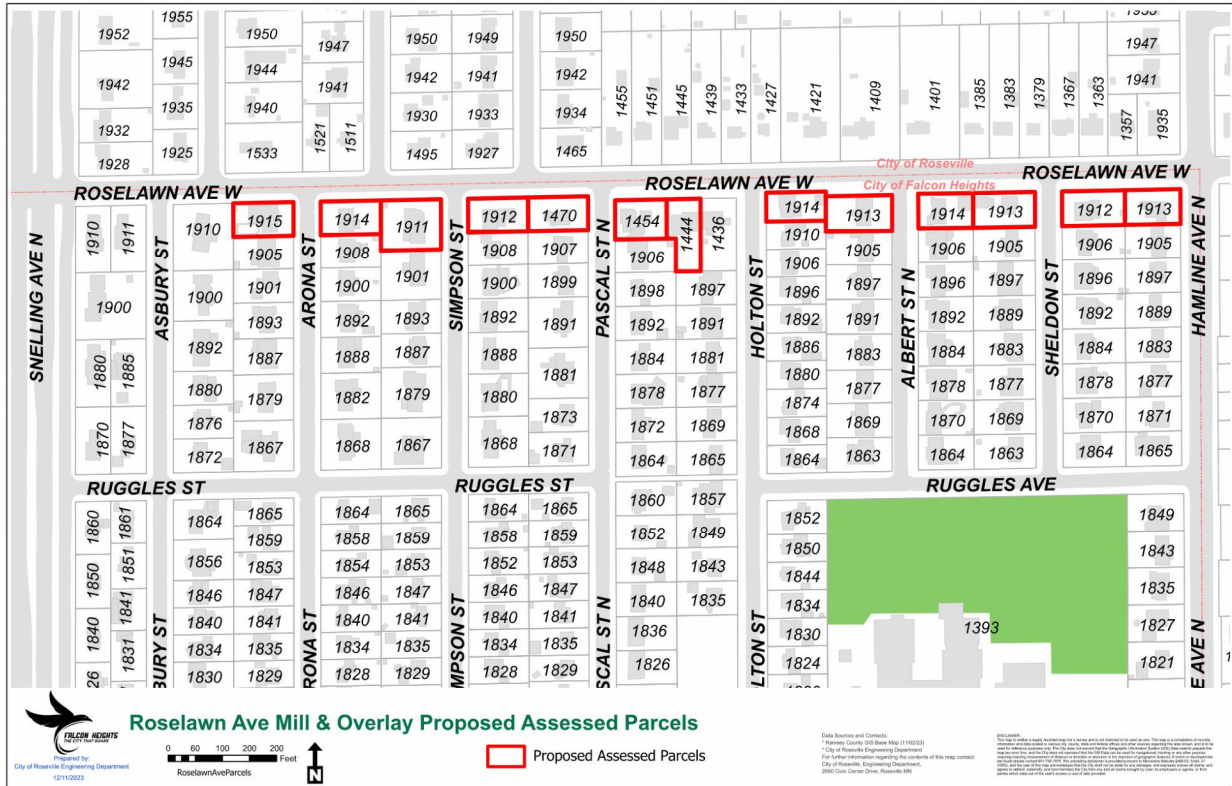
APPENDIX 3: OPINION OF PROBABLE COST

Contract RV 24-04 Roselawn - FH Portion - Funding Category Estimate Values by Item by Project/Category												
Report Date: 12/12/2023												
Line	Number	Description	Unit	Contract Quantity	Estimated Price	Total	Street		Local Storm Sewer		Add-Alternate Sidewalk Repairs	
							Quantity	Amount	Quantity	Amount	Quantity	Amount
1	2021.501	MOBILIZATION	L S	1	\$ 5,000.00	\$ 5,000.00	0.95	\$ 4,750.00	0.05	\$ 250.00		\$ -
2	2104.503	REMOVE CONCRETE CURB	L F	100	\$ 7.00	\$ 700.00	100	\$ 700.00		\$ -		\$ -
3	2104.504	REMOVE CONCRETE PAVEMENT	S Y	40	\$ 15.00	\$ 600.00	40	\$ 600.00		\$ -	190	\$ 2,850.00
4	2231.509	BITUMINOUS PATCHING MIXTURE	TON	5	\$ 200.00	\$ 1,000.00	5	\$ 1,000.00		\$ -		\$ -
5	2232.504	EDGE MILL BITUMINOUS SURFACE	S Y	50	\$ 5.00	\$ 250.00	50	\$ 250.00		\$ -		\$ -
6	2232.504	MILL BITUMINOUS SURFACE (2")	S Y	4355	\$ 2.00	\$ 8,710.00	4355	\$ 8,710.00		\$ -		\$ -
7	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	380	\$ 2.00	\$ 760.00	380	\$ 760.00		\$ -		\$ -
8	2360.509	TYPE SP 9.5 WEARING COURSE MIX (3,B)	TON	550	\$ 85.00	\$ 46,750.00	550	\$ 46,750.00		\$ -		\$ -
9	2506.602	ADJUST FRAME AND RING CASTING	EACH	4	\$ 580.00	\$ 2,320.00		\$ -	4	\$ 2,320.00		\$ -
10	2521.518	4" CONCRETE WALK	S F		\$ 12.00	\$ -		\$ -		\$ -	1315	\$ 15,780.00
11	2521.518	6" CONCRETE WALK	S F		\$ 17.00	\$ -		\$ -		\$ -	390	\$ 6,630.00
12	2531.503	CONCRETE CURB AND GUTTER DESIGN B618	L F	100	\$ 35.00	\$ 3,500.00	100	\$ 3,500.00		\$ -		\$ -
13	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	S Y	40	\$ 90.00	\$ 3,600.00	40	\$ 3,600.00		\$ -		\$ -
14	2531.618	TRUNCATED RADIUS DOMES	S F		\$ 60.00	\$ -		\$ -		\$ -	64	\$ 3,840.00
15	2563.601	TRAFFIC CONTROL	L S	1	\$ 3,000.00	\$ 3,000.00	0.95	\$ 2,850.00	0.05	\$ 150.00		\$ -
16	2573.502	INLET PROTECTION TYPE B	EACH	4	\$ 150.00	\$ 600.00		\$ -	4	\$ 600.00		\$ -
17	2574.604	TURF ESTABLISHMENT WITH HYDROSEED	S Y	170	\$ 8.00	\$ 1,360.00	170	\$ 1,360.00		\$ -		\$ -
18	2582.503	4" SOLID LINE MULTI-COMPONENT	L F	80	\$ 1.00	\$ 80.00	80	\$ 80.00		\$ -		\$ -
19	2582.518	CROSSWALK MULTI-COMPONENT	S F	72	\$ 7.00	\$ 504.00	72	\$ 504.00		\$ -		\$ -
20	2582.503	4" DBLE SOLID LINE MULTI COMP	L F	1600	\$ 1.50	\$ 2,400.00	1600	\$ 2,400.00		\$ -		\$ -
21	2582.518	PAVEMENT MESSAGE MULTI-COMPONENT	S F	20	\$ 12.00	\$ 240.00	20	\$ 240.00		\$ -		\$ -
						Subtotals	\$ 81,374.00	\$ 78,054.00	\$ 3,320.00		\$ 29,100.00	
						10% Contingency	\$ 8,137.40	\$ 7,805.40	\$ 332.00		\$ 2,910.00	
						FH Engineering	\$ 8,500.00	\$ 8,075.00	\$ 425.00			
						FH Total	\$ 98,011.40	\$ 93,934.40	\$ 4,077.00		\$ 32,010.00	
						FH Rounded Total	\$ 98,000.00	\$ 94,000.00	\$ 4,000.00		\$ 32,000.00	

APPENDIX 4: DRAFT ASSESSMENT ROLLS

Parcel ID	Building Number	Street Name	Street Suffix	Roselawn Frontage (FT)	Assessment Rate (\$/FT)	Assessment Amount (\$)
152923310026	1913	ALBERT	ST	133	\$ 19.94	\$ 2,652.02
152923310025	1914	ALBERT	ST	133	\$ 19.94	\$ 2,652.02
152923320027	1914	ARONA	ST	133	\$ 19.94	\$ 2,652.02
152923320028	1915	ARONA	ST	133	\$ 19.94	\$ 2,652.02
152923310097	1913	HAMLIN	AVE	123	\$ 19.94	\$ 2,452.62
152923310043	1914	HOLTON	ST	132	\$ 19.94	\$ 2,632.08
152923310045	1444	ROSELAWN	AVE	75	\$ 19.94	\$ 1,495.50
152923310046	1454	ROSELAWN	AVE	114	\$ 19.94	\$ 2,273.16
152923320001	1470	ROSELAWN	AVE	133	\$ 19.94	\$ 2,652.02
152923310002	1912	SHELDON	ST	139	\$ 19.94	\$ 2,771.66
152923310010	1913	SHELDON	ST	137	\$ 19.94	\$ 2,731.78
152923320015	1911	SIMPSON	ST	133	\$ 19.94	\$ 2,652.02
152923320014	1912	SIMPSON	ST	133	\$ 19.94	\$ 2,652.02
NOT ASSESSED (CORNER LOT - SHORT SIDE)						
	1910	SNELLING	AVE	78	\$ -	\$ -
	1911	ASBURY	ST	78	\$ -	\$ -
	1910	ASBURY	ST	133	\$ -	\$ -
	1436	ROSELAWN	AVE	79	\$ -	\$ -

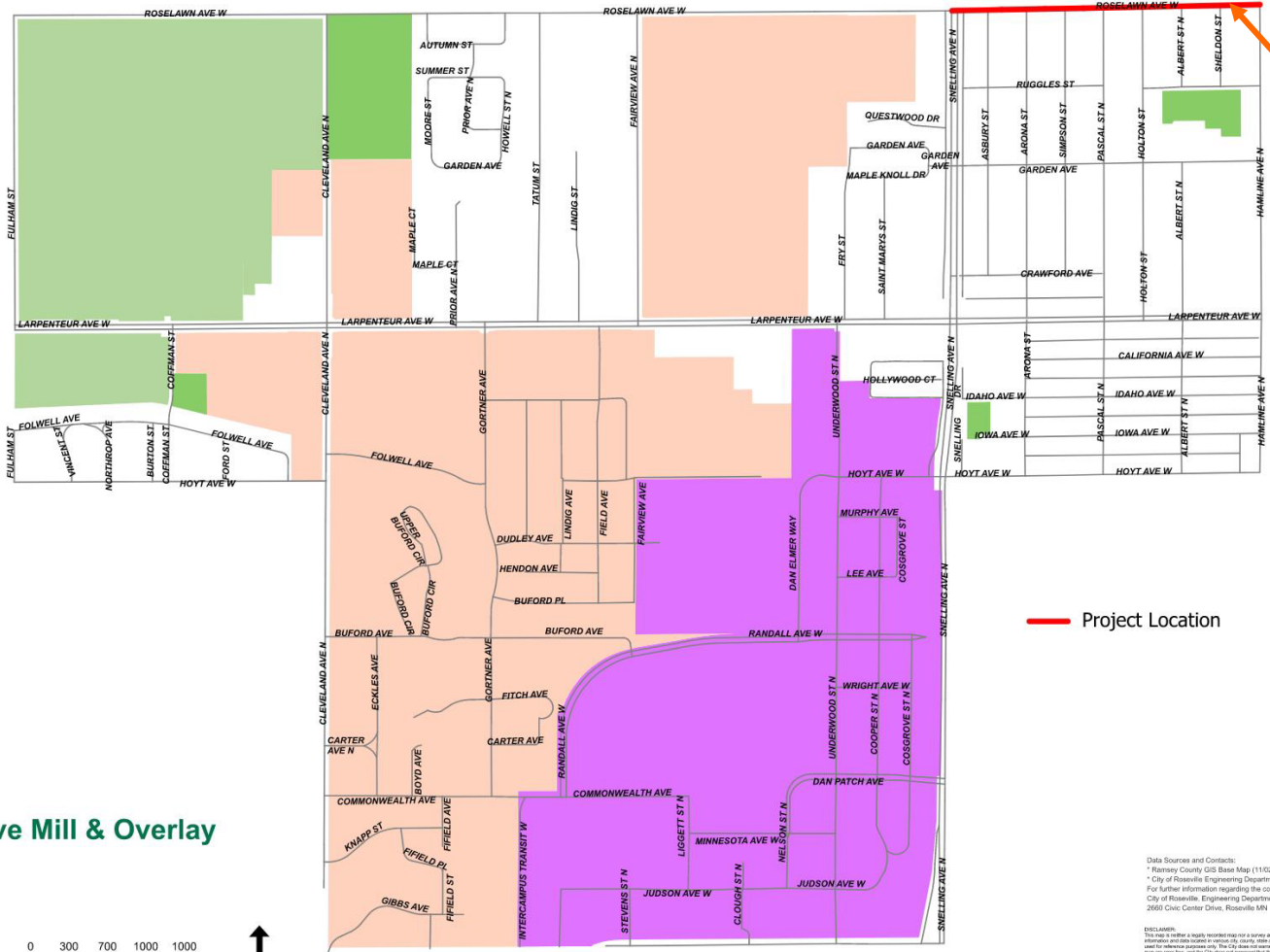
APPENDIX 5: DRAFT PARCEL MAP FOR PROPOSED ASSESSMENT



2024 Pavement Management Project Roselawn Avenue

January 10, 2024

Project Map



Roselawn Avenue,
Snelling to Hamline

Roselawn Ave Mill & Overlay



Prepared by:
City of Roseville Engineering Department
12/8/2023

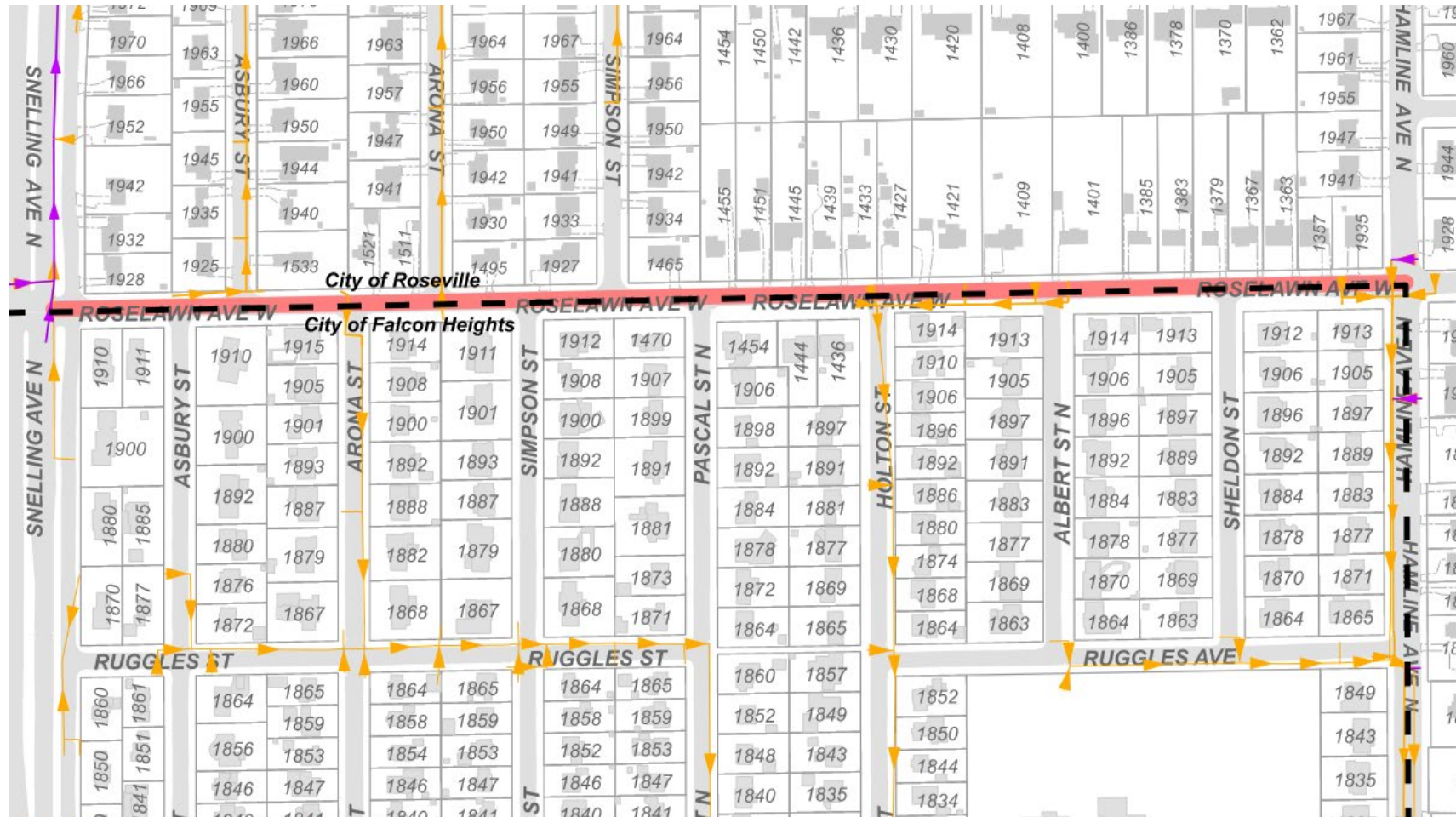


Data Sources and Credits:
 * Ramsey County GIS Base Map (11/02/23)
 * City of Roseville Engineering Department
 For further information regarding the contents of this map contact:
 City of Roseville, Engineering Department,
 2660 Civic Center Drive, Roseville MN

DISCLAIMER:
 This map is not a legally recorded map and is for informational purposes only. This map is a collection of records, information and data located on various City, County, State and Federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) data used to prepare this map are true and correct. The City does not warrant that the data are complete, accurate, current, or that the data are free from errors. The City does not warrant that the data are suitable for any purpose other than that for which they were prepared. The City does not warrant that the data are suitable for any purpose other than that for which they were prepared. The City does not warrant that the data are suitable for any purpose other than that for which they were prepared. The City does not warrant that the data are suitable for any purpose other than that for which they were prepared.

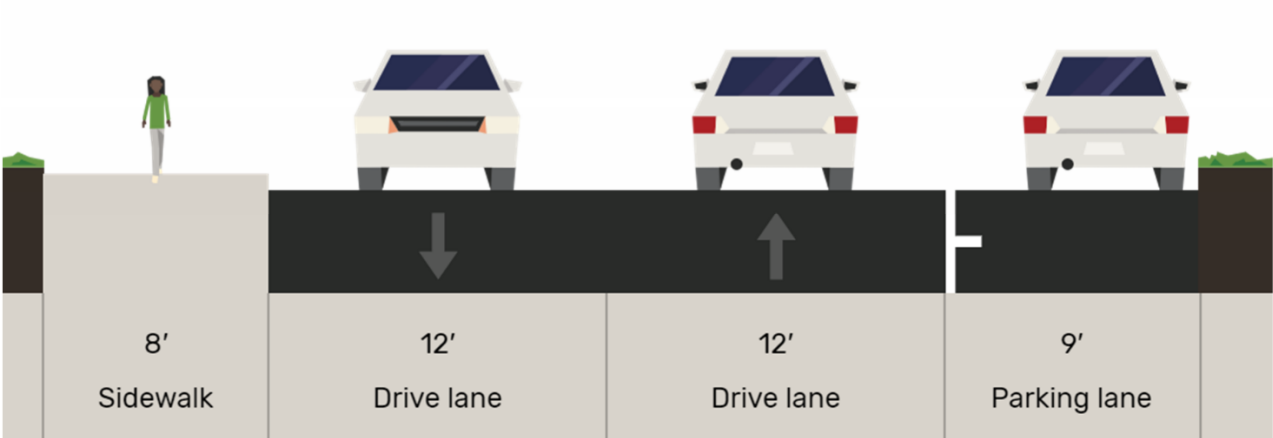


Project Map

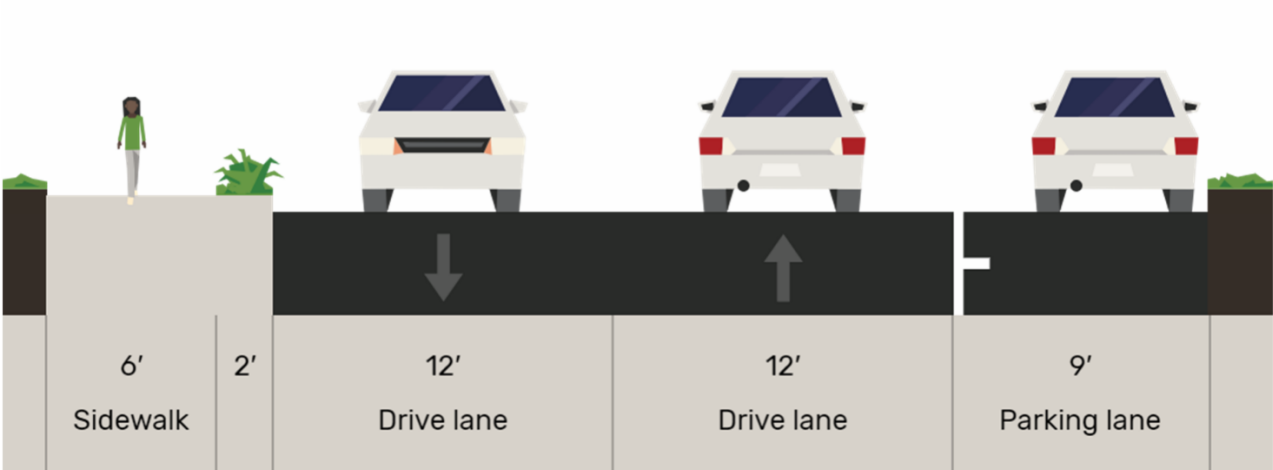


Roselawn Avenue

Roselawn Avenue Typical Section (No Change Proposed):



Roselawn Avenue Section at Stormwater Plantings (No Change Proposed):



Graphics created with Streetmix

2024 PMP — Proposed Improvements

Roselawn Avenue:

Mill Existing Pavement

Repave 2” New Asphalt

Curb and Gutter Spot Replacement

Minor Stormwater Improvements (not assessed)

Public Agencies

- MnDOT
 - MSA funding and project review
- City of Roseville
 - North half of Roselawn
 - Cooperative Construction Agreement Approved November 15, 2023
- St. Paul Regional Water Services
 - Coordinating on gate valve work
- Capitol Region & Rice Creek Watershed Districts
 - Project does not trigger additional storm improvements

Private Utilities

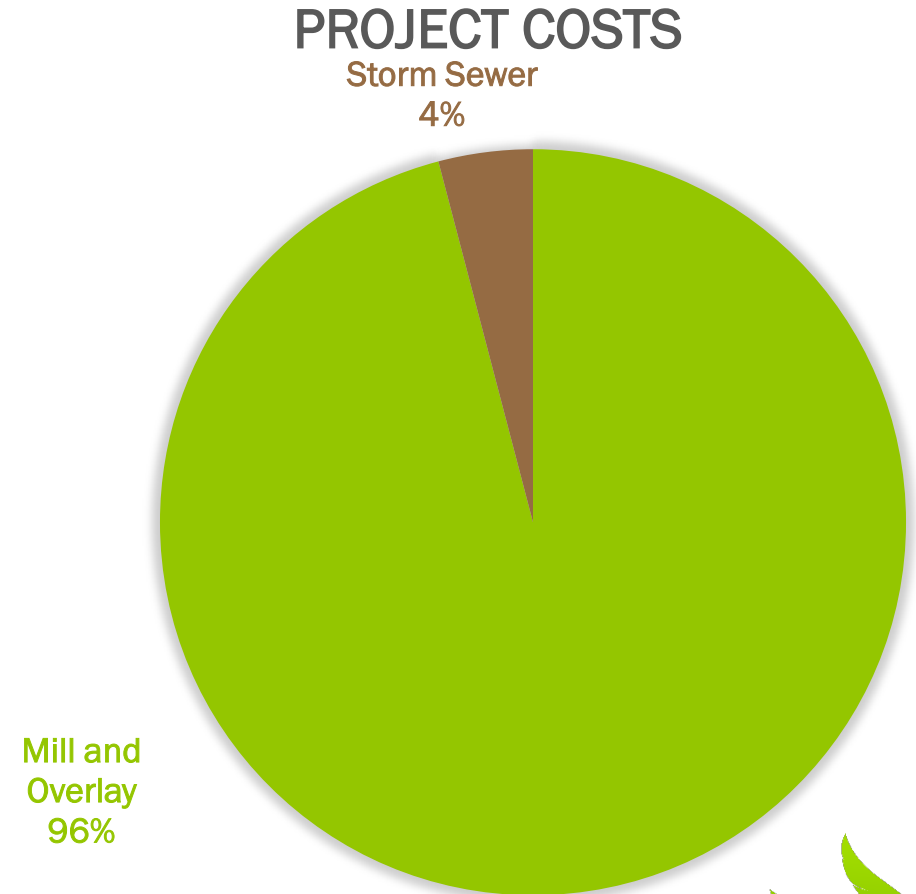
City will coordinate any necessary relocations or improvements in conjunction with the project. These would be identified during the design process this winter. Private Utilities operating in the City right-of-way include:

- Xcel Energy
- Century Link (Lumen)
- Comcast
- MCI
- Zayo

Project Cost Estimate

Total project cost is estimated at \$98,000, including contingency and engineering costs. The cost breakdown is shown below:

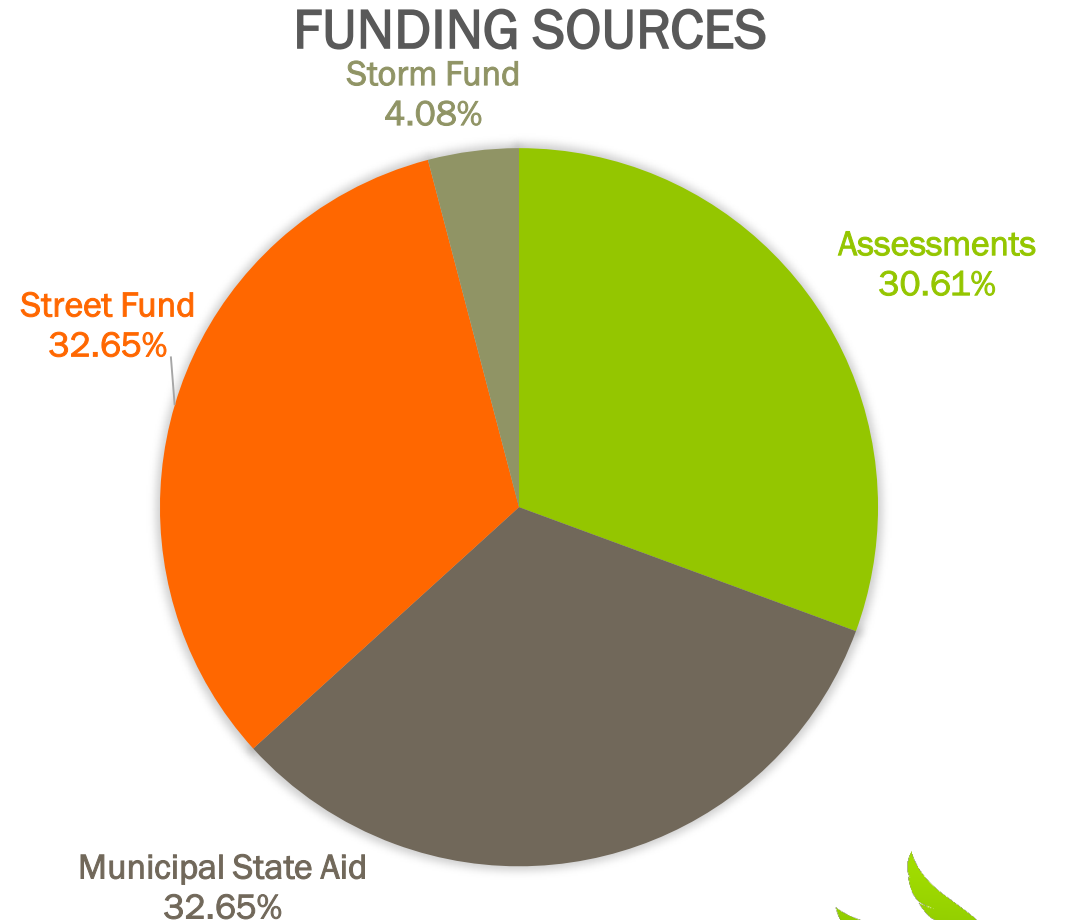
- Mill and Overlay Street Costs: \$94,000
- Storm Sewer Costs: \$4,000



Project Funding

Funding for this project comes from several sources itemized below:

- Approximated Assessments: \$30,000
- Street Fund: \$32,000
- Municipal State Aid: \$32,000
- Storm Sewer Fund: \$ 4,000



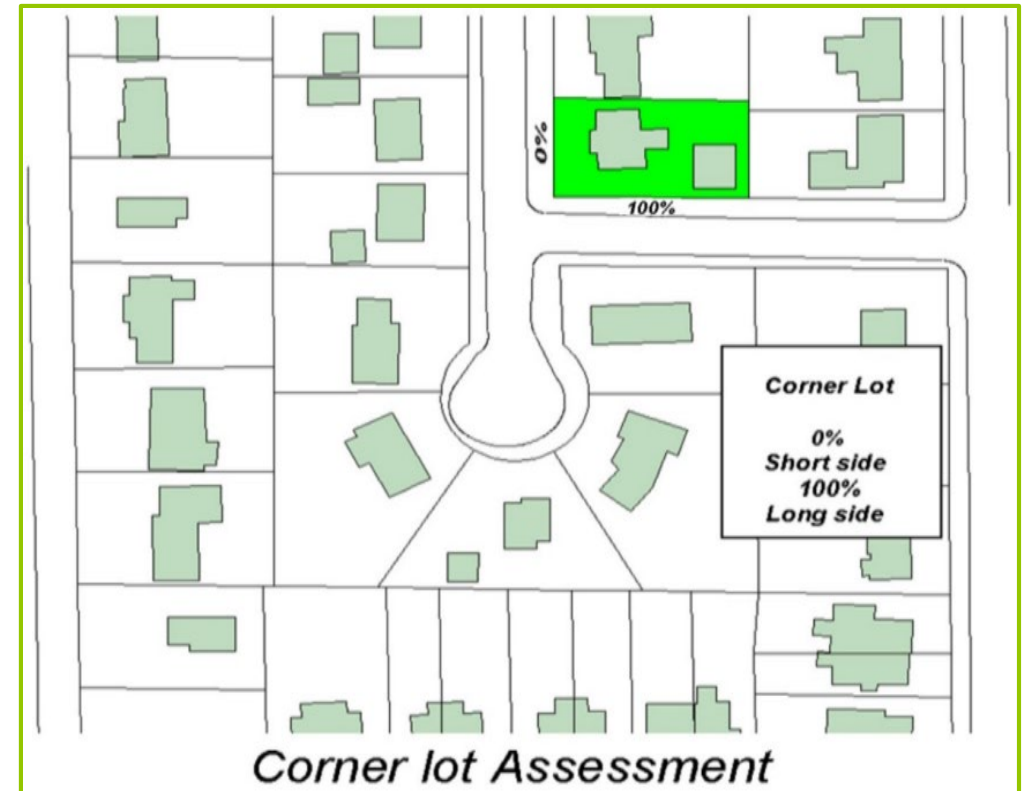
Assessments - City Policy for Streets

All parcels are residential lots, assessed 40% of the improvement cost for streets.

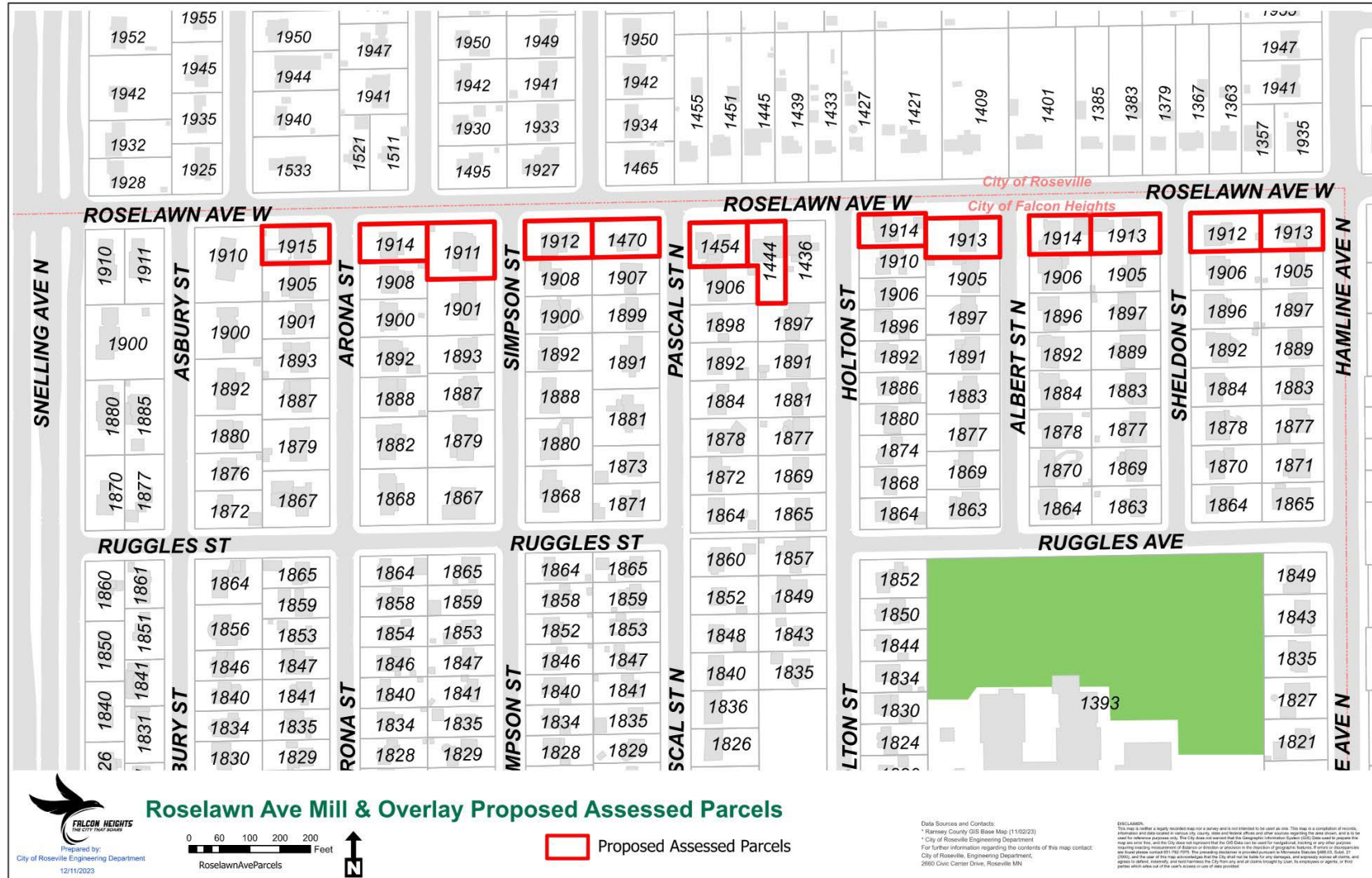
Streets are assessed by the front footage of each lot.

Residential corner lots are assessed 100% for the long side, 0% for the short side.

Four adjacent parcels are not assessed, as their adjacent side is the short side.



Assessments – Mill and Overlay Map



Assessments — Proposed Estimate

Assessment Roll

- 13 Parcels
- Total Frontage = 1,886 feet (368 feet non-assessable)
- Estimated Assessment Rate = \$19.94/ft
- Average Residential Assessment = \$2,532.38
- Approximate Residential Range = \$1,500 to \$2,800

Assessments – Payment Options

After Assessment Hearing (Fall 2024):

- Pay in part or full, interest-free within 30 days
- Add to property taxes with interest:
 - Length and interest rate set by City Council
 - 7 years, Mill and Overlays
 - Interest Rate at 2% above current rate of return on City's portfolio
 - Option to Pay Up-Front in Fall
 - First Payment Due in 2025 with property taxes

Assessments – Payment Options

➤ Hardship Deferral

- Homestead property
- Age 65+, or retired by virtue of disability
- Payment would be a hardship
- Assessment will accrue interest while deferred and be due when the above no longer applies
- Application available at City Hall

Neighborhood Open House

- Held Thursday, January 4th
- 3 Residents Attended
- Comments noted:
 - Drainage issues near Arona Street
 - Concerns about speeding
 - Simpson Street Crosswalk – Poor stop compliance for pedestrians
 - Appreciated City only assessing one side of corner lots
 - Feels streets are well-maintain in the city

Project Timeline

Please note, this schedule is subject to change. Council actions are denoted with “CC” and will take place at a public meeting:

- February 14, 2024 – CC Approve Plans and Order Advertisement for Bids
- March 2024 – CC Accept Bids
- Spring 2024 – Preconstruction Neighborhood Meeting
- Summer 2024 – Construction
- Fall 2024 – CC Assessment Hearing
- Spring 2025 – Final Restoration and Punchlist

Requested Council Actions

Staff recommends City Council:

- Hold Public Hearing
- Adopt resolution ordering improvement and authorizing preparation of plans and specifications.

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

January 10, 2024

No. 24-02

**RESOLUTION NO. 24-02
RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS AND
SPECIFICATIONS FOR THE 2024 PAVEMENT MANAGEMENT PROJECT**

WHEREAS, pursuant to resolution of the City Council adopted December 27, 2023, fixed a date for a council hearing on the 2024 Pavement Management Project, the proposed improvement of Roselawn Avenue, Snelling Avenue to Hamline Avenue; and

WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held on January 10, 2024, at which all persons desiring to be heard were given an opportunity to be heard thereon.

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

1. Such improvement is necessary, cost-effective, and feasible as detailed in the feasibility report.
2. Such improvement is hereby ordered as proposed in the City Council resolution adopted December 27, 2024.
3. The City of Roseville Engineering Department is hereby designated as the engineer for this improvement. The engineer shall prepare plans and specifications for the making of such improvement.

Moved by:

Approved by: _____
Randall C. Gustafson
Mayor

GUSTAFSON _____ In Favor
MEYER
LEEHY _____ Against
WASSENBERG
MIELKE

Attested by: _____
Jack Linehan
City Administrator

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PACKET: 02973 December 27 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
01-0115		GOPHER STATE ONE CALL				
I-3080390-IN		August Locates - Reissue	170.10			
12/27/2023	APBNK	DUE: 12/27/2023 DISC: 12/27/2023		1099: N		
		August Locates - Reissue		601 4601-88030-000	LOCATES	170.10
		=== VENDOR TOTALS ===	170.10			
01-05856		LINEHAN, JACK				
I-202312278718		Telephone Reimbursement - Dec	60.00			
12/27/2023	APBNK	DUE: 12/27/2023 DISC: 12/27/2023		1099: N		
		Telephone Reimbursement - Dec		601 4601-85015-000	CELL PHONE	60.00
		=== VENDOR TOTALS ===	60.00			
01-05585		METROPOLITAN AREA MANAGEMENT A				
I-1670		2024 Membership Dues	45.00			
12/27/2023	APBNK	DUE: 12/27/2023 DISC: 12/27/2023		1099: N		
		2024 Membership Dues		101 4112-86100-000	CONFERENCES/EDUCATION/AS	45.00
		=== VENDOR TOTALS ===	45.00			
01-04875		MOBILE MINI, INC.				
I-9019770825		Warming House	853.00			
12/27/2023	APBNK	DUE: 12/27/2023 DISC: 12/27/2023		1099: N		
		Warming House		101 4141-86105-000	TEMPORARY WARMING HOUSE	853.00
		=== VENDOR TOTALS ===	853.00			
01-05925		SECURIAN LIFE INSURANCE COMPAN				
I-26820251-01		January Life Insurance	300.99			
12/27/2023	APBNK	DUE: 12/27/2023 DISC: 12/27/2023		1099: N		
		January Life Insurance		101 15500-000	PREPAID EXPENDITURES	300.99
		=== VENDOR TOTALS ===	300.99			
01-05924		TOTAL CONTROL SYSTEMS, INC				
I-11000		Lift Station Repair	1,657.80			
12/27/2023	APBNK	DUE: 12/27/2023 DISC: 12/27/2023		1099: N		
		Lift Station Repair		602 4602-88700-000	LIFT STATION OPERATION E	1,657.80
		=== VENDOR TOTALS ===	1,657.80			
		=== PACKET TOTALS ===	3,086.89			

PACKET: 02975 December 29 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
01-0028	ALLSTREAM						
I-20148222		Emergency Landline CH Dec	96.83				
12/29/2023	APBNK	DUE: 12/29/2023 DISC: 12/29/2023		1099: N			
		Emergency Landline CH Dec		101 4116-85010-000	TELEPHONE		96.83
=== VENDOR TOTALS ===			96.83				
01-00875	BHE COMMUNITY SOLAR, LLC						
I-11968952		Solar Garden Elect Nov	844.14				
12/29/2023	APBNK	DUE: 12/29/2023 DISC: 12/29/2023		1099: N			
		Solar Garden Elect Nov		101 4137-85025-000	SOLAR ELECTRIC		844.14
=== VENDOR TOTALS ===			844.14				
01-01034	BRAKE AND EQUIPMENT WAREHOUSE						
I-01KZ2761		Tire Stems	18.28				
12/29/2023	APBNK	DUE: 12/29/2023 DISC: 12/29/2023		1099: N			
		Tire Stems		101 4132-70120-000	SUPPLIES		18.28
=== VENDOR TOTALS ===			18.28				
01-03089	CASH						
I-202312298724		Petty Cash	52.79				
12/29/2023	APBNK	DUE: 12/29/2023 DISC: 12/29/2023		1099: N			
		Certified Postage TIF Payments		414 4414-89000-000	MISC:TIF ADMIN FEES RAMS		32.30
		Dues		101 4112-86100-000	CONFERENCES/EDUCATION/AS		10.00
		Kitchen Supplies		101 4112-70100-000	SUPPLIES		10.49
=== VENDOR TOTALS ===			52.79				
01-00883	CENTER FOR VALUES-BASED INITIA						
I-23020		Deliverable 6:Future Svc Rec	3,500.00				
12/29/2023	APBNK	DUE: 12/29/2023 DISC: 12/29/2023		1099: N			
		Deliverable 6:Future Svc Rec		101 4112-80330-000	CONSULTANT		3,500.00
=== VENDOR TOTALS ===			3,500.00				
01-03123	CINTAS CORPORATION						
I-4177798479		Floor Mats Svc 12/21	82.28				
12/29/2023	APBNK	DUE: 12/29/2023 DISC: 12/29/2023		1099: N			
		Floor Mats Svc 12/21		101 4131-87010-000	CITY HALL MAINTENANCE		82.28
=== VENDOR TOTALS ===			82.28				

PACKET: 02975 December 29 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/>						
01-290		CITY OF ROSEVILLE				
I-241997		Nov Engineering	1,791.21			
12/29/2023	APBNK	DUE: 12/29/2023 DISC: 12/29/2023		1099: N		
		Nov Engineering		101 4133-80100-000	ENGINEERING SERVICES	313.05
		Nov EMP Engineering		429 4429-80100-000	ENGINEERING	49.77
		Nov Engineering Larp Street		419 4419-92500-000	LARPENTEUR STREET LIGHTS	1,238.17
		Nov Engineering Church Storm		602 4602-80100-000	ENGINEERING	190.22
		=== VENDOR TOTALS ===	1,791.21			
<hr/>						
01-05290		GOODIN COMPANY				
I-2600715-00		Faucet Stems	74.04			
12/29/2023	APBNK	DUE: 12/29/2023 DISC: 12/29/2023		1099: N		
		Faucet Stems		101 4131-70110-000	SUPPLIES	74.04
		=== VENDOR TOTALS ===	74.04			
<hr/>						
01-05153		HOME DEPOT CRC/GECF				
I-202312298719		Shop Supplies	96.15			
12/29/2023	APBNK	DUE: 12/29/2023 DISC: 12/29/2023		1099: N		
		Hand Wash Station Supplies		101 4131-70110-000	SUPPLIES	18.89
		Shop Supplies		101 4131-70110-000	SUPPLIES	63.76
		Reflective Markers		101 4141-70100-000	SUPPLIES	13.50
		=== VENDOR TOTALS ===	96.15			
<hr/>						
01-05440		LOFFLER COMPANIES, INC				
I-4562018		Copier Charges	182.77			
12/29/2023	APBNK	DUE: 12/29/2023 DISC: 12/29/2023		1099: N		
		Copier Charges		101 4112-87000-000	REPAIR OFFICE EQUIPMENT	182.77
		=== VENDOR TOTALS ===	182.77			
<hr/>						
01-06030		OLSON,ROLAND				
I-202312298722		Mileage Reimbursement	41.79			
12/29/2023	APBNK	DUE: 12/29/2023 DISC: 12/29/2023		1099: N		
		Mileage Reimbursement Dec		101 4113-86010-000	MILEAGE	41.79
		=== VENDOR TOTALS ===	41.79			

PACKET: 02975 December 29 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
=====						
01-024		ON SITE SANITATION				
I-1654661		Portable Toilet at Comm Park	165.00			
12/29/2023	APBNK	DUE: 12/29/2023 DISC: 12/29/2023		1099: N		
		Portable Toilet at Comm Park		601 4601-85080-000	PORTABLE TOILET PARKS	165.00
=== VENDOR TOTALS ===			165.00			
=====						
01-05927		POPE, DEAN				
I-202312298725		Reimburse for Boots	220.99			
12/29/2023	APBNK	DUE: 12/29/2023 DISC: 12/29/2023		1099: N		
		Reimburse for Boots		101 4132-77000-000	CLOTHING	220.99
=== VENDOR TOTALS ===			220.99			
=====						
01-06185		RAMSEY COUNTY				
I-RISK-002266		Nov Insurance/HR Admin Fee	1,364.31			
12/29/2023	APBNK	DUE: 12/29/2023 DISC: 12/29/2023		1099: N		
		Nov Insurance/HR Admin Fee		101 4112-89000-000	MISCELLANEOUS	1,364.31
I-RISK-002271		Dec Insurance/HR Admin Fee	630.56			
12/29/2023	APBNK	DUE: 12/29/2023 DISC: 12/29/2023		1099: N		
		Dec Insurance/HR Admin Fee		101 4112-89000-000	MISCELLANEOUS	630.56
=== VENDOR TOTALS ===			1,994.87			
=====						
01-05926		RIGHT WAY PLUMBING LLC				
I-202312298723		Refund of Permit - Double Pym	78.24			
12/29/2023	APBNK	DUE: 12/29/2023 DISC: 12/29/2023		1099: N		
		Refund of Permit - Double Pymt		101 32230-000	PLUMBING PERMITS	78.24
=== VENDOR TOTALS ===			78.24			
=====						
01-00935		ST PAUL REGIONAL WATER SERVICE				
I-202312298721		Water & Sanitary Sewer	142.92			
12/29/2023	APBNK	DUE: 12/29/2023 DISC: 12/29/2023		1099: N		
		Community Park Water		101 4141-85040-000	WATER	35.63
		Community Park Sanitary Sewer		601 4601-85075-000	CITY BUILDINGS SANITARY	12.33
		City Hall Water		101 4131-85040-000	WATER	72.92
		City Hall Sanitary Sewer		601 4601-85075-000	CITY BUILDINGS SANITARY	22.04
=== VENDOR TOTALS ===			142.92			

PACKET: 02975 December 29 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
=====						
01-062		SUMMIT COMPANIES				
=====						
I-130094884		Annual Fire Extinguisher Insp	633.85			
12/29/2023	APBNK	DUE: 12/29/2023 DISC: 12/29/2023		1099: N		
		Annual Fire Extinguisher Inspe		101 4131-87010-000	CITY HALL MAINTENANCE	633.85
=== VENDOR TOTALS ===			633.85			
=====						
01-05870		XCEL ENERGY				
=====						
I-202312298720		Elect	45.75			
12/29/2023	APBNK	DUE: 12/29/2023 DISC: 12/29/2023		1099: N		
		Elect		101 4121-85020-000	ELECTRIC	12.38
		Elect		101 4141-85020-000	ELECTRIC/GAS	33.37
=== VENDOR TOTALS ===			45.75			
=== PACKET TOTALS ===			10,061.90			

PACKET: 02977 JAN 2 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05273		MN PUBLIC EMPLOYEES INSURANCE				

I-1342029		JAN HEALTH INS	10,703.64			
1/02/2024	APBNK	DUE: 1/02/2024 DISC: 1/02/2024		1099: N		
		JAN HEALTH INS		101 4112-89000-000	MISCELLANEOUS	10,703.64
		=== VENDOR TOTALS ===	10,703.64			
=====						
01-06483		SENTRY SYSTEMS, INC.				

I-790590		MONITORING 1/1/24 TO 3/31/24	94.50			
1/02/2024	APBNK	DUE: 1/02/2024 DISC: 1/02/2024		1099: N		
		MONITORING 1/1/24 TO 3/31/24		101 4131-87100-000	PANIC BUTTON SECURITY	94.50
		=== VENDOR TOTALS ===	94.50			
		=== PACKET TOTALS ===	10,798.14			

PACKET: 02979 January 3 Payables
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-05115	BP					
I-202401038726		Fuel	593.33			
1/03/2024	APBNK	DUE: 1/03/2024 DISC: 1/03/2024		1099: N		
		Fuel		101 20200-000	ACCOUNTS PAYABLE	452.33
		Fuel		602 20200-000	ACCOUNTS PAYABLE	141.00
		=== VENDOR TOTALS ===	593.33			
01-05115		GOPHER STATE ONE CALL				
I-3120390		Dec Locates	170.10			
1/03/2024	APBNK	DUE: 1/03/2024 DISC: 1/03/2024		1099: N		
		Dec Locates		601 20200-000	ACCOUNTS PAYABLE	170.10
		=== VENDOR TOTALS ===	170.10			
01-05582		MENARDS				
I-202401038727		Supplies	511.98			
1/03/2024	APBNK	DUE: 1/03/2024 DISC: 1/03/2024		1099: N		
		Shop Supplies & Comm Park Sign		101 20200-000	ACCOUNTS PAYABLE	229.10
		Battery Tenders for Dump Truck		101 20200-000	ACCOUNTS PAYABLE	69.35
		Hand Wash Station Supplies& Ba		101 20200-000	ACCOUNTS PAYABLE	213.53
		=== VENDOR TOTALS ===	511.98			
01-06024		ON SITE SANITATION				
I-1654662		Portable Toilet at Curtiss Fi	165.00			
1/03/2024	APBNK	DUE: 1/03/2024 DISC: 1/03/2024		1099: N		
		Portable Toilet at Curtiss Fie		601 20200-000	ACCOUNTS PAYABLE	165.00
		=== VENDOR TOTALS ===	165.00			
01-05374		TENNIS SANITATION LLC				
I-3800363		Recycling SFD&MFD FH Dec	8,453.25			
1/03/2024	APBNK	DUE: 1/03/2024 DISC: 1/03/2024		1099: N		
		Recycling SFD&MFD FH Dec		206 20200-000	ACCOUNTS PAYABLE	8,453.25
I-3800364		Recycling Ramsey Cty SWMT&CEC	66.50			
1/03/2024	APBNK	DUE: 1/03/2024 DISC: 1/03/2024		1099: N		
		Recycling Ramsey Cty SWMT&CEC		101 20200-000	ACCOUNTS PAYABLE	66.50
		=== VENDOR TOTALS ===	8,519.75			
		=== PACKET TOTALS ===	9,960.16			

PACKET: 02981 January 3 Payables
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
<hr/>						
01-0225	COLIN CALLAHAN					
<hr/>						
I-202401038728		Flex Payment	112.50			
1/03/2024	APBNK	DUE: 1/03/2024 DISC: 1/03/2024		1099: N		
		Flex Payment		101 21711-000	DEPENDENT CARE FLEX PAYA	46.13
		Flex Payment		601 21711-000	DEPENDENT CARE FLEX PAYA	52.88
		Flex Payment		602 21711-000	DEPENDENT CARE FLEX PAYA	13.49
		=== VENDOR TOTALS ===	112.50			
<hr/>						
01-05235	JAN-PRO CLEANING SYSTEMS					
<hr/>						
I-123873		Janitorial Service Jan	550.00			
1/03/2024	APBNK	DUE: 1/03/2024 DISC: 1/03/2024		1099: N		
		Janitorial Service Jan		101 4131-87010-000	CITY HALL MAINTENANCE	550.00
		=== VENDOR TOTALS ===	550.00			
<hr/>						
01-05509	LEAGUE OF MN CITIES					
<hr/>						
I-398013		Elected Leaders Institute	350.00			
1/03/2024	APBNK	DUE: 1/03/2024 DISC: 1/03/2024		1099: N		
		Elected Leaders Institute		101 4111-86100-000	CONFERENCES/EDUCATION/TR	350.00
		=== VENDOR TOTALS ===	350.00			
<hr/>						
01-05856	LINEHAN, JACK					
<hr/>						
I-202401038729		Flex Reimbursement	161.59			
1/03/2024	APBNK	DUE: 1/03/2024 DISC: 1/03/2024		1099: N		
		Flex Reimbursement		101 21711-000	DEPENDENT CARE FLEX PAYA	142.20
		Flex Reimbursement		206 21711-000	DEPENDENT CARE FLEX PAYA	8.08
		Flex Reimbursement		601 21711-000	DEPENDENT CARE FLEX PAYA	6.46
		Flex Reimbursement		602 21711-000	DEPENDENT CARE FLEX PAYA	4.85
		=== VENDOR TOTALS ===	161.59			
<hr/>						
01-05665	METROPOLITAN COUNCIL					
<hr/>						
I-1166782		Feb Waste Water Services	63,338.36			
1/03/2024	APBNK	DUE: 1/03/2024 DISC: 1/03/2024		1099: N		
		Feb Waste Water Services		601 4601-85060-000	METRO SEWER CHARGES	63,338.36
		=== VENDOR TOTALS ===	63,338.36			

PACKET: 02981 January 3 Payables
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01/03/2024	60	MINNESOTA GFOA				
I-16808		MN GFOA Membership - Roland	70.00			
1/03/2024	APBNK	DUE: 1/03/2024 DISC: 1/03/2024		1099: N		
		MN GFOA Membership - Roland		101 4113-86110-000	MEMBERSHIPS	70.00
== VENDOR TOTALS ==			70.00			
=====						
01-05994		NORTHEAST YOUTH & FAMILY				
I-1003		2024 Municipality Coop Svc	12,846.17			
1/03/2024	APBNK	DUE: 1/03/2024 DISC: 1/03/2024		1099: N		
		2024 Municipality Coop Svc		101 4111-86500-000	COOPERATIVE SERVICE	12,846.17
== VENDOR TOTALS ==			12,846.17			
== PACKET TOTALS ==			77,428.62			

PACKET: 02983 JAN 4TH PAYABLE
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS	P.O. #		
POST DATE	BANK CODE	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====					
01-05450	LEAGUE MN CITIES INS TRST				

I-202401048730	WORKERS COMP 2024	25,763.00			
1/04/2024	APBNK DUE: 1/04/2024 DISC: 1/04/2024		1099: N		
	WORKERS COMP 2024		101 4112-88000-000	INSURANCE & BONDS	21,263.00
	WORKERS COMP 2024		601 4601-88000-000	INSURANCE & BONDS	2,500.00
	WORKERS COMP 2024		602 4602-88000-000	INSURANCE & BONDS	2,000.00
	=== VENDOR TOTALS ===	25,763.00			
	=== PACKET TOTALS ===	25,763.00			

PACKET: 02985 JAN 5 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
=====						
01-03123		CINTAS CORPORATION				
I-4179081916		FLOOR MAT SVC	82.28			
1/05/2024	APBNK	DUE: 1/05/2024 DISC: 1/05/2024		1099: N		
		FLOOR MAT SVC		101 20200-000	ACCOUNTS PAYABLE	82.28
		=== VENDOR TOTALS ===	82.28			
=====						
01-05190		HYDRAULIC SPECIALTY CO				
I-90007912714		REPAIR HYRAULICS SNOW PLOW	3,491.99			
1/05/2024	APBNK	DUE: 1/05/2024 DISC: 1/05/2024		1099: N		
		REPAIR HYRAULICS SNOW PLOW		101 20200-000	ACCOUNTS PAYABLE	3,491.99
		=== VENDOR TOTALS ===	3,491.99			
=====						
01-07898		WSB				
I-R-023655-000-3		COMM PARK IMPROV -NOV 30, 202	9,633.56			
1/05/2024	APBNK	DUE: 1/05/2024 DISC: 1/05/2024		1099: N		
		COMM PARK IMPROV -NOV 30, 2023		403 20200-000	ACCOUNTS PAYABLE	9,633.56
		=== VENDOR TOTALS ===	9,633.56			
		=== PACKET TOTALS ===	13,207.83			

EMP #	NAME	AMOUNT
C 022	RANDALL C GUSTAFSON	293.07
01-0023	MELANIE M LEEHY	262.05
01-0025	YAKASAH WEHYEE	262.05
01-0027	ERIC G MEYER	262.05
01-0028	JAMES J WASSENBERG	262.05
01-1006	JACK LINEHAN	2,908.35
01-1027	KELLY A NELSON	2,101.40
01-1029	ELKE VAN DER WERFF	1,705.70
01-1042	FREDI PONCE PARRA	884.84
01-1136	ROLAND O OLSON	3,142.63
01-1162	ALYSSA LANDBERG	891.51
01-1028	HANNAH B LYNCH	2,692.17
01-1167	DAVID S SIMONS	1,631.00
01-1168	DEAN T POPE	1,652.56
01-1033	DAVE TRETSVEN	1,946.63
01-1143	COLIN B CALLAHAN	2,794.08

TOTAL PRINTED: 16 23,692.14

12-26-2023 6:11 AM

PAYROLL CHECK REGISTER

PAGE: 1

PAYROLL NO: 01 City of Falcon Heights

PAYROLL DATE: 12/26/2023

*** REGISTER TOTALS ***

REGULAR CHECKS:		
DIRECT DEPOSIT REGULAR CHECKS:	16	23,692.14
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	16	23,692.14

*** NO ERRORS FOUND ***

** END OF REPORT **

WIRE PAYMENTS

	Dec 30 payroll
Fed With	8,547.17
St With	1,530.14
Pera	4,621.22
ICMA	200.00
Child support	<u>-</u>
	14,898.53

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

Item	Approval of City License(s)
Description	<p>The following individuals/entities have applied for a <u>Municipal Business License</u> for 2024. Staff have received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Premier Health of Saint Paul / Roseville 2. Northern Tier Retail LLC dba Speedway #4353 <p>The following individuals/entities have applied for a <u>Gasoline Station Operator License</u> for 2024. Staff have received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Northern Tier Retail LLC dba Speedway #4353 <p>The following individuals/entities have applied for a <u>Retail Grocery License</u> for 2024. Staff have received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Northern Tier Retail LLC dba Speedway #4353 <p>The following individuals/entities have applied for a <u>Tobacco License</u> for 2024. Staff have received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Northern Tier Retail LLC dba Speedway #4353
	N/A
Attachment(s)	N/A
Action(s) Requested	Staff recommends approval of the City license applications contingent on background checks and fire inspections as required.

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Meeting Date	January 10, 2024
Agenda Item	Consent G3
Attachment	Resolution 24-03
Submitted By	Roland Olson, Finance Director

Item	Designate Official Depositories for 2024
Description	All investments are made according to State law and the City's Investment Policy. The City Administrator and/or Finance Director are authorized to deposit general and other funds therein and make investments and transfers for funds for the City of Falcon Heights. Collateral is furnished by the financial institutions as required by law.
Budget Impact	N/A
Attachment(s)	Resolution 24-03 Designating the Official Depositories for the City of Falcon Heights
Action(s) Requested	Staff recommends approve of attached resolution for the official depositories for 2024.

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

January 10, 2024

No. 24-03

**A RESOLUTION DESIGNATING THE OFFICIAL DEPOSITORIES FOR THE
CITY OF FALCON HEIGHTS**

BE IT HEREBY RESOLVED, by the city council of the City of Falcon Heights that the following financial institutions be designated as depositories for funds of the City of Falcon Heights:

US Bank System, LMC 4M Fund (checking account)
US Bank National Association
Wells Fargo Advisors
Minnesota Municipal Money Market Fund (4M and 4M Plus Funds)
PMA Securities Inc, PMA Financial Network Inc (4M and 4M
Plus Investment Pools)

BE IT FURTHER RESOLVED that the City Administrator and/or Finance Director is authorized to deposit general and other funds therein and make investments and transfers of funds in accordance with the City's Investment Policy for the City of Falcon Heights with Council approval. Collateral shall be furnished by the financial institutions as required by law.

Moved by:

Approved by: _____
Randall Gustafson
Mayor

GUSTAFSON _____ In Favor
LEEHY
MEYER _____ Against
WASSENBERG
MIELKE

Attested by: _____
Jack Linehan
City Administrator

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

Item	Review of Elected Official Out-of-State Travel Policy
Description	In 2005, the Minnesota State Legislature passed a requirement that cities adopt a policy that regulates out-of-state travel by elected officials. The Falcon Heights City Council adopted the attached policy on November 9, 2005. One provision of the statute is that the policy be reviewed annually by the City council.
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • Elected Official Out-of-State Travel policy
Action(s) Requested	Staff recommends that the Falcon Heights City Council affirm the attached City of Falcon Heights Elected Official Out-of-State Travel policy adopted November 9, 2005 for 2024.

City of Falcon Heights


ELECTED OFFICIAL OUT-OF-STATE TRAVEL POLICY

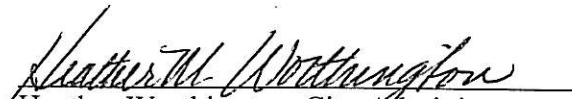
Purpose: The City of Falcon Heights recognizes that its elected official may at times receive value from traveling out of the state for workshops, conferences, events and other assignments. This policy sets forth the conditions under which out-of-state travel will be reimbursed by the City.

General Guidelines:

1. The event, workshop, conference or assignment must be approved in advance by the City Council at an open meeting and must include an estimate of the cost of the travel, and the use of a resolution detailing what exactly is being approved.
2. No reimbursements will be made for attendance at events sponsored by or affiliated with political parties.
3. The city may make payments in advance for airfare, lodging and registration if specifically approved by the council. Otherwise all payments will be made as reimbursements to the elected official.
4. The City will reimburse for transportation, lodging, meals, registration, and incidental costs using the same procedures, limitations and guidelines outlined in the city's Travel Policy.

Adopted November 9, 2005


Susan L. Gehrz, Mayor


Heather Worthington, City Administrator

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Meeting Date	January 10, 2024
Agenda Item	Consent G5
Attachment	N/A
Submitted By	Randy Gustafson, Mayor

Item	Appointment of Acting Mayor
Description	<p>Periodically, the Mayor's absence requires that official duties (such as signing official documents, running City Council meetings, etc.) need to be conducted in a timely manner. Melanie Leehy served as Acting Mayor in 2022 and 2023. Based on seniority, it is my recommendation to have the position rotate to the next most senior member, Council Member Eric Meyer.</p> <p>The Mayor still retains the right to name other Council Members as Acting Mayor when planned absences are anticipated, but the formal designation of an Acting Mayor allows for continuity of operations in the case of an emergency or unplanned absence.</p>
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	I recommend that the Falcon Heights City Council motion to approve Eric Meyer as the Acting Mayor in 2024.

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Meeting Date	January 10, 2024
Agenda Item	Consent G6
Attachment	N/A
Submitted By	Jack Linehan, City Administrator

Item	2024 Commission Reappointments
Description	<p>Each year the City Council appoints residents to serve on various city commissions. Below are my recommendations for residents to serve a second three-year term (2024-2027), as directed by the City Code:</p> <p>Community Engagement Commission: Karen Cooley-Kistler Julie Ebbesen</p> <p>Environment Commission: Pedro De Filippo Vannucci</p>
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	Staff recommends that the Falcon Heights City Council motion to approve the following Commissioners to their second three-year terms to their respective commissions.

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Meeting Date	January 10, 2024
Agenda Item	Consent G7
Attachment	N/A
Submitted By	Roland Olson, Finance Director

Item	Mileage reimbursement rate for 2024.
Description	The business mileage reimbursement rate allowed by the IRS is 67.0 cents per mile effective January 1, 2024 through December 31, 2024. This is a one and a half cent per mile increase in the mileage rate allowed by the IRS in 2023. Staff recommends approval of the mileage rate reimbursement when city staff use their personal autos for city business. The IRS announced this rate increase as a method of combatting inflation and higher gasoline costs.
Budget Impact	The mileage reimbursement rate is 67.0 cent per mile effective January 1, 2024.
Attachment(s)	N/A
Action(s) Requested	Staff recommends that the Falcon Heights City Council motion to approve the IRS' approved reimbursement mileage rate of 67.0 cents per mile when employees use their personal vehicles for city business in 2024.

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Meeting Date	January 10, 2024
Agenda Item	Consent G8
Attachment	N/A
Submitted By	Randy Gustafson, Mayor

Item	City Council Commission Liaison Assignments
Description	<p>Council Members are each assigned to serve as a liaison between City Council and various commissions each year. Assignments for 2023 are as follows:</p> <ul style="list-style-type: none"> • Planning Commission - Randy Gustafson • Community Engagement Commission - Melanie Leehy • Parks and Recreation Commission - James Wassenberg • Environment Commission - Eric Meyer • Northeast Youth and Family Services - Randy Gustafson • North Suburban Cable Commission (Nine North) - Paula Mielke <ul style="list-style-type: none"> ○ Randy Gustafson will be the alternate
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	Motion to approve the above appointments for 2024.

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Meeting Date	January 10, 2024
Agenda Item	Consent G9
Attachment	N/A
Submitted By	Jack Linehan, City Administrator

Item	Designation of Official Newspaper
Description	State statute requires that a city designate a legal newspaper of general circulation in the city. This newspaper is used when the city is required to publish legal notification regarding public hearings, elections and city financial matters. Based on circulation of the Pioneer Press in Falcon Heights, staff recommend that the city designate the Pioneer Press as the legal newspaper for 2024.
Budget Impact	Funds have been allocated in the 2024 Budget.
Attachment(s)	N/A
Action(s) Requested	Designate the Pioneer Press as the city's legal newspaper for 2024.

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Meeting Date	January 10, 2024
Agenda Item	Consent G10
Attachment	Standing Rules and Council and Advisory Commission Roles and Guidelines
Submitted By	Jack Linehan, City Administrator

Item	Review and Adopt Council Standing Rules and Council/ Advisory Commission Roles and Guidelines
Description	<p>Each year, at the first Council meeting, the City Council reviews the operating procedures it intends to use and decides if changes are warranted.</p> <p>The standing rules have been amended as of September 23, 2020 with the City Council and Advisory Commission Roles and Guidelines as attached.</p>
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • City Council Standing Rules • City Council and Advisory Commission Roles and Guidelines
Action(s) Requested	Staff would recommend adopting the Council Standing Rules and Council and Advisory Commission Roles and Guidelines for 2024.

Amended January 11, 2006

B. CITY COUNCIL STANDING RULES

INTRODUCTION

In the belief that the best decisions are made by the best informed decision makers and that the public decision process is best served when the public has every opportunity to present views, the following rules are established to govern regular and special council meetings, as well as formal public hearings. There are several goals behind these rules.

1. In general, free and open discussion by all interested parties should be an essential part of the decision making process.
2. The council process should have as little procedural overhead as possible.
3. Time is better spent on substantial matters rather than proforma matters.

MEMBERSHIP

The formal council membership consists of the four council members and the mayor. All five have one vote each and all five can introduce motions. For purposes of leading the meeting, the mayor, or in the absence of the mayor, the acting mayor will be considered the chairperson.

RULES

Agenda

1. To be considered, an item must be on the agenda and the agenda must be distributed to all of the council members and any other persons having responsibility for an item at least three working days prior to the meeting. An agenda can be modified with addenda by a majority vote, but this should be used only for minor items or items with extreme time constraints.
2. An item can be moved from the consent agenda to the action agenda at the request of any council member.
3. Since there will be an audience and cable TV viewers not familiar with each item, the chair will give a brief explanation of each item as it is addressed.

Agenda (continued)

4. The order of items on the agenda need not be followed absolutely. The chair may adjust the order in the interest of:
 - a. Filling in time before a scheduled item, i.e. a public hearing.
 - b. Grouping several items to best make use of consultant time.
 - c. Accommodating individuals who have attended the meeting specifically to provide input on an item.

Process – Regular and Special Council Meetings

1. For these proceedings, the council will use the “open discussion” procedure. That is, discussion is open to any member before or after a motion is made. This privilege is also extended to the city administrator, city clerk and any of the consultants who may have an interest in or can contribute to the item at hand.
2. At the discretion of the chair, this privilege is also extended to those members of the audience who wish to provide input. The chair may also rule out of order any input felt to be redundant, superfluous, or irrelevant.
3. The chair can make liberal use of the “unanimous consent” procedure. That is, items that in the judgment of the chair are likely to be unanimously approved, can be introduced for approval with the statement “If there are no objections . . . stands approved (or denied).” If any council member has an objection, the item reverts to the standard motion procedure. This “unanimous consent” procedure cannot be used for items requiring formal votes, i.e. resolutions, or for approval of the consent agenda.
4. The standard motion procedure is changed to not require a second. A motion need only to be considered. This also applies to amendments.
5. To eliminate confusion, only one amendment will be considered at a time and that amendment must be germane to the motion. An amendment cannot itself be amended. If a change to an amendment is deemed appropriate, the amendment should be withdrawn and reintroduced accordingly.
6. The general mode of voting will be by acclamation, but with enough clarity that the individual votes can be recorded in the minutes. If in doubt, the city clerk can request a clarification.

Process – Regular and Special Council Meetings (continued)

7. The meeting will be recorded and the recording will be retained for three months following approval of the minutes for that meeting. The standard retention can be extended if, in the judgment of the mayor, city administrator, city clerk or any council member, such action is warranted. Council workshop sessions are open to the public but will not be recorded.
8. If the council action is the result of a resident request and that request is denied in whole or in part, reasons of fact supporting the denial will be made part of the public record.
9. No council meeting will extend beyond 10:30 PM except by unanimous vote. This rule is not subject to the modification or suspension provisions of the Standing Rules.

Process – Public Hearings

Since a public hearing is a more formal procedure and often requires certain procedures and actions to be legal, the meeting rules are changed accordingly.

1. The primary aim of a public hearing is to take input from the public. To accomplish this in the most effective manner, the chair will introduce the hearing with an explanation of the issues. This explanation will be given by the chair or a person designated by the chair. The use of explanatory visual aids is encouraged.
2. Following the explanation, input from the public will be taken. Prior to accepting input, though, the chair will state the areas where input will be appropriate, the maximum time to be allotted to any individual presenter, and any other procedural rules deemed appropriate to guarantee that all concerned parties have a fair and adequate opportunity to be heard.
3. All individuals wishing to speak must identify themselves, their address, and speak into a recording microphone. Individuals not wishing to speak in public may provide a written statement. The council may take up to 15 minutes to review written statements presented at the meeting. If the council decides to not act on the issue at the public hearing meeting, it may, by majority vote, extend the time where written input will be taken to a day no later than one week before the next meeting where a deciding vote is planned.
4. All speakers are expected to be businesslike, to the point and courteous. Anyone not abiding by these rules will be considered out of order.
5. The council will refrain from initiating a discussion during the public input phase of the hearing except to clarify points brought up. These “points of information” requests should be held to a minimum.

6. Once the public testimony phase is complete, the chair will announce the public hearing to be closed and the council will revert back to its open discussion mode of operation. From this point on, public input will only be appropriate when solicited by the council.
7. It shall be the intent of the council to vote on the issue at the same meeting as the public hearing and as close in time to the public hearing as possible. Should it be necessary to defer voting until a later date, that procedure will be clearly explained to the audience.
8. No public hearing will extend beyond 10 PM.
9. If the motion contains conditions, as may occur in conditional use or variance requests, those conditions will be conveyed in writing to the requestor.
10. If the public hearing is the result of a resident request and that request is denied in whole or in part, reasons of fact supporting the denial will be made part of the public record.
11. If the public hearing is to set an assessment rate, the assessment formula(s) under discussion cannot be altered. This implies that the council has fully discussed any formulas prior to the hearing and that the appropriate legal, fiscal and engineering consultants have passed on formula(s) viability, legality and feasibility.
12. If the hearing is to set an assessment, it cannot be scheduled later than the first meeting in September. This is to allow time to correct any errors prior to the time needed to certify the rolls to the county.

ADOPTION/MODIFICATION/SUSPENSION

These rules, with the exception of the mandatory 10:30 PM adjournment, can be adopted, modified or suspended in whole or in part by a $\frac{3}{4}$ vote of the council. If suspended, they are automatically reinstated at the next meeting. Should they be suspended or a situation occurs that is not covered by the standing rules, Sikkink's Seven Motion System (attached) will apply.

ANNUAL REVIEW

These rules will be reviewed annually at the first meeting in January.

INTERPRETATION

The chair will interpret the rules. However, the chair's interpretation can be appealed by any council member and can be overruled by a majority vote.

Attachment

SIKKINK'S SEVEN MOTION SYSTEM

General Rules for a Simplified System of Parliamentary Procedure

1. The purpose of this decision making system is to allow efficient decision making that represents a majority position. Any motion, request, discussion or proposal, which seems to have as its purpose unreasonable delay, manipulation, or the goal of serving individual ends rather than group ends, can be ruled out of order by the chair. Such a ruling by the chair will be subject to the motion called appeal.
2. Free and open discussions are valued in this decision making system. For that reason, most motions are discussable and the motion to restrict discussion requires a 2/3 vote in order to pass. In recognizing persons for discussion, the chair first recognizes the person who made the motion, next recognizes other persons and always recognizes a person who has not spoken over a person who has already participated in the discussion. As far as possible, the chair should try to alternately recognize persons representing different viewpoints.
3. In examining the chart on the following page, you will note that five of the seven motions are amendable. However, only one amendment at a time may be considered. As soon as that amendment is passed or defeated, another amendment may be proposed.
4. The number in front of the motion listed indicates the rank of each motion. Thus, #1 – General motions are lowest in rank, and #7 – Restrict Debate motions are highest in rank. Two rules apply:
 - (1) You usually cannot consider two motions of the same rank at the same time, and
 - (2) If a motion of one rank is being considered, a motion of the same rank or lower rank is usually out of order, but a motion of higher rank is in order.

While these rules generally apply, the chair may allow some flexibility in certain circumstances. These situations almost always occur with motions #5, 6 and 7. For example, if #7 - "Restrict Discussion" is being discussed and a member wants a secret ballot vote on the matter, Request, while lower in rank, could be used to accomplish this purpose. The chair is allowed to make all decisions on exceptions, but all such decisions are subject to appeal.

SIKKINK'S SEVEN MOTION SYSTEM TABLE

<u>Motion</u>	<u>Purpose</u>	<u>Applies To What Situations</u>	<u>Needs Recognition</u>	<u>Needs Second</u>	<u>Can be Discussed</u>	<u>Amendable</u>	<u>Vote Required</u>
1. Restrict Discussion	To stop or limit discussion	All discussable motions	Yes	Yes	Yes	Yes	2/3
2. Appeal	To let the group vote on a chair's decision	To decision of the chairperson	No	Yes	Yes	No	Majority
3. Request	Not a motion but a way to question, challenge, or seek help	Any appropriate situation	No	No	No	No	Chair decides subject to appeal
4. Postpone	To delay action on any general motion to a future time	General motions	Yes	Yes	Yes	Yes	Majority
5. Refer	To have a general motion studied by a committee	General motions	Yes	Yes	Yes	Yes	Majority
6. Meeting Termination	To recess during a meeting or to end a meeting	Made to recess or adjourn	Yes	Yes	Yes	Yes	Majority
7. General	To bring up business for majority decisions by the group	For doing business	Yes	Yes	Yes	Yes	Majority

City Council and Advisory Commission Roles and Guidelines

PURPOSE

The purpose of the document is to outline the main roles, duties, and authority of the City Council (Council) and Advisory Commissions (Commissions). This document also establishes general guidelines for decorum of the governing bodies such as proper procedure during meetings, best practices to represent Council and the community, and other state and local laws that apply.

POLICY

A. City Council Role and Authority

The five-member City Council is the chief governing body of the City whose responsibility it is to see that the City is properly exercising its functions, fulfilling the duties law imposes, overseeing the organization's financial affairs and selecting the City Administrator, and not exercising powers which it does not legally possess.

The City Council, as a body, has the following major areas of authority and responsibility. These are:

1. Selecting the City Administrator
2. Focus on policy and outcomes ensuring that the strategic direction leads the city to the desired outcome
3. Setting and interpreting rules governing its own proceedings,
4. Exercising all the statutory powers of cities,
5. Legislating for the City,
6. Directing the enforcement of City ordinances,
7. Appointing or hiring non-seasonal or non-temporary personnel,
8. Overseeing the City's financial operations and adopting the annual budget,
9. Appointing members of the boards, commissions, committees, chairs and task forces conducting the City's inner and regional governmental affairs,
10. Protecting the general health, welfare and safety of the City and its inhabitants
11. Providing community leadership and vision

The most important single responsibility of individual Council Members is participation and voting at City Council meetings and workshops. As individuals, Council Members have no individual administrative authority; they cannot direct staff or otherwise supervise City employees unless the Council specifically directs them to do so. Staff's respective duties are to Council as an entity. No one Council Member has any right to privileged information, or the direction of staff analysis, research or action apart from the group. As a Council, however, Council Members should devote their official time to issues of basic policy and to acting as liaisons between the City and the general public. Council Members should be concerned, not only with the conduct of current affairs, but also with the future development and welfare of the City.

B. Affirmation of Expectations

The Council seeks to establish commonly held expectations and to clarify roles and procedures to further Council and staff effectiveness. These various initiatives are to not suppress the dynamic

engagement which is so valuable to policy development. The Council is committed to a set of behavioral expectations, intended to create a high level of trust, creativity, and productivity. These include:

1. Staying focused on top priority and strategic goals, rather than becoming reactive,
2. Engaging in proactive, on-going communication which avoids unnecessary surprises,
3. Seeking common ground and coming together, avoiding the fueling of controversy or anxiety,
4. Focusing on others' actions and avoiding speculation about their intentions,
5. Building trust by being transparent, ethical, and acting with integrity,
6. Engaging in and encouraging direct communication,
7. Maintain confidentiality of all closed session materials and discussion,
8. Assuming good intentions and asking about intent, and
9. Respecting all citizens and all members
10. Read packets ahead of time and, when possible, provide the City Administrator advance notice about questions for staff before the meeting
11. Participate in all issues, not just select matters of personal interest
12. Voting after council discussion
13. Debate and disagree, without fighting and with keeping it to the issue at hand
14. Remember that council makes policy and sets direction, and staff manages the operations and implements Council actions

There are also expected activity levels of Council Members in addition to attending additional meetings, training, activities and events as part of the fulfillment of their duties. Some of these are:

1. City Council Orientation: Setting the information foundation of a Council Member is important. Therefore, for each new Council Member, a detailed orientation plan should be completed and fulfilled within the first year of office.
2. City Council Meetings: Council Members are expected to be present and on time at all noticed meetings of the City Council. Absences from Council meetings should be identified as soon in advance as possible and communicated to the City Administrator to assure a quorum and necessary voting numbers are present for any given action before the Council.
3. Council Liaison: Each Council Member will be assigned meetings through the year by the Mayor and approved by the Council that they are expected to attend on behalf of the City Council. Information from these meetings that might be of interest to the other Council Members should be reported at the end of the monthly City Council workshop meetings under "Mayor and City Council Comments and Commission Liaison Updates." This portion of the Council meeting is not a time for further discussion or questioning beyond specific clarification of the update or announcement. Such is best handled during other communication routes or one to one meetings with staff, Mayor, or Council Members.
4. Additional Meetings: There are a number of meetings outside the normal meeting schedule that it is important for Council Members to attend. Some of them are:
 - City Council/Advisory Commission Kick-off event
 - Groundbreaking and grand openings of City facilities
 - Joint meetings with other public entities
 - One-on-one meetings with the City Administrator as established
 - Development Tour

- Emergency Management Training
- Racial Equity an Inclusion training as designated for Falcon Heights Staff, Council and Commissioners.
- Human Rights Day
- City Organized Events (ex. Human Rights Day and Ice Cream Social)

C. Advisory Commission Role and Authority

Advisory Commissions have a primary role to advise the City Council in the creation and evolution of City policies and procedures. In particular instances, governing bodies may facilitate public participation in order to fully develop a recommendation to the City Council.

City staff members are available to provide general assistance to Advisory Commissions. Advisory Commissions are not involved in the administration or operation of City departments. Commissions may not conduct major studies, or establish official policy without the approval of the City Council.

Despite Commissions' differing tasks, all share some basic responsibilities. Members need to stay informed on subjects of interest to their specific commission. Conscientious attendance is also a fundamental responsibility, as irregular attendance lessens one's ability to study all aspect of items under consideration.

D. Non-Participation in Administration

The City Council has an important oversight and fiduciary responsibility and must develop processes to ensure accountability. Central to an understanding of the role of Council Members is a confirmation of an appropriate relationship with staff. Members of the Council shall refrain from becoming directly involved in the administrative activities of the City and shall not intrude into those areas that are exclusively the responsibility of staff. Individual Council Members may not intervene in staff decision-making, the development of staff recommendations, scheduling of work, and executing department priorities without the prior knowledge and approval of the Council as a whole. Neither an individual Council member nor any Commission member shall give direction or orders to any staff member.

The Council shall work with City staff through the City Administrator or his / her designee. The City Administrator may choose to establish formal or informal norms for routine Council or Commissioner Staff interaction.

E. Agendas

Council and Commission agendas shall be established by the City Administrator or his / her designee. Future agenda items requested by a Council Member or Commission Member shall be discussed during a regular and/or workshop meeting and will be determined by the majority of the Council or Commission.

In order to focus the Council meetings on consideration of policy issues and to maintain an open forum for public discussion, questions which focus on the policy aspects of agenda items should be at the Council meeting rather than administrative details. Any clarifications or technical questions that can be readily answered should be handled before the meeting. Council Members are

encouraged to submit their questions on agenda items to the City Administrator as far in advance of the meeting as possible so that staff can be prepared to respond at the Council meeting.

Any staff member (authorized by the City Administrator”), the Mayor or two (2) Council Members wishing to add an item to any agenda pursuant to this section shall do so by complying with the following: (a) All requests from Council to place an item on the posted agenda must submit an action form to city administration* and be received by the City Administrator by 10:00 a.m. 11 days prior to the next Council work session meeting. For a regularly scheduled Wednesday Workshop, the deadline for agenda item would be 10:00 a.m. on the Thursday preceding packet completion. All request from the Mayor and Council must first be reviewed at a Council Workshop before being placed on the agenda of a regular meeting.

F. Communication

1. E-mails: All e-mails sent through the City server shall be saved per the City’s data retention policies. Each Council Member shall be assigned a unique City e-mail address for City-related e-mail communication. It is strongly advised for Council Members to exclusively use this address for their City business e-mails. Use of personal email for City business could create government data to their personal account subjecting them to retention laws and possibility of discovery if the City receives a data request.

Council Member e-mail communications should be directed either to the City Administrator or to a department head, copying the City Administrator. General electronic communications related to the specific functions of the City Clerk (i.e. scheduling of meetings, record retention, data practices, research, etc.) and the Communications Coordinator (i.e. composing of various items such as articles for the newsletter, press releases, and general correspondence) following positions, may be directly e-mailed, copying the City Administrator.

Council Member communication may not copy more than one other Council Member in their correspondence, nor should e-mail messages be forwarded on from one member to another so as to create a “walking quorum.” E-mails to Council Members from the public should be done through City issued emails, which will be shared with all members of the Council.

Advisory Commission members will not receive a City e-mail address. Commissioners should direct all their communications to their Commission staff liaison.

2. Written correspondence: The City Clerk or assigned staff shall open up incoming mail for the Mayor, Council Member and Commission Members (unless it is labeled personal and confidential) and disseminate these materials. The City Clerk or assigned staff is authorized to provide copies of Council Members’ correspondence to pertinent staff members. General correspondence addressed to Council Members shall be opened and distributed to all Council Members as appropriate.
3. Text messages/social media correspondence: All electronic communications from Council to staff or from Council to the public should utilize a City issued address.
4. The City logo, insignia and brand can only be used for City business and not for political or personal purposes.

5. Prior to interviews with the press, Council Members will inform the City Administrator or designee to coordinate message points.
6. Speaking for the City: When Council Members are requested to speak to groups or are asked for the City Council's position on an issue (verbal or written), the response should reflect the position of the City Council as a whole. A Council member may clarify his/her vote on a matter by stating, for example, "While I voted against X, the City Council voted in support of it." When representing the City at meetings or other venues, it is important that those in attendance gain an understanding of the City Council's position rather than that of an individual member.

The City Administrator will be the designed representative for all media inquiries and interviews when requested for an official statement of the City, unless specified differently by the full City Council.

G. General Meeting Guidelines

During meetings, members shall preserve order and decorum and shall obey the rules of the governing body. Governing bodies are expected to conduct meetings implementing Robert's Rules of Order (11th edition). Discussions shall be conducted in an orderly fashion. Private conversation between members during meetings is inappropriate. Members also should not privately communicate with any member of the public, including other governing body members and staff via electronic means during a public meeting. As much as possible, or practical, members should provide City staff questions in advance of a meeting that may entail research and preparation for items on the forthcoming agenda.

The City Council will also comply with the Council Standing Rules which is adopted annually to include Sikkink's Seven Motion System.

A member once recognized, shall not be interrupted while speaking unless called to order by the chair, or the speaker chooses to yield to questions from another member. All members shall accord the utmost courtesy to each other, to City employees and to the public appearing before the body. Members shall also refrain at all times from rude and derogatory remarks. Members shall confine their remarks to the issues before the body and shall not attempt to revisit or reopen issues already addressed and settled with one exception: a member of the prevailing side on an issue may move for formal reconsideration of that issue.

Citizens and staff attending meetings shall also observe the same rules of propriety, decorum and good conduct applicable to Council/Commission Members. Any person making personal, impertinent, or slanderous remarks or anyone who becomes boisterous while addressing the body or while attending the meeting shall be asked by the Mayor/Chairperson to conduct themselves properly, and if they fail to do so shall be asked to leave the room.

If the governing body conducts public hearings, members shall not express their views on a proposal until after a public hearing is closed. Members' comments and questions shall not suggest a position. After a public hearing is closed, members shall be invited to discuss their views on the proposal. Members shall apply City Council and Advisory Commission Guidelines and Practices to achieve win-win solutions whenever possible.

Outside of deliberations, it is a member's responsibility to present views and recommendations representing the governing body as a whole. Members expressing views not represented by the majority of the body shall identify them as such.

Public statements shall not include promises that may be construed to be binding on the City, governing body or staff. When making a public statement, members shall indicate that Commission actions are recommendations and that final action will be taken by the City Council.

Public officials and representatives on governing bodies shall follow Minnesota State Statute 10A.07 Conflicts of Interest and Minnesota State Statute 10A.09 Statements of Economic Interest.

The success or failure of a governing body's efforts may be dependent upon the degree of cooperation evident among the individual members of the body; therefore, members shall work to establish a good relationship with each other.

Each member shall keep in mind these important points:

- Show respect for another's viewpoint.
- Allow others adequate time to fully present their views before making comments.
- Be open and honest.
- Make new members feel welcome and help them become acquainted with their duties.
- Comments are confined to the current issue or policy, not to the person who made other comments
- Refrain from speaking a second time until everyone has spoken a first time
- No verbal attacks of other members
- No side conversations
- Pay attention (avoid use of any personal technology devices)
- Speak directly and openly to one another
- Support Council decisions

Members shall not vote on, nor participate in the discussion of, issues in regard to which the member has a conflict of interest. Conflict of interest is generally defined as having a personal financial interest in the outcome. Further information can be obtained from the City Attorney by contacting the City Administrator.

Members are also expected to consider issues in terms of the good of the City as a whole and should, as much as possible, be perceived as considering issues on this basis. To this end, members are requested to publicly disclose any relationships to parties involved in an issue or possible perceived conflicts which might be viewed as impacting their ability to objectively consider an issue before them.

H. Requests for Information/Analysis

City Council requests for information should be made through the City Administrator, according to protocol for channeling communications. Any request that requires a significant amount of staff time to research a problem or prepare a response may be referred to the full Council for direction to ensure that staff resources are allocated in accordance with overall Council priorities.

Commission requests for information will be made to the designated Commission staff liaison. Requests requiring a significant amount of staff time to research a problem or prepare a response

may be referred to the full Commission for direction to ensure that staff resources are allocated in accordance with overall Commission priorities as directed by the Council.

I. Conflicts of Interest

State laws regarding ethics and conflicts of interest are some of the most important for Council Members to be aware of and follow. Essentially, these laws prohibit any Council Member from voting on any question that is brought before the Council in which he/she is personally involved, or has an incompatible occupational or financial interest. Due to both the complexity of these laws and the significant consequences if violated, it is highly suggested that Council Members discuss with the City Attorney potential conflicts who shall consult the City Administrator.

J. Discrimination

The City of Falcon Heights does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual orientation or disability in the admission or access to, or treatment or employment in, its programs, activities, or services. Members of a governing body must adhere to this City policy as well as City policies regarding non-discrimination, harassment or inappropriate behavior.

K. Gifts

All local officials in the State of Minnesota, including appointed commissioners, are required to adhere to Minnesota Statute 471.895.

Non-adherence to these guidelines may be subject to review by the City Council.

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Meeting Date	January 10, 2024
Agenda Item	Consent G11
Attachment	Polling Place Agreement
Submitted By	Kelly Nelson, Administrative Services Director/Deputy Clerk

Item	Ramsey County - Polling Place Agreement
Description	The City received a request the use of City Hall as a polling place for the 2024 Election Season. The Election dates for City Hall are listed on the polling place agreement attached.
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • Ramsey County Polling Place Agreement
Action(s) Requested	Staff recommends approval of the attached polling place agreement and authorize the City Administrator to sign the agreement.

2024 Polling Place Agreement

Polling Place: FH-1

Falcon Heights City Hall agrees to provide their site to Ramsey County for the following election(s):

Presidential Primary — 03/05/2024

August Primary Election— 08/13/2024

November General Election- 11/5/2024

Notes

- If your organization requires a facilities use agreement, please send that document along with the completed polling place agreement and completed site survey to brenda.leifeld@ramseycounty.us by January 15th, 2024.

Please complete and return this agreement to the Elections Office promptly.

In completing and signing this document, the polling place contact agrees to:

- properly heat and light the location from 5:30 a.m. until the work of the election judges is complete.
- ensure the building is open at 5:30 a.m. on Election Day and that no other activities will interfere with the voting process.
- provide for secure storage of voting materials prior to and following Election Day.

Is there any construction planned for the above-named polling location for 2024? Yes No

If yes, specify where and when _____

On-site contact:

Other:

If the building is not open at 5:30 a.m. on Election Day, list any individuals with keys to open the facility:
(provide phone numbers that are reachable at 5:30 a.m.)

Emergency contact:

Other:

Voting room/location:

Other:

Secure equipment storage location:

Other:

Instructions for delivery personnel: _____

Representative: _____

Signature: _____

Representing: Falcon Heights City Hall

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Meeting Date	January 10, 2024
Agenda Item	Policy Item G12
Attachment	Policies, Resolution 24-04
Submitted By	Jack Linehan, City Administrator

Item	Data Practice Policies
Description	<p>Minnesota State Statute requires each government body adopt data practice policies. While the City has historically operated on past-practices, it is important to formalize a policy on how to handle data on the two primary subjects: data on the public, and data on a subject.</p> <p><i>MN State Statute 13.025 GOVERNMENT ENTITY OBLIGATION.</i></p> <p><i>Subdivision 1.Data inventory.</i></p> <p><i>The responsible authority shall prepare an inventory containing the authority's name, title, address, and a description of each category of record, file, or process relating to private or confidential data on individuals maintained by the authority's government entity. Forms used to collect private and confidential data may be included in the inventory. The responsible authority shall update the inventory annually and make any changes necessary to maintain the accuracy of the inventory. The inventory must be available from the responsible authority to the public according to the provisions of sections 13.03 and 15.17. The commissioner may require responsible authorities to submit copies of the inventory and may request additional information relevant to data collection practices, policies, and procedures.</i></p> <p><i>Subd. 2.Public data access policy.</i></p> <p><i>The responsible authority shall prepare a written data access policy and update it no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.</i></p> <p><i>Subd. 3.Data subject rights and access policy.</i></p> <p><i>The responsible authority shall prepare a written policy of the rights of data subjects under section 13.04 and the specific procedures used by the government entity for access by the data subject to public or private data on individuals. The written policy must be updated no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.</i></p> <p>The Act requires cities to develop and adopt a policy each year.</p> <p>The Minnesota Department of Administration provides governmental entities model policies that they may adopt rather than create a policy.</p>

Budget Impact	
Attachment(s)	<ul style="list-style-type: none"> • Public Data Access Policy • Data Subject Rights and Access Policy • Resolution 24-04 Approving Policies for the Minnesota Government Data Practices Act
Action(s) Requested	Staff recommends approving the attached resolutions prior to the State of Minnesota's August 1 deadline for approval.

Data Practices Policy for the Public

Minnesota Statutes, sections 13.025 and 13.03 require this policy.

If your entity adopts this model policy, it must notify the Commissioner of Administration per Minnesota Statutes, section 13.073, subd. 6. Please use the notification information at the end of this model policy.

Your Right to See Public Data

The Government Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data means all recorded information a government entity has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

The law also says that City of Falcon Heights must keep all government data in a way that makes it easy for you to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

How to Request Public Data

You can ask to look at (inspect) data at our offices, or ask for copies of public data that we keep.

Make a written request. You may make your request by mail, fax, and email. Requests should go to the Responsible Authority or a Designee listed on page 4, using the data request form on page 6.

If you do not use the data request form, your request should:

- Say that you are making a request for public data under the Government Data Practices Act (Minnesota Statutes, Chapter 13).
- Include whether you would like to inspect the data, have copies of the data, or both.
- Provide a clear description of the data you would like to inspect or have copied.

You are not required to identify yourself or explain the reason for your data request. However, you may need to provide us with some personal information for practical reasons (for example: if you want us to mail copies to you, you need to provide us with an address or P.O. Box). If we do not understand your request and have no way to contact you, we cannot respond to your request.

How We Will Respond to Your Data Request

Upon receiving your request, we will review it.

- We may ask you to clarify what data you are requesting.
- If we do not have the data, we will notify you in writing within 10 business days.
- If we have the data, but we are not allowed to give it to you, we will tell you as soon as reasonably possible and identify the law that prevents us from providing the data.
- If we have the data, and the data are public, we will respond to your request appropriately and promptly, within a reasonable amount of time by doing one of the following:
 - Arrange a date, time, and place for you to inspect the data at our offices; or
 - We will provide notice to you about our requirement to prepay for copies.
 - You may choose to pick up your copies, or we will mail or email them to you. We will provide electronic copies (such as email or CD-ROM) upon request, if we keep the data in that format and we can reasonably make a copy.
 - Response time may be impacted by the size and/or complexity of your request, and also by the number of requests you make in a given period of time.

- Following our response, if you do not make arrangements within 10 business days to inspect the data or pay for the copies, we will conclude that you no longer want the data and will consider your request closed.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please tell the person who provided the data to you. We will give you an explanation if you ask.

The Data Practices Act does not require us to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request. If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

We are also not required to respond to questions that are not about your data requests, or requests for government data.

Requests for Summary Data

Summary data are statistical records or reports created by removing identifying information about individuals from entirely private or confidential data.

We will prepare summary data if you make your request in writing and pre-pay/pay for the cost of creating the data.

You may use the data request form on page 6 to request summary data. We will respond to your request within ten business days with the data or details of when the data will be ready and how much we will charge you.

Data Practices Contacts

Responsible Authority / Data Practices Compliance Official

Jack Linehan, City Administrator

Address: 2077 Larpenteur Ave. W., Falcon Heights, MN 55113

Phone Number: (651) 792-7611

Email: jack.linehan@falconheights.org

Data Practices Designee(s)

Kelly Nelson, Administrative Services Director / Deputy Clerk

Address: 2077 Larpenteur Ave. W., Falcon Heights, MN 55113

Phone Number: (651) 792-7617

Email: kelly.nelson@falconheights.org

Elke van der Werff, Administrative and Communications Coordinator

Address: 2077 Larpenteur Ave. W., Falcon Heights, MN 55113

Phone Number: (651) 792-7621

Email: elke.vanderwerff@falconheights.org

Copy Costs – When You Request Public Data

Minnesota Statutes, section 13.03, subdivision 3(c) allows us to charge for copies.

You must pay for the copies before we will give them to you.

Multiple requests made within the same 10 business day period will be treated as a single request for the purposes of calculating total copy costs.

If possible, and upon request, we will provide you with an estimation of the total cost of supplying copies.

For 100 or fewer paper copies – 25 cents per page

100 or fewer pages of black and white, letter or legal size paper copies cost 25¢ for a one-sided copy, or 50¢ for a two-sided copy.

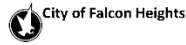
Most other types of copies – actual cost

The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies or electronically sending the data.

In determining the actual cost of making copies, we include employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is for copies of data that we cannot copy ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

If, based on your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate search and retrieval charges at the higher salary/wage.

Data Request Form – Requesting Public Data



DATA PRIVACY FORM

REQUEST FOR REVIEW OF PUBLIC RECORDS

I/We, the undersigned, are requesting permission to review the following government records held in the City of Falcon Heights:

Requestor's Information	
Name	
Address	
Phone:	Email
Organization Name	
Property Information	
Name of Homeowner	
Address	
Phone	Email

GOVERNMENT RECORDS (specify)

Signature

Date

FOR OFFICE USE	
Information Received/Sent:	
Designation for Requested Data: ___ Public ___ Private ___ Non-Public ___ Confidential ___ Protected Non-Public	
City Staff Signature:	Date:
Approval by the City Administrator is necessary for any data determined not to be public.	
City Administrator Signature:	Date:



Note: Inspection is free but the City of Falcon Heights charges for copies as stated on the Fee Schedule:
<https://www.falconheights.org/home/showpublisheddocument/2236/637655759592873046>

We will respond to your request as soon as reasonably possible.

* You do not have to provide any contact information. However, if you want us to mail/email you copies of data, we will need some type of contact information. We also need contact information if we do not understand your request. We will not work on your request until we can clarify it with you.

Notice of Adoption of Model Policies

[Minnesota Statutes, section 13.025, subdivisions 2 and 3](#), require government entities to prepare written policies that relate to public access to government data, and rights of subjects of data and [Minnesota Statutes, section 13.03, subdivision 2](#), requires entities to establish procedures so that data requests are complied with appropriately and promptly.

[Minnesota Statutes, section 13.073, subd. 6](#), requires the Commissioner of Administration to prepare [model policies and procedures](#) to help government entities comply with those requirements. Entities that choose to adopt the Commissioner's model policies must notify the Commissioner. Please use the following statement to notify the Commissioner if you choose to adopt the model policies and procedures.*

Notice to Commissioner of Administration: Adoption of Model Policies

City of Falcon Heights has adopted the Commissioner's Model Policy for the Public and Model Policy for Data Subjects. This notice to the Commissioner satisfies City of Falcon Heights' obligation under Minnesota Statutes, section 13.073, subdivision 6.

Jack Linehan

City Administrator

Signed: 1/10/2024

**Government entities may submit this notification by mail or email:*

Commissioner of Administration
c/o Data Practices Office
658 Cedar Street
Suite 320
St. Paul, MN 55155
info.dpo@state.mn.us

Data Practices Policy:

Requests for Data About You and Your Rights as a Data Subject

Minnesota Statutes, sections 13.025 and 13.03 require this policy.

If your entity adopts this model policy, it must notify the Commissioner of Administration per Minnesota Statutes, section 13.073, subd. 6. Please use the notification information at the end of this model policy.

What is a “Data Subject”?

When government has information recorded in any form (paper, hard drive, voicemail, video, email, etc.), that information is called “government data” under the Government Data Practices Act (Minnesota Statutes, Chapter 13). When we can identify you in government data, you are the “data subject” of that data. The Data Practices Act gives you, as a data subject, certain rights. This policy explains your rights as a data subject, and tells you how to request data about you, your minor child, or someone for whom you are the legal guardian.

When Admin Has Data About You

The City of Falcon Heights has data on many people, such as permit applications, licenses and employment applications. We can collect and keep data about you only when we have a legal purpose to have the data. Admin must also keep all government data in a way that makes it easy for you to access data about you.

Government data about an individual have one of three “classifications.” These classifications determine who is legally allowed to see the data. Data about you are classified by state law as public, private, or confidential. Here are some examples:

Public Data

The Data Practices Act presumes that all government data are public unless a state or federal law says that the data are not public. We must give public data to anyone who asks. It does not matter who is asking for the data or why the person wants the data. The following are examples of public data about you that we might have:

- Your name on an application for a business license
- Your name on an application for a building permit
- Your address or other publicly accessible records

Private data

We cannot give private data to the general public. We can share your private data with you, with someone who has your permission, with our government entity staff whose job requires or permits them to see the data, and with others as permitted by law or court order. The following are examples of private data about you that we might have:

- Your social security number
- Your driver’s license number
- Your credit card number

Confidential Data

Confidential data have the most protection. Neither the public nor you can access confidential data even when the confidential data are about you. We can share confidential data about you with our government entity staff who have a work assignment to see the data, and to others as permitted by law or court order. The following is an example of confidential data about you:

- Juvenile case files
- Internal investigations
- Witness reports

Your Rights Under the Government Data Practices Act

As a data subject, you have the following rights.

Access to Your Data

You have the right to look at (inspect), free of charge, public and private data that we keep about you. You also have the right to get copies of public and private data about you. The Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

Also, if you ask, we will tell you whether we keep data about you and whether the data are public, private, or confidential.

As a parent, you have the right to look at and get copies of public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to look at and get copies of public and private data about an individual for whom you are appointed guardian.

Minors have the right to ask us not to give data about them to their parent or guardian. If you are a minor, we will tell you that you have this right. We will ask you to put your request in writing and to include the reasons that we should deny your parents access to the data. We will make the final decision about your request based on your best interests.

When We Collect Data from You

When we ask you to provide data about yourself that are not public, we must give you a notice called a Tennessen warning. The notice controls what we do with the data that we collect from you. Usually, we can use and release the data only in the ways described in the notice.

We will ask for your written permission if we need to use or release private data about you in a different way, or if you ask us to release the data to another person. This permission is called informed consent.

Protecting Your Data

The Data Practices Act requires us to protect your data. We have established appropriate safeguards to ensure that your data are safe.

In the unfortunate event that we determine a security breach has occurred and an unauthorized person has gained access to your data, we will notify you as required by law.

When Your Data are Inaccurate or Incomplete

You have the right to challenge the accuracy and/or completeness of public and private data about you. You also have the right to appeal our decision. If you are a minor, your parent or guardian has the right to challenge data about you.

How to Make a Request for Your Data

You can ask to look at (inspect) data at our offices, or ask for copies of data that we have about you, your minor child, or an individual for whom you have been appointed legal guardian.

Make a written request . You may make your request by mail, fax, or email. Also, requests should go to the Responsible Authority or a Designee, using the data request form on page 8.

We recommend using the sample **Data Request Form – Data Subjects** on page 8. If you do not choose to use the data request form, your request should:

- Say that you are making a request as a data subject, for data about you (or your child, or person for whom you are the legal guardian), under the Government Data Practices Act (Minnesota Statutes, Chapter 13).
- Include whether you would like to inspect the data, have copies of the data, or both.
- Provide a clear description of the data you would like to inspect or have copied.
- Provide proof that you are the data subject or data subject’s parent/legal guardian.

We require proof of your identity before we can respond to your request for data. If you are requesting data about your minor child, you must show proof that you are the minor’s parent. If you are a legal guardian, you must show legal documentation of your guardianship. Please see the Standards for Verifying Identity on page 9. If you do not provide proof that you are the data subject, we cannot respond to your request.

How We Respond to a Data Request

Upon receiving your request, we will review it.

- We may ask you to clarify what data you are requesting.
- We will ask you to confirm your identity as the data subject.
- If we do not have the data, we will notify you in writing within 10 business days.
- If we have the data, but the data are confidential or not public data about someone else, we will notify you within 10 business days and identify the law that prevents us from providing the data.
- If we have the data, and the data are public or private data about you, we will respond to your request by doing one of the following:
 - Arrange a date, time, and place to inspect data in our office, ensuring you have a meaningful opportunity to inspect data within 10 business days of your request at no charge.
 - Tell you how much the copies cost, and then provide you with copies of the data within 10 business days and upon payment of charges for the copies. You may choose to pick up your copies, or have us mail or email them to you. We will provide electronic copies (such as email or CD-ROM) upon request, if we keep the data in electronic format and we can reasonably make a copy.

- We will provide notice to you about our requirement to prepay for copies.
- Following our response, if you do not make arrangements with 10 business days to inspect the data or pay for the copies, we will conclude that you no longer want the data and will consider your request closed.
- After we have provided you with your requested data, we do not have to show you the same data again for 6 months unless there is a dispute about the data or we collect or create new data about you.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please tell the person who provided the data to you. We will give you an explanation if you ask.

The Data Practices Act does not require us to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request. If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, we are not required to respond to questions that are not about your data requests, or that are not requests for government data.

Data Practices Contacts

Responsible Authority / Data Practices Compliance Official

Jack Linehan, City Administrator

Address: 2077 Larpenteur Ave. W., Falcon Heights, MN 55113

Phone Number: (651) 792-7611

Email: jack.linehan@falconheights.org

Data Practices Designee(s)

Kelly Nelson, Administrative Services Director / Deputy Clerk

Address: 2077 Larpenteur Ave. W., Falcon Heights, MN 55113

Phone Number: (651) 792-7617

Email: kelly.nelson@falconheights.org

Elke van der Werff, Administrative and Communications Coordinator

Address: 2077 Larpenteur Ave. W., Falcon Heights, MN 55113

Phone Number: (651) 792-7621

Email: elke.vanderwerff@falconheights.org

Copy Costs – Data Subjects

Minnesota Statutes, section 13.04, subdivision 3 allows us to charge for copies.

You must pay for the copies before we will give them to you.

Multiple requests made within the same 10 business-day period will be treated as a single request for the purposes of calculating total copy costs.

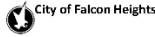
If possible, and upon request, we will provide you with an estimation of the total cost of supplying copies.

Actual Cost of Making the Copies

We will charge the actual cost of making copies for data about you. In determining the actual cost, we include the employee-time to create and send the copies, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs such as postage (if any).

If your request is for copies of data that we cannot copy ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

Data Request Form – Data Subject



DATA PRIVACY FORM

REQUEST FOR REVIEW OF PUBLIC RECORDS

I/We, the undersigned, are requesting permission to review the following government records held in the City of Falcon Heights:

Requestor's Information	
Name	
Address	
Phone:	Email
Organization Name	
Property Information	
Name of Homeowner	
Address	
Phone	Email

GOVERNMENT RECORDS (specify)

Signature Date

FOR OFFICE USE	
Information Received/Sent:	
Designation for Requested Data: <input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Non-Public <input type="checkbox"/> Confidential <input type="checkbox"/> Protected Non-Public	
City Staff Signature:	Date:
Approval by the City Administrator is necessary for any data determined not to be public.	
City Administrator Signature:	Date:



Note: Inspection is free but the City of Falcon Heights charges for copies as stated on the Fee Schedule:
<https://www.falconheights.org/home/showpublisheddocument/2236/637655759592873046>

We will respond to your request within 10 business days

To Be Completed By Staff Member Responding to Data Request:

Identity Confirmed:

Date:

Staff Name:

Standards for Verifying Identity

The following constitute proof of identity:

- An adult individual must provide a valid photo ID, such as
 - a driver's license
 - a state-issued ID
 - a tribal ID
 - a military ID
 - a passport
 - the foreign equivalent of any of the above
- A minor individual must provide a valid photo ID, such as
 - a driver's license
 - a state-issued ID (including a school/student ID)
 - a tribal ID
 - a military ID
 - a passport
 - the foreign equivalent of any of the above
- The parent or guardian of a minor must provide a valid photo ID and either
 - a certified copy of the minor's birth certificate or
 - a certified copy of documents that establish the parent or guardian's relationship to the child, such as
 - a court order relating to divorce, separation, custody, foster care
 - a foster care contract
 - an affidavit of parentage
- The legal guardian for an individual must provide a valid photo ID and a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
 - court order(s)
 - valid power of attorney

Note: Individuals who do not inspect data or pick up copies of data in person may be required to provide either notarized or certified copies of the documents that are required or an affidavit of ID.

Notice of Adoption of Model Policies

[Minnesota Statutes, section 13.025, subdivisions 2 and 3](#), require government entities to prepare written policies that relate to public access to government data, and rights of subjects of data and [Minnesota Statutes, section 13.03, subdivision 2](#), requires entities to establish procedures so that data requests are complied with appropriately and promptly.

[Minnesota Statutes, section 13.073, subd. 6](#), requires the Commissioner of Administration to prepare [model policies and procedures](#) to help government entities comply with those requirements. Entities that choose to adopt the Commissioner's model policies must notify the Commissioner. Please use the following statement to notify the Commissioner if you choose to adopt the model policies and procedures.*

Notice to Commissioner of Administration: Adoption of Model Policies

City of Falcon Heights has adopted the Commissioner's Model Policy for the Public and Model Policy for Data Subjects. This notice to the Commissioner satisfies City of Falcon Heights' obligation under Minnesota Statutes, section 13.073, subdivision 6.

Jack Linehan

City Administrator

Signed: 1/10/2024

**Government entities may submit this notification by mail or email:*

Commissioner of Administration
c/o Data Practices Office
658 Cedar Street
Suite 320
St. Paul, MN 55155
info.dpo@state.mn.us

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

January 10, 2024

No. 24-04

**RESOLUTION APPROVING POLICIES FOR THE MINNESOTA GOVERNMENT
DATA PRACTICES ACT**

WHEREAS, the Minnesota Government Data Practices Act found at Minnesota Statutes, Chapter 13 (the “Act”) and Minnesota Rules, Chapter 1205 (the “Rules”), regulate government data; and

WHEREAS, S, Minnesota Statutes, Section 13.03, Subdivision 2, Section 13.05, Subdivision 5 and Section 13.025 require the City of Falcon Heights (the “City”) to establish policies regarding the collection, storage, use and dissemination of data under the Act; and

WHEREAS, the updated policies are contained in the following documents, which were submitted to the City Council for its review (collectively, the “Data Practices Policies”):

- City of Falcon Heights Public Records Data Practice Policy
- City of Falcon Heights Data Subjects Data Practice Policy; and

WHEREAS, the City Council has reviewed the Data Practices Policies and finds them to be appropriate and acceptable; and

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

1. Approves the Data Practice Policies

Moved by:

Approved by: _____
Randall C. Gustafson
Mayor

GUSTAFSON _____ In Favor
LEEHY
MEYER _____ Against
WASSENBERG
MIELKE

Attested by: _____
Jack Linehan
City Administrator

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Meeting Date	January 10, 2024
Agenda Item	Consent G13
Attachment	Application and Resolution 24-05
Submitted By	Kelly Nelson, Administrative Services Director/Deputy Clerk

Item	Appointment of Robert Haight to the Parks and Recreation Commission
Description	City staff and the current chairperson of the Parks and Recreation Commission interviewed Robert Haight for the Parks and Recreation Commission. Robert Haight has previous work experience in urban forestry and economics and would make a good fit for the Parks and Recreation Commission.
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • Commission Application • Resolution 24-05 Appointment of Robert Haight to the Parks and Recreation Commission
Action(s) Requested	Staff recommends approval of attached resolution appointing Robert Haight to the Parks and Recreation Commission.

From: [Falcon Heights, MN](#)
To: [FH Mail](#)
Subject: *NEW SUBMISSION* City Commission Application
Date: Wednesday, November 15, 2023 11:27:25 AM

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

City Commission Application

Submission #: 2826382
IP Address: 170.144.203.38
Submission Date: 11/15/2023 11:27
Survey Time: 6 minutes, 20 seconds

You have a new online form submission.

Note: all answers displaying "*****" are marked as sensitive and must be viewed after your login.

Please complete form below. Starred items are required. Press submit button to complete your application.

Date and Time

11/15/2023 12:00 AM

Full Name

Robert Haight

Full Address

1477 California Avenue W
Falcon Heights, MN 55108
Ramsey

Phone

Additional Phone

Email

How Long At Above Address?

since 1991

In Which Capacity Would You Like to Serve?

Parks & Recreation Commissioner

What is the Reason You Would Like to Serve?

Invited to apply by Paula Mielke, city council member elect. Want to promote the health of our residents through green space and recreation

List Prior (Previous) Public Service

Other Relevant Background (Other Comments)

Retired from USDA Forest Service Research in 2023. Strong background in urban forestry and economics.

Thank you,

Falcon Heights, MN

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**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

January 10, 2024

No. 24-05

**RESOLUTION APPOINTING ROBERT HAIGHT TO THE PARKS AND RECREATION
COMMISSION**

WHEREAS, the Parks and Recreation Commission shall serve in an advisory capacity to the City Council regarding the effective, meaningful and equal involvement of Falcon Heights residents in their community.

WHEREAS, City Staff and the current Parks Chairperson have interviewed Robert Haight and recommend appointment to the Falcon Heights Parks and Recreation Commission.

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

1. That the appointment of Robert Haight to the Falcon Heights Parks and Recreation Commission is approved and adopted by the City Council of the City of Falcon Heights.

Moved by:

Approved by: _____
Randall C. Gustafson
Mayor

GUSTAFSON _____ In Favor
LEEHY
MEYER _____ Against
WASSENBERG
MIELKE

Attested by: _____
Jack Linehan
City Administrator

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Meeting Date	January 10, 2024
Agenda Item	Consent G14
Attachment	Application and Resolution 24-06
Submitted By	Kelly Nelson, Administrative Services Director/Deputy Clerk

Item	Appointment of Erin Williams to the Parks and Recreation Commission
Description	City staff and the current chairperson of the Parks and Recreation Commission interviewed Erin Williams for the Parks and Recreation Commission. Erin Williams is an avid Falcon Heights park user and works for the National Park Service. She will bring valuable knowledge to the Parks and Recreation Commission.
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • Commission Application • Resolution 24-06 Appointment of Erin Williams to the Parks and Recreation Commission
Action(s) Requested	Staff recommends approval of attached resolution appointing Erin Williams to the Parks and Recreation Commission.

From: [Falcon Heights, MN](#)
To: [FH Mail](#)
Subject: *NEW SUBMISSION* City Commission Application
Date: Monday, November 6, 2023 7:55:30 PM

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

City Commission Application

Submission #: 2808909
IP Address: 65.128.127.34
Submission Date: 11/06/2023 7:55
Survey Time: 8 minutes, 54 seconds

You have a new online form submission.

Note: all answers displaying "*****" are marked as sensitive and must be viewed after your login.

Please complete form below. Starred items are required. Press submit button to complete your application.

Date and Time

11/06/2023 07:46 PM

Full Name

ERIN WILLIAMS

Full Address

1974 Autumn St
Falcon Heights, MN 55113
United States

Phone

[REDACTED]

Additional Phone

Email

[REDACTED]

How Long At Above Address?

Almost 8 years

In Which Capacity Would You Like to Serve?

Parks and Recreation Commission

What is the Reason You Would Like to Serve?

I've been considering serving on the Environment Commission or Parks for some time. I live next to the park and utilize it daily. I regularly discuss a number of topics with neighbors (emerald ash borer, tree health, native plants, monarch friendly plantings, community recreation and more). I care about fiscally and environmentally responsible

management personally and professionally and have more free time to pursue engagement at this time.

List Prior (Previous) Public Service

I work for the National Park Service (thus would need permission to serve if considered) as an ecosystem program manager. In other places I've lived, I have been an invasive species clean-up volunteer coordinator, a very large fishing event coordinator, stranded animals volunteer and more.

Other Relevant Background (Other Comments)

Thank you,

Falcon Heights, MN

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**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

January 10, 2024

No. 24-06

**RESOLUTION APPOINTING ERIN WILLIAMS TO THE PARKS AND RECREATION
COMMISSION**

WHEREAS, the Parks and Recreation Commission shall serve in an advisory capacity to the City Council regarding the effective, meaningful and equal involvement of Falcon Heights residents in their community.

WHEREAS, City Staff and the current Parks Chairperson have interviewed Erin Williams and recommend appointment to the Falcon Heights Parks and Recreation Commission.

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

1. That the appointment of Erin Williams to the Falcon Heights Parks and Recreation Commission is approved and adopted by the City Council of the City of Falcon Heights.

Moved by:

Approved by: _____
Randall C. Gustafson
Mayor

GUSTAFSON _____ In Favor
LEEHY
MEYER _____ Against
WASSENBERG
MIELKE

Attested by: _____
Jack Linehan
City Administrator

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Meeting Date	January 10, 2024
Agenda Item	Consent G15
Attachment	
Submitted By	Colin Callahan, Public Works Director

Item	Approval of Purchase of 2010 Sterling L8500 Single Axle Dump Truck from Ramsey County
Description	The City of Falcon Heights currently owns a 1998 Ford single axle Dump Truck. It was purchased in 2012 from Ramsey County. This Dump Truck was used for snow plowing, hauling asphalt for road repairs, disposal of sidewalk panels and various other operations. It has served our Public Works Department well. However, the truck is starting to show its age and its reliability is a concern. It is my recommendation to purchase from Ramsey County a 2010 Sterling L8500 single axle dump truck. This truck is equipped with a front plow, wing plow, underbody plow, salt spreader and a pre-wet system for the salt spreader. The most recent mileage update on this truck is 45,128. The purchase price for this vehicle is \$30,000 plus any required tax and license fees in switching the vehicle title to the City of Falcon Heights.
Budget Impact	\$30,000 plus any required tax and license fees.
Attachment(s)	N/A
Action(s) Requested	City Staff recommend approving the purchase of a 2010 Sterling L8500 Single Axle Dump Truck outfitted with attachments listed in description.

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Meeting Date	January 10, 2024
Agenda Item	Consent G16
Attachment	MCMA Application Resolution 24-07
Submitted By	Jack Linehan, City Administrator

Item	Support of Application for MCMA Internship Program.
Description	<p>The Minnesota City/County Management Association is taking applications for this year's summer Internship Program. The MCMA internship is designed to provide a person, passionate about public service, with real life experience working in local government management.</p> <p>The City of Falcon Heights has benefited from having an administrative intern in the past summers. Interns have worked on grant research and applications, assisted residents at city hall, worked with staff members across all departments, completed daily administrative tasks, and drafted resolutions, as well as proclamations and RCAs, for the City Council.</p> <p>The City of Lauderdale has had similar positive experiences and are interested in hosting an intern together for the summer of 2024.</p> <p>The goal of the position is to offer a comprehensive perspective of local government management through active experience and mentorship in areas such as promoting inclusion efforts and providing administrative assistance.</p> <p>If awarded the grant, the 2024 summer internship would be a joint venture with the City of Lauderdale where the administrative intern would work between our offices on various projects.</p>
Budget Impact	MCMA requires matching funds of this reimbursable program. The City has budgeted for an intern in 2024, so this grant would help supplement those funds.
Attachment(s)	MCMA Application Resolution 24-07
Action(s) Requested	Staff recommends the City Council authorize the City Administrator to submit all necessary documents for this program application.



MCMA Internship Program Jurisdiction Application

1. General Information:

Organization Name and Address:

City of Falcon Heights

2077 Larpenteur Ave W,
Falcon Heights, MN 55113

City of Lauderdale

1891 Walnut St,
Lauderdale, MN 55113

Designated Mentor and Contact Information:

Jack Linehan

City Administrator
(651) 792-7611

jack.linehan@falconheights.org

Heather Butkowski

City Administrator
(651) 792-7657

Heather.Butkowski@lauderdalemn.org

Contact Person and Contact Information (if different than mentor):

2. Please attach the following to complete your application:

- A work plan detailing intern's duties, to include:
 1. What experiences the jurisdiction intends to convey
 2. The approach to intern's development
 3. A designated principal, department head level mentor to be responsible for the intern's professional development
 4. Regular contact with the jurisdiction's MCMA member during their internship
 5. Designation of the proposed hours per week and rate of pay
 6. The proposed start and end date of the internship
- A letter from the jurisdiction committing to the program and matching fund requirement.

Please attach this form, the work plan, and letter of commitment and send to:
Madison Hagenau, mhagenau@lmc.org

Deadline – January 12, 2024



January 11, 2024

Ms. Madison Hagenau, Engagement Manager
League of Minnesota Cities
145 University Avenue W
Saint Paul, MN 55103

RE: MCMA Administration Internship Program Application

Dear Ms. Hagenau and MCMA Education & Outreach Committee,

Please accept this letter and application from the City of Falcon Heights and the City of Lauderdale for the MCMA Administration Internship program. Both Falcon Heights and Lauderdale believe in our strong partnership to host an intern between both of our cities during the summer of 2024.

With both of our cities having a combined population of under 10,000, we are nestled between Minneapolis and St. Paul. Our commitment to public service is prevalent in our dedicated staff, and we are eager to foster this dedication in an intern. While our cities may be small, we work passionately to ensure the needs of our residents are met.

Falcon Heights and Lauderdale believe it is important to support upcoming leaders in municipal and county management and are excited to submit this application to have our cities be considered for this great opportunity.

Both of our cities have set aside funds for this program and are excited for the opportunity to mentor the next generation of municipal public administrators.

Sincerely,

Jack Linehan
City Administrator
2077 Larpenteur Ave W,
Falcon Heights, MN 55113

Heather Butkowski
City Administrator
1891 Walnut St,
Lauderdale, MN 55113



Administrative and Inclusion Intern Work Plan

	Task/Project	Outcome
Administrative	<ul style="list-style-type: none"> • Collaborate with administration team members <ul style="list-style-type: none"> ○ Reviewing permit applications ○ Greeting and assisting residents at the counter ○ Social media posts • Research policy items and grant opportunities • Assist in planning and participate in community engagement events • Draft city resolutions, proclamations, and ordinances • Update website pages • Assist in city council meeting preparations <ul style="list-style-type: none"> ○ Creating and publishing agenda packets ○ Preparing council chambers for meetings 	Intern will gain a better understanding of daily city administration and work closely with team members, including the city administrators
Inclusion	<ul style="list-style-type: none"> • Conduct research on actions taken by other municipalities to improve DEI initiatives and continued work • Communicate with DEI professionals to keep projects moving forward 	Intern will gain experience in research and leading DEI initiatives



**CITY OF FALCON HEIGHTS
CITY OF LAUDERDALE
POSITION DESCRIPTION
ADMINISTRATIVE & INCLUSION INTERN**



TITLE: Administrative & Inclusion Intern

DEPARTMENT: Administration

SUPERVISOR: City Administrators

HOURS WORKED: 20 to 40 Hours Per Week (split between Falcon Heights/Lauderdale)

DURATION: May 2024 – August 2024

Primary Objective of Position

The position supports and assists in completing duties and projects across a variety of areas within the Cities. The goal of the position is to offer a comprehensive perspective of local government management through active experience and mentorship in areas such as promoting inclusion efforts and providing administrative assistance.

Supervision Received

Works under the supervision of the City Administrators.

Major Areas of Responsibility/Accountability

The listed examples may not include all duties performed by this position.

1. Provides guidance on the City of Falcon Height's Inclusion efforts by:
 - Assisting the City with promoting Diversity, Equity and Inclusion efforts
 - Coordinate trainings for staff, residents and stakeholders centered around continuing to make Falcon Heights a welcoming community for all
 - Assisting with implementing the City's recommendations from the Community Conversations and Cultivating a Caring Community.
2. Assist the City of Lauderdale with:
 - Launching of environment and sustainability commission
 - Administering DNR Shade Tree Grant, specifically identifying locations of new boulevard trees to be planted and educating adjacent property owners
 - Researching new city newsletter platforms
3. Assists in community outreach and assists in community development activities. May include but is not limited to:
 - Parks Programming
 - Community Engagement/Outreach
 - Rental Licensing
 - Permit Review
 - City Communications
 - Other Daily Admin Tasks

- Create agenda materials and reports for City Council meetings and other Commission meetings.
- Acts as backup for duties relating to customer service (service window, phones, etc.)
- Assists in drafting resolutions and ordinances.
- Conducts research on a variety of projects.

Preferred Qualifications

1. Considerable knowledge in research, programming and coordination of activities and special projects.
2. Working knowledge of municipal planning processes and procedures.
3. Considerable ability to communicate both orally and in writing, maintaining effective relationships with supervisors, co-workers and elected and appointed officials.
4. Considerable ability to analyze data and prepare detailed and accurate reports.
5. Ability to effectively operate a computer and various software packages including Microsoft Office.
6. Customer service experience.
7. Problem solving skills.

Minimum Qualifications

Recent college graduate or current student in bachelor's or master's program with a degree/major in political science, public administration, urban studies or a related field.

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

January 10, 2024

No. 24-07

RESOLUTION IN SUPPORT OF MCMA INTERNSHIP PROGRAM

WHEREAS, The Minnesota City/County Management Association (MCMA) has an open application for their summer administration internship program; and

WHEREAS, the City has benefited and had positive experiences the past years in hiring a summer administrative intern; and

WHEREAS, this program is meant to encourage, promote, and develop interest in local government, provide practical, real world experience and management skills for the next generation of municipal public administrators; and

WHEREAS, interns gain experience in city administration, municipal government, and have the opportunity to work over various specialties like community engagement, resident assistance, and Diversity, Equity, and Inclusion (DEI); and

WHEREAS, both the City of Falcon Heights and the City of Lauderdale are interested in collaborating to host an intern during the summer of 2024 and commit matching funds for this reimbursable program.

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

1. That the City fully supports the application for the MCMA Internship Program to host an administration intern for the summer of 2024.
2. That the Mayor and City Administrator are hereby authorized to execute all necessary documents.

Adopted by the Falcon Heights City Council this 10th day of January, 2024.

Moved by:

GUSTAFSON
LEEY
MEYER
WASSENBERG
MIELKE

_____ In Favor
_____ Against

Approved by: _____

Randall C. Gustafson
Mayor

Attested by: _____

Jack Linehan
City Administrator