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

A. CALL TO ORDER: 7:04 PM

B. ROLL CALL: GUSTAFSON_X__ LEEHY_X__ MEYER_X__
WASSENBERG_X__ MIELKE__

STAFF PRESENT: LINEHAN_X__

C. PRESENTATION

1. Resignation of Paula Mielke from the Parks and Recreation Commission

Mayor Gustafson motions to accept the resignation; approved 4-0

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

A. CALL TO ORDER: 7:13 PM

B. ROLL CALL: GUSTAFSON_X__ LEEHY_X__ MEYER_X__
WASSENBERG_X__ MIELKE_X__

STAFF PRESENT: LINEHAN_X__ SMITH_X_ VAN DER WERF_X_

C. APPROVAL OF AGENDA

Councilmember Wassenberg would like to move Consent Agenda Item 8 and 10 to policy items.

Mayor Gustafson motions to approve the agenda; approved 5-0

D. State Fair Task Force Report

Georgiana May and Mona McGarthwaite present the State Fair Task Force Report. The Task Force held their first meeting in June. Councilmember Mielke thanks all members for participating.

McGarthwaite notes the task force had a meeting with CEO Renee Alexander and leadership team to discuss issues such as:

- Attendance caps
- Noise from fireworks

- Trash
- Revenue sharing or other financial support
- Perks and benefits for State Fair neighbors

Following the meeting, the Task Force obtained yard signs, more trash barrels around the City and the fireworks schedule.

May continues that throughout the meetings, the task force came up with recommendations, which include:

- Designate all streets in NE Quadrant neighborhood as no parking on the hydrant side of the street.
- Add temporary signage to help residents and visitors understand and follow parking rules.
- Double parking fines between August 15 to September 14.

McGarthwaite states the task force also had a post fair meeting with the State Fair Leadership Team where they discussed the following items:

- What implementations worked well in 2023?
 - o More trash barrels placed in neighborhoods
 - o Sharing fireworks schedule

They also discussed items such as reimbursement, revenue-sharing, providing multi-day passes for State Fair neighbors and parking issues.

May explains the task force also conducted a post State Fair resident survey to measure the effectiveness of recommendations implemented. Overall, the task force views the implementations as effective.

McGarthwaite and May provide the Task Force recommendations going forward. They include:

- Continue expanding temporary parking restrictions, adding temporary signage and refine city ordinances to provide more clarity on parking regulations
- Improve signage at crucial crossings such as Larpenteur Ave. and Fry Street.
- Provide more portable restrooms in neighborhoods.
- Extend State Fair regulations to other large-scale events.
- Regulate pedicabs during the State Fair.
- Officially codify current State Fair procedures to allow additional enforceability.
- Continue to engage with State Fair leadership as well as work with state legislators and elected officials from neighboring municipalities impacted by the State Fair.

Councilmember Mielke provides a brief overview of the State Fair History. In 1985, State Fair leadership lobbied for an amendment of the Minnesota Statute, basically limiting Falcon Heights' ability to regulate or levy taxes on the operations of the State Fair.

Administrator Linehan continues to explain that the State Fair, even though they are within the boundaries of Falcon heights, they are their own entity and therefore not regulated by the City. Falcon Heights provides limited services to the Fair, but our community is impacted by the State Fair.

McGarthwaite explains that financial solutions include exploring avenues for financial support or reimbursement from the State Fair or the State of Minnesota; possibly commission a financial impact study on the State Fair.

Mayor Gustafson thanks the task force for their time, research and thoughtful recommendations.

Councilmember Leehy wonders why 68% of residents felt fairgoers were respectful of private property.

Ross Allard answers that the State Fair suggested and provided yard signs that asked fairgoers to be respectful. He felt it was obvious for fairgoers that this is where people reside.

Councilmember Mielke adds that the resource guide put together by city staff was also helpful.

Councilmember Wassenberg is intrigued by commissioning a financial impact study on the State Fair and believes it could provide more leverage for Falcon Heights and potentially offset some of the City's costs.

Councilmember Mielke adds that there is an estimate of over 1,000 parking spots that Falcon Heights provides for fairgoers with no financial gain.

Councilmember Meyer wonders how many responses the post fair survey received.

Administrator Linehan answers around 163 responses were received.

Tom Brace comments that having discussions with the League of Minnesota Cities could help with legislative solutions.

Ricé Davis asks Council how they want to move forward with the recommendations from the Task Force.

Mayor Gustafson answers that Council will continue to discuss recommendations at City Workshop meetings. He appreciates the Task Force for coming up with solutions that work for all neighborhoods of the city.

Councilmember Wassenberg agrees and thinks it would be beneficial to further discuss the Task Force report during a City Council workshop.

5. Northwest Youth & Family Services Presentation

Gustafson introduces Northwest Youth & Family Services (NYFS), an organization that the City has a long-standing relationship with.

Angela Lewis-Dmello, the President and CEO of NYFS presents. She has a background as a clinical social worker and moved to administrative work early on. She was also the Executive Director of another mental health agency. Angela has been with the organization for over a year. NYFS was founded in 1976. After moving to the organization, it was clear to Lewis-Dmello that there was need for rebranding and a refresh of the organization and she assisted with that. Lewis-Dmello continues by providing a background on the organization. They support youth and the whole family as they believe they are the building blocks of healthy communities. They are dedicated to trauma-informed and culturally-responsive care. There is also a focus on ensuring access to care by reducing financial, linguistic, cultural, and logistical barriers.

This is done through a sliding fee scale that makes mental health accessible for underinsured, uninsured and low-income.

They have long-standing relationships within the community that include municipalities, law enforcement agencies and school districts. The board is comprised of City Council members from municipal partners.

Lewis-Dmello explains NYFS updated their mission, vision statements and values. The organization also focuses on creating the best environment for providers to thrive and do the work sustainably. They also launched a strategic plan 2023 - 2026 focusing on the following four core pillars:

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.
- NYFS focuses on being an accessible resource to partners and community members.

Lewis-Dmello provides stats for 2022-2023. They had a total of 603 clients across 5 programs with 11,630 appointments and the top 3 diagnoses treated were:

1. Generalized Anxiety Disorder
2. Major Depressive disorder
3. Post-traumatic Stress Disorder

Lewis-Dmello describes the fiscal picture for 2022-2023. The organization has various kinds of revenue, mostly through third-party billing of insurance, as well as rental income, municipality contract revenue and grants. The majority of expenses goes towards staff salaries.

The organization has various mental health programs. These programs are divided into clinic-based mental health, school-based mental health through an embedded model, and adolescent day treatment. They also have community service programs, which are divided up into 3 programs. The youth diversion program serves as an alternative to traditional justice system. They also have community connections program, which is a 7-week program open to adolescents. Lastly, they have a community advocacy program.

Lewis-Dmello states that in the previous year, NYFS has focused on stabilizing, refreshing and growing. They rebranded, welcomed a new municipal partner and launched new programs and services. For the next 12 months, NYFS will continue to expand the size of clinic-based therapy team, develop additional group therapy services and launch a domestic and sexual violence program.

Councilmember Wassenberg wonders how many staff NYFS has with the vast amount of program and services that are being offered.

Lewis-Dmello answers they have 45 dedicated staff members and interns.

Councilmember Meyer thanks Lewis-Dmello for educating everyone on mental health and all the programs that NYFS has available for the community. He wonders what a youth advocate is.

Lewis-Dmello explains youth or adult advocates provide legal advocacy and connections between available resources. There are lot of training systems in place in Minnesota for these roles.

Councilmember Leehy thanks Lewis-Dmello for the presentation and appreciates the effort of bringing in more BIPOC providers. She wonders what resources there are for staff that experience burnout.

Lewis-Dmello answers she has a lot of experience with this problem. She is able to provide numerous solutions and trainings throughout the state. She notes that a lot of it is the system's responsibility and it is key that the work environment is supportive of providers. It is difficult as they are working with a system that is already not supportive of this kind of work.

Councilmember Leehy appreciates it and commends the NYFS for all their work. She is excited for the City to share this resource with residents of all ages.

- E. APPROVAL OF MINUTES:
1. November 29, 2023 City Council Special Workshop Meeting Minutes
 2. December 13, 2023 City Council Regular Meeting Minutes

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

- F. PUBLIC HEARINGS:
1. 2024 Roselawn Avenue Resurfacing Project

City Engineer Smith notes the 2024 Pavement Management Project (PMP) will be done in conjunction with Roseville as Roselawn Avenue is the border between both municipalities. The project will be between Hamline Ave and Snelling Ave. Roselawn consists of a two-lane road with traffic in each direction. It also has a parking lane and a sidewalk. The proposed improvements are

- Mill existing pavement layer
- Repave 2" new asphalt
- Curb and gutter replacement
- Minor stormwater improvements (not assessed)

Other public agencies involved are MnDOT, The City of Roseville and Capitol Region & Rice Creek Watershed Districts. St. Paul Regional Water Services was going to be involved, but they no longer need to do the proposed work. Private utilities include Xcel Energy, CenturyLink, Comcast MCI and Zayo. The project's estimated cost is \$98,000. The vast majority is for street cost and a small amount for storm sewer costs. The project will be funded through approximated assessments, the street fund, municipal state aid (MSA) and the storm sewer fund.

Smith explains that according to the City's assessment policy, residential lots will be assessed at 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.

The assessment roll includes 13 parcels. The estimated assessment rate is \$19.94 per feet. The approximate residential range is \$1,500 to \$2,800.

Smith states there will be an assessment hearing in fall of 2024. After the hearing and the assessment is approved by Council, residents can pre-pay the assessment interest-free for 30 days. Following the pre-payment period, the assessment roll will be turned over to Ramsey County, the City's fiscal agency, to be added to property tax rolls with interest. There is an opportunity for hardship deferral, but there are certain requirements.

Smith explains there was an open house on Thursday, January 4th for residents to ask questions and provide comment. She then describes the proposed project timeline that is subject to change and the requested council actions for the current meeting.

Councilmember Meyer motions to close the public hearing; approved 5-0

Councilmember Meyer wonders if residents have to meet all requirements to qualify for hardship deferral and wonders if anyone below 65 has requested this hardship deferral. He wonders if this could be discussed in a City Council Workshop meeting for future projects.

Administrator Linehan answers that it follows Minnesota Statute. Residents have reached out to the City and explored the option, but decided not to pursue because of the long-term impacts, which he then explains.

Councilmember Wassenberg is curious about what the annual assessment rate is after the assessment roll has been added to property tax rolls, before interest rate.

Councilmember Mielke wonders what solution will be provided for the crosswalk by Simpson. She also wonders about the plantings at the Snelling Ave. and Roselawn Ave. intersection.

Smith answers that it will be further studied as plans are finalized. The plantings are part of stormwater requirements. The intersection of Snelling and Roselawn is part of MnDOT's jurisdiction and was not part of comprehensive plans, whereas Hamline was.

Councilmember Leehy asks about the watershed district requirements and is curious about MSA and what all it is comprised of other than gas tax.

Administrator Linehan answers that it is only comprised of gas tax and is allocated to cities with more than 5,000 residents. The City is a certified complete city and therefore also received these funds annually.

Councilmember Leehy wonders if there is an open house for the residents on the Roseville side of Roselawn Ave.

Smith answers yes, but a date needs to be determined still.

Administrator Linehan highlights the beneficial partnership with the City of Roseville.

Councilmember Leehy motions to Adopt Resolution 24-02 Resolution Ordering Improvement and Preparation of Plans and Specifications for the 2024 Pavement Management Program; approved 5-0

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

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

Mayor Gustafson states that acting mayor will be Councilmember Meyer if Mayor Gustafson is absent. He also thanks commission members Ebbesen and Cooley-Kistler for continuing on the CEC and new Parks and Rec Commission members Haight and Williams for being appointed.

Administrator Linehan comments on Consent Agenda Item 16. He notes MCMA is a statewide association for City Managers. They offer an annual program for internships. The City is planning on having a summer intern again. Administrator Linehan reached out to the City Administrator of Lauderdale to coordinate an internship partnership. Lastly, as Ramsey County is replacing their plow truck fleet, they sell trucks to surrounding municipalities for a great price and are already completely outfitted. In case of a big winter storm, Public Works can deploy the entire fleet to be able to provide great service to all residents.

H: POLICY ITEMS:

1. **Council Appointment as Liaison for City Commissions**

Councilmember Wassenberg appreciates being appointed to the Parks Commission and is excited to continue his appointment with the upcoming projects.

Councilmember Mielke would like the Council Liaison appointment to be more transparent and would like to discuss the item during a future City Council Workshop.

Councilmember Meyer supports Councilmember Mielke. He enjoys the Environment Commission but also sees the benefit of having discussions around the appointment and having the opportunity to serve on other commissions.

Councilmember Leehy is excited to be appointed as a liaison to the Community Engagement Commission after being a former commission member and chair.

Mayor Gustafson apologizes for not being more transparent in the appointment.

Councilmember Leehy comments that appointment of Council Liaison has historically been done by the Mayor in Falcon Heights. She also wonders how that would work out as commissions are meeting before the next City Council Workshop.

Councilmember Mielke notes the commission meetings are open to the public.

Councilmember Mielke and Councilmember Meyer would like to further discuss at a City Council workshop meeting.

Councilmember Mielke motions to table Council Liaison Appointment Liaison for City Commissions to Council Workshop; approved 3-2

2. **Review and Adopt Council Standing Rules and Council/ Advisory Commission Roles and Guidelines**

Council discusses moving Policy Item 2 to a City Council Workshop meeting.

Mayor Gustafson wonders if there is a particular item that any councilmember would like to amend.

Councilmember Wassenberg feels it's in regards to appointment of Council Liaison. He notes it would be useful to provide more detail on what the role of a Council Liaison is and to discuss this in a City Council Workshop meeting.

Administrator Linehan comments that standing rules are in effect unless there is a motion that supersedes this. It is common practice to approve certain items at the first Council meeting of the year to ensure the group is in consensus of operations.

Mayor Gustafson wonders if Council can approve most of the standing rules and guidelines, make a recommendation to review parts of the rules and guidelines at a City Council Workshop meeting and then make amendments at the following City Council meeting.

Councilmember Mielke feels it would be beneficial to review guidelines as a group at a workshop meeting to ensure they are current before approving them.

Councilmember Meyer wonders if both policy items can be tabled and be reviewed at the next City Council Workshop.

Councilmember Mielke motions to table Policy Item 2 Review and Adopt Council Standing Rules and Council/ Advisory Commission Roles and Guidelines to Council Workshop; approved 3-2

I. INFORMATION/ ANNOUNCEMENTS:

Councilmember Mielke announces that this is the 75th year of the City of Falcon Heights and she is the 11th female to serve on Falcon Heights City Council.

Councilmember Meyer congratulates and welcomes Councilmember Mielke.

Councilmember Leehy has no announcements.

Councilmember Wassenberg congratulates and welcomes Councilmember Mielke.

Mayor Gustafson informs residents of upcoming Martin Luther King Jr. Day on Monday, January 15.

Administrator Linehan informs residents that Public Works is ready for snow.

The City is aware of the negative effects of salting the roads, and, as a GreenStep 5 City, Public Works is very discretionary with their salt use. Public Works has been out salting and they have also been flooding the ice rinks at Curtiss Field and the Grove. They are hopeful to open the ice rinks next week. Falcon Heights and RCSO are working to finalize an interim contract. Lastly, on Monday, January 22, there will a Falcon Heights Community Engagement Night organized by the CEC in partnership with Third Sphere. This event is family-friendly and an opportunity to grow together as a community. Lastly, City Hall is closed on Monday, January 15 in observance of Martin Luther King Jr. Day.

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: 9:17 PM

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

Randall C. Gustafson, Mayor

Dated this 10th day of January, 2024

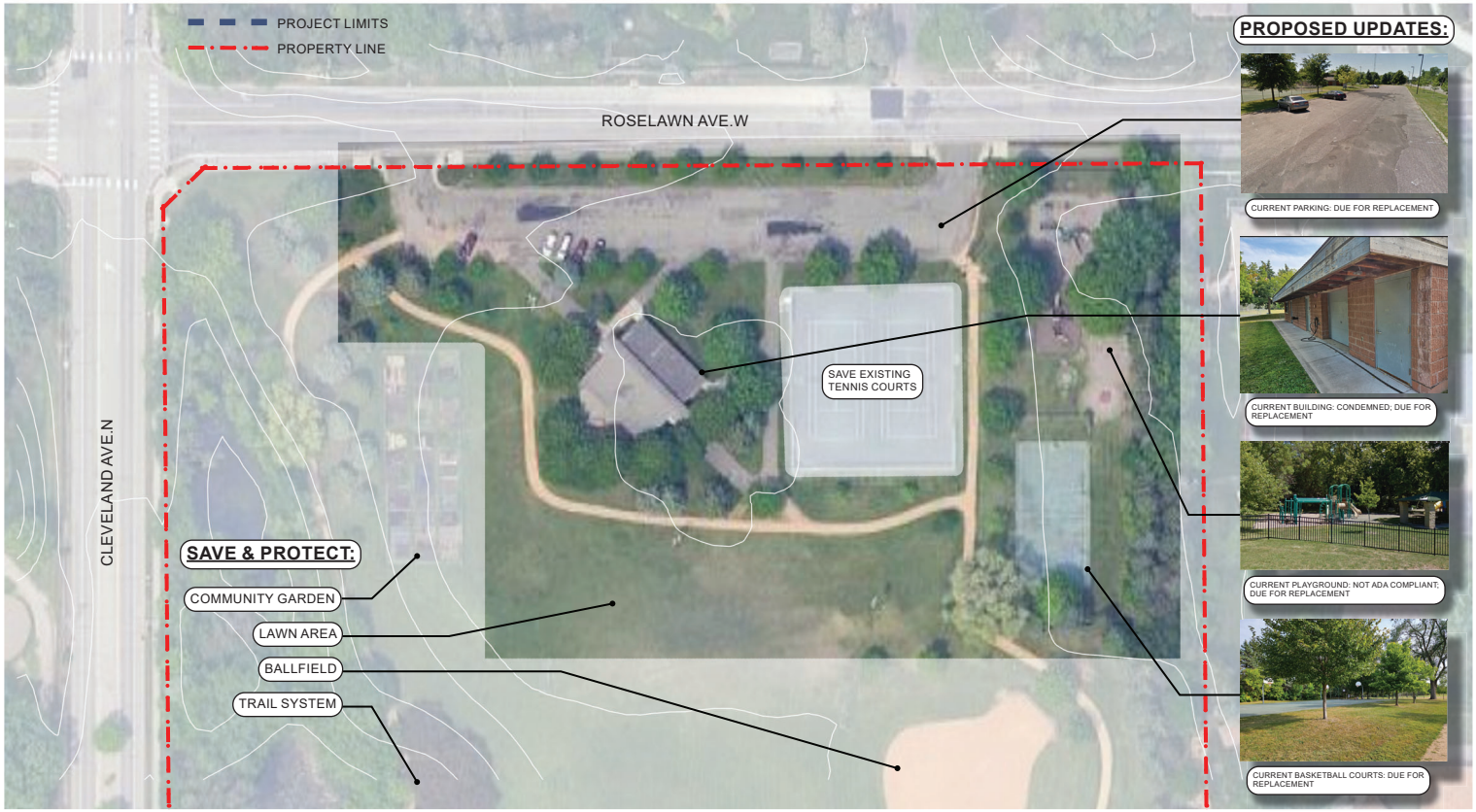
Jack Linehan, City Administrator

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Meeting Date	February 14, 2024
Agenda Item	Public Hearing F1
Attachment	Park Renderings from WSB and HCM Architects; Letters from the Public; Resolution
Submitted By	Jack Linehan, City Administrator

Item	Community Park Renovation Discussion
Description	<p><u>Overview</u></p> <p>The Parks and Recreation Commission attended the City Council Workshop on January 3, 2024 to have a joint meeting and discussion regarding the Community Park renovation. At the conclusion of that meeting, the recommendations and requested revisions were then sent to WSB and HCM Architects.</p> <p>The Parks Commission then reviewed the latest renderings at their meeting on February 5, 2024 in order to make any further recommendations to the City Council. The Parks Commission is in favor of approving the current designs and only had minor suggestions to be considered later in the project which do not impact the overall building design or layout of the park as shown in the current plans.</p> <p>The Council will now solicit feedback from residents and consider approval of the plans. Following approval, WSB / HCM Architects will spend the next few months drafting the final plans for bid release.</p> <p><u>Budget</u></p> <p>The City has planned to finance the project through a combination of grants/state bonds, cash-on-hand, and debt issuance. It is projected that the base cost of the project will be \$3M to \$3.5M, and bid alternates will be up to an additional \$1M to \$1.5M, depending on options chosen.</p> <p>The following represents the assumed financing:</p> <ul style="list-style-type: none"> • Cash Reserves- \$2M • Bond - \$1.5M to \$2M <ul style="list-style-type: none"> ○ For a \$2M bond on a 20-year payback, the annual debt service would be \$160K. Most PMP bonds are \$80K to \$120K annually. The City has the \$120K/year 2017 PMP bond no longer being levied in 2025.

	<p>Other:</p> <ul style="list-style-type: none"> • MN DNR Outdoor Recreation Grant – Request for \$350K for 2025 • State Bonding - \$1M Requested – No local projects in Governor’s recommendations in 2024; upcoming legislative priority. <p>Moving forward, the City Council may want to consider the project in a phased approach, with some upgrades happening in 2024 and others being dependent on funding availability in 2025.</p>
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • Park Renderings from WSB and HCM Architects • Letters from the Public • Resolution 24-10
Action(s) Requested	Staff recommends receiving public feedback on the latest park renderings that have been sent to the City by WSB and HCM Architects and for the Council to then consider approving them as final plans as part of the resolution.



Falcon Heights Community Park | Precedent Map

Falcon Heights, Minnesota
 December 21, 2023 | WSB Project number: 023655-000



K:\023655-000\023655-000\Final Concept Plan

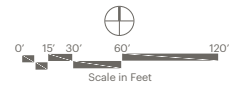


PRECEDENT IMAGERY



Falcon Heights Community Park | Concept 2

Falcon Heights, Minnesota
 January 23, 2024 | WSB Project number: 023655-000



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

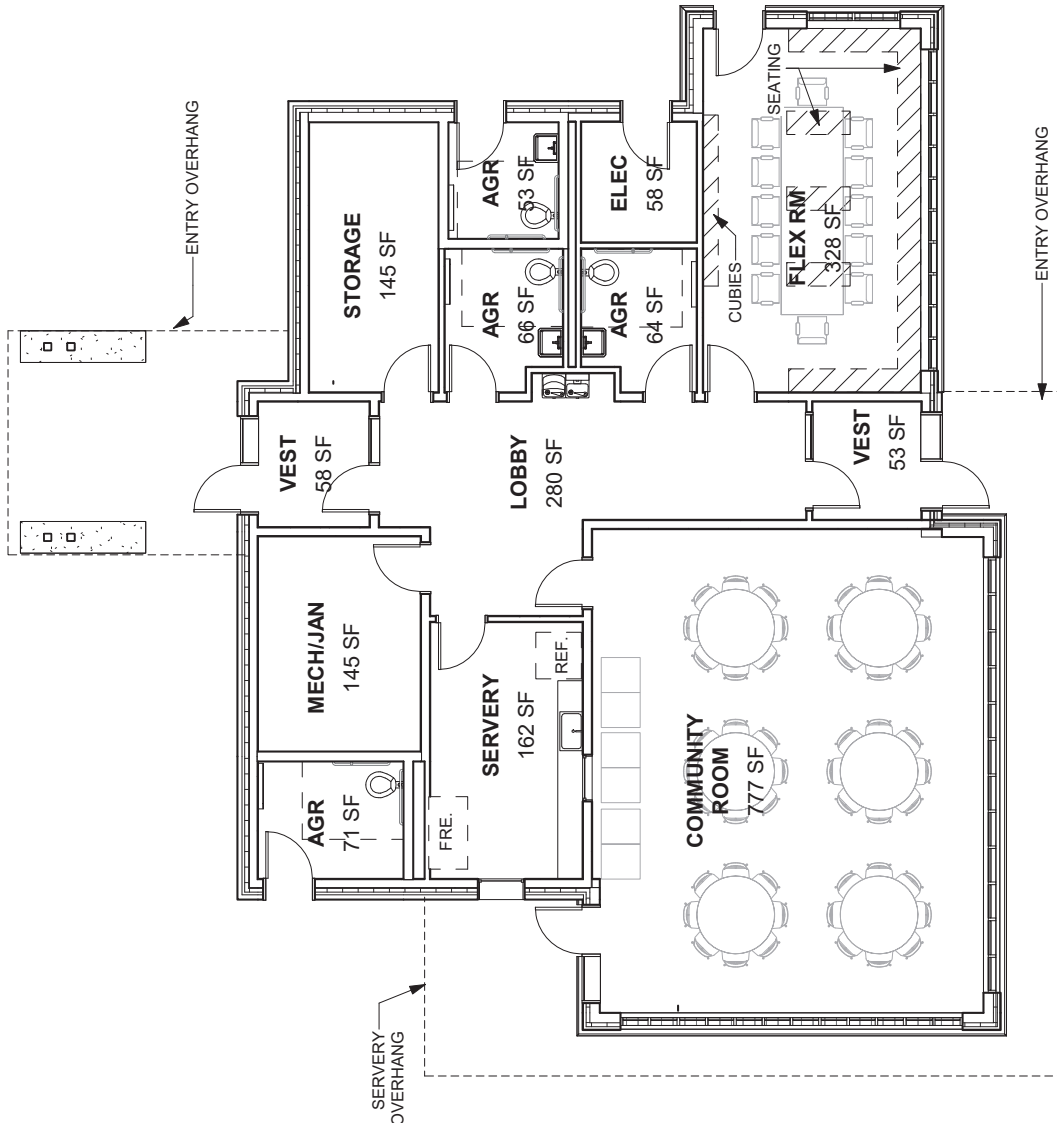
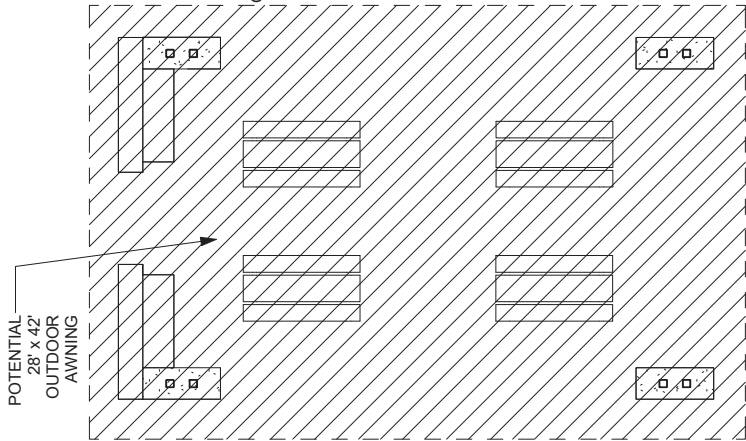
	Item	Description	Qty.	Units	Unit Cost	Subtotal	Estimated Development Cost Range	
1		Building Area (2703 s.f. building)					2,199,600	2,419,560
2		Indirect Project Costs					374,817	374,817
Base Bid: Total Range of Project Costs for Community Park Improvements							2,574,417	2,794,377

Bid Alternates			
3A	Play Area (5000 s.f.) (incl. wood fiber)	312,000	343,200
3B	Play Area (7500 s.f.) (incl. wood fiber)	402,000	442,200
3C	Play Area Rubber Surfacing (5000 s.f.)	180,000	198,000
3D	Play Area Rubber Surfacing 7500 s.f.)	270,000	297,000
3E	Play Area Fencing	75,600	83,160
4	Parking Lot	465,000	511,500
5	Small Shelter - 24' x 24'	119,880	131,868
6A	Large Pre-Fab Shelter - 30' x 40'	373,200	410,520
6B	Large Custom Shelter - 30' x 40'	697,680	767,448
7A	Splash Pad (1,200 s.f.)	263,280	289,608
7B	Splash Pad Fencing	32,400	35,640
8	Basketball Court Improvements	81,240	89,364
9	Geothermal System for Building	96,000	105,600

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

	Item	Description	Qty.	Units	Unit Cost	Subtotal	Estimated Development Cost Range	
1	Building Area (2703 s.f. building)						2,199,600	2,419,560
	1	Excavation / SWPPP	1	LS	20,000	20,000		
	2	Park building w/restrooms	1	LS	1,630,500	1,630,500		
	3	Water Service	160	LF	175	28,000		
	4	Sanitary Sewer Improvements	160	LF	175	28,000		
	5	Site Lighting / Electrical	1	LS	50,000	50,000		
	6	4" concrete walk	2500	SF	18	45,000		
	7	Bike rack	2	EA	2,500	5,000		
	8	Bench	2	EA	2,500	5,000		
	9	Trash receptacles	2	EA	1,500	3,000		
	10	Drinking Fountain	1	EA	3,500	3,500		
	11	Landscape Improvements	1	LS	15,000	15,000		
	12	Recommended Contingency (20 - 30%)	1	LS	366,600	366,600		
2	Indirect Project Costs						374,817	374,817
	1	Consultant Fee (estimated)	1	LS	329,817	329,817		
	2	Permit Fees & Xcel Fee for power feedpoint (estimated)	1	LS	45,000	45,000		
Base Bid: Total Range of Project Costs for Community Park Improvements							2,574,417	2,794,377
Bid Alternates								
3A	Play Area (5000 s.f.) (incl. wood fiber)						312,000	343,200
	1	Excavation / SWPPP	1	LS	15,000	15,000		
	2	Play equipment and wood fiber surfacing	1	LS	150,000	150,000		
	3	Play container concrete curb	300	LF	50	15,000		
	4	4" drain tile	200	LF	20	4,000		
	5	4" concrete walk	2500	SF	18	45,000		
	6	Bench	2	EA	2,500	5,000		
	7	Trash receptacles	2	EA	2,000	4,000		
	8	Picnic tables	2	EA	3,500	7,000		
	9	Landscape Improvements	1	LS	15,000	15,000		
	10	Recommended Contingency (20 - 30%)	1	LS	52,000	52,000		
3B	Play Area (7500 s.f.) (incl. wood fiber)						402,000	442,200
	1	Excavation / SWPPP	1	LS	15,000	15,000		
	2	Play equipment and wood fiber surfacing	1	LS	225,000	225,000		
	3	Play container concrete curb	300	LF	50	15,000		
	4	4" drain tile	200	LF	20	4,000		
	5	4" concrete walk	2500	SF	18	45,000		
	6	Bench	2	EA	2,500	5,000		
	7	Trash receptacles	2	EA	2,000	4,000		
	8	Picnic tables	2	EA	3,500	7,000		
	9	Landscape Improvements	1	LS	15,000	15,000		
	10	Recommended Contingency (20 - 30%)	1	LS	67,000	67,000		
3C	Play Area Rubber Surfacing (5000 s.f.)						180,000	198,000
	1	PIP surfacing	1	LS	150,000	150,000		
	2	Recommended Contingency (20 - 30%)	1	LS	30,000	30,000		
3D	Play Area Rubber Surfacing 7500 s.f.)						270,000	297,000
	1	PIP surfacing	1	LS	225,000	225,000		
	2	Recommended Contingency (20 - 30%)	1	LS	45,000	45,000		
3E	Play Area Fencing						75,600	83,160
	1	Ornamental Fence	350	LF	180	63,000		
	2	Recommended Contingency (20 - 30%)	1	LS	12,600	12,600		
4	Parking Lot						465,000	511,500
	1	Excavation / SWPPP	1	LS	45,000	45,000		
	2	Parking lot removal	2300	SY	10	23,000		
	3	Storm Infrastructure	1	LS	65,000	65,000		
	4	Site Lighting / Electrical	1	LS	50,000	50,000		
	5	8' wide bituminous trail	1000	SY	40	40,000		
	6	Parking lot - Pavement	2800	SY	40	112,000		
	7	Parking Lot - Curb	700	LF	25	17,500		
	8	Landscape Improvements / BMP	1	LS	35,000	35,000		

	9	Recommended Contingency (20 - 30%)	1	LS	77,500	77,500		
5	Small Shelter - 24' x 24'						119,880	131,868
	1	Excavation / SWPPP	1	LS	10,000	10,000		
	2	Outdoor Shelter	1	LS	45,000	45,000		
	3	Site Lighting / Electrical	1	LS	10,000	10,000		
	4	4" concrete walk	800	SF	18	14,400		
	5	Trash receptacle	1	EA	1,500	1,500		
	6	Picnic table	4	EA	3,500	14,000		
	7	Landscape Improvements	1	LS	5,000	5,000		
	8	Recommended Contingency (20 - 30%)	1	LS	19,980	19,980		
6A	Large Pre-Fab Shelter - 30' x 40'						373,200	410,520
	1	Excavation / SWPPP	1	LS	20,000	20,000		
	2	Outdoor Shelter	1	LS	200,000	200,000		
	3	Site Lighting / Electrical	1	LS	25,000	25,000		
	4	4" concrete walk	1500	SF	18	27,000		
	5	Trash receptacle	4	EA	1,500	6,000		
	6	Picnic table	8	EA	3,500	28,000		
	7	Landscape Improvements	1	LS	5,000	5,000		
	8	Recommended Contingency (20 - 30%)	1	LS	62,200	62,200		
6B	Large Custom Shelter - 30' x 40'						697,680	767,448
	1	Excavation / SWPPP	1	LS	20,000	20,000		
	2	Outdoor Shelter	1	LS	470,400	470,400		
	3	Site Lighting / Electrical	1	LS	25,000	25,000		
	4	4" concrete walk	1500	SF	18	27,000		
	5	Trash receptacle	4	EA	1,500	6,000		
	6	Picnic table	8	EA	3,500	28,000		
	7	Landscape Improvements	1	LS	5,000	5,000		
	8	Recommended Contingency (20 - 30%)	1	LS	116,280	116,280		
7A	Splash Pad (1,200 s.f.)						263,280	289,608
	1	Excavation / SWPPP	1	LS	20,000	20,000		
	2	Splash Pad equipment	1	LS	150,000	150,000		
	3	6" reinforced concrete walk	1200	SF	22	26,400		
	4	Trash receptacle	2	EA	1,500	3,000		
	5	Bench	2	EA	2,500	5,000		
	6	Landscape Improvements / BMP	1	LS	15,000	15,000		
	7	Recommended Contingency (20 - 30%)	1	LS	43,880	43,880		
7B	Splash Pad Fencing						32,400	35,640
	1	Ornamental Fence	150	LF	180	27,000		
	2	Recommended Contingency (20 - 30%)	1	LS	5,400	5,400		
8	Basketball Court Improvements						81,240	89,364
	1	Excavation / SWPPP	1	LS	10,000	10,000		
	2	Basketball Hoops (Pair)	1	LS	9,000	9,000		
	3	Court Paving	560	SY	40	22,400		
	4	Maintenance Strip	300	LF	40	12,000		
	5	Court Color Surfacing	1	LS	7,500	7,500		
	6	4" concrete walk	100	SF	18	1,800		
	7	Landscape Improvements	1	LS	5,000	5,000		
	8	Recommended Contingency (20 - 30%)	1	LS	13,540	13,540		
9	Geothermal System for Building						96,000	105,600



NOTES:

2,708 SF (GROSS)

- ENTRY / LOBBY AREA
- COMMUNITY ROOM
LOCATED FACING THE GARDEN AND SHELTER
SEATING AT TABLES
45-50 PERSONS
SEATING AT AUDITORIUM STYLE
80 - 90 PERSONS
APPOX. 16 YOGA MATS
- FLEX ROOM
LOCATED FACING THE PLAYGROUND AND POTENTIAL SKATING AREA
SEATING AT BENCHES
20-25 PERSONS
SEATING AT TABLES
10 - 14 PERSONS
- SERVERY / CATERING KITCHEN
FREEZER
REFRIGERATOR
SINK
OUTDOOR PASS-THRU WINDOW
PASS-THRU TO COMM RM?
- RESTROOMS
ALL GENDER RESTROOMS
INDOOR AND OUTDOOR
- MECHANICAL/ELECTRICAL
REQUIRED SIZE TO BE VERIFIED
- ADDITIONAL OUTDOOR SEATING / PAVILION
SEATING AT TABLES
20 - 30 PERSONS
SEATING AT AUDITORIUM STYLE
55 - 65 PERSONS

1 CONSTRUCTION FLOOR PLAN OPT 3
1/8" = 1'-0"



Client:

20

Project:

FALCON HEIGHT COMMUNITY BUILDING

Number:

3.0

Project Number: 2387

Name:

CONSTRUCTION FLOOR PLAN OPT 3



HASEN, CHRISTENSEN & MOILWAIN ARCHITECTS
4201 CEDAR AVENUE, ED., MINNEAPOLIS, MN 55407 | TEL: (612) 904-1332















Amy Pakhomov – 1595 Vincent Street

Dear Falcon Heights City Council members:

I would like to add a request to the refurbishment of Community Park. I would like to request we make a path for the future park to enable residents of Falcon Heights to play pickleball. There is a thriving pickleball community at Evergreen park in Roseville and it would be advantageous for Falcon Heights to have a similar venue at Community Park.

While not exclusively an older person sport, it would be important to have a sports outlet available to round out the spectrum of ages that use Community Park. There are plans for park activities for younger members and this would help make the park more accessible to a broader age group.

Ideally, having dedicated outdoor courts would be beneficial. Finding a spot for them as far as possible from residential houses due to the noise, perhaps on the southwest corner would be ideal. I understand that would be ideal, but perhaps it is not in the budget currently.

Another option would be making a mixed use out of the already paved basketball or tennis courts by a dedicated space with a net in one of those areas that are already paved for sports.

Utilizing the indoor space of the new building would be enticing for players to use in case of inclement weather or in the winter. The floor can be marked for the courts and potentially brackets installed on the floor to add the nets that could be stored away when not in use.

A last and cheapest option would be to mark the existing outdoor courts so community members could bring their own portable nets to play.

Thank you very much for incorporating public comment to the creation of a great new park! Please email me if you have questions - [pwd0757@gmail \(dot com\)](mailto:pwd0757@gmail.com)

Amy Pakhomov
1595 Vincent Street

Georgiana May – 1477 California Ave

To the FH City Council,

I very much appreciate the hard work and process of the Parks and Rec Commission, and the Council, towards planning renovations of our community park.

I am excited to see the renovation go forward, and believe that it will become a focus of community activities. However, I do want to voice strong concerns for the manner in which the project is going forward - if I understand the projected budget correctly, the total cost of buildings and amenities will be at least \$2 mill over budget.

Before moving ahead with this plan, I ask that the FH Council provide its citizens with more information that allows us to more clearly see the FH budget *as a whole*, including projected expenses. Specifically:

- how will the park cost over-run be paid for and *what are the impacts on property taxes?*
- we are entering delicate negotiations with SAV regarding shared policing. What are the estimates of cost and how will those *impact property taxes?* Could spending any budget slack on the park renovations mean that we are hamstrung in negotiating policing?
- putting these costs together and known costs of the policing by RCSO at least for 2024, *please provide an estimate of property tax increases over the next 5 years.*

I want to see the project go forward but ask that FH Council takes a more considered and gradual approach. Specifically:

- Gather information from other communities - how much is an enclosed community space used, and do user fees balance costs of upkeep, security, etc.?
- Could we achieve the same community goals by improving the amenities, building the two nice picnic shelters, and building a bathroom?
- *After* information on total costs and impacts on property taxes is presented to the FH citizens, plus information on net costs of a community center, ask the community what they want.

Thank you for listening

Jeff Yager – 1801 Asbury

Below is a list of neighboring cities with city property taxes compared to Falcon Heights. A small increase in property taxes would not be out of line. This building would be an asset for our citizens, and investing in assets with debt is a good use of the city's credit rating. Investing in our city parks will make Falcon Heights a more attractive place for prospective home buyers.

The benefits of a building over a shelter are numerous. An indoor space allows residents to host a gathering in the park without needing to worry about the weather forecast. Without indoor space, we are at the mercy of Minnesota's climate. The Parks Commission has struggled to provide parks programming without a building. We've had to cancel winter events and limit our youth programming. A building in the park will be a gathering place for residents and bring the community together throughout the year.

From the League of MN Cities:

<https://www.lmc.org/resources/property-tax-calculator/>

City	Year	Value	City Tax
Columbia Heights	2022	300,000	1,950
City	Year	Value	City Tax
Falcon Heights	2022	300,000	1,124
City	Year	Value	City Tax
Maplewood	2022	300,000	1,265
City	Year	Value	City Tax
Roseville	2022	300,000	1,115
City	Year	Value	City Tax
St. Anthony Village	2022	300,000	1,875
City	Year	Value	City Tax
St. Paul	2022	300,000	1,390

Tom Faust – 1434 Iowa Ave W

As I see it, the building is not overdone in any way and offers park use options throughout the year. Community gatherings and other events during the cold months as well as th warm will allow a good rhythm of community engagement. As Jack has explained, we can afford the building as planned. Perhaps we can look at a bathroom / overhead structure sometime in the future for the other parks. I'm 100% onboard with all aspects of the proposed building and grounds changes.

Eric Brenton – 1795 Simpson St

A brief statement in support of continuing the current trajectory of the Community Park project:

With the successful purchase of community park, we've been freed to now make improvements on our main park. Understandably, the design process has gone forward rather quickly as we have been patiently planning and waiting for years to have this kind of opportunity. Our main priority for this project will be to optimize, improve, and increase the flexibility and accessibility of our park and its amenities while adhering to the communities needs. Our community is in a healthy financial position and has been planning for years to pursue this project as our current structure is condemned which severely limits what the park can offer.

Over the last few months there have been many discussions, workshops, and design revisions to get us closer to our goals. Our current plans include an all-weather park building intended to be used in multiple ways such as events, meetings, programming support/staging, and warming house to re-establish the ice rink we used to host. The building has been a focal point of many discussions these past few months. It is my opinion that our current plan meets our current needs and our future goals of our community. The all-weather space increases access to in-expensive event and meeting space that is a welcoming and functionally flexible option for the community. Our current indoor space of city hall has many limitations, such as isolation from natural light and adjacent outdoor space.

Regarding the possible cost of our current trajectory, while we have engineer and architect estimates, we won't know the actual construction cost until it goes out for bid. Our community is financially prepared for this project, and we should prepare to construct this project in phases as funding allows. Current plans are easily able to be constructed at different times. While the utility cost could be high depending on the existing conditions that resulted in the condemnation of the building, we should strive to maintain our investment in a welcoming, flexible space that maximizes the services we can offer and facilitate many uses.

At this stage, we are very close to having final plans ready to go out to bid. If practical, I submit that we pursue bids on those plans, and if possible, segment out what we can as add-ons/future phases to help us get a better understanding of construction cost. If we do end up with a cost-prohibitive situation regarding our current plans, having the bid prices would allow us a more educated strategy regarding the improvements we make to Community Park.

Striving to provide the best possible park services we can in our primary park should be the guiding principle with this project. The goal of this project has included pursuing an all-weather facility that fully replaces our defunct one. The opportunity presented to replace the building will expand our space offerings and work to accommodate future community needs. Deferring this type of project will make it harder to construct something of its kind due to rising costs, and we would limit the services we can offer. For example, we wouldn't be able to have a warming house and skating area at community park which is more accessible than our other parks, including off street parking and flatter grading. There would not be an indoor event space for parties adjacent to a playground in our city. The current classes we provide at City Hall would have a space more in line with their needs, as well as supplying comfortable space for additional/new programming that is best done indoors.

In closing, a flexible, comfortable space that our community can use and is adjacent to our largest park is worth pursuing as long as practical. Without confirmation that the current plans, split into appropriate phases, is truly cost prohibitive, changing our strategy and approach would not be advantageous. The current financial position we're in allows us to pursue a park and facility that will be the most useful to us now and in the future. Not pursuing this specific opportunity to the fullest extent will cost us our best opportunity to meet our goal of providing the best possible services to our community now and in the future.

Erin Williams – 1974 Autumn

I'm commenting on the request to look at the cost of an outdoor structure / restrooms in lieu of constructing a new park building, or redesigning for a smaller building. I'm not able to attend the public hearing on February 14, 2024.

As a resident of Falcon Heights for the last 8+ years, I use the Community park trails on an almost daily basis. I don't see myself using a building space, but recognize that there are some who do want to be able to use a gathering space, warming space for skating, cooling space for the summer, etc.

As a new Parks and Rec Commission member, I appreciate the time and discussions that have taken place to get to a point with a building proposal that meets multiple needs and priorities. And, given the various unknowns and understandable concerns from residents, if it doesn't cost a lot more to have an outdoor gazebo with restrooms mocked up for a construction bid, I think it's a reasonable request to consider. This approach could delay any construction until 2026.

If a restroom/outdoor gazebo is half the cost of a larger building as currently proposed, perhaps that would help identify that it wouldn't cost much more to have the building space built as proposed at the last joint meeting of the Council and Parks and Rec Commission. I also think that highlighting the fund sources for any park renovations is helpful - i.e. if taxes will not be increased with existing City savings utilized (I believe that's the current plan), that could alleviate concerns about the tax increases, upcoming road assessments for many residents, and long-term school bonds that will remain in effect for 8 (?) more years.

Thank you,
Erin Williams
Falcon Heights

Christine Chitambar – 1941 Summer St.

Hi,

I am writing in regard to tonight's meeting. Unfortunately, I will be unable to attend.

We have lived in Falcon Woods for the past 10 years and have three children who spend a great amount of time at that park. It's like our second backyard. We feel heavily invested in the development of this park.

I would like the city to consider the following:

- 1) I am concerned that half of the park's budget will be spent on a building. Even when the current building was open, it never seemed to be used very often. I would much rather the majority of the funds be spent on park amenities such as better playground equipment.
- 2) Our property taxes have more than doubled since we bought our house in 2014. We are currently paying almost \$6000/year. Next year Falcon Woods will be facing an assessment that I have been told is \$6000 per household. Although we are excited about updating the park, I am also very concerned about another increase to taxes. Will people be able to stay in their homes? Will there be other tax increases with the new police contract?
- 3) I have a 10 year old son who has been catching aquatic creatures in that pond since 2020. The council should know there has been an environmental change in the past few years--that pond used to be crawling with tadpoles, fish and toads. In June we would have hundreds, if not thousands, hopping through the neighborhood. There have been very few toads in the past 2-3 years.
- 4) It seems like the overall estimate of the park project seems to be increasing.
- 5) I read 100 postcards were mailed out for a survey and only 30 were returned. That seems like a very low sample size for a project of this scale.

Bill & Sue Davis – 1878 Sheldon St.

I would like to see more "elder" activities development. i.e. Pickleball courts (two outside courts.) And . . . instead of a hockey rink, I would like to see a really nice free-style rink (no boards but build a nice boarder - much more practical and eye appealing.) Add a warming house and outside fire pits.

Please place at least two pet centers with waste bags dispensers and water dishes.

We are not able to make the meeting because we are in Florida.

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

February 14, 2024

No. 24-10

**RESOLUTION APPROVING DESIGN PLANS FROM WSB AND HCM ARCHITECTS
FINAL FOR COMMUNITY PARK RENOVATION**

WHEREAS, Community Park was deemed to have general maintenance concerns from the Fire Marshall, Public Works and the City Council, the City closed the Community Park building due to safety concerns in fall of 2019;

WHEREAS, the sewer line collapsed at Community Park in the summer of 2022;

WHEREAS, the University of Minnesota and the City of Falcon Heights mutually agreed it was in their best interest for Falcon Heights to own the Community Park property after leasing for the previous thirty years;

WHEREAS, the City closed on the purchase of the property from the University of Minnesota for the city park known as Community Park on May 4, 2023;

WHEREAS, the City then hired WSB, a civil engineering and planning firm, and HCM Architects as architects for a renovation of Community Park;

WHEREAS, the public was invited to attend a Public Engagement Session during the Parks and Recreation Commission meeting on November 6, 2023 to share initial feedback after a presentation by WSB and HCM Architects;

WHEREAS, WSB and HCM Architects took the public's feedback and made revisions and clarifications to their presentation decks, which the City included as part of an online survey, made available to the public November 20, 2023 through December 26, 2023;

WHEREAS, the Parks and Recreation Commission held a joint meeting at the City Council Workshop on January 3, 2024 to suggest further changes to WSB and HCM Architects and the Parks and Recreation Commission supported and approved those changes on February 6, 2024;

WHEREAS, the public is now invited to attend a public hearing on February 14, 2024;

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

1. That the design plans as shown in the attached are approved as final by the City Council of the City of Falcon Heights.
2. The Mayor and City Administrator are authorized to execute the necessary documents to finalize the site and concept plans.

ADOPTED by the Falcon Heights City Council on February 14, 2024.

Moved by:

Approved by: _____
Randall C. Gustafson
Mayor

GUSTAFSON _____ In Favor
MEYER
LEEHY _____ Against
MIELKE
WASSENBERG

Attested by: _____
Jack Linehan
City Administrator

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PACKET: 03001 JAN 22 PAY8LES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

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01-00869	BENEFIT EXTRAS, INC					
I-12014		FLEX PLAN ANNUAL/QTR FEES	570.00			
1/22/2024	APBNK	DUE: 1/22/2024 DISC: 1/22/2024		1099: N		
		FLEX PLAN ANNUAL FEE		101 4112-89000-000	MISCELLANEOUS	450.00
		FLEX PLAN JAN TO MAR FEE		101 4112-89000-000	MISCELLANEOUS	120.00
		=== VENDOR TOTALS ===	570.00			
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01-03120	CITY OF WHITE BEAR					
I-13772		2024 GIS USER FEE RAMSEY CTY	540.66			
1/22/2024	APBNK	DUE: 1/22/2024 DISC: 1/22/2024		1099: N		
		2024 GIS USER FEE RAMSEY CTY		101 4117-80500-000	GIS SUPPORT	540.66
		=== VENDOR TOTALS ===	540.66			
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01-03345	DOYLE SECURITY PRODUCTS					
I-1380352-1		SECURITY KEY	20.24			
1/22/2024	APBNK	DUE: 1/22/2024 DISC: 1/22/2024		1099: N		
		SECURITY KEY		101 4131-70110-000	SUPPLIES	20.24
		=== VENDOR TOTALS ===	20.24			
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01-05856	LINEHAN, JACK					
I-202401228740		CELL PHONE REIMB	60.00			
1/22/2024	APBNK	DUE: 1/22/2024 DISC: 1/22/2024		1099: N		
		CELL PHONE REIMB		601 4601-85015-000	CELL PHONE	60.00
		=== VENDOR TOTALS ===	60.00			
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01-05731	MN DEPARTMENT OF LABORIndustr					
I-December1230152023		4TH QTR SURCHARGES	448.05			
1/22/2024	APBNK	DUE: 1/22/2024 DISC: 1/22/2024		1099: N		
		4TH QTR SURCHARGES		101 20801-000	DUE TO OTHER GOVERNMENTS	448.05
		=== VENDOR TOTALS ===	448.05			
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01-05843	MN NCPERS LIFE INSURANCE					
I-458800022024		2024 LIFE INS	64.00			
1/22/2024	APBNK	DUE: 1/22/2024 DISC: 1/22/2024		1099: N		
		2024 LIFE INS		101 21709-000	OTHER PAYABLE	39.52
		2024 LIFE INS		204 21709-000	OTHER PAYABLE	1.60
		2024 LIFE INS		601 21709-000	OTHER PAYABLE	16.16
		2024 LIFE INS		602 21709-000	OTHER PAYABLE	6.72
		=== VENDOR TOTALS ===	64.00			
		=== PACKET TOTALS ===	1,702.95			

PACKET: 03003 JAN 22 PAYABLES2

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

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01-06301	SAMS	CLUB MC/SYNCE				
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I-202401228741		SUPPLIES/TRK PART/NAME TAG	1,284.40			
1/22/2024	APBNK	DUE: 1/22/2024 DISC: 1/22/2024		1099: N		
		SUPPLIES/TRK PART/NAME TAG		101 20200-000	ACCOUNTS PAYABLE	1,284.40
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PACKET: 03006 JAN 22 PAYABLES3

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

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01-06290			CITY OF ROSEVILLE				
I-202401228742			LICENSE FEES NEW PLOW TRUCK	2,117.50			
1/22/2024	APBNK		DUE: 1/22/2024 DISC: 1/22/2024		1099: N		
			LICENSE FEES NEW PLOW TRUCK		403 4403-91000-000	MACHINERY & EQUIPMENT	2,117.50
			=== VENDOR TOTALS ===	2,117.50			
			=== PACKET TOTALS ===	2,117.50			

PACKET: 03008 JAN 24 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

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01-03103	CANON FINANCIAL SERVICES					
I-31914861		COPIER FEES JANUARY	163.59			
1/24/2024	APBNK	DUE: 1/24/2024 DISC: 1/24/2024		1099: N		
		COPIER FEES JANUARY		101 4131-87010-000	CITY HALL MAINTENANCE	163.59
		=== VENDOR TOTALS ===	163.59			
=====						
01-03089	CASH					
I-202401248743		LICENSE FEES/INCLUSON/CERTMAI	73.41			
1/24/2024	APBNK	DUE: 1/24/2024 DISC: 1/24/2024		1099: N		
		LICENSE FEES NEW PLOW TRK		403 4403-91000-000	MACHINERY & EQUIPMENT	35.22
		FLASHER BULB TRK		101 4132-70120-000	SUPPLIES	4.87
		CERTIFIED MAIL		101 4112-70500-000	POSTAGE	9.49
		COMMUNITY ENGAGEMENT SUPPLIES		210 4210-86105-000	INCLUSION TNG EXERCISES	23.83
		=== VENDOR TOTALS ===	73.41			
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01-05162	GREAT NORTHERN LANDSCAPES INC					
I-901998283		WARMING HOUSE 1/22 TO 2/18	853.00			
1/24/2024	APBNK	DUE: 1/24/2024 DISC: 1/24/2024		1099: N		
		WARMING HOUSE 1/22 TO 2/18		101 4141-86105-000	TEMPORARY WARMING HOUSE	853.00
		=== VENDOR TOTALS ===	853.00			
=====						
01-05008	HUMANA INSURANCE CO					
I-673999216		VISION FEB	78.21			
1/24/2024	APBNK	DUE: 1/24/2024 DISC: 1/24/2024		1099: N		
		VISION FEB		101 4112-89000-000	MISCELLANEOUS	78.21
		=== VENDOR TOTALS ===	78.21			
=====						
01-05925	SECURIAN LIFE INSURANCE COMPAN					
I-93993251-00		FEB LIFE INS	313.24			
1/24/2024	APBNK	DUE: 1/24/2024 DISC: 1/24/2024		1099: N		
		FEB LIFE INS		101 4112-89000-000	MISCELLANEOUS	313.24
		=== VENDOR TOTALS ===	313.24			
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PACKET: 03011 January 29 Payables
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
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01-0375		BHE COMMUNITY SOLAR, LLC				
<hr/>						
I-11991875		Solar Garden Elect Dec	446.08			
1/29/2024	APBNK	DUE: 1/29/2024 DISC: 1/29/2024		1099: N		
		Solar Garden Elect Dec		101 20200-000	ACCOUNTS PAYABLE	446.08
		=== VENDOR TOTALS ===	446.08			
<hr/>						
01-06185		RAMSEY COUNTY				
<hr/>						
I-PUBW-020810		Gottfried Storm Pit Elect 202	1,868.10			
1/29/2024	APBNK	DUE: 1/29/2024 DISC: 1/29/2024		1099: N		
		Gottfried Storm Pit Elect 2023		602 20200-000	ACCOUNTS PAYABLE	1,868.10
		=== VENDOR TOTALS ===	1,868.10			
		=== PACKET TOTALS ===	2,314.18			

PACKET: 03013 JAN 30 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

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 POST DATE BANK CODE -----DESCRIPTION----- GROSS P.O. #
 DISCOUNT G/L ACCOUNT -----ACCOUNT NAME----- DISTRIBUTION
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01-00028 ALLSTREAM

I-20234617 EMERG LAND LINE CITY HALL 96.83
 1/30/2024 APBNK DUE: 1/30/2024 DISC: 1/30/2024 1099: N
 EMERG LAND LINE CITY HALL 101 4116-85010-000 TELEPHONE 96.83
 === VENDOR TOTALS === 96.83

01-05422 BP

I-202401308746 FUEL CITY TRKS/EQUIP 732.32
 1/30/2024 APBNK DUE: 1/30/2024 DISC: 1/30/2024 1099: N
 FUEL CITY TRKS/EQUIP 101 4132-74000-000 MOTOR FUEL & LUBRICANTS 732.32
 === VENDOR TOTALS === 732.32

01-05153 HOME DEPOT CRC/GEFC

I-202401308748 NITRILE GLOVS/SAFETY GLASSES/ 260.00
 1/30/2024 APBNK DUE: 1/30/2024 DISC: 1/30/2024 1099: N
 NITRILE GLOVES/SAFETY GLASSES 101 4131-70110-000 SUPPLIES 97.63
 OIL 101 4132-70120-000 SUPPLIES 149.40
 BROOM AND DUST PAM 101 4141-70100-000 SUPPLIES 12.97
 === VENDOR TOTALS === 260.00

01-05440 LOFFLER COMPANIES, INC

I-34589609 COPIER OVRAGE CHRGS 181.65
 1/30/2024 APBNK DUE: 1/30/2024 DISC: 1/30/2024 1099: N
 ADDT'L COPIER CHARGES 101 4112-87000-000 REPAIR OFFICE EQUIPMENT 181.65
 === VENDOR TOTALS === 181.65

01-05582 MENARDS

I-202401308747 SHOP AND KITCHEN SUPPLIES 40.63
 1/30/2024 APBNK DUE: 1/30/2024 DISC: 1/30/2024 1099: N
 SHOP AND KITCHEN SUPPLIES 101 4131-70110-000 SUPPLIES 40.63
 === VENDOR TOTALS === 40.63

01-05731 MN DEPARTMENT OF LABOR INDUSTR

I-JUNE 1230152023 2ND QTR SURCHARGES 1,085.06
 1/30/2024 APBNK DUE: 1/30/2024 DISC: 1/30/2024 1099: N
 2ND QTR SURCHARGES 101 20801-000 DUE TO OTHER GOVERNMENTS 1,085.06
 === VENDOR TOTALS === 1,085.06

PACKET: 03013 JAN 30 PAYABLES
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-06024		ON SITE SANITATION				
I-1665810		PORTABLE TOILET CURTISS	165.00			
1/30/2024	APBNK	DUE: 1/30/2024 DISC: 1/30/2024		1099: N		
		PORTABLE TOILET CURTISS		601 4601-85080-000	PORTABLE TOILET PARKS	165.00
I-1665811		PORTABLE TOILET COMM PK	165.00			
1/30/2024	APBNK	DUE: 1/30/2024 DISC: 1/30/2024		1099: N		
		PORTABLE TOILET COMM PK		601 4601-85080-000	PORTABLE TOILET PARKS	165.00
		=== VENDOR TOTALS ===	330.00			
=====						
01-06185		RAMSEY COUNTY				
I-FLEET 000877		PURCHASE STERLING DUMP TRK	30,000.00			
1/30/2024	APBNK	DUE: 1/30/2024 DISC: 1/30/2024		1099: N		
		PURCHASE STERLING DUMP TRK		403 4403-91000-000	MACHINERY & EQUIPMENT	30,000.00
		=== VENDOR TOTALS ===	30,000.00			
=====						
01-00935		ST PAUL REGIONAL WATER SERVICE				
2401308745		SS AND H2O CHARGES	147.06			
1/30/2024	APBNK	DUE: 1/30/2024 DISC: 1/30/2024		1099: N		
		H2O		101 4131-85040-000	WATER	75.73
		SS		601 4601-85075-000	CITY BUILDINGS SANITARY	19.76
		H2O		101 4141-85040-000	WATER	37.06
		SS		601 4601-85075-000	CITY BUILDINGS SANITARY	14.51
		=== VENDOR TOTALS ===	147.06			
		=== PACKET TOTALS ===	32,873.55			

PACKET: 03015 February 1 Payables
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-290		CITY OF ROSEVILLE				
I-242019		Engineering December	743.61			
2/01/2024	APBNK	DUE: 2/01/2024 DISC: 2/01/2024		1099: N		
		Engineering December		101 20200-000	ACCOUNTS PAYABLE	321.99
		Engineering 2023 PMP December		429 20200-000	ACCOUNTS PAYABLE	421.62
		=== VENDOR TOTALS ===	743.61			
01-07898	WSB					
I-R-023655-000-4		Comm Park Improvements 12/23	17,901.79			
2/01/2024	APBNK	DUE: 2/01/2024 DISC: 2/01/2024		1099: N		
		Comm Park Improvements 12/23		403 20200-000	ACCOUNTS PAYABLE	17,901.79
		=== VENDOR TOTALS ===	17,901.79			
		=== PACKET TOTALS ===	18,645.40			

PACKET: 03017 February 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
01-123		CINTAS CORPORATION					
I-4182030203		Floor Mats Svc 2/1	82.28				
2/05/2024	APBNK	DUE: 2/05/2024 DISC: 2/05/2024		1099: N			
		Floor Mats Svc 2/1		101 4131-87010-000	CITY HALL MAINTENANCE		82.28
		=== VENDOR TOTALS ===	82.28				
01-05115		GOPHER STATE ONE CALL					
I-4010390		Jan Locates	67.55				
2/05/2024	APBNK	DUE: 2/05/2024 DISC: 2/05/2024		1099: N			
		Jan Locates		601 4601-88030-000	LOCATES		67.55
		=== VENDOR TOTALS ===	67.55				
01-05928		JOHNSON LITHO GRAPHICS OF EAU					
I-109342		Postcards and Mailing	1,496.53				
2/05/2024	APBNK	DUE: 2/05/2024 DISC: 2/05/2024		1099: N			
		Postcards and Mailing		210 4210-86105-000	INCLUSION TNG EXERCISES		1,221.53
		Newsletter Fee		101 4116-70420-000	NEWSLETTERS/INFORMATION		275.00
		=== VENDOR TOTALS ===	1,496.53				
01-05058		JOSH JORDAN					
I-202402058749		TKD Instructor 1/9-2/15	793.60				
2/05/2024	APBNK	DUE: 2/05/2024 DISC: 2/05/2024		1099: Y			
		TKD Instructor 1/9-2/15		201 4201-87700-000	INSTRUCTOR-SPECIALTY CIA		793.60
		=== VENDOR TOTALS ===	793.60				
01-0196		KELLY & LEMMONS P.A.					
I-62402		Jan Prosecutions	2,500.00				
2/05/2024	APBNK	DUE: 2/05/2024 DISC: 2/05/2024		1099: Y			
		Jan Prosecutions		101 4123-80200-000	LEGAL FEES		2,500.00
		=== VENDOR TOTALS ===	2,500.00				
01-05665		METROPOLITAN COUNCIL					
I-1167860		March Waste Water Services	63,338.36				
2/05/2024	APBNK	DUE: 2/05/2024 DISC: 2/05/2024		1099: N			
		March Waste Water Services		601 4601-85060-000	METRO SEWER CHARGES		63,338.36
		=== VENDOR TOTALS ===	63,338.36				

PACKET: 03017 February 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
01-0385		METROPOLITAN AREA MANAGEMENT A				
I-1849		January Meeting	25.00			
2/05/2024	APBNK	DUE: 2/05/2024 DISC: 2/05/2024		1099: N		
		January Meeting		101 4112-86100-000	CONFERENCES/EDUCATION/AS	25.00
		=== VENDOR TOTALS ===	25.00			
01-05760		MINNESOTA GFOA				
I-16877		MN GFOA Membership 2024-Alyss	70.00			
2/05/2024	APBNK	DUE: 2/05/2024 DISC: 2/05/2024		1099: N		
		MN GFOA Membership 2024-Alyssa		101 4113-86110-000	MEMBERSHIPS	70.00
		=== VENDOR TOTALS ===	70.00			
01-07218		SAFE ASSURE CONSULTANTS				
I-3519		2024 OSHA Training	1,654.16			
2/05/2024	APBNK	DUE: 2/05/2024 DISC: 2/05/2024		1099: N		
		2024 OSHA Training		101 4131-86100-000	CONFERENCES/EDUCATION/AS	849.16
		2024 OSHA Training		601 4601-86100-000	TRAINING AND OSHA TNG	805.00
		=== VENDOR TOTALS ===	1,654.16			
01-05374		TENNIS SANITATION LLC				
I-3826770		Recycling-SFD&MFD FH Jan	9,447.75			
2/05/2024	APBNK	DUE: 2/05/2024 DISC: 2/05/2024		1099: N		
		Recycling-SFD&MFD FH Jan		206 4206-82030-000	RECYCLING CONTRACTS	9,447.75
I-3826771		Recycle-Ramsey SMWT&CEC Jan	66.50			
2/05/2024	APBNK	DUE: 2/05/2024 DISC: 2/05/2024		1099: N		
		Recycle-Ramsey SMWT&CEC Jan		101 4131-87010-000	CITY HALL MAINTENANCE	66.50
		=== VENDOR TOTALS ===	9,514.25			
01-05870		XCEL ENERGY				
I-202402058750		Elect	46.22			
2/05/2024	APBNK	DUE: 2/05/2024 DISC: 2/05/2024		1099: N		
		Elect		101 4121-85020-000	ELECTRIC	11.87
		Elect		101 4141-85020-000	ELECTRIC/GAS	34.35
		=== VENDOR TOTALS ===	46.22			
		=== PACKET TOTALS ===	79,587.95			

PACKET: 03019 February 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
0	161	ANCHOR PAPER COMPANY				
I-10734238		Trash Can Liners & Bath Tissu	237.11			
2/05/2024	APBNK	DUE: 2/05/2024 DISC: 2/05/2024		1099: N		
		Trash Can Liners & Bath Tissue		101 20200-000	ACCOUNTS PAYABLE	237.11
		== VENDOR TOTALS ==	237.11			
		== PACKET TOTALS ==	237.11			

PACKET: 03021 February 7 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
01-002		NINENORTH				
I-2023-217		2 Municipal Meetings - Nov	809.66			
2/07/2024	APBNK	DUE: 2/07/2024 DISC: 2/07/2024		1099: N		
		2 Municipal Meetings - Nov		101 20200-000	ACCOUNTS PAYABLE	809.66
=== VENDOR TOTALS ===			809.66			
01-05973		NORTH SUBURBAN COMMUNICATIONS				
I-2024-137		Q4 2023 Cooperative Svc NSCC	2,969.44			
2/07/2024	APBNK	DUE: 2/07/2024 DISC: 2/07/2024		1099: N		
		Q4 2023 Cooperative Svc NSCC		101 20200-000	ACCOUNTS PAYABLE	2,969.44
=== VENDOR TOTALS ===			2,969.44			
01-07898		WSB				
I-R-023472-000-5		Snelling Larp Corridor Study	111.50			
2/07/2024	APBNK	DUE: 2/07/2024 DISC: 2/07/2024		1099: N		
		Snelling Larp Corridor Study		101 20200-000	ACCOUNTS PAYABLE	111.50
=== VENDOR TOTALS ===			111.50			
=== PACKET TOTALS ===			3,890.60			

PACKET: 03023 February 7 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/>						
0	025	COLIN CALLAHAN				
<hr/>						
I-202402078751		APWA Stormwater Webinar	99.00			
2/07/2024	APBNK	DUE: 2/07/2024 DISC: 2/07/2024		1099: N		
		APWA Stormwater Webinar		602 4602-81900-000	OTHER PROFESSIONAL SERVI	99.00
		=== VENDOR TOTALS ===	99.00			
<hr/>						
01-05930		GOFF PUBLIC				
<hr/>						
I-19262		Public Relations Consulting	4,235.00			
2/07/2024	APBNK	DUE: 2/07/2024 DISC: 2/07/2024		1099: N		
		Public Relations Consulting		101 4112-80330-000	CONSULTANT	4,235.00
		=== VENDOR TOTALS ===	4,235.00			
<hr/>						
01-06030		OLSON,ROLAND				
<hr/>						
I-202402078752		Mileage Reimbursement Jan	63.65			
2/07/2024	APBNK	DUE: 2/07/2024 DISC: 2/07/2024		1099: N		
		Mileage Reimbursement Jan		101 4113-86010-000	MILEAGE	63.65
		=== VENDOR TOTALS ===	63.65			
<hr/>						
01-05922		THIRD SPHERE, LLC				
<hr/>						
I-CFH-100-24		Community Gathering	1,750.00			
2/07/2024	APBNK	DUE: 2/07/2024 DISC: 2/07/2024		1099: N		
		Community Gathering		210 4210-86105-000	INCLUSION TNG EXERCISES	1,750.00
		=== VENDOR TOTALS ===	1,750.00			
		=== PACKET TOTALS ===	6,147.65			

PACKET: 03025 Feb 8 payables
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS	P.O. #			
POST DATE	BANK CODE	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
=====						
01-03110	CENTURY LINK					
I-202402088754		74.83				
2/08/2024	APBNK		1099: N			
			601 4601-85011-000	TELEPHONE - LANDLINE		74.83
	=== VENDOR TOTALS ===	74.83				
=====						
01-05235	JAN-PRO CLEANING SYSTEMS					
I-124633		550.00				
2/08/2024	APBNK		1099: N			
			101 4131-87010-000	CITY HALL MAINTENANCE		550.00
	=== VENDOR TOTALS ===	550.00				
=====						
01-05908	METRO-INET					
I-1734		4,132.00				
2/08/2024	APBNK		1099: N			
			101 4116-85070-000	TECHNICAL SUPPORT		4,132.00
	=== VENDOR TOTALS ===	4,132.00				
=====						
01-0624	OCCUPATIONAL HEALTH CENTERS OF					
I-103921205		146.00				
2/08/2024	APBNK		1099: N			
			101 4132-89000-000	MISCELLANEOUS		146.00
	=== VENDOR TOTALS ===	146.00				
=====						
01-05870	XCEL ENERGY					
I-202402088753		905.66				
2/08/2024	APBNK		1099: N			
			101 4131-85030-000	NATURAL GAS		905.66
	=== VENDOR TOTALS ===	905.66				
	=== PACKET TOTALS ===	5,808.49				

EMP #	NAME	AMOUNT
01-0022	RANDALL C GUSTAFSON	293.07
01-0023	MELANIE M LEEHY	262.05
01-0027	ERIC G MEYER	262.05
01-0028	JAMES J WASSENBERG	262.05
01-1006	JACK LINEHAN	3,121.28
01-1027	KELLY A NELSON	2,551.72
01-1029	ELKE VAN DER WERFF	1,779.05
01-1136	ROLAND O OLSON	3,282.06
01-1162	ALYSSA LANDBERG	1,103.42
01-1028	HANNAH B LYNCH	2,794.05
01-1167	DAVID S SIMONS	2,135.14
01-1168	DEAN T POPE	1,726.88
01-2277	MARK C HOVE	303.91
01-1033	DAVE TRETSEVEN	2,065.72
01-1143	COLIN B CALLAHAN	2,806.69

TOTAL PRINTED: 15 24,749.14

1-25-2024 6:20 AM PAYROLL CHECK REGISTER
PAYROLL NO: 01 City of Falcon Heights

PAGE: 1
PAYROLL DATE: 1/25/2024

EM	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
0029	MIELKE, PAULA	R	1/25/2024	262.05	092903
2265	WILLIAMS, TOM L	R	1/25/2024	221.64	092904

1-25-2024 6:20 AM PAYROLL CHECK REGISTER
PAYROLL NO: 01 City of Falcon Heights

PAGE: 2
PAYROLL DATE: 1/25/2024

*** REGISTER TOTALS ***

REGULAR CHECKS:	2	483.69
DIRECT DEPOSIT REGULAR CHECKS:	15	24,749.14
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	17	25,232.83

*** NO ERRORS FOUND ***

** END OF REPORT **

Bond and Interest Payments for City's bonds due February 1st

2017 GO Improvement Bonds	128,825.00
2021 GO Improvement Bonds	<u>135,350.00</u>
	264,175.00

Jan 31 payroll

Federal W/h	8,967.24	*
State W/h	1,596.03	
PERA	5,041.25	
ICMA	400.00	
Child Support	-	
	<u>16,004.52</u>	

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Meeting Date	February 14, 2024
Agenda Item	Consent G2
Attachment	N/A
Submitted By	Kelly Nelson Assistant to the City Administrator

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. Young Spa <p>The following individuals/entities have applied for a <u>Charitable Gambling License</u> for 2024. Staff have received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Falcon Heights Elementary PTA <p>The following individuals/entities have applied for a <u>Massage Therapy</u> for 2024. Staff have received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Oriental Kung Fu Massage, Yumei Deng 2. Oriental Kung Fu Massage, Qianqian Wagner <p>The following individuals/entities have applied for a <u>Tree Contractors License</u> for 2024. Staff have received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Northeast Tree, Inc. 2. Upper Cut Tree Service 3. Rainbow Treecare
	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	February 14, 2024
Agenda Item	Consent Agenda G3
Attachment(s)	Proposal
Submitted By	Jack Linehan, City Administrator

Item	Goff Public Contract
Description	<p>The City entered in to an interim agreement with Goff Public on 1-24-24 to help us with outreach surrounding our discussion with the City of St. Anthony Village regarding a potential police partnership. The agreement was for the City Administrator to use their purchasing authority to authorize up-to \$5,000 to be spent prior to formal Council approval.</p> <p>The City Council is requested to approve an additional \$10,000, not to exceed \$15,000 total, for continued work with Goff on our communication outreach needs.</p>
Budget Impact	There are available funds in the budget for consulting services.
Attachment(s)	<ul style="list-style-type: none"> • Goff Public Proposal
Action(s) Requested	The City Council is requested to approve a contract with Goff Public and authorize the City Administrator to execute necessary documents.

TO: JACK LINEHAN

FROM: SARA SWENSON
ASHLEY ARAM

DATE: JANUARY 24, 2024

RE: COMMUNICATIONS SERVICES

Thank you for the opportunity to talk with you about the City of Falcon Heights' upcoming communications needs. Goff Public has extensive experience partnering with local governments to help them communicate effectively and transparently with their constituents.

Founded in 1966, Goff Public is an independent communications agency and a WBENC-certified Women's Business Enterprise based in Minnesota offering integrated public relations and public affairs services. We are skilled, experienced problem solvers who tell our clients' stories, advocate for their interests and foster public participation. We deliver results and have the track record to prove it.

To assist, Goff Public would develop a communications plan and messaging to share your news effectively and seamlessly. We would work with your spokespeople to ensure they are comfortable delivering the messages and would assist with media relations and community engagement strategy as appropriate. Goff Public would also work with the city to respond to community inquiries and adjust the communications plan as necessary.

We pride ourselves on delivering excellent service – always on time and on budget. We are committed to working with you to determine a scope of work that is respectful of your budget and needs. For the services outlined in this document, we would bill monthly at our hourly rate of \$220. Our initial budget to start working with the city would be \$5,000, with an additional \$10,000 budget after the initial budget is completed. The full \$15,000 budget would cover your initial planning and communications needs.

Thank you for the opportunity to share our team's qualifications and ideas. We look forward to a potential partnership with you.

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Meeting Date	February 14, 2024
Agenda Item	Consent G4
Attachment	Application and Resolution 24-11
Submitted By	Elke van der Werff, Administrative & Communications Coordinator

Item	Appointment of Mishy Wang to the Community Engagement Commission
Description	City staff and the current chairperson of the Community Engagement Commission (CEC) interviewed Mishy Wang for the CEC. Mishy Wang has a BA in social sciences, previous work experience in local non-profits and her background as a second generation Chinese American can offer a fresh and nuanced perspective on community needs and issues.
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • Commission Application • Resolution 24-11 Appointment of Mishy Wang to the Community Engagement Commission
Action(s) Requested	Staff recommends approval of attached resolution appointing Mishy Wang to the Community Engagement Commission

From: [Falcon Heights, MN](#)
To: [FH Mail](#)
Subject: *NEW SUBMISSION* City Commission Application
Date: Tuesday, January 23, 2024 1:09:01 PM

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

City Commission Application

Submission #: 2954746
IP Address: 66.41.135.182
Submission Date: 01/23/2024 1:08
Survey Time: 20 minutes, 34 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

01/23/2024 12:00 PM

Full Name

Mishy Wang

Full Address

1723 Albert St N
Falcon Heights, MN 55113
USA

Phone

Additional Phone

Email

How Long At Above Address?

14 months

In Which Capacity Would You Like to Serve?

I would like to join the Community Engagement Commission!

What is the Reason You Would Like to Serve?

I am new to Falcon Heights and want to become an active member of this city. I'm a born and raised Minnesotan and have always appreciated my local communities. I believe that my post secondary education in social sciences and my background as a second generation Chinese American can offer a fresh, nuanced perspective on community

CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION

February 14, 2024

No. 24-11

**RESOLUTION APPOINTING MISHY WANG TO THE COMMUNITY ENGAGEMENT
COMMISSION**

WHEREAS, the Community Engagement 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 Commission Chair have interviewed Mishy Wang and recommend appointment to the Falcon Heights Community Engagement Commission.

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

1. That the appointment of Mishy Wang to the Falcon Heights Community Engagement 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

needs and issues. Though I do not have previous experience in public service, I am curious to learn about its role in fostering an inclusive, safe community.

List Prior (Previous) Public Service

Other Relevant Background (Other Comments)

Work Experience: AAPI (Asian American & Pacific Islander) Student Advisor at University of New Mexico, various part-time coordinator roles in local non-profits | Academic: BA in Anthropology, Minor in Comparative Race and Ethnic Studies

Thank you,

Falcon Heights, MN

This is an automated message generated by Granicus. Please do not reply directly to this email.

Meeting Date	February 14, 2024
Agenda Item	Consent Agenda G5
Attachment	State Fair Task Force -Report
Submitted By	Jack Linehan, City Administrator

Item	State Fair Task Force - Acknowledgement of Members and Accept of 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>The members of the Task Force included:</p> <p>Task Force Members:</p> <ul style="list-style-type: none"> • Ross Allard • Bob Tomlinson • Christian Ruud • Mona McGarthwaite • Rice’ Davis • Tom Brace • Vickie Brand • Georgiana May • Paula Mielke • Jennifer Paulus <p>Non-Voting Advisors</p> <ul style="list-style-type: none"> • Deni Larson <p>The City Council would like to take an opportunity to thank the Task Force for their work, and to officially accept their work for 2023.</p>
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • State Fair Task Force - Report
Action(s) Requested	Staff recommends that the Falcon Heights City Council thank the State Fair Task Force and consider a motion to accept their 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	February 14, 2024
Agenda Item	Consent Agenda G6
Attachment	Standing Rules and Council and Advisory Commission Roles and Guidelines
Submitted By	Jack Linehan, City Administrator

Item	Review Council Standing Rules and Council/ Advisory Commission Roles and Guidelines
Description	<p>Each year, at the annual meeting, the City Council reviews the operating procedures it intends to use and decides if changes are warranted.</p> <p>During the January 10, 2024 City Council meeting, agenda item G10 was tabled until further review and discussion could take place during workshop.</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> <p>The City Council discussed the Standing Rules and Council/ Advisory Commission Roles and Guidelines at Workshop on February 7, 2024. No changes were made to the Standing Rules. However, revisions were made to the Council Advisory Commission Roles and Guidelines. These revisions are noted in track changes. The Council should now adopt the Standing Rules and Council / Advisory Commission Roles and Guidelines as final.</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 recommends the Council adopt the Standing Rules and revised 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. At the December or January City Council Workshop Meeting, Council Members will discuss liaison appointments to commissions and outside boards. Appointments will be made on declared interest to the extent possible. The slate of liaison appointments will be approved by a majority vote by the council. Regular rotation of liaisons is encouraged. 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.
 - Role of Liaison: In the interest of fostering independent discussion among commission members, the role of the council liaison is not to direct the commission or steer debate or sway opinion, but rather to serve the commission as an information resource between the

commission and council and to faithfully represent the discussion and recommendation of the commission back to the City Administrator and Council.

3.4. Additional Meetings: There are a number of meetings and events 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 and 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	February 14, 2024
Agenda Item	Consent Agenda G7
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.</p> <p>Following the February 7, 2024 workshop, the recommended appointments were as follows:</p> <ul style="list-style-type: none"> • Planning Commission – Eric Meyer • Community Engagement Commission – Melanie Leehy • Parks and Recreation Commission – Jim Wassenberg • Environment Commission – Paula Mielke • Northeast Youth and Family Services – Jim Wassenberg <ul style="list-style-type: none"> ○ City Administrator will be the alternate • 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	February 14, 2024
Agenda Item	Consent G8
Attachment	Cooperative Construction Agreement
Submitted By	Stephanie Smith, City Engineer

Item	Approve the Cooperative Construction Agreement with the City of Roseville for the 2024 Sanitary Sewer Lining Project, RV 24-06
Description	<p>The City of Roseville and the City of Falcon Heights will be cooperating on the rehabilitation of various sanitary sewer lines throughout both cities. This project consists of installing a Cast-In-Place Pipe in the existing sewer to rehabilitate the line.</p> <p>This agreement will detail the costs for the project between the two cities and allow Roseville to be reimbursed for Falcon Heights' construction costs incurred with the project. Roseville staff time spent on this project will be proportionately billed to Falcon Heights based on the current Joint Powers Agreement for engineering services. Both Roseville and Falcon Heights City Attorneys have reviewed the contract.</p>
Budget Impact	The estimated cost for Falcon Heights' portion of the project is \$230,000. The City of Roseville will invoice the City of Falcon Heights for the actual project as described in the Joint Powers Agreement. This work will be paid using Sanitary Sewer Utility funds.
Attachment(s)	2024 Sanitary Sewer Lining Cooperative Construction Agreement
Action(s) Requested	<p>Staff recommends the following Council action:</p> <p>Motion to Approve the Cooperative Construction Agreement with the City of Roseville for the 2024 Sanitary Sewer Lining Project, RV 24-06.</p>

**CONSTRUCTION COOPERATION AGREEMENT FOR
2024 SANITARY SEWER LINING**

THIS AGREEMENT is made and entered into on _____, 2024, by and between the CITY OF ROSEVILLE, Minnesota (“Roseville”) a municipal corporation under the laws of the State of Minnesota, and the CITY OF FALCON HEIGHTS, Minnesota, a municipal corporation under the laws of the State of Minnesota (“Falcon Heights”).

BACKGROUND RECITALS

1. Both Roseville and Falcon Heights have identified, in their respective Capital Improvement Plans, sanitary sewer lining within each city (the “Project”) as shown on the Scope of Work attached hereto as **Exhibit A**.
2. Both Roseville and Falcon Heights desire that the Project be designed and constructed by Roseville, with certain input and financial contributions from Falcon Heights, as described herein.
3. The Cities of Roseville and Falcon Heights shall cooperate in the development and construction of the Project. The cooperative development is pursuant to Minn. Stat. §471.59 et. Seq. and other applicable statutes and express and implied powers of the parties. The power and responsibilities with respect to such joint endeavor shall be exercised by the Cities, through their City Councils and authorized designees.

NOW, THEREFORE, for mutual consideration, the receipt and sufficiency of which is hereby acknowledged by the parties, the parties agree as follows:

AGREEMENT

I. Purpose of Agreement

1. This Agreement describes the responsibilities of each of the Parties for design, construction, and financing of the Project. The Project shall consist of the facilities identified in the Scope of Work attached hereto as Exhibit A.
2. Roseville will provide qualified engineering staff to perform sanitary sewer lining design and related technical services for the Project. At its discretion, Roseville may enter into a contract with a qualified third party to complete any of these services. These services include:
 - a. Preliminary Design;
 - b. Final design;
 - c. Acquire required permits and approvals;
 - d. Prepare plans and specifications;
 - e. Manage contracts made for completion of the Project;
 - f. Small utility coordination;
 - g. Supervise construction, including inspection of the work;
 - h. Prepare as- built drawings;

3. Falcon Heights appoints Roseville as its agent to obtain bids, enter into a contract for the design and construction of the work, and supervise the work performed on the Project for compliance with the Project construction documents and this Agreement.
4. The scope and location of the Project is reflected in **Exhibit A**.

II. Construction Documents

1. Roseville will prepare the necessary detailed construction documents for the Project (“Project Construction Documents”). The Project Construction Documents will contain plans and specifications, a schedule for construction of the Project suitable for use by proposed contractors in the preparation of their bids, and a cost estimate. The cost estimate will include all anticipated costs of the Project and a contingency budget. The Project Construction Documents will be prepared using the most current industry standards and practices.
2. Final construction plans, engineering drawings, specifications and cost estimates, including the cost for each City, will be submitted to Falcon Heights for approval prior to bidding. The Falcon Heights City Administrator and City Engineer or their representative must approve all Project Construction Documents before the Project Construction Documents are released for bid.

III. Ownership of Improvements

1. At the conclusion of the Project, ownership of sanitary sewer will remain unchanged. Nothing within this agreement will alter the ownership and maintenance after the Project is complete.

IV. Procedure for Acceptance of Bids

1. If final construction plans and specifications are approved by each City, Roseville will advertise for bids for the work and construction of the Project, receive and open bids and may, subject to Falcon Heights’ acceptance of the bid submitted, enter into a construction contract with the successful bidder in accordance with applicable municipal contracting law. After opening the bids, Roseville will give Falcon Heights a written tabulation of the bids with Roseville’s recommendation for selection of the lowest responsible bidder.
2. Acceptance or Rejection of Project Bid Amount.
 - a. If the bid is less than 120 percent of the construction cost estimate in the final Project Construction Documents (excluding the contingency and contract administration costs), Roseville will accept the bid for the Project.
 - b. If the bid is 120 percent or more of the construction cost estimate in the final Project Construction Documents (excluding contract administration costs), either party may elect to reject the bid and this Agreement shall terminate or the parties may amend this Agreement to redesign the Project. Unless Falcon Heights gives Roseville notice stating that Falcon Heights does not agree to be bound by the bid prices for the Project within 14

days Roseville may award the bid. If Falcon Heights does not notify Roseville within 14 days, the bids for the Project will be deemed accepted by Falcon Heights.

V. Construction and Contract Administration

1. Roseville will enter into the construction contract and will perform and direct all construction supervision, contract administration and inspections required to complete the Project.

2. Roseville will include in the construction contract for the Project, the Project Construction Documents, and require that the contractor construct the Project according to these Documents. The Documents shall require the contractor to categorize costs based on ownership of the infrastructure and in accordance with the payment terms provided under Article VI. At least 14 days before the contractor begins work on the Project, Roseville will give written notice to Falcon Heights that the contractor will begin construction by sending notice to:

City of Roseville: City Manager
2660 Civic Center Drive
Roseville, MN 55113

City of Falcon Heights: City Administrator
2077 Larpenteur Avenue
Falcon Heights, MN 55113

3. Roseville will notify Falcon Heights of any change order which increases the cost of any individual construction contract for the Project by more than 20% of the original amount thereof or which materially changes the scope of the Project. Roseville shall obtain the written authorization of Falcon Heights prior to approving such a change order. However, prior written authorization is not necessary if the change order is required to address an imminent risk to health/safety making prior authorization impractical. In such cases, the change order shall be sent to Falcon Heights as soon as reasonably possible. Falcon Heights must not unreasonably withhold its consent to change orders resulting from unforeseen circumstances arising during construction.

4. All invoices of requests for payment will be paid by Roseville. Within 10 days of the end of each calendar month, Roseville shall provide an invoice to Falcon Heights showing the invoices received and the full costs of services provided by Roseville staff, and the amount Falcon Heights owes to Roseville for the Project and for items outside of the Project in accordance with the terms for payment under Article V of this Agreement. Within 30 days of the receipt of that statement, Falcon Heights shall pay that amount to Roseville. If Falcon Heights disputes any amount, they shall provide in writing a list and explanation of any amounts it disputes and pay the undisputed amount. Any disputes regarding payment shall be resolved through the dispute resolution process in Article X.

5. Roseville shall abide by Minnesota Department of Transportation standard specifications, rules and contract administration procedures, unless amended by contract specification approved by both Cities.

6. Final Acceptance. Final completion of the Project must be approved by both Roseville and

Falcon Heights.

V. Payment of Project Costs

1. Roseville will pay the following costs:
 - a. Cost of all sanitary sewer lining within Roseville city limits.
 - b. A pro-rata share of mobilization, traffic control and similar items.
2. Falcon Heights will pay the following costs:
 - a. Cost of all sanitary sewer lining within Falcon Heights city limits.
 - b. A pro-rata share of mobilization, traffic control, and similar items.
3. The cost of the Project will be categorized based on ownership of the infrastructure and charged to the Cities accordingly. Each Party's pro-rata share shall be determined at the time of approval of the construction costs and will be equal to each party's share of the total construction costs (not including administrative costs) based on the party's percentage of ownership of infrastructure to the total infrastructure included within the Project.
4. If this Agreement is terminated under Articles IV or IX hereof, both cities shall nevertheless be liable for payment of their cost share which is incurred up to the date of termination of this Agreement, or as a result of termination of this Agreement.

VIII. Modifications to Construction Documents

1. Roseville may make minor changes in the Project Construction Documents if the changes are necessary to complete construction.
2. Roseville will give notice of all proposed material changes to the Project Construction Documents to Falcon Heights. Falcon Heights will review the documents and communicate in writing its acceptance or rejection to Roseville within seven days. Roseville will not materially amend the Project Construction Documents until it receives Falcon Heights's written acceptance or Falcon Heights fails to accept or reject within seven days.

VIII. Warranties/Maintenance

1. Except as otherwise provided herein, the Project bonds and warranties will be issued in the name of Roseville. Once construction of the Project is complete and Falcon Heights accepts their portion of the Project, the Falcon Heights Portion of the Project will be under the full control of Falcon Heights and that portion of the bonds, warranties and guarantees provided by the sureties, construction contractors and subcontractors for that portion of the Project are the property of Falcon Heights. If a surety prohibits assignment then Roseville will require the contractor to ensure that the affected bond or warranty is applied both to the City of Roseville and City of Falcon Heights.

IX. Liability

1. Employees of Parties. Any and all persons engaged in the work to be performed by Roseville shall not be considered employees of Falcon Heights, for any purpose, including Worker's Compensation, and any and all claims that may or might arise out of said employment context on behalf of said employees while so engaged. Any and all persons engaged in the work to be performed by Falcon Heights shall not be considered employees of Roseville for any purpose, including Worker's Compensation, and any and all claims that may or might arise out of said employment context on behalf of said employee while so engaged.

2. To the extent authorized by law each party is responsible only for its own acts and the results of its acts. Each Party's liability is governed by the provisions of Minnesota Statutes, Chapter 466. In the event of any claims or actions filed against either party, nothing in this Agreement shall be construed to allow a claimant to obtain separate judgments or separate liability caps from the individual parties. Roseville shall include Falcon Heights as additional insured in the contract documents.

3. Roseville and Falcon Heights each warrant that they have an insurance or self-insurance program with minimum coverage consistent with the liability limits in Minnesota Statutes, Chapter 466. Nothing in this Agreement is a waiver or limitation of any immunity or limitation of liability by Roseville or Falcon Heights.

X. Dispute Resolution

1. If a dispute arises between the Parties regarding this agreement or the construction of the Project, the City Manager and City Administrator of each city, or their designees, must promptly meet and attempt in good faith to negotiate a resolution of the dispute.

2. If the Parties have not negotiated a resolution of the dispute within 30 days after the initial meeting of the City Manager and the City Administrator, the Parties may agree to participate in mediation. A mediator will be chosen by agreement of the parties. In the event of such mediation, the Parties will share the cost of mediation equally.

3. If either Party does not agree to mediate, or if the Parties are unable to resolve the dispute within 30 days after the first meeting with the selected mediator, either party may pursue legal action regarding the dispute.

XI. General Provisions

1. All records kept by Roseville and Falcon Heights with respect to the Project are subject to examination by representatives of each party. All data collected, created, received, maintained or disseminated for any purpose by Roseville or Falcon Heights under this Agreement are governed by Minnesota Statutes, Chapter 13 ("Act"), and the Minnesota Rules implementing the Act.

2. Roseville agrees to comply with all laws applicable to Roseville relating to nondiscrimination, affirmative action, public purchases, contracting, employment, workers'

compensation, and surety deposits required for construction contracts. Minnesota Statutes, Section 181.59 and any applicable local ordinance relating to civil rights and discrimination and the Affirmative Action Policy statement of Roseville is considered a part of this Agreement.

3. The employees of the parties, and all other persons engaged by each party will not be considered employees of the other party. Each party is solely responsible for all claims arising from its employees including claims under the Worker's Compensation Act, the Minnesota Economic Security Law and all third party claim resulting from an act or omission of an employee.

4. If hazardous wastes, pollutants or contaminants as those terms are defined in law exist on the Project site, Roseville will lead any response or remedial action, monitoring or reporting under the law. Cost for response and remediation will be the responsibility of the City where the issue is located. Roseville will apply for and, if appropriate, have Falcon Heights named as an additional beneficiary in any no association letters, no action/no further action letters and other environmental regulatory assurances for the site. Roseville will give Falcon Heights copies of any Phase I and Phase II environmental investigations, approved Response Action Plans, and environmental assurance letters naming the Roseville as a beneficiary. Nothing in this paragraph requires that Roseville accept responsibility for any environmental conditions that are not Roseville's legal responsibility. This paragraph survives the termination of this Agreement.

5. This Agreement is the entire agreement between the parties and supersedes all oral agreements and negotiations between the parties relating to this Agreement. All exhibits and attachments to this Agreement are incorporated into the Agreement. If there is a conflict between the terms of this Agreement and any of the exhibits the Agreement governs.

6. The provisions of this Agreement are severable. If a court finds any part of this Agreement void, invalid, or unenforceable, it will not affect the validity and enforceability of the remainder of this Agreement. A waiver by a party of any part of this Agreement is not a waiver of any other part of the Agreement or of a future breach of the Agreement.

7. Any modifications to this Agreement must be in writing as a formal amendment.

8. This Agreement is binding upon and for the benefit of the parties and their successors and assigns. This Agreement is not intended to benefit any third-party.

9. Except as otherwise provided for in this Agreement, the Agreement may be terminated by the mutual agreement of the parties.

10. If a force majeure event occurs, neither party is responsible for a failure to perform or a delay in performance due to the force majeure event. A force majeure event is an event beyond a party's reasonable control, such as unusually severe weather, fire, floods, other acts of God, labor disputes, acts of war or terrorism, or public health emergencies.

11. Under Minnesota Statutes, Section 16C.05, subdivision 5, the Parties agree that the books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by either Party and the state auditor or legislative auditor, as appropriate, for at least six years from the end of this Agreement.

IN WITNESS HEREOF, the undersigned parties have entered into this Agreement as of the date set forth.

CITY OF ROSEVILLE,
A municipal corporation of the
State of Minnesota

Date: _____

By: _____
Patrick Trudgeon, City Manager

Date: _____

By: _____
Daniel Roe, Mayor

CITY OF FALCON HEIGHTS
A municipal corporation of the
State of Minnesota

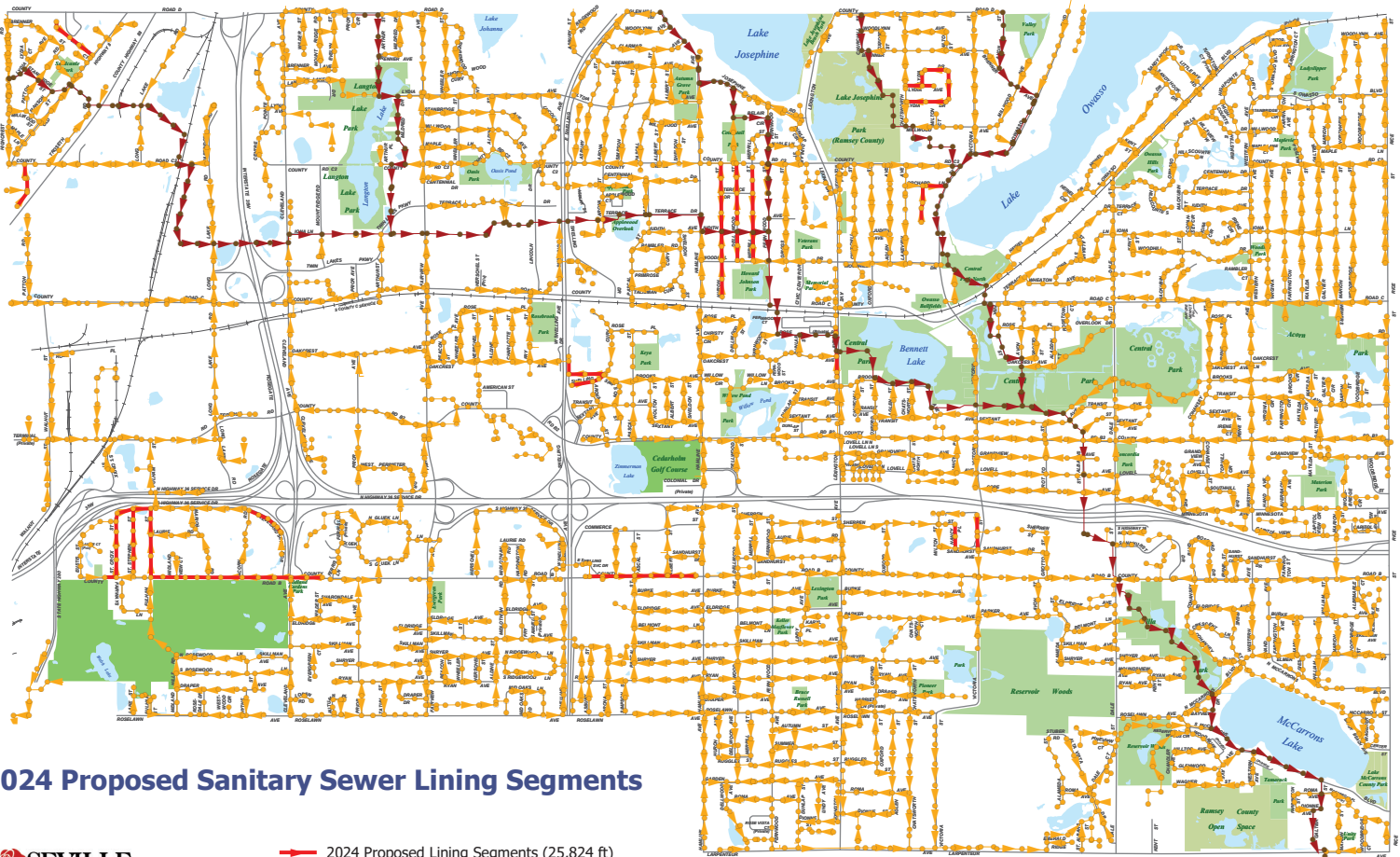
Date: _____

By: _____
Randall C. Gustafson, Mayor

Date: _____

By: _____
Jack Linehan, City Administrator

Exhibit A
Scope of Work



2024 Proposed Sanitary Sewer Lining Segments

ROSEVILLE
 Prepared by: Engineering Department
 2/9/2024

— 2024 Proposed Lining Segments (25,824 ft)

Data Sources
 * Ramsey County GIS (1/14/2024)
 * City of Roseville Community Development
 * City of Roseville Finance Department

DISCLAIMER
 This map is a computer-generated map and is not a survey. It is intended to provide a visual representation of the data provided and should not be used for any legal or financial purposes. The City of Roseville is not responsible for any errors or omissions in this map. The City of Roseville is not responsible for any damages, including consequential damages, arising from the use of this map. The City of Roseville is not responsible for any damages, including consequential damages, arising from the use of this map. The City of Roseville is not responsible for any damages, including consequential damages, arising from the use of this map.



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Meeting Date	February 14, 2024
Agenda Item	Policy H1
Attachment(s)	Resolution 24-12
Submitted By	Jack Linehan, City Administrator

Item	Establishment of State Fair Policies and Procedures Task Force
Description	<p>The State Fair Policies and Procedures Task Force (State Fair Task Force) was created in February 2023 and began their work in June. The group met over a dozen times over the span of a few months to develop policies to improve the quality of life for residents during the State Fair.</p> <p>Prior to completion, the State Fair Task Force developed a report for consideration by the City Council. It outlined next steps needed to complete their work.</p> <p>The City Council discussed the State Fair Task Force report at the February 7, 2024 City Council Workshop. It was determined that:</p> <ul style="list-style-type: none"> • The City should again create a task force to work on finishing the work of the 2023 group. • The task force would be created via resolution, with a sunset date of December 31, 2025 unless extended by the City Council. • The task force would include no more than 10 voting members, who would be required to be residents. Included in this 10 is a Chair, Vice-Chair and Secretary. • The task force would also include non-voting participation from stakeholders such as representatives from the State Fair, U of M, Como/St. Anthony Park neighbors, and others. • The task force would meet monthly or as needed to review the necessary policies. • All members of the 2023 Task Force would be invited to apply again for consideration as part of the new Task Force, but some natural attrition and new member involvement could help bring new perspectives. • The goal of the task force would be to provide recommendations to the city council that: <ul style="list-style-type: none"> ○ Address the quality of life that residents experience as impacted by Minnesota Fairgrounds events; ○ Maintain positive relationships with our neighbors and community partners;

	<ul style="list-style-type: none"> ○ Consider the impacts of decisions on all residents – including renters, seniors, minority populations and others – so that they are not negatively impacted by policies or procedures. <p>If the task force is approved, interested participants will be forwarded to the City Council for appointment.</p>
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • Resolution 24-12
Action(s) Requested	Staff recommends a motion approving the creation of a State Fair Policies and Procedures Review Task Force that will meet in 2024 and 2025.

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

February 14, 2024

No. 24-12

**A RESOLUTION FOR THE ESTABLISHMENT OF A CITY OF FALCON HEIGHTS STATE
FAIR POLICIES AND PROCEDURES REVIEW TASK FORCE**

- WHEREAS, The Minnesota State Fairgrounds are located within the municipal limits of Falcon Heights; and
- WHEREAS, Falcon Heights has been home to the Minnesota State Fair since 1885, when Ramsey County donated its 210-acre poor farm to the state for the exclusive use by the Agricultural Society; and
- WHEREAS, The State Fair attracts over a million visitors to our community each year, with 1.8 million visitors in 2021 and a record 2.1 million visitors in 2019; and
- WHEREAS, The City of Falcon Heights and its citizens have a long-standing history of creating ordinances, policies and other mechanisms to minimize the impact of the State Fair on our quality of life; and
- WHEREAS, The Falcon Heights City Council created a State Fair Task Force on February 8, 2023 with Resolution 23-10 to address the growing concerns over the impact of State Fair events on the quality of life of residents; and
- WHEREAS, The Falcon Heights City Council appointed 10 members to the State Fair Task Force with Resolution 23-43; and
- WHEREAS, The 2023 State Fair Task Force put in extraordinary effort and developed recommendations that guided the City Council towards recommendations that improved the quality of life for residents during the 2023; and
- WHEREAS, There remains work to be continued and would be best accomplished by another State Fair Task Force in 2024 and 2025.

NOW, THEREFORE BE IT RESOLVED, that to examine policies and consider the adoption of new ordinances, the City of Falcon Heights shall establish a 2024/2025 State Fair Policies and Procedures Review Task Force made up of a diverse cadre of Falcon Heights residents and community stakeholders to conduct a systematic review of the procedures surrounding the State Fair. The Task Force shall:

- Consist of no more than ten voting members;
- Consist of a Chair, Vice-Chair, and Secretary;
- Include only Falcon Heights residents as voting members.
- Continue through December 31, 2025

BE IT FURTHER RESOLVED, that the City of Falcon Heights State Fair Policies and Procedures Review Task Force is tasked with providing recommendations to the City Council that:

- Address the quality of life that residents experience as impacted by Minnesota Fairgrounds events;
- Maintain positive relationships with our neighbors and community partners;
- Consider the impacts of decisions on all residents—including renters, seniors, minority populations and others—so that they are not negatively impacted by policies or procedures.

Moved by:

Approved by: _____
Randall C. Gustafson
Mayor

GUSTAFSON _____ In Favor
LEEHY
MEYER _____ Against
MIELKE
WASSENBERG

Attested by: _____
Jack Linehan
City Administrator