

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

A. CALL TO ORDER:

B. ROLL CALL: GUSTAFSON___ LEEHY___ MEYER ___

WASSENBERG ___ MIELKE___

STAFF PRESENT: LINEHAN___

C. APPROVAL OF AGENDA

D. PRESENTATION

E. APPROVAL OF MINUTES:

1. March 13, 2024 City Council Regular Meeting Minutes
2. March 27, 2024 City Council Regular Meeting Minutes
3. April 3, 2024 City Council Workshop Meeting Minutes – Joint Meeting

F. PUBLIC HEARINGS:

G. CONSENT AGENDA:

1. General Disbursements through 04/04/24: \$146,490.95
Payroll through 03/31/24: \$25,128.03
Wire Payments through 03/31/24: \$15,812.08
2. Approval of City License(s)
3. Climate Action Grant Application
4. University of Minnesota Good Neighbor Fund Grant Application
5. Appointment of Denise King to the Community Engagement Commission

H. POLICY ITEMS:

1. Accept Project Bids for the 2024 Sanitary Sewer Lining Project
2. Accept Project Bid for the 2024 Pavement Management Project
3. 2024-2025 State Fair Task Force Appointments
4. **Support of Application for Livable Communities Pre-Development Grant for Amber Flats**

I. INFORMATION/ ANNOUNCEMENTS:

J. COMMUNITY FORUM:

Please limit comments to 3 minutes per person. Items brought before the Council will be referred for consideration. Council may ask questions for clarification, but no council action or discussion will be held on these items.

K. ADJOURNMENT:

BLANK PAGE

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

MINUTES
March 13, 2024 at 7:00 P.M.

- A. CALL TO ORDER: 7:03 PM
- B. ROLL CALL: GUSTAFSON_X_ LEEHY_X_ MEYER ___

WASSENBERG_X_ MIELKE_X_

STAFF PRESENT: LINEHAN_X_ LYNCH_X_

- C. APPROVAL OF AGENDA

Mayor Gustafson notes there is a request to move Consent Agenda item 5. to Policy Item 5.

Councilmember Leehy motions the approve the amended agenda;
approved 4-0

- D. PRESENTATION

- E. APPROVAL OF MINUTES:
 - 1. February 8, 2024 City Council Special Joint Workshop with St. Anthony Village City Council Meeting Minutes
 - 2. February 14, 2024 City Council Regular Meeting Minutes
 - 3. February 14, 2024 City Council Special Workshop Meeting Minutes

Councilmember Leehy motions to approve the meeting minutes;
approved 4-0

- F. PUBLIC HEARINGS:

- G. CONSENT AGENDA:
 - 1. General Disbursements through 03/08/24: \$453,698.48
Payroll through 02/29/24: \$24,499.65
Wire Payments through 02/29/24: \$15,492.03
 - 2. Approval of City License(s)
 - 3. MN DNR Outdoor Recreation Grant Application
 - 4. Appointment of Rebecca Leighton to the Community Engagement Commission
 - 5. ~~Support of Buhl Investors' Application for 2024 Ramsey County Housing Development Solicitation~~

Councilmember Wassenberg motions to approve the consent agenda;
approved 4-0

Councilmember Mielke wonders about the timeline for the DNR Outdoor Recreation Grant.

Administrator Linehan answers the application deadline is April 1st and the award nominations are expected in June or July.

Mayor Gustafson thanks Rebecca Leighton for joining the Community Engagement Commission.

H. POLICY ITEMS:

1. EVSE City Code Updates

Community Development Coordinator Lynch explains the City Code update would include updated language on Electric Vehicle Supply Equipment (EVSE). Falcon Heights has been a leader in environmental initiatives, and for that reason, Lynch joined the EV Smart Cities Program, which is presented by the Great Plains Institute. In order to achieve Bronze status, City Code must be updated to include language for electric vehicles (EVs) and EVSEs. Currently, EVSEs and EVs are not addressed at all in City Code. These updates are not substantial changes, rather they provide clarification and support for the electrification movement. The updates include the following:

- Added definitions
- Allowing EVSEs as accessory use in all zoning districts
- EVSE may count toward satisfying minimum parking requirements
- Must include signage designating space for only EC Charging, unless no other spaces are available
- 10-20 parking stalls – at least one EVSE must comply with ADA requirements
- >20 parking stalls – at least two EVSEs must comply with ADA requirements

Councilmember Wassenberg, as a user of EV and EVSE, is appreciative of the updates.

Councilmember Leehy thanks Lynch for the time and research.

Lynch explains the Environment Commission discussed these updates at their January meeting, and the Planning Commission discussed and made a few changes to the updates at their January workshop. A public hearing has been held on the updates at the February 27, 2024 Planning Commission meeting. No one was present to speak at the public hearing, and the Planning Commission voted 5-0 to recommend approval of the updates to City Council.

Councilmember Mielke motions to approve Ordinance and Summary
Ordinance No. 24-01 – An Ordinance Amending Chapter 113 of the Falcon Heights
City Code Allowing Electric Vehicle Supply Equipment as an Accessory Use;
approved 4-0

2. Hollywood Court Permit Parking Petition

Lynch explains since the development of Amber Union, there have been increased concerns from Hollywood Court residents regarding street parking, increased activity and increased noise, despite having adequate parking at Amber Union. A resident had expressed interest in converting Hollywood Court to permit parking. Lynch continues per City Policy, this requires a petition signed by 75% of owners, a public hearing with the planning commission, and a recommendation to City Council as they make the final

determination. One consideration is the cost to residents of \$15 annually per vehicle for the first two vehicles and \$25 for subsequent vehicles. There is temporary parking available for \$3 for two weeks. City Policy requires restrictions for permit parking should be consistent throughout the city. Generally, the hours of permit parking are daytime hours 8 AM - 4 PM, 2-hour parking unless by permit, and 15-minute parking only unless by permit. The petition was signed by 78% of the property owners. A public hearing was held on February 27 by the Planning Commission and it received a 4-1 vote to recommend approval of the petition to City Council. With most issues happening at night, they decided to recommend permit parking for overnight vehicles from 10 PM - 7 AM. This would require an amendment of City Policy, to include these hours.

Council asks clarifying questions regarding the times of other permitted parking areas.

Councilmember Mielke wonders about the petition fee.

Administrator Linehan explains the \$200 fee is in the City's fee ordinance and has been in existence since the adoption of the parking policy. This is due to a significant amount of staff time involved, similar to a variance application. The fee schedule is determined by City Council.

Mayor Gustafson notes City Council looks at the fee schedule in the fall of each year. He allows the public to make comments.

- Irene Gengler - 1611 Hollywood Ct.
Irene wonders how to apply for a permit and what the costs are.

Administrator Linehan answers they can be applied for at City Hall and there is also an online application available on the City's website. There are temporary permits available for up to 2 weeks at \$3.

Mayor Gustafson explains that if you have guests staying overnight and they are parking in the street, they will need a permit.

- Nicole Porter - 1590 Hollywood Ct.
Nicole is grateful to City Council for considering the petition and hopes this helps with the increased activity and noise the Hollywood Ct. residents have been experiencing overnight. She was not opposed to paying the petition fee.

Councilmember Leehy wonders if the parking permit information is available on the City's website.

City Staff replies yes, the website lists all the permitted parking areas, the application, as well as a specific State Fair Parking map, as parking rules change during the State Fair.

Councilmember Mielke motions to approve Resolution 24-20 Designating
Hollywood Court a Residential Permit Parking Area;
approved 4-0

3. Community Park Bond Reimbursement Resolution

Administrator Linehan explains the reimbursement resolution is standard practice and is recommended by the City's bond consultant (Ehlers) and bond counsel (Taft). This

allows flexibility to reimburse any funds used to pay for project costs with bond funds. It is not a commitment to a bond, which is most likely not needed until later in summer.

Council notes it makes sense to approve fiscally.

Councilmembers Leehy and Wassenberg motion to approve Resolution 24-21, Establishing Procedures Relating to Compliance with Reimbursement Bond Regulations Under the Internal Revenue Code; approved 4-0

4. 2021 PMP Surety Bond Claim- Tolling Agreement

Administrator Linehan notes the contractor selected for the 2021 Pavement Management Project. as a result of competitive bidding, abruptly ended their work due to financial issues leaving uncompleted work. A different company was hired to finish the work for 2021 PMP. However, the work was not up to standards for the City and residents, and a third party provided an estimate for restoration work that will cost around \$160,000. The City's attorney, Campbell Knutson, has been working with the surety bond counsel to seek reimbursement on the bond to reimburse the city for expenses related to the work. With some statute of limitation deadlines looming, the surety bond counsel has requested from the City Attorney a tolling agreement while they continue to finalize settlements. The City Attorney recommends approval, as it will allow us the right to file suit if needed.

Councilmember Wassenberg wonders how much more time this agreement allows for.

Administrator Linehan states this buys more time, as both parties are working closer to a resolution.

Councilmember Wassenberg motions to authorize the City Administrator to execute the necessary documents for the tolling agreement; approved 4-0

5. Support of Buhl Investors' Application for 2024 Ramsey County Housing Development Solicitation

Administrator Linehan explains Buhl Investor is applying for the 2024 Ramsey County Housing Development Solicitation. The Solicitation is offered once per year and consolidates and coordinators multiple housing resources into one application process. Buhl Investors is seeking funding under this solicitation for Amber Flats. As part of the application, a resolution or letter of support is needed from the local municipality. He reminds Council of another Ramsey County Housing grant Buhl had applied and received Council support for and Buhl received the grant.

Council discusses if the support letter occurs any obligations to Falcon Heights, if the application is similar in type as the previous one and if the goals of the application are set by Ramsey County.

Administrator Linehan notes the application is similar in type, the letter of support helps the application as it ensures the project is viable if the grant gets awarded to Buhl. The application goals are set by Ramsey County.

Councilmember Mielke motions to Resolution 24-22 Supporting Buhl Investors’
Application for the 2024 Ramsey County Housing Development Solicitation;
approved 3-1

I. INFORMATION/ ANNOUNCEMENTS:

Councilmember Wassenberg informs Council the Parks and Rec Commission and the Community Engagement Commission will have a joint meeting on Monday, March 18.

Councilmember Leehy commends those for participating in engagement opportunities as Falcon Heights explores the potential police partnership with St. Anthony Village.

Councilmember Mielke attended the Environment Commission meeting on March 11. Along with Partners in Energy, they finalized items in preparation for the workshop on March 18 at the U of M St. Paul Campus.

Mayor Gustafson thanks everyone as well for participating in engagement opportunities regarding the potential police partnership with St. Anthony Village. He looks forward to Spring Together.

Administrator Linehan explains the next two police partnership open houses are on March 26 at 5:30 PM at St. Anthony Village and on March 27 at 6:00 PM at Falcon Heights. There will also be two town halls with one on April 17 at Falcon Heights and the other on April 18 at St. Anthony Village. Both start at 6:30 PM. They will share the preliminary results of the survey, which closes on April 12. There are various options for people to complete the survey.

Public Works will start street sweeping and perform some necessary repairs.

J. COMMUNITY FORUM:

Please limit comments to 3 minutes per person. Items brought before the Council will be referred for consideration. Council may ask questions for clarification, but no council action or discussion will be held on these items.

K. ADJOURNMENT: 8:03 PM

Councilmember Leehy motions to adjourn;
approved 4-0

Randall C. Gustafson, Mayor

Dated this 10th day of April, 2024

Jack Linehan, City Administrator

BLANK PAGE

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

MINUTES
March 27, 2024 at 7:00 P.M.

- A. CALL TO ORDER: 7:10 PM
- B. ROLL CALL: GUSTAFSON_X_ LEEHY_X_ MEYER_X_
WASSENBERG_X_ MIELKE_X_
STAFF PRESENT: LINEHAN_X_ LOWRY_X_

C. APPROVAL OF AGENDA

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

D. PRESENTATION

- E. APPROVAL OF MINUTES:
 - 1. February 28, 2024 City Council Regular Meeting Minutes
 - 2. March 6, 2024 City Council Workshop Meeting Minutes

Councilmember Wassenberg motions to approve the meeting minutes;
Approved 5-0

F. PUBLIC HEARINGS:

- G. CONSENT AGENDA:
 - 1. General Disbursements through 03/20/24: \$23,275.39
Payroll through 03/15/24: \$23,024.36
Wire Payments through 03/15/24: \$14,920.63
 - 2. Approval of City License(s)
 - 3. Approval of Jennifer Lowry as Interim City Engineer

Councilmember Meyer motions to approve the consent agenda;
Approved 5-0

Mayor Gustafson welcomes Interim City Engineer Jennifer Lowry.

Administrator Linehan explains Falcon Heights and Roseville have partnered for several years for engineering services. The City's current City Engineer, Stephanie Smith, is leaving her role as the Assistant Engineer for Roseville as she has taken on the role of City Engineer for Shoreview. Jennifer Lowry, Roseville's current Assistant Public Works Director /City Engineer will step up as the City of Falcon Heights' Interim City Engineer. He notes this is a great working partnership.

Interim City Engineer Lowry is excited for Stephanie. She is getting caught up with Falcon Heights items. Lowry recently started with Roseville, but has been an engineer out of school for 20 years. She worked on municipal engineering at consulting firms as well as for the City of Minneapolis and Hennepin County. She is excited to get started.

H. POLICY ITEMS:

1. Acceptance of Proposal from Kraus-Anderson as Construction Manager as Advisor of Community Park Renovation and Authorization of Professional Services Agreement

Administrator Linehan explains city staff has been working extensively on this item. The next phase of the Community Park project is the pre-construction phase and part of that is hiring a construction manager. They will work on accurate cost estimating and bid proposals in the planning phase. Linehan explains the City received two great proposals, but ultimately decided to select Kraus-Anderson based on their extensive track record on similar projects and their understanding of our park project. During the construction phase, this position will act as the onsite supervisor and oversee day-to-day construction. The Kraus-Anderson proposal attached has not been finalized, as the City Attorney is working on contract language. Linehan is asking City Council to hire Kraus-Anderson and for authorization to execute all necessary documents.

Councilmember Wassenberg wonders if the finalized contract could be reviewed by Council at a future meeting and if \$377,792 is the total cost for Kraus-Anderson's services.

Administrator Linehan agrees and states that until the full scope of the project is known, Kraus-Anderson can't fully estimate their total cost of services. He notes a change order would be required if it goes over \$377,792.

Councilmember Mielke expresses concerns about the cost of the building and wonders about an operational budget and staffing. She provides an example of the City of Roseville's park buildings. Per Roseville Parks and Rec staff and the city website, only park building lobby and bathrooms are unlocked during park hours. A staff person is present during rental events.

Mayor Gustafson notes they can determine operational costs and staffing needs while they also hire the construction manager to keep the project moving along.

Councilmember Wassenberg adds that staff cost would be incorporated into rental fees.

Councilmember Wassenberg motions to approve Resolution 24-23 Accepting of Proposal and Authorization of City Administrator to Execute Professional Services Agreement with Kraus-Anderson For Construction Management Services for Community Park's Building and Site Improvement Project;
Approved 5-0

I. INFORMATION/ANNOUNCEMENTS:

Councilmember Mielke attended the Partners in Energy workshop last week at the U of M and she states there was great discussion and sharing of data. She also attended the open house for the Snelling & Larpenteur Corridor study on Monday, March 25. Lastly,

Mielke notes she started door-knocking to remind residents about the police partnership survey.

Councilmember Meyer is looking forward to door-knocking. The Planning Commission meeting was canceled for the month.

Councilmember Leehy attended the CEC meeting in partnership with Parks and Rec, where they started planning for Spring Together which will take place on Saturday, May 18. Their next meeting will be April 15 at 6:30 PM. She has been contacting businesses within the City limits to take the police partnership survey.

Councilmember Wassenberg also attended the joint CEC and Parks and Rec meeting. Ideas were shared for Spring Together and this year there will be an open mic night. He thanks everyone for their participation as Falcon Heights and St. Anthony Village explore a potential police partnership.

Mayor Gustafson also appreciates the participation. He extends his condolences to the family and friends of former St. Anthony Village Police Chief Jon Manseth. He encourages everyone to take the police partnership survey. There will be a town hall on April 17 at 6:30 PM at Falcon Heights, where preliminary results of the survey will be shared. Lastly, he thanks Public Works for clearing the streets after the recent snowstorm.

Administrator Linehan agrees that Public Works cleaned the streets quickly. He updates Council on grants that staff has been working on, such as the MN DNR Outdoor Recreation Grant, the Good Neighbor grant and that the City received a grant from Minnesota Pollution Control Agency (MPCA) for brownfield investigation at 1407 Larpenteur Ave., the former Get Pressed property. As data and reports are made available to staff, they will be shared with the community. There will be a paper shredding event on April 22 from 9:00 - 11:00 AM.

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.

Maddie, Juliette and Owen – Students at the University of Minnesota.
Maddie explains they are taking a Project Management, Engineering and Environment class. The goal is to write a report on a project of the group's choosing. They chose to research the Community Park Project and will present the final report.

K. ADJOURNMENT: 7:46 PM

Councilmember Mielke motions to adjourn;
Approved 5-0

Dated this 10th day of April, 2024

Randall C. Gustafson, Mayor

Jack Linehan, City Administrator

BLANK PAGE

CITY OF FALCON HEIGHTS

City Council Workshop
Joint Meeting
Parks & Recreation Commission
City Hall
2077 West Larpenteur Avenue

MINUTES

April 3, 2024
6:30 P.M.

A. CALL TO ORDER: 6:35 PM

B. ROLL CALL:

GUSTAFSON__X__ LEEHY____MEYER_____
WASSENBERG__X__MIELKE__X__

YAGER__X__ BRADBURY__X*__ BRENTON__X__
FAUST__X__ LUNDELL__X__
HAIGHT____ WILLIAMS__X__

(*Bradbury arrived at 7:31 p.m.).

STAFF PRESENT: LINEHAN__X__ NELSON__X__

C. POLICY ITEMS:

1. Community Park Renovation - Interior / Exterior Finishes

Haley Koesters of HCM Architects presents proposed exterior and interior material selections for the new Community Park building. For the exterior, two brick selections are shown, one just slightly darker than the other. In addition, two Hardie Board panels in blue tones are shown as examples.

The design team slightly prefers the lighter brick and darker paint as well as the darker shingle example for their recommendations. Councilmembers and Commissioners agree.

For the interior, Koesters says that in the Flex Room, they recommend a rubber flooring material that will be durable against ice skates (combined with rubber mats) and have the appearance of concrete, but resist cracking over time.

Koesters says that a decision still needs to be made for flooring in the Community Room, depending on the overall look and use of the room, whether it is carpeted or the vinyl flooring extends in there. Gustafson, Leehy and Wassenberg prefer carpet tiles, as do Parks and Rec Commissioners.

Koesters says another area to gain feedback from is a feature wall in the lobby. Designers included a mockup of a wooden slat wall.

Linehan says that, in speaking to Valerie Castile and the Castile family, they have clay hearts that were created by Philando's former students. Linehan says they'd like to include some of the clay hearts on this wall.

Koesters says the hearts could be hung on the slatted wall that the designers presented for the lobby's feature wall.

Leehy volunteers to look at the clay hearts that the City would like to incorporate in the new park building.

Koesters continues walking the commission and council through material selections, including wall colors, wall tile and ceiling materials. She says that you could either do concrete or epoxy floors in the mechanical room.

Leehy says that the good thing about epoxy is that it absorbs water better than concrete.

Mielke shows Koesters a photo and asks what flooring material Roseville used in their building.

Koester says it looks like a tinted concrete floor, which is more expensive.

Mielke says this is looking like a high-end event space rather than a parks and rec building.

Koesters says she thinks it's yoga by morning, Zumba by afternoon and Grandma's 75th birthday party by evening. It's both.

Wassenberg is a big fan of carpet tiles.

Leehy likes carpet but does think of ADA compliance too when determining the flooring material. Carpeting is easier to stand on for long periods of time.

Commissioner Williams asks about the padding underneath the carpet.

Koesters says that thicker pads tend to cause carpets to degrade faster.

Leehy adds that more pad holds onto more mold as well.

Koester says all of these materials are low VOC.

Lundell also likes the carpet tiles and thinks it would help the way sound bounces.

Koester says either ceiling option has acoustic benefits.

Brenton says that a carpeted room helps acoustics for speaking events.

Williams has a question about lighting. Is there a way to diffuse the light?

Koester says that the lighting that is shown would be in the form of multiple lights, which are downlights.

Wassenberg says that he likes the cove lighting shown.

Leehy says we should consider the longevity of the lighting.

Lundell says that even with perimeter lighting, we would still need some sort of lighting in the center as well.

Williams sees the wall in the Community Room wall having a projector, TV or rotating art.

Linehan says a key point to renting the room will likely always be AV.

Leehy says to be mindful of technology changing over time when considering AV equipment in the Community Room.

Lundell likes the idea of mixing in some wood elements along with white walls.

The commission and council look closely at the materials and further discuss them.

Linehan brings up the subject of geothermal. He met with geothermal experts and they discussed whether it would be a good fit. Yes, it would be a good fit. It would reduce electric use by one-third. At current pricing, we would never recover the investment though because electricity, even when reduced by 1/3, still costs more than natural gas. The benefit is moving away from natural gas. Linehan says they discussed the possibility of installing solar panels on the roof of a future outdoor picnic structure as well.

Koesters says their engineer will do a bit of modeling to determine costs, longevity, etc.

Lundell thinks it would be very forward-thinking to include geothermal and solar.

Williams asks about the investment cost difference.

Leehy wants to ask the question in another way. If you never pay it back (the cost of the geothermal technology), does it eventually become more expensive?

Linehan says it's important to be strategic; there are grant opportunities out there.

Yager mentions doing a canopy over the parking lot.

Linehan says the canopy idea came up on the geothermal call as well, but the cost of it was much higher...approximately \$1.5 million.

Faust says he thinks residents would support the effort to do geothermal.

Linehan says there are a lot of pros to it. But, are you doing it for a cost-savings or because it's the right thing to do?

ADJOURNMENT OF THE PARKS AND RECREATION COMMISSION: 7:59 PM

Commissioners Bradbury and Lundell
motioned to adjourn;
Approved 6-0

2. Future Agenda Items

Linehan says the Council will have an upcoming goal-planning and strategic meeting coming up in April at the Council Retreat and asks if there any other topics Council would like to include on the future agenda items list.

Linehan shares that Mielke has suggested adding door-knocking, outreach and renter's rights to the list.

Wassenberg wonders if the Larpenteur-Snelling Corridor Study should also be included.

Linehan says it will still take months for them to put the information together. Then, we will have to begin putting the 2030 Comprehensive Plan together. This will be a good lead in to it.

Wassenberg says it would be good to review the (Les Bolstad) golf course for a possible future sale.

Linehan explains that if the U of M owns and maintains it, they can largely do what they want to with it. That would be without our jurisdiction. But, if they sell it to a developer, it then goes to the municipality to zone it.

Wassenberg suggests maybe working through a mock exercise to work through what we would do if this were to occur in two years, as an example.

Linehan says we don't have quite enough volunteers wanting to join the State Fair Task Force 2.0 just yet, but we will be adding two new members to four returning members. In theory, Linehan says that Council could put it on the agenda next week for appointment and get started. The Council could continue to appoint members as they apply. The Council agrees that it should be added to the agenda and get going.

Wassenberg would like to revisit the Sister Cities proposal.

Mielke says that the Community Engagement Commission said they didn't have interest in moving forward at this time.

Leehy and Mayor Gustafson say that maybe we'll wait a couple of years and revisit Sister Cities then.

Mielke suggests updating ordinances and policies.

Mayor Gustafson reminds Linehan that the Council was going to take a look at the assessment policy for Falcon Woods.

Wassenberg says it would be difficult to create an assessment formula that is fair to all.

Leehy says that it's time to revisit the Council's goals.

Linehan says that all employees and Council will attend the first part of the April retreat with Third Sphere presenting and continuing training.

Linehan reminds Council that Town Halls will wrap up on April 18th and says we have received 146 survey responses so far. He shares that he has sent invites to multifamily units and says that the City will present at the Hendrickson tomorrow. We will then go to Town Square on April 11.

Leehy says the challenge is that the survey closes on April 12.

Linehan says that we can pick up the surveys and staff can enter them on April 12.

Mayor Gustafson asks about the PMP project on the next council agenda.

Linehan says that the two project bids (sanitary sewer lining and pavement management project) came in very different. We are going to recommend accepting both bids.

Linehan adds that the sanitary sewer came in approximately \$20,000 over budget so that will be a policy item for Council to authorize spending for.

Linehan says that we could do Fair Housing Month as well.

Mayor Gustafson asks if we could do a standing thing that April is Fair Housing Month.

Linehan says that maybe the CEC could dig into that and build out a calendar.

Mayor Gustafson asks about No Mow May.

Linehan says that it's now an ordinance so we won't have to discuss that next week.

The Council discusses the upcoming paper-shredding event and mentions that electronics recycling has also been added.

D. ADJOURNMENT: 8:29 PM

Councilmember Mielke motions to adjourn the meeting; approved 4-0.

DISCLAIMER: City Council Workshops are held monthly as an opportunity for Council Members to discuss policy topics in greater detail prior to a formal meeting where a public hearing may be held and/or action may be taken. Members of the public that would like to make a comment or ask questions about an item on the agenda for an upcoming workshop should send them to mail@falconheights.org prior to the meeting. Alternatively, time is regularly allotted for public comment during Regular City Council Meetings (typically 2nd and 4th Wednesdays) during the Community Forum.

Randall C. Gustafson, Mayor

Dated this 10th day of April, 2024

Jack Linehan, City Administrator

BLANK PAGE

PACKET: 03063 MAR 26 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
=====						
01-00224		ALL TEST & INSPECTION INC				

I-OH24-14025		OVERHEAD CRANE OSHA TESTS	367.00			
3/26/2024	APBNK	DUE: 3/26/2024 DISC: 3/26/2024		1099: N		
		OVERHEAD CRANE OSHA TESTS		101 4131-87010-000	CITY HALL MAINTENANCE	367.00
		=== VENDOR TOTALS ===	367.00			
=====						
01-06290		CITY OF ROSEVILLE				

I-2420343		ENGINEERING	1,795.23			
3/26/2024	APBNK	DUE: 3/26/2024 DISC: 3/26/2024		1099: N		
		GENERAL ENGD		101 4133-80100-000	ENGINEERING SERVICES	1,617.30
		2023 PMP ENG		429 4429-80100-000	ENGINEERING	52.48
		LARP ST LIGHTS ENG		419 4419-80100-000	ENGINEERING	125.45
		=== VENDOR TOTALS ===	1,795.23			
=====						
01-05171		FRA DOR INC				

I-2493919		BKACK DIRT	50.00			
3/26/2024	APBNK	DUE: 3/26/2024 DISC: 3/26/2024		1099: N		
		BKACK DIRT		419 4419-92005-000	SIDEWALK IMPROVEMENTS	50.00
		=== VENDOR TOTALS ===	50.00			
=====						
01-06024		ON SITE SANITATION				

I-1687049		P[ORTABLE TOILET CURTISS FIEL	165.00			
3/26/2024	APBNK	DUE: 3/26/2024 DISC: 3/26/2024		1099: N		
		P[ORTABLE TOILET CURTISS FIELD		601 4601-85080-000	PORTABLE TOILET PARKS	165.00

I-1687050		PORTABLE TOILET COMM PK	165.00			
3/26/2024	APBNK	DUE: 3/26/2024 DISC: 3/26/2024		1099: N		
		PORTABLE TOILET COMM PK		601 4601-85080-000	PORTABLE TOILET PARKS	165.00
		=== VENDOR TOTALS ===	330.00			
=====						
01-05402		RDO EQUIPMENT CO				

I-W6719201		PLOW TRK LAZER GUIDANCE SYSTE	4,511.00			
3/26/2024	APBNK	DUE: 3/26/2024 DISC: 3/26/2024		1099: N		
		PLOW TRK LAZER GUIDANCE SYSTEM		403 4403-91000-000	MACHINERY & EQUIPMENT	4,511.00
		=== VENDOR TOTALS ===	4,511.00			

PACKET: 03063 MAR 26 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
=====						
01-06301	SAMS CLUB MC/SYNCB					
I-202403268791		ELECTION/ TRK PARTS/ZOOM/CONF	2,855.75			
3/26/2024	APBNK	DUE: 3/26/2024 DISC: 3/26/2024		1099: N		
		DUMP TRK PARTS		101 4132-87000-000	REPAIR EQUIPMENT	449.76
		ELECTIN JUDGE FOOD/BEVERAGES		101 4115-70100-000	SUPPLIES	438.14
		MEETING ANNOUCEMENTS		101 4116-70100-000	SUPPLIES	119.40
		ZOOM MEETING		101 4116-85040-000	VIRTUAL COMMUNICATIONS	219.91
		CHAT GPT		101 4116-70100-000	SUPPLIES	20.00
		SAMS CLUB MEMBERSHIP FEE		101 4131-70110-000	SUPPLIES	155.00
		OFFICE SUPPLIES		101 4112-70100-000	SUPPLIES	133.08
		MODULE PUMP ASPHALT ROLLER		101 4132-87000-000	REPAIR EQUIPMENT	264.50
		AM PLANNING CONF - HANNAH		101 4117-86100-000	CONFERENCES/EDUCATION/AS	785.00
		AM PLANNING ASSOC MEMBERSHIP		101 4117-86100-000	CONFERENCES/EDUCATION/AS	101.00
		LARP SNELLING FOCUS GROUP EXP		101 4117-80450-000	SNELLING/LARP CORRIDOR S	169.96
		=== VENDOR TOTALS ===	2,855.75			
=====						
01-06483	SENTRY SYSTEMS, INC.					
I-792699		MONITORING SVCS CITY HALL	94.50			
3/26/2024	APBNK	DUE: 3/26/2024 DISC: 3/26/2024		1099: N		
		MONITORING SVCS CITY HALL		101 4131-87100-000	PANIC BUTTON SECURITY	94.50
		=== VENDOR TOTALS ===	94.50			
=====						
01-00935	ST PAUL REGIONAL WATER SERVICE					
I-202403268790		SS AND H2O	162.98			
3/26/2024	APBNK	DUE: 3/26/2024 DISC: 3/26/2024		1099: N		
		SS AND H2O		101 4141-85040-000	WATER	39.24
		SS AND H2O		601 4601-85075-000	CITY BUILDINGS SANITARY	12.33
		SS AND H2O		101 4131-85040-000	WATER	89.17
		SS AND H2O		601 4601-85075-000	CITY BUILDINGS SANITARY	22.24
		=== VENDOR TOTALS ===	162.98			
=====						
01-05784	UPPER CUT TREE SERVICES					
I-5818		TREE TRIMMING & TREE REMOVAL	34,700.00			
3/26/2024	APBNK	DUE: 3/26/2024 DISC: 3/26/2024		1099: N		
		TREE TRIMMING & TREE REMOVAL		101 4134-84010-000	TREE TRIMMING	34,700.00
		=== VENDOR TOTALS ===	34,700.00			
		=== PACKET TOTALS ===	44,866.46			

PACKET: 03065 MAR 27 PAYABLES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-06030	OLSON,ROLAND					
I-202403288797		MILEAGE REIMB MAR	85.50			
3/28/2024	APBNK	DUE: 3/28/2024 DISC: 3/28/2024		1099: N		
		MILEAGE REIMB MAR		101 4113-86010-000	MILEAGE	85.50
		=== VENDOR TOTALS ===	85.50			
=====						
01-06190	RAMSEY COUNTY - HAZARDOUS WAST					
I-612789		ANNUAL HAZARDOUS WASTE LICENS	100.00			
3/27/2024	APBNK	DUE: 3/27/2024 DISC: 3/27/2024		1099: N		
		ANNUAL HAZARDOUS WASTE LICENSE		101 4131-89000-000	MISCELLANEOUS	100.00
		=== VENDOR TOTALS ===	100.00			
=====						
01-06581	TRI-STATE BOBCAT INC					
I-A33149		WATER FILTER FOR ASPHALT ROLL	19.70			
3/27/2024	APBNK	DUE: 3/27/2024 DISC: 3/27/2024		1099: N		
		WATER FILTER FOR ASPHALT ROLLE		101 4132-87000-000	REPAIR EQUIPMENT	19.70
		=== VENDOR TOTALS ===	19.70			
=====						
01-05870	XCEL ENERGY					
I-202403278793		GAS AND ELECTRIC	876.70			
3/27/2024	APBNK	DUE: 3/27/2024 DISC: 3/27/2024		1099: N		
		GAS AND ELECTRIC		101 4131-85030-000	NATURAL GAS	717.95
		ELECTRIC		101 4141-85020-000	ELECTRIC/GAS	21.94
		ELECTRIC		209 4209-85020-000	STREET LIGHTING POWER	34.07
		ELECTRIC		209 4209-85020-000	STREET LIGHTING POWER	14.83
		ELECTRIC		209 4209-85020-000	STREET LIGHTING POWER	13.87
		ELECTRIC		209 4209-85020-000	STREET LIGHTING POWER	74.04
		=== VENDOR TOTALS ===	876.70			
		=== PACKET TOTALS ===	2,442.75			

PACKET: 03068 APRIL 2 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-00028	ALLSTREAM					
I-20404877		EMERGENCY LANDLINE CITY HALL	96.83			
4/02/2024	APBNK	DUE: 4/02/2024 DISC: 4/02/2024		1099: N		
		EMERGENCY LANDLINE CITY HALL		101 4116-85010-000	TELEPHONE	96.83
		=== VENDOR TOTALS ===	96.83			
=====						
01-00161	ANCHOR PAPER COMPANY					
I-10738924		TRASH CAN LINERS/ BATH TISSUE	165.24			
4/02/2024	APBNK	DUE: 4/02/2024 DISC: 4/02/2024		1099: N		
		TRASH CAN LINERS/ BATH TISSUE		101 4131-70110-000	SUPPLIES	165.24
		=== VENDOR TOTALS ===	165.24			
=====						
01-05422	BP					
I-202404028799		FUEL	694.49			
4/02/2024	APBNK	DUE: 4/02/2024 DISC: 4/02/2024		1099: N		
		FUEL		602 4602-74000-000	FUEL & LUBRICANTS	97.06
		FUEL		101 4132-74000-000	MOTOR FUEL & LUBRICANTS	597.43
		=== VENDOR TOTALS ===	694.49			
=====						
01-03123	CINTAS CORPORATION					
I-4187808423		FLOOR MAT SVC 3/28/24	82.28			
4/02/2024	APBNK	DUE: 4/02/2024 DISC: 4/02/2024		1099: N		
		FLOOR MAT SVC 3/28/24		101 4131-87010-000	CITY HALL MAINTENANCE	82.28
		=== VENDOR TOTALS ===	82.28			
=====						
01-05115	GOPHER STATE ONE CALL					
I-4030391		LOCATES MARCH	44.55			
4/02/2024	APBNK	DUE: 4/02/2024 DISC: 4/02/2024		1099: N		
		LOCATES MARCH		601 4601-88030-000	LOCATES	44.55
		=== VENDOR TOTALS ===	44.55			
=====						
01-05928	JOHNSON LITHO GRAPHICS OF EAU					
I-109847		POLICE INFO POSTCARDS/POSTAGE	1,229.39			
4/02/2024	APBNK	DUE: 4/02/2024 DISC: 4/02/2024		1099: N		
		POLICE INFO POSTCARDS/POSTAGE		101 4116-70440-000	POLICE NEWS/INFORMATION	1,229.39
		=== VENDOR TOTALS ===	1,229.39			

PACKET: 03068 APRIL 2 PAYABLES
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
-----ID-----						
=====						
01-05058	JOSH JORDAN					
I-202404028798		TAE KWON DO INSTRUCTOR	896.00			
4/02/2024	APBNK	DUE: 4/02/2024 DISC: 4/02/2024		1099: Y		
		TAE KWON DO INSTRUCTOR		201 4201-87700-000	INSTRUCTOR-SPECIALTY CLA	896.00
		=== VENDOR TOTALS ===	896.00			
=====						
01-05440	LOFFLER COMPANIES, INC					
I-4648721		COPIER OVERAGE CHRGS MARCH	144.28			
4/02/2024	APBNK	DUE: 4/02/2024 DISC: 4/02/2024		1099: N		
		COPIER OVERAGE CHRGS MARCH		101 4112-87000-000	REPAIR OFFICE EQUIPMENT	144.28
		=== VENDOR TOTALS ===	144.28			
=====						
01-05451	MADISON NATIONAL LIFE INS CO I					
I-V 4-2023 APR		LTD AND STD APRIL	138.53			
4/02/2024	APBNK	DUE: 4/02/2024 DISC: 4/02/2024		1099: N		
		LTD AND STD APRIL		101 4112-89000-000	MISCELLANEOUS	138.53
		=== VENDOR TOTALS ===	138.53			
=====						
01-05665	METROPOLITAN COUNCIL					
I-11705649		MAY WASTE WATER SVCS	63,338.36			
4/02/2024	APBNK	DUE: 4/02/2024 DISC: 4/02/2024		1099: N		
		MAY WASTE WATER SVCS		601 4601-85060-000	METRO SEWER CHARGES	63,338.36
		=== VENDOR TOTALS ===	63,338.36			
=====						
01-05252	MN DEPARTMENT OF TRANSPORTATIO					
I-P00017440		MATERIAL TESTING/CONCRETE PLN	866.20			
4/02/2024	APBNK	DUE: 4/02/2024 DISC: 4/02/2024		1099: N		
		MATERIAL TESTING/CONCRETE PLNT		429 4429-92450-000	2023 STREET PROJECT	866.20
		=== VENDOR TOTALS ===	866.20			
=====						
01-06185	RAMSEY COUNTY					
I-PRRRV -002562		2ND QTR ELECTION	5,450.00			
4/02/2024	APBNK	DUE: 4/02/2024 DISC: 4/02/2024		1099: N		
		2ND QTR ELECTION		101 4115-80300-000	ELECTION CONTRACT	5,450.00
		=== VENDOR TOTALS ===	5,450.00			
		=== PACKET TOTALS ===	73,146.15			

PACKET: 03070 APR 4 PAYABLES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

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

01-05380 BERGANKDV

I-1224011 INTERIM AUDITING 2023 12,000.00
4/04/2024 APBNK DUE: 4/04/2024 DISC: 4/04/2024 1099: N
INTERIM AUDITING 2023 101 4113-80310-000 AUDIT 12,000.00
=== VENDOR TOTALS === 12,000.00

01-00875 BHE COMMUNITY SOLAR, LLC

I-12034354 SOLAR GARDEN ELECT FEB 1,069.74
4/04/2024 APBNK DUE: 4/04/2024 DISC: 4/04/2024 1099: N
SOLAR GARDEN ELECT FEB 101 4137-85025-000 SOLAR ELECTRIC 1,069.74
=== VENDOR TOTALS === 1,069.74

01-05115 GOPHER STATE ONE CALL

I-3120390-INX REISSUE CK FOR LOCATES 18.90
4/04/2024 APBNK DUE: 4/04/2024 DISC: 4/04/2024 1099: N
REISSUE CK FOR LOCATES 601 4601-88030-000 LOCATES 18.90
=== VENDOR TOTALS === 18.90

01-05235 JAN-PRO CLEANING SYSTEMS

I-126082 JANITORIAL SVC APRIL 550.00
4/04/2024 APBNK DUE: 4/04/2024 DISC: 4/04/2024 1099: N
JANITORIAL SVC APRIL 101 4131-87010-000 CITY HALL MAINTENANCE 550.00
=== VENDOR TOTALS === 550.00

01-06184 RAMSEY COUNTY - POLICE AND 911

I-EMCOM 011590 CAD SVC FEB 379.58
4/04/2024 APBNK DUE: 4/04/2024 DISC: 4/04/2024 1099: N
CAD SVC FEB 101 4122-81200-000 911 DISPATCH FEES 379.58

I-IMCOM 011606 RAMSEY COUNTY - POLICE AND 91 2,468.67
4/04/2024 APBNK DUE: 4/04/2024 DISC: 4/04/2024 1099: N
RAMSEY COUNTY - POLICE AND 911 101 4122-81200-000 911 DISPATCH FEES 2,468.67
=== VENDOR TOTALS === 2,848.25

PACKET: 03070 APR 4 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
=====						
01-05374		TENNIS SANITATION LLC				
I-3882214		RECYCLCING MARCH	9,447.75			
4/04/2024	APBNK	DUE: 4/04/2024 DISC: 4/04/2024		1099: N		
		RECYCLCING MARCH		206 4206-82030-000	RECYCLING CONTRACTS	9,447.75
=====						
I-3882215		SWMT AND CEC RAMSEY CTY MARCH	66.50			
4/04/2024	APBNK	DUE: 4/04/2024 DISC: 4/04/2024		1099: N		
		SWMT AND CEC RAMSEY CTY MARCH		101 4131-87010-000	CITY HALL MAINTENANCE	66.50
		=== VENDOR TOTALS ===	9,514.25			
=====						
01-05870		XCEL ENERGY				
I-202404048800		ELECT	34.45			
4/04/2024	APBNK	DUE: 4/04/2024 DISC: 4/04/2024		1099: N		
		ELECT		101 4141-85020-000	ELECTRIC/GAS	34.45
		=== VENDOR TOTALS ===	34.45			
		=== PACKET TOTALS ===	26,035.59			

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

PAY PERIOD ENDING 3/31/2024
DIRECT DEPOSIT EFFECTIVE DATE 3/25/2024

EMP #	NAME	AMOUNT
0 J022	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
01-0029	PAULA MIELKE	262.05
01-1006	JACK LINEHAN	3,057.73
01-1027	KELLY A NELSON	2,817.57
01-1029	ELKE VAN DER WERFF	1,779.05
01-1136	ROLAND O OLSON	3,282.06
01-1162	ALYSSA LANDBERG	1,327.21
01-1028	HANNAH B LYNCH	2,794.05
01-1167	DAVID S SIMONS	1,716.13
01-1168	DEAN T POPE	1,725.88
01-2277	MARK C HOVE	123.42
01-1033	DAVE TRETSVEN	2,065.72
01-1143	COLIN B CALLAHAN	2,806.69

TOTAL PRINTED: 16 24,836.78

3-25-2024 7:34 AM

PAYROLL CHECK REGISTER

PAGE: 1

PAYROLL NO: 01 City of Falcon Heights

PAYROLL DATE: 3/25/2024

*** REGISTER TOTALS ***

REGULAR CHECKS:		
DIRECT DEPOSIT REGULAR CHECKS:	16	24,836.78
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	16	24,836.78

+ . . . 291.25 (2nd payroll next page)

*** NO ERRORS FOUND ***

25,128.03

** END OF REPORT **

PAYROLL NO: 01 City of Falcon Heights

PAYROLL DATE: 3/27/2024

*** REGISTER TOTALS ***

REGULAR CHECKS:		
DIRECT DEPOSIT REGULAR CHECKS:	1	291.25
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	1	291.25

*** NO ERRORS FOUND ***

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

PAY PERIOD ENDING 3/31/2024
 DIRECT DEPOSIT EFFECTIVE DATE 3/27/2024

EMP #	NAME	AMOUNT
0 2277	MARK C HOVE	291.25
TOTAL PRINTED:	1	291.25

March 31 payroll

Fed With	8,938.26
St With	1,599.77
Pera	5,074.05
ICMA	200.00
	-
	<hr/>
	15,812.08

BLANK PAGE

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

Item	Approval of City License(s)
Description	The following individuals/entities have applied for a <u>Tree Contractors License</u> for 2024. Staff have received the necessary documents for licensure. <ol style="list-style-type: none"> 1. Kota Tree Care LLC 2. All Season's Tree Service & Snowplowing, Inc.
	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.

BLANK PAGE

Meeting Date	April 10, 2024
Agenda Item	Consent G3
Attachment	See below.
Submitted By	Hannah Lynch, Community Development Coordinator / City Planner

Item	Grant application for funds through MPCA Local Climate Action grant program
Description	<p>In January 2023, the City of Falcon Heights declared a climate crisis and authorized the City to take action to develop a climate action plan to work toward a carefully planned transition to a clean energy economy.</p> <p>The Minnesota Pollution Control Agency (MPCA) is currently seeking proposals for projects that develop or implement plans of action that enable local jurisdictions to adapt to extreme weather events and a changing climate. The maximum amount that can be requested is \$50,000, and for cities with a population of under 20,000, a 5% match is required. Staff has worked with WSB to get a quote for assistance with developing this plan and has been quoted \$48,500 for the work.</p>
Budget Impact	The total grant request is \$50,000 with a 5% match in the amount of \$2,500; approximately \$2,000 to LSB for updated GHG Inventory (see WSB quote - \$3,500 total; asking for \$1,500 of this as part of grant)
Attachment(s)	<ul style="list-style-type: none"> • RFP for Local Climate Action grant from the MPCA • Quote from WSB for climate action planning services • Resolution 24-24 in Support of the City of Falcon Heights Applying for a Local Climate Action Grant from the Minnesota Pollution Control Agency to Fund a Climate Action Plan
Action(s) Requested	<p>Staff recommends adoption of the following motion:</p> <p>Motion to Approve Resolution 24-24 in Support of the City of Falcon Heights Applying for a Local Climate Action Grant from the Minnesota Pollution Control Agency to Fund a Climate Action Plan</p>

Local Climate Action Grants Request for Proposals (RFP)

The RFP assists applicants in applying for state grants. This document describes the State Fiscal Year (FY) 2024 Local Climate Action Grants, including information on who may apply for funding, activities eligible for funding and other information that will help the applicants plan their project and submit a competitive application. Applications are due no later than 4:00 p.m. on **April 30, 2024**.

The applicant should check the [SWIFT Supplier Portal](#) and the Minnesota Pollution Control Agency (MPCA) [Local Climate Action Grants](#) webpage for any updates.

Contents

1. Project overview	1
2. Funding.....	2
3. Eligible and ineligible applicants	3
4. Eligible and ineligible projects.....	3
5. Eligible and ineligible costs	5
6. Priorities	6
7. Application instructions.....	6
8. Application submission instructions.....	7
9. Application questions.....	7
10. Application review process.....	7
11. Grantee responsibilities.....	8
Exhibit A: Application evaluation score sheet.....	11
Exhibit B: Technical assistance for applicants.....	12
Exhibit C: Performance Capacity.....	15
Exhibit D: Certification.....	16
Exhibit E: Evidence of good standing.....	17
Exhibit F: Nonprofit review.....	18

The Grant Application Form, Workplan and Budget, Sample Grant agreement, Questions and Answers, and any addendums can be found in the [SWIFT Supplier Portal](#).

1. Project overview

Minnesota’s climate is changing and the actions of organizations and individuals across the state are contributing to these changes. Climate change is happening here and now and will continue well into the future, but we can act now to reduce our contributions and avoid the worst impact while also preparing for the changes ahead. Harmful effects of climate change can be seen in communities throughout Minnesota, from our own health and safety to overwhelmed infrastructure, damaged property, dying trees and culturally important native species, and the inability of population centers to cool off overnight. Climate trends identified through monitoring over decades of changes in temperature and precipitation, snow depth and lake ice, storms and droughts, our growing season, and more show that Minnesota is becoming warmer and wetter, with more damaging rains and cold weather warming. In addition to these impacts, more extreme heatwaves and extended periods of drought alternating with intense precipitation are expected in the future. Communities contribute to

the causes of our changing climate through emissions of greenhouse gases (GHG), especially from buildings, transportation, and agriculture. Communities across our state are planning for climate action and taking steps to reduce (GHG) emissions. To reach our state’s climate goals, communities need to do even more to reduce this climate pollution. Communities also can increase their resilience through planning and implementation of projects that help adapt to the current and anticipated impacts of climate change.

In 2022, the broad framework for our state’s climate action moving forward – **Minnesota’s Climate Action Framework** – was published by Minnesota state agencies. The Framework guides work across the state to reduce greenhouse gas emissions and adapt to our changing climate. Achieving the Framework’s goals of carbon neutrality, resilience, and equity will require planning and action by many entities including local government, community-based groups, and educational institutions. <https://climate.state.mn.us/minnesotas-climate-action-framework>

In 2023, the State Legislature directed funding to the Minnesota Pollution Control Agency (MPCA) to provide local climate action grants for the purpose of supporting efforts in local jurisdictions to address climate change by developing and implementing local plans of action that enable adaptation to extreme weather events and a changing climate and/or reduction of local contributions to the causes of climate change.¹ These local climate action grants will help local communities contribute towards the goals of the Framework. The law requires the MPCA to give preference to proposals that seek to involve a broad array of community residents, organizations, and institutions in the local jurisdiction’s efforts to address climate change.

The law directs the MPCA to provide technical assistance to applicants proposing to develop an action plan. The technical assistance includes two components: (1) examples of actions taken and plans developed by other local communities in Minnesota and elsewhere (see Exhibit B of this RFP), and (2) greenhouse gas (GHG) emissions data provided at no cost for applicable political subdivisions selected as grant recipients if the data are needed to carry out the proposed grant activities to develop an action plan (see Exhibit B for examples of this data). The emissions data will contain estimates for the most recent three years available that conform with the ICLEI United States Community Protocol for Accounting and Reporting of Greenhouse Gas Emissions, including, at a minimum, the Basic Emissions Generating Activities described in the protocol. Applicants that are Tribal Nations, Regional Development Commissions, counties, cities, towns, and townships should consider the availability of this technical assistance for their projects when determining their project scope and developing the Grant submittals (application form, workplan, and budget). Eligible grant recipients with a project workplan that includes one or more tasks to utilize this GHG emissions data will be provided the data after their grant agreement is fully executed.

2. Funding

Up to approximately \$2,300,000 in funding is available to be awarded during FY24 for local climate action planning and implementation projects, with the potential for additional funding. The legislation stipulates that half of the amount is reserved in FY24 for applicants located outside the counties of Hennepin, Ramsey, Anoka, Dakota, Scott, Carver, and Washington. Grant projects must be completed no later than June 30, 2025.

The maximum grant award for this RFP is \$50,000. There is no minimum. Grantee requirements vary by amount of grant award as described in section 11.

Match requirement

The minimum match requirement for activities taking place in a local jurisdiction whose population equals or exceeds 20,000 is 50% (fifty percent) of the grant amount, in local funds. The minimum match requirement for activities taking place in a local jurisdiction whose population is under 20,000 is 5% (five percent) of the grant amount, either local funds or equivalent in-kind services. For the purposes of this match requirement, local

¹ The Local Climate Action Grant Program was created and funded during the 2023 legislative session in the Omnibus Environment, Natural Resources, Climate, and Energy bill H.F. 2310, Article 10, Sec. 5 and Article 11, Sec. 5, and Article 12, Sec. 68, see <https://www.revisor.mn.gov/laws/2023/0/Session+Law/Chapter/60/>.

jurisdiction is defined by the type of eligible applicant as detailed in Section 3. Grantees will be expected to track and report all match provided for the project by kind and source, even if the amount exceeds the minimum match requirement. This will assist MPCA with better understanding of project funding needs for future grant solicitations.

Reimbursement schedule

Grant funding for eligible costs of the project will be reimbursed during and upon completion of the approved project with approved invoices.

Invoices for expenses incurred may be submitted as frequently as monthly and must be accompanied by an email update about the status of the project. Grantees are encouraged to submit their first invoice no later than 6 (six) months or midway through the project, whichever comes first. A final invoice for payment of remaining grant funds expended by the project is required to be submitted at the completion of the project. Payment of the final 10% of grant funds will be held back until the project is completed satisfactorily and all deliverables have been submitted and approved. Invoices are sent directly to MPCA Accounts Payable with cc to the MPCA Authorized Representative.

3. Eligible and ineligible applicants

Eligible applicants

Minnesota political subdivisions (i.e., counties, home rule charter or statutory cities and towns, regional development commissions or any other local political subdivision; and Tribal governments as defined in Minnesota statute), organizations exempt from taxation under section 501(c)(3) of the Internal Revenue Code, and educational institutions are eligible applicants.

Eligible applicants must be located in or conduct the preponderance of the applicant's work in the local jurisdiction (geographic area) where the proposed grant activities take place.

For applicants which are political subdivisions as defined above, the geographic area is defined by the boundaries of that political subdivision, and the population of the local jurisdiction is the population of the political subdivision. For other eligible applicants, the local jurisdiction is defined as the geographic area to be served by the focus of the proposed grant project (e.g., neighborhood, campus), and the population is the population of that geographic area. Applicants must provide a population estimate, with a source and/or short explanation of how the estimate was created.

Ineligible applicants

- Any other organization or individual not listed above as an eligible applicant.
- Any organization listed above but which is not located in or conduct the preponderance of the applicant's work in the local jurisdiction where the proposed grant activities take place.
- Entities that are currently suspended or debarred by the State of Minnesota and/or the federal government are ineligible applicants.
- The MPCA may also deem an applicant ineligible because of, but not limited to enforcement issues, labor standards, tax status, past grant performance or other such issues.

4. Eligible and ineligible projects

Eligible projects

Eligible projects are those that develop or implement plans of action that enable local jurisdictions to adapt to extreme weather events and a changing climate (i.e., already becoming warmer and wetter with more damaging rains and cold weather warming; and expected to have more extreme heat and drought in the future), and/or to reduce the local jurisdiction's contributions to the causes of climate change.

Eligible project examples:

Develop or update plans of action (see Exhibit B for examples of plans, planning tools, and lists of actions to be included in plans):

- Political subdivision(s) (including Tribal government(s)) develops or updates a community-wide plan for:
 - adaptation and resilience to the impacts of climate change that involves stakeholders and collaborative community engagement processes including underrepresented / underserved populations in the community and utilizes Minnesota CliMAT downscaled climate projection data applicable to the local jurisdiction to identify and prioritize specific strategies, policies, actions, and responsible parties needed for equitable adaptation within the local jurisdiction: <https://climate.umn.edu/MN-CliMAT>; OR
 - reduction of the local contributions to the causes of climate change (also called climate change mitigation) that involves stakeholders and collaborative community engagement processes including underrepresented / underserved populations in the community, that utilizes greenhouse gas emissions data specific to the local jurisdiction (provided free of charge to an applicable political subdivision if awarded a grant) and consideration of current and future climate trends to identify and prioritize specific strategies, policies, actions, and responsible parties needed for equitable impacts and resilience of the climate change mitigation (e.g., air quality improvements, cost savings); OR
 - combined climate change adaptation/resilience and mitigation of local contributions with the processes, data, and elements described above.
- Political subdivision(s) (including Tribal government(s)) implements a Gold Leaf action in the Climate Planning category that involves grant-eligible costs (e.g., community resilience hub planning, new or updated climate adaptation/resilience plan or climate action plan, climate risk assessment): <https://greenstep.pca.state.mn.us/page/gold-leaf-program>.
- Community-based organization(s) develops a plan to address aspects of climate change for its community that identifies and prioritizes actions for:
 - resilience to the changing climate (e.g., to address occupational or housing impacts of extreme heat, poor air quality, flooding) by collaboratively engaging community members and using Minnesota CliMAT data applicable to the local jurisdiction: <https://climate.umn.edu/MN-CliMAT>; OR
 - reduction (mitigation) of its community's contributions to the causes of climate change by collaboratively engaging community members to explore options for reducing energy use, reducing emissions, and increasing renewable energy related to organizational operations and community member activities (e.g., transportation, food, housing) based on relevant greenhouse gas emissions data and consideration of current and future climate trends; OR
 - both climate resilience and mitigation by using the approaches and data described above.
- Educational institution(s) develops a plan for its facilities, employees, and students as applicable that identifies and prioritizes actions for:
 - adaptation and resilience to the changing climate and which involves stakeholders including collaborative engagement of community representatives within the local jurisdiction (geographic area) and utilizes Minnesota CliMAT data applicable to that local jurisdiction: <https://climate.umn.edu/MN-CliMAT>; OR
 - reduction (mitigation) of contributions to the causes of climate change and which involves stakeholders including collaborative engagement of community representatives within the local jurisdiction to explore options for reducing energy use, reducing emissions, and increasing renewable energy related to organizational operations and community member activities (e.g., transportation, food, housing) based on relevant greenhouse gas emissions data and consideration of current and future climate trends; OR
 - both climate change adaptation/resilience and mitigation involving the processes and data described above.

Implement plans of action (see Exhibit B for examples of actions often included in plans):

- Political subdivision(s) (including Tribal government(s)) implements one or more priority actions for:
 - climate adaptation and resilience identified in an existing plan that involved stakeholders with collaborative community engagement and the consideration of future climate data applicable to the local jurisdiction, OR
 - reduction of local contributions to the causes of climate change (mitigation) as identified in an existing plan that involved stakeholders with collaborative community engagement and the consideration of future climate data and greenhouse gas emissions data specific to the local jurisdiction.
- Political subdivision(s) (including Tribal government(s)) implements a Gold Leaf action in the Climate Mitigation, Climate Adaptation, or Community Connectedness category that involves grant-eligible costs (e.g., projects for significant public energy efficiency, community renewable energy, urban heat relief, flood mitigation, clean back-up energy system, building weather preparation):
<https://greenstep.pca.state.mn.us/page/gold-leaf-program>.
- Community-based organization(s) implements one or more priority actions for:
 - increasing that community's resilience to climate change (e.g., resilience hub implementation, heat relief project, urban agriculture installation, facility extreme weather preparation) as identified in an existing plan or planning process that involved collaborative engagement of community members and consideration of applicable future climate data, OR
 - reduction of that community's contributions to the causes of climate change (e.g., energy efficiency project, renewable energy project, clean back-up energy system, implementation of climate-smart agricultural practices, project to increase use of non-motorized / clean transportation) as identified in an existing plan or planning process that involved collaborative engagement of community members and consideration of both applicable future climate data and greenhouse gas emissions data.
- Educational institution(s) implements one or more priority actions for:
 - climate resilience as identified in an existing plan that involved stakeholders with collaborative community engagement and the consideration of applicable climate projection data, OR
 - reduction of the institution's contributions to the causes of climate change related to organizational operations and organizational member activities (e.g., transportation, food / agriculture, facility energy efficiency, renewable energy) as identified in an existing plan that involved stakeholders with collaborative community engagement and the consideration of both applicable future climate data and greenhouse gas emissions data.

Ineligible projects

Projects that do not develop or implement plans of action to adapt to extreme weather events and a changing climate and/or reduce contributions to the causes of climate change.

5. Eligible and ineligible costs

Eligible costs

Any cost that is directly related to the workplan tasks of an eligible project and not deemed ineligible below or by MPCA staff. [Note: The list of ineligible costs below was updated to reflect a change in MPCA guidelines for use of incentives in MPCA grants. The reasonable costs of food and/or refreshments (non-alcoholic) for public meetings are now considered eligible costs.]

Ineligible costs

Ineligible costs include costs that are not directly related to the workplan tasks of an eligible project. The following costs, including but not limited to, even if they are directly related to the project, are ineligible:

- Any expenses incurred before the contract is fully executed including applicant's expense for preparing the eligibility and cost applications
- Bad debts, late payment fees, finance charges or contingency funds, interest, and investment management fees
- Attorney fees
- Employee worksite parking
- Lobbying, lobbyists and political contributions
- Mark-up on purchases and/or subcontracts
- Taxes, except sales tax on eligible equipment and expenses
- Administrative activities and fees associated with a permit
- Activities addressing enforcement actions or that involve a financial penalty
- Memberships (including subscriptions and dues)
- Reimbursement or stipends to non-staff stakeholders for their attendance at stakeholder participation meetings or their related expenses
- Alcoholic refreshments
- Entertainment, gifts, prizes, and decorations
- Merit awards and bonuses
- Donations and fundraising
- Computer(s), tablets, and software, unless unique to the project and specifically approved by the MPCA as a direct expense
- Purchase or rental of mobile communication devices such as pagers, cell phones, and personal data assistants (PDAs), unless unique to the project and specifically approved by the MPCA.

6. Priorities

It is the policy of the State of Minnesota to ensure fairness, precision, equity, and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant-making. [The State of Minnesota Policy on Rating Criteria for Competitive Grant Review](#) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities.

This grant prioritizes projects that encompass in their scope, are located in, and/or will provide direct benefits to communities with higher concentrations of low-income residents, people of color, or limited English proficiency – including tribal communities. Click on the link below for MPCA's criteria and interactive mapping tool (recently updated on the MPCA website with data from a five-year 2016-2020 summary of the American Community Survey) to see if the project is located in an area of concern for Environmental Justice:

<http://mpca.maps.arcgis.com/apps/MapSeries/index.html?appid=f5bf57c8dac24404b7f8ef1717f57d00>.

[Note: The map at this link was updated following redefinition of areas of concern for environmental justice during the 2023 legislative session. The map is subject to change. The MPCA will use the most current map when evaluating proposals]

This grant prioritizes proposals that seek to involve a broad array of community residents, organizations, and institutions in the local jurisdiction's efforts to address climate change.

7. Application instructions

All applicants must complete the Grant Application Form, work plan and budget. Applications without all forms submitted will be deemed ineligible.

8. Application submission instructions

Applications must be received electronically by the MPCA by **April 30, 2024, at 4:00 p.m. CST**. Application submissions received after the deadline will not be considered eligible.

Applications must be submitted through the [SWIFT Supplier Portal](#). Note: The RFP is termed an “Event” within SWIFT. MPCA is not responsible for any errors or delays caused by technology-related issues.

Applicants do not need to log in to view the RFP and associated documents in the SWIFT system. Applicants interested in applying will need to register as a bidder in the system by clicking on the [SWIFT Supplier Portal](#), then *Register for an Account and Register as a Bidder*. Applicants should allow up to two business days to become registered as a Bidder.

Questions regarding submitting an application can be directed to the Vendor Assistance Help Desk at 651-201-8100, option 1 or by clicking on *Supplier Portal Help* within the [SWIFT Supplier Portal](#).

Applicants may apply to multiple MPCA RFPs for eligible projects. However, applicants will need to complete and submit separate applications to each RFP along with any other additional requested materials under each RFP. Funding will only be awarded under one RFP for the specific work that is detailed in the applications of eligible projects.

Applications submitted via any other method, including but not limited to email, fax, mail, in-person deliveries, will not be accepted.

9. Application questions

The MPCA is obligated to be transparent in all aspects surrounding grant work. To meet this obligation, all questions must be submitted in the same manner, and answers are only provided via the [SWIFT Supplier Portal](#). It is the applicant’s responsibility to check the [SWIFT Supplier Portal](#) and [MPCA Local Climate Action](#) website for the most recent updates.

Applicants who have any questions regarding this RFP must email questions to grants.pca@state.mn.us, subject line: “**FY24 Local Climate Action Grants**”, no later than **Thursday, April 18, 2024**. Answers to questions will be posted frequently in the [SWIFT Supplier Portal](#).

MPCA personnel are not authorized to discuss this RFP with applicants outside of this Question-and-Answer forum. Contact regarding this RFP with any MPCA personnel may result in disqualification.

10. Application review process

Applicants are encouraged to review the Application Evaluation Scoresheet (Exhibit A) before submitting their application and make sure they are providing all the requested and relevant information. Formal review of applications will be conducted by a team of MPCA staff.

Applications received by the grant deadline will be reviewed by MPCA staff using a two-step process. **Late applications will not be considered for review.**

Step 1: Eligibility review

The MPCA will determine if eligibility requirements are met. Any application found to be ineligible will be eliminated from further evaluation. Minimum requirements:

- Applicant is eligible as described in section 3.
- Project is eligible as described in section 4.
- All required forms submitted by the deadline.

Step 2: Application scoring

Only applications meeting the eligibility criteria under Step 1 will be considered for scoring in Step 2. Reviewers will evaluate applications per project using the weighted criteria listed in Exhibit A.

In addition to the ability to partially award projects, the MPCA reserves the right to refrain from awarding any grants.

In the event two applicants are tied in the scoring and there isn't sufficient funding to award both projects, the MPCA will select the applicant with the highest score in the following criteria, in descending order, until a winner is able to be determined:

- Engagement and Involvement
- Environmental Justice

Notification

All applicants will be notified by MPCA staff after approximately 60 days of the application due date. Applicants selected for funding will be contacted concerning the next steps in the award process, including execution of the appropriate agreements with follow-up by the grantee within a reasonable time frame.

11. Grantee responsibilities

Awardees are required to be a registered vendor in SWIFT and will sign the grant agreement using DocuSign.

To register, go to the Supplier Portal webpage in [SWIFT](#) and click on the *Register for an Account link and then Register as a Supplier.*

Grant agreement

Each awardee must enter into a grant agreement. The agreement will address the conditions of the award. Once the agreement is signed, the recipient is required to comply with all conditions.

Reporting requirements

Email updates about the status of the project are required to be provided to the MPCA Authorized Representative whenever an invoice is submitted to MPCA Accounts Payable, and not later than six (6) months or midway through the project (whichever comes first), regardless of whether an invoice is being submitted. The MPCA Authorized Representative will not approve an invoice through the state system without this project update. A Grant Project Final Report, in a format provided to the Grantee by the MPCA, is required to be submitted to the MPCA Authorized Representative at the same time as the final invoice is submitted to MPCA Accounts Payable.

Public data

Applications are private or nonpublic until opened (after the RFP close date). Once the applications are opened, the name and address of the applicant and the amount requested is public. All other data in an application is private or nonpublic data until all agreements are fully executed. After all agreements are fully executed, all remaining data in the applications is public with the exception of trade secret data as defined and classified in [Minn. Stat. § 13.37](#). A statement by a grantee that the application is copyrighted or otherwise protected does not prevent public access to the application ([Minn. Stat. § 13.599](#), subd. 3).

Conflict of interest

MPCA will take steps to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per [Minn. Stat. §16B.98](#) and [Conflict of Interest Policy for State Grant-Making](#).

Organizational conflicts of interest occur when:

- a grantee or applicant is unable or potentially unable to render impartial assistance or advice to the Department due to competing duties or loyalties
- a grantee's or applicant's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties

In cases where a conflict of interest is suspected, disclosed, or discovered, the applicants or grantees will be notified and actions may be pursued, including but not limited to disqualification from eligibility for the grant award or termination of the grant agreement.

Grant Monitoring

Minn. Stat. §16B.97 and the State of Minnesota's [Policy on Grant Monitoring](#) include the following requirements relevant to this RFP, specifically for grants of \$50,000 but not for lesser grant amounts:

- One monitoring visit during the grant period on all state grants of \$50,000 and higher.
- Conducting a financial reconciliation of grantee's expenditures at least once during the grant period on grants of \$50,000 and higher. For this purpose, the grantee must make expense receipts, employee timesheets, invoices, and any other supporting documents available upon request by the State.

The monitoring schedule will be determined at a later date.

Grantee Bidding Requirements

For Municipalities

Grantees that are municipalities must follow:

- The contracting and bidding requirements in the Uniform Municipal Contracting Law as defined in [Minn. Stat. §471.345](#)
- The requirements of prevailing wage for grant-funded projects that include construction work and have a total project cost of \$25,000 or more, per [Minn. Stat. §§177.41](#) through [177.44](#) These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.

The grantee must not contract with vendors who are suspended or debarred in MN:

<https://mn.gov/admin/osp/government/suspended-debarred/>.

Required financial and grantee capacity review

Minn. Stat. §16B.981/[Chapter 62 - MN Laws](#), Article 7, Section 11 requires that a pre-award risk assessment is conducted for grant awards of \$50,000 or more.

All grantees as defined in Minn. Stat. §16B.981 Subd. 1 (c) applying for grants in the state of Minnesota must undergo a financial and capacity review **prior to a grant award of \$50,000 and higher**.

In order to comply with this requirement, the following information and documents will need to be submitted before the grant contract agreement is fully executed (**but do not submit them until you are contacted and requested to do so**):

I. Capacity Responses: All potential grantees: Exhibit C

- a) Please describe your history of performing the work that will be funded by the grant:
- This includes describing your organization's current staffing and current budget.

II. Certification: No current principals have been convicted of a felony financial crime in the last ten years: All potential Grantees: Exhibit D

III. Evidence of good standing: For-profit and nonprofit potential grantees: Exhibit E

- For-profit and nonprofit grantees: Filed and up-to-date with the Secretary of State

IV. Nonprofit grantees as applicable: Exhibit F

- Most recent Form 990 or Form 990-EZ

- Most recent audited financial statement of a charitable organization which has received total revenue in excess of \$750,000 for the 12 months of operations covered by the statement per [Minn. Stat. §309.53](#)
- Most recent board-reviewed (or managing group if applicable) financial statements, description of internal controls over business expenditures and outcomes of grant funds, if awarded, and evidence of exemption

The submission of inaccurate or misleading information may be grounds for disqualification from the grant contract agreement award and may subject an organization to suspension or debarment proceedings, as well as other remedies available to the State, by law.

Based on Minn. Stat. §16B.981/[Chapter 62 - MN Laws](#), Article 7, Section 11, Subd. 3-5 establishes the authority for a granting agency to:

- Provide or require enhanced grant oversight
- Request additional information from a potential grantee to determine whether there is a substantial risk that the potential grantee cannot or would not perform the required duties of the grant agreement.
 - The potential grantee has 30 business days to respond
- Develop a plan to address the risk or concerns identified
- Not award the grant.
 - The granting agency must provide notice of this determination to not award the grant to the grantee and the Commissioner of Administration.
 - The notice must include the following:
 - The reason for postponing/not awarding the grant
 - The timeline for the process for contesting the agency's decision

Please note, only awarded applicants will be required to fill out the below referenced forms.

- Exhibit C: Performance Capacity
- Exhibit D: Certification that no current principals have been convicted of a felony financial crime in the last ten years
- Exhibit E: Evidence of Good Standing
- Exhibit F: Nonprofit grantee as applicable

Audits

Per [Minn. Stat. § 16B.98](#) Subdivision 8, the grantee's books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the granting agency and either the legislative auditor or the state auditor, as appropriate. This requirement will last for a minimum of six years from the grant agreement end date, receipt, and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

Affirmative Action and Non-Discrimination requirements for all Grantees:

- A. The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified. [Minn. Stat. §363A.02](#). The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.
- B. The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment,

advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. [Minnesota Rules, part 5000.3500](#).

- C. The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

Voter Registration Requirement:

The grantee will comply with [Minn. Stat. § 201.162](#) by providing voter registration services for its employees and for the public served by the grantee.

Exhibit A: Application evaluation scoresheet

A 100 – point scale will be used to evaluate eligible applications and develop final recommendations.

Evaluation Category	Maximum Points
Overall project: Project has clearly defined purpose, scope, community need and specific goals, tasks that describe how those objectives will be met, a realistic timeframe, and a budget that includes reasonable and cost-effective expenses. An implementation project is contained in an existing plan.	20
Use of climate data: Project as detailed in the application effectively incorporates consideration of the following as part of the planning and/or implementation work proposed: <ul style="list-style-type: none"> a) Current climate trends and projections of future climate conditions (using MN CLIMAT) and how the impacts are anticipated to affect the general location of the local jurisdiction for the proposed planning; and/or how the specific action(s) to be implemented will be resilient and increase the resilience of the community to those conditions, as applicable; AND/OR b) The amounts and relative contributions of local greenhouse gas (GHG) emissions for categories of emissions generating activities in the local jurisdiction as relates to the proposed planning; and/or the relative significance of the specific local GHG emissions reductions anticipated to result from the action(s) proposed for this project, as applicable. 	15
EJ areas of concern: Project encompasses in its scope, is located in, and/or will yield benefits for the underserved communities within the areas(s) of concern for environmental justice (EJ). The project benefits the EJ communities. If there is potential for harm, the project will alleviate it.	10
Engagement and involvement: Project seeks to involve a broad array of community residents, organizations, and institutions in the local jurisdiction’s efforts to address climate change, and/or project seeks to implement an action contained in a local jurisdiction’s existing plan that was developed involving a broad array of community residents, organizations, and institutions. If the geographic area includes or affects EJ area(s) of concern, the project seeks to give, or has already given these communities a collaborative voice in decision-making through substantive engagement.	15
Co-benefits for lasting impact: Project as detailed in the application is well-structured to provide co-benefits to the community that help ensure a lasting impact (e.g., planning project also will: meet application requirements for an identified funding opportunity, assign direct responsibility / timeline for implementation of included actions, include follow up adding budget line items to implement all or parts of the plan, identify actions that advance equity in the community; OR implementation project also will: reduce local non-GHG pollutants, provide a widely used community amenity not just for protection from extreme weather, achieve local energy independence, provide peak power shaving, increase transportation accessibility, increase access to healthy food, reduce energy bills).	10
Barriers and challenges: Project appears well-positioned to overcome potential barriers and challenges to achieve a successful outcome.	10
Metrics: Project application has identified metrics to measure project success. For a planning project, either an intended process or the specific metrics for tracking future implementation of actions in the plan are described. For an implementation project, positive environmental and/or human health outcomes expected to result from the project are detailed.	10
Experience and qualifications: Organizations and specific individuals that will do the work on the project are qualified for their roles with the knowledge, skills, abilities, and partnerships to carry out the project successfully.	10
Total	100

Exhibit B: Technical assistance for applicants

Following are technical assistance resources for applicants proposing to develop or update an action plan. These include: (1) examples of actions implemented and plans developed by local communities in Minnesota and elsewhere, and (2) examples of the type of greenhouse gas (GHG) emissions data that will be provided at no cost to applicable grantees if the data are needed to carry out the proposed grant activities.

Minnesota adaptation and resilience planning tools

Climate Adaptation Framework – Menu of Climate Adaptation Strategies

This menu of Minnesota-specific climate resilience goals and strategies can be used by any community to identify opportunities to address the impacts of climate change now and for the future, improve public health, and expand the local economy.

- <https://static1.squarespace.com/static/53fbb928e4b0eafa4734317f/t/5b3514e8352f539721729033/1530205417980/paleBLUEdot+Menu+of+Adaptation+Strategies.pdf>

Minnesota greenhouse gas (GHG) mitigation planning tools

Regional Indicators Initiative

The Regional Indicators Initiative (RII) provides community-wide energy and GHG emissions data and tools to inform local climate planning and action. See municipal examples of the data that will be provided to applicable Tribal Nation, Regional Development Commission, County, City, Town, and Township grantees at no cost if needed to carry out the proposed grant activities through tasks included in the project workplan.

- <https://www.regionalindicatorsmn.com/city-summary>

Twin Cities Greenhouse Gas Inventory

The Metropolitan Council tool summarizes the sources of emissions by jurisdiction (cities and townships) and tracks how GHG emissions are changing over time.

- <https://metro council.org/Communities/Planning/Local-Planning-Assistance/Greenhouse-Gas-Inventory.aspx>

Minnesota GreenStep – Government Operations GHG Assessment Tool

Using the GreenStep Cities and Tribal Nations Step 4 and 5 metric worksheet, government operations data can be entered into the calculator for a basic assessment of greenhouse gas emissions.

- Guidance document: https://greenstep.pca.state.mn.us/sites/default/files/2023-11/CO2e_Govt_Operations_2024.pdf
- Step 4 and 5 Workplan: <https://greenstep.pca.state.mn.us/media/426>

Minnesota combined GHG mitigation and resilience resources

Minnesota Gold Leaf Challenge

Supports communities (local/Tribal/regional governments, neighborhoods, districts, etc.) with the pathways and tools for taking 44 high-priority, high-impact local climate action (mitigation, planning, adaptation, and community connectedness).

- <https://greenstep.pca.state.mn.us/page/gold-leaf-program>

Minnesota Sustainability Index

Provides an overview of governmental units in Minnesota who have analyses, goals, and/or plans related to climate, energy, and equity. The index includes local, Tribal, regional, and statewide examples and hyperlinks to materials.

- <https://greenstep.pca.state.mn.us/page/minnesota-sustainability-index>

Minnesota municipal, Tribal, and regional climate action plan examples

Climate Action Plans for the Cities of Albert Lea, Burnsville, Faribault, and Maplewood

- <https://palebluedot.llc/mpca-4-city-adaptation>

Saint Paul Climate Action & Resilience Plan: A Framework for our Community to Address the Impact of Climate Change

- <https://www.stpaul.gov/sites/default/files/Media%20Root/Mayor%27s%20Office/Saint%20Paul%20Climate%20Action%20%26%20Resilience%20Plan.pdf>

Minneapolis Climate Equity Plan

- https://www2.minneapolismn.gov/media/content-assets/www2-documents/government/MPLS-CEP_Report-2023-Digital.pdf

1854 Treaty Authority: Climate Adaptation Plan (Bois Forte, Grand Portage, and Fond du Lac)

- [https://www.1854treatyauthority.org/images/ClimateAdaptationPlan_Final-July_2016-optimized\(1\).pdf](https://www.1854treatyauthority.org/images/ClimateAdaptationPlan_Final-July_2016-optimized(1).pdf)

Region Nine Development Commission: Climate Change Vulnerability Assessment & Adaptation Plan

- <https://www.rndc.org/what-we-do/economic-development/climate-change-vulnerability-assessment-adaptation-plan/>

Resources applicable to Minnesota communities from EPA and other states and Tribal entities

EPA Local Action Framework: A Guide to Help Local Communities Achieve Energy and Environmental Goals (and links to other resources, tools, and policies under Local Topics in the left menu bar)

- <https://www.epa.gov/statelocalenergy/local-action-framework-0>

Great Lakes Integrated Sciences and Assessments (GLISA)

Adaptation actions (e.g., Vulnerability Assessments or Funding) that cities have created to adapt and prepare for the impacts of climate change.

- <https://glisa.umich.edu/resources-tools/leading-by-example/>

Sustainable Jersey Guide for Sustainable Energy Communities, Community Energy Plan Workplan Template, and Model Community Energy Plan (Gotham Township NJ)

Municipal climate planning and project development information, including a model plan.

- https://www.sustainablejersey.com/fileadmin/media/Actions_and_Certification/Actions/Energy/SJ_Sustainable_Energy_Communities_Guide10_2021.pdf
- https://www.sustainablejersey.com/fileadmin/media/Actions_and_Certification/Actions/Energy/Community_Energy_Plan_Workplan_Template10_2021.pdf
- https://www.sustainablejersey.com/fileadmin/media/Actions_and_Certification/Actions/Energy/Model_Community_Energy_Plan_for_GOTHAM_TOWNSHIP_June_2023.pdf

Sustainable Concord (MA): Climate Action and Resilience Plan

- <https://concordma.gov/DocumentCenter/View/25318/Sustainable-Concord-Climate-Action-and-Resilience-Plan-2020?bidId=>

Adaptation Planning Toolkit: Institute for Tribal Environmental Professionals (ITEP)

A collection of templates and other resources to assist Tribes in their climate change adaptation planning process. The materials provided are not "one-size-fits-all" solutions, and users are encouraged to modify the materials to better represent the needs and priorities of their own Tribe.

- <https://www7.nau.edu/itep/main/tcc/Resources/adaptation>

Exhibit C: Performance capacity

INSTRUCTIONS: Please respond to these performance capacity questions as required by 16B.981 Subd. 2 (1) and as part of the response to this Grant Request for Proposal.

- a) Please describe your history of performing the work that will be funded by the grant:
 - This includes describing your organization's current staffing and current budget.

- b) Have you been awarded or have an active grant from The Minnesota Pollution Control Agency in the past 5 years?
 - No
 - Yes

Exhibit D: Certification: No conviction of a felony financial crime by a principal

INSTRUCTIONS: Grant applicant must certify to this condition required under this Grant Request for Proposal.

Please sign below to finalize response and submit this document as part of the grant application materials/response to the Grant Request for Proposal.

Please upload or attach an organizational chart or list of principals that you are certifying for below. 16B.981 Subd. 2 (6) requires that no current principals of a grantee have been convicted of a felony financial crime in the last 10 years. A principal is defined as a public official, a board member, or staff (paid or volunteer) with the authority to access funds provided by this grant opportunity or to determine how those funds are used.

By signing here, I warrant that no current principal of my organization has been convicted of a felony financial crime in the last 10 years.

I certify that this information is true, correct, and reliable.

The submission of inaccurate or misleading information may be grounds for disqualification from the grant contract agreement award and may subject me/my organization to suspension or debarment proceedings, as well as other remedies available to the State, by law.

Print Name	Signature	Title
Date		

Exhibit E: Evidence of good standing

INSTRUCTIONS: Potential grantee must certify that the organization has a status of “In Good Standing” with the Secretary of State as required by 16B.981 Subd. 2 (3) and as part of the response to this Grant Request for Proposal.

Is your organization (for-profit or nonprofit) registered with the Secretary of State and has a status of “In Good Standing”?

- Yes
- No

Exhibit F: Required nonprofit grantee documents as applicable

INSTRUCTIONS: Please answer the following questions and provide the requested information

1. Were you required to submit a 990 or a form 990-EZ for your organization's last fiscal year?

- Yes
- No

2. If you are exempt from filing or your organization has been in business for less than one year, please describe the internal controls you have over business expenditures and outcomes of the grant funds, if awarded. Examples of internal controls include but are not limited to: documented policies and procedures; segregation of duties such as having different staff who enter receivables versus those who post payments; using a payroll system; requiring usernames and passwords, along with appropriate levels of access to systems; supervisor review and approval of payments and timecards; and other internal controls to ensure compliance with laws and regulations and safeguard use of grant funds.

3. Are you a charitable organization that made over \$750,000 in your last fiscal year and were required to have an audited financial statement per MS 309.53?

- Yes
- No

Non-profit grant applicants may be required to submit the following documents, as applicable to the organization and as required by 16B.981 Subd. 2 (2) and Subd. 2 (5) as part of the pre-award risk assessment:

- Most recent 990 or Form 990-EZ filed with the IRS
- If not in existence long enough or not required to file Form 990, Form 990 EZ or most recent audit, the nonprofit grant applicant must:
 - Demonstrate exemption – i.e., Provide a copy of the IRS determination letter
 - Submit the most recent set of board-reviewed (or managing group if applicable) financial statements
- Most recent audit as required, under Section 309.53, Subdivision 3

**Falcon Heights Climate Plan
Draft Proposed Budget**

Mar-24

Task	Fee
Project Management	\$7,500
Coordinate meetings to checkin with staff	
Ensure project is on-time and on budget	
Prep for meetings with staff	
Manage meeting notes	
Catalyze scheduling meetings, worksessions and engagement	
Compile slides or other materials for Commission and Council worksessions and agenda meetings	
Research, Analysis & Info Gathering	\$8,500
Scan best practices from similar communities	
Review City existing conditions	
Meet with key staff and elected leaders to gather information	
Facilitate Regional Indicators Initiative Greenhouse Gas Inventory (Note: this will also necessitate a separate fee to LHB for their work to conduct the RII GHG Inventory ~\$3500 based on 2023 rates)	
Analyze GHG reduction scenarios based on data	
Commission/Council Facilitation	\$8,500
Design worksessions with staff guidance	
Facilitate worksessions with Commission and Council	
Provide overview of draft plan to Commission and Council	
Support staff conversations/communications with commissioners/councilors	
Assist with meetings for priority conversations requiring additional support or subject matter expertise	
Review proposed plan with Council/commission during worksession	
Present final plan during agend meeting with Council for review and approval	
Community/ Stakeholder Engagement	\$6,500
Draft survey	
Facilitate gathering input on survey	
Support staff with dissemination of survey	

Analyze survey results

Summarize results to present to Commission and Council

Writing the Climate Plan \$13,000

Draft plan outline to align on key priorities, goals and strategies with city leaders

Review outline with staff

Based on community input via survey and other methods, calibrate plan goals, strategic and actions

Incorporate best practices from other communities

Make edits to plan based on Commission/Council input

Finalization of Plan \$4,500

Light design/branding and formatting

Submit final deliverable to staff with light design and branding

Total \$48,500

CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION

April 10, 2024

No. 24-24

**RESOLUTION IN SUPPORT OF THE CITY OF FALCON HEIGHTS APPLYING FOR A
LOCAL CLIMATE ACTION GRANT FROM THE MINNESOTA POLLUTION CONTROL
AGENCY TO FUND A CLIMATE ACTION PLAN**

WHEREAS, in January 2023, the City of Falcon Heights declared a climate crisis with Resolution 23-04; and

WHEREAS, climate action planning is currently underway in Ramsey County, the MET Council, the University of Minnesota, and many other units of local government in the Twin Cities; and

WHEREAS, the City of Falcon Heights acknowledges the need for a well-planned transition to a clean energy economy and commits to working for a just transition and climate mobilization effort by moving forward to consider a City Climate Action Plan (CAP) with input from the residents, businesses, and non-profit entities in the community;

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

1. Support the application for a Local Climate Action grant from the Minnesota Pollution Control Agency to fund a climate action plan for the City of Falcon Heights.
2. Authorize the Mayor and City Administrator to execute all necessary documents.

ADOPTED by the Falcon Heights City Council this 10th day of April, 2024

Moved by:

Approved by: _____

Randall C. Gustafson
Mayor

GUSTAFSON ___ In Favor
MEYER
LEEHY ___ Against
WASSENBERG
MIELKE

Attested by: _____

Jack Linehan
City Administrator

BLANK PAGE

Meeting Date	April 10, 2024
Agenda Item	Consent G4
Attachment	Resolution 24-25
Submitted By	Kelly Nelson Administrative Services Director / Deputy Clerk

Item	Grant Application for grant funds through University of MN Good Neighbor Fund
Description	<p>Staff recently learned of a grant opportunity through the University of Minnesota Good Neighbor Fund, which helps provide funds to make communities adjacent to the campus more vital, secure and vibrant. The funds, if received, would be used to purchase outdoor sports equipment including a badminton/volleyball net, a four-square net, soccer goals, bocce set, and accessories such as rackets and various equipment. The City will test out free recreation nights at Curtiss Field this summer as a way of reducing financial barriers and allowing access to outdoor recreational programming to all residents. With grant funding, the City would be able to purchase equipment in order to offer a variety of sports, rotating them from week to week. The City would then like to offer some of these same recreation opportunities at Community Park once the new building is constructed. Grant applications are due on April 22nd with notifications announced on May 31st. The grant funding, if received, would be split between two payments; the first would be the week of June 16th and the final check would be upon the completion of the project.</p> <p>While there is no match, the City is expected to contribute to the project, which would come in the form of paying recreation staff. The City also budgeted \$5,000 in 2024 to add a TBD amenity at Curtiss Field.</p> <p>Staff has mentioned this grant opportunity to the Parks and Recreation Commission, who are in support of this grant application, and how the grant funds would be utilized.</p> <p>Staff is still completing the application. Therefore, the exact dollar amount to be requested is not yet known. The ask will range between \$5,000 and \$8,000, which is in line with projects typically funded by this grant. The City may be asked to cover the costs and then be reimbursed, depending on the timeline.</p>
Budget Impact	The total grant funds requested will not exceed \$8,000.

Attachment(s)	Resolution 24-25
Action(s) Requested	Staff recommends Council give approval to apply for the 2024 University of Minnesota Good Neighbor Fund and give Staff authority to purchase sporting equipment if grant funds are received. The grant funds requested will not exceed \$8,000.

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

April 10, 2024

No. 24-25

**RESOLUTION IN SUPPORT OF THE CITY OF FALCON HEIGHTS APPLYING FOR
GRANT FUNDS THROUGH THE UNIVERSITY OF MINNESOTA GOOD NEIGHBOR
FUND**

WHEREAS, the University of Minnesota Good Neighbor Fund provides grant funds to make communities adjacent to the campus more vital, secure and vibrant; and

WHEREAS, the University of Minnesota Good Neighbor Fund has a total of approximately \$90,000 in grant funds to award in 2024; and

WHEREAS, the City of Falcon Heights will offer free outdoor recreation this summer from Curtiss Field to reduce the financial burden of recreational programs to residents; and

WHEREAS, the City of Falcon Heights hopes to offer similar free outdoor recreation opportunities at Community Park in the future ; and

WHEREAS, the City of Falcon Heights would like to apply for the University of Minnesota Good Neighbor Fund grant funds to purchase a variety of outdoor sporting equipment not to exceed \$8,000, if selected.

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

1. Support the grant application for the University of Minnesota Good Neighbor Fund.
2. Allow Staff to execute all necessary documents and purchase outdoor sports equipment, if selected to receive grant funds.

ADOPTED by the Falcon Heights City Council this 10th day of April, 2024.

Moved by:

Approved by: _____

Randall C. Gustafson
Mayor

GUSTAFSON ___ In Favor
MEYER
LEEHY ___ Against
WASSENBERG
MIELKE

Attested by: _____

Jack Linehan
City Administrator

BLANK PAGE

Meeting Date	April 10, 2024
Agenda Item	Consent G5
Attachment	Application and Resolution 24-26
Submitted By	Elke van der Werff, Administrative & Communications Coordinator

Item	Appointment of Denise King to the Community Engagement Commission
Description	<p>City staff and the current chairperson of the Community Engagement Commission (CEC) interviewed Denise King for the CEC.</p> <p>Denise has extensive experience working as a business and marketing manager for 3M, but she is currently looking for a new employment opportunity. She is a newer resident of Falcon Heights and wants to get more involved in the community by helping to bridge gaps between underrepresented voices and local government.</p>
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • Commission Application • Resolution 24-26 Appointment of Denise King to the Community Engagement Commission
Action(s) Requested	Staff recommends approval of attached resolution appointing Denise King to the Community Engagement Commission

From: [Falcon Heights, MN](#)
To: [FH Mail](#)
Subject: *NEW SUBMISSION* City Commission Application
Date: Tuesday, March 19, 2024 9:28:02 AM

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

City Commission Application

Submission #: 3075877
IP Address: 73.65.69.209
Submission Date: 03/19/2024 9:27
Survey Time: 11 minutes, 26 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

03/19/2024 09:15 AM

Full Name

Denise King

Full Address

1655 Garden Ave
Falcon Heights, MN 55113
United States

Phone

Additional Phone

Email

How Long At Above Address?

1 year, 11 Months

In Which Capacity Would You Like to Serve?

I would like to support community engagement with planning events, encouraging civic engagement and connecting our residents with one another and the city government. I can also attend events, door knock, and do additional outreach to support activities and opportunities for Falcon Heights neighbors to be informed about our city and connect with others.

What is the Reason You Would Like to Serve?

I am interested in continuing the strong connections our neighbors have, engaging new neighbors and supporting community involvement. I also want to better understand community issues, crime prevention and awareness as well as our efforts toward human rights awareness & social justice.

List Prior (Previous) Public Service

I do not have public service experience, however, would be excited to learn from my peers and grow in this experience!

Other Relevant Background (Other Comments)

I have experience working as a business manager and marketing manager for 3M. I am also a Dunwoody Alumni Association board member. Past experience includes volunteerism. (LinkedIn profile showing professional experience and education summary here: <https://www.linkedin.com/in/denisekingmn>.)

Thank you,

Falcon Heights, MN

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

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

April 10, 2024

No. 24-26

**RESOLUTION APPOINTING DENISE KING 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 Denise King 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 Denise King to the Falcon Heights Community Engagement Commission is approved and adopted by the City Council of the City of Falcon Heights.

ADOPTED by the Falcon Heights City Council this 10th day of April, 2024

Moved by:

Approved by: _____
Randall C. Gustafson
Mayor

GUSTAFSON _____ In Favor
LEEHY
MEYER _____ Against
WASSENBERG
MIELKE

Attested by: _____
Jack Linehan
City Administrator

BLANK PAGE



Meeting Date	April 10, 2024
Agenda Item	Policy H1
Attachment	Bid Tabulation, Resolution
Submitted By	Jennifer Lowry, Interim City Engineer

Item	Accept Project Bids for the 2024 Sanitary Sewer Lining Project																						
Description	<p>The City of Roseville and the City of Falcon Heights cooperated on the rehabilitation of various sanitary sewer lines throughout both cities. The project installed Cast-In-Place Pipes (CIPP) within existing sewer lines using trenchless installation to minimize excavation costs and service disruption. Council approved a construction cooperative agreement with the City of Roseville for this project on February 14, 2024.</p> <p>Roseville opened bids on March 21, 2024. The bids were above the engineer’s estimate and, per the terms of the Construction Cooperation Agreement, Falcon Heights City Council approval of bids is needed for bids greater than 20% over the engineer’s estimate.</p> <p>Three qualified bids were received. The bid summary is below and the full abstract is included as an attachment. Falcon Heights portion of the base bid and total bid are noted in parentheses.</p> <table border="1" data-bbox="363 1276 1481 1629"> <thead> <tr> <th>CONTRACTOR</th> <th>BASE BID</th> <th>ALTERNATE 1 BID</th> <th>BASE+ALT 1 TOTAL</th> </tr> </thead> <tbody> <tr> <td>Hydro-Klean, LLC</td> <td>\$1,086,352.30 (FH \$267,255.70)</td> <td>\$21,500.00</td> <td>\$1,107,852.30 (FH \$267,255.70)</td> </tr> <tr> <td>Insituform Technologies USA, LLC</td> <td>\$1,325,074.36</td> <td>\$31,136.73</td> <td>\$1,356,211.09</td> </tr> <tr> <td>SAK Construction, Inc</td> <td>\$1,397,346.50</td> <td>\$33,776.50</td> <td>\$1,431,123.00</td> </tr> <tr> <td><i>Engineers Estimate</i></td> <td><i>\$743,580.00</i> <i>(FH \$197,370.00)</i></td> <td><i>\$3,225.00</i></td> <td><i>\$746,805.00</i> <i>(FH \$197,370.00)</i></td> </tr> </tbody> </table> <p>Of the three bids received, the apparent lowest responsible bidder was Hydro-Klean, for base bid + alternate 1 in the amount of \$1,107,852.30. The low bid is approximately 48% over the engineer’s estimate. After reviewing the bids and engineer’s estimate, staff believe the bid is a good bid with fair prices since the three bids are close to each other. This type of project was last bid in November of 2021 and staff had used unit prices from that bid in the estimate. After talking with the contractor and other cities, this type of work has seen significant</p>			CONTRACTOR	BASE BID	ALTERNATE 1 BID	BASE+ALT 1 TOTAL	Hydro-Klean, LLC	\$1,086,352.30 (FH \$267,255.70)	\$21,500.00	\$1,107,852.30 (FH \$267,255.70)	Insituform Technologies USA, LLC	\$1,325,074.36	\$31,136.73	\$1,356,211.09	SAK Construction, Inc	\$1,397,346.50	\$33,776.50	\$1,431,123.00	<i>Engineers Estimate</i>	<i>\$743,580.00</i> <i>(FH \$197,370.00)</i>	<i>\$3,225.00</i>	<i>\$746,805.00</i> <i>(FH \$197,370.00)</i>
CONTRACTOR	BASE BID	ALTERNATE 1 BID	BASE+ALT 1 TOTAL																				
Hydro-Klean, LLC	\$1,086,352.30 (FH \$267,255.70)	\$21,500.00	\$1,107,852.30 (FH \$267,255.70)																				
Insituform Technologies USA, LLC	\$1,325,074.36	\$31,136.73	\$1,356,211.09																				
SAK Construction, Inc	\$1,397,346.50	\$33,776.50	\$1,431,123.00																				
<i>Engineers Estimate</i>	<i>\$743,580.00</i> <i>(FH \$197,370.00)</i>	<i>\$3,225.00</i>	<i>\$746,805.00</i> <i>(FH \$197,370.00)</i>																				

	<p>inflation over the last two years, similar to other industries. The City of Roseville has reduced the length of their pipe being lined to meet their budget requirements. Hydro-Klean has agreed to honor their unit prices despite the reduction in scope.</p> <p>Staff recommends Falcon Heights' budget be amended and the bids be accepted for the Falcon Heights 1.18 miles of pipe to remain in the contract as planned. A revised base bid + alternate 1 total would be \$856,543.90 of which an estimated \$267,255.70 would be funded by Falcon Heights.</p>
Budget Impact	<p>Originally \$250,000 was budgeted for this project, including the engineering costs. Engineering costs are per the Joint Powers Agreement are anticipated to be around \$5,000.</p> <p>The revised estimated award amount of \$267,255.70 plus \$5,000 in engineering costs will be paid using Sanitary Sewer Utility funds.</p>
Attachment(s)	<ul style="list-style-type: none"> • Bid Tabulation • Resolution 24-27
Action(s) Requested	<p>Motion to approve Resolution 24-27, accepting the project bid from Hydro-Klean and authorizing a budget amendment of \$25,000 increase in costs from the Sanitary Sewer Fund.</p>

Bid Abstract for 2024 Sanitary Sewer Lining Project 24-06

Report Date Bid Release Bid Opening
 3/21/2024 2/28/2024 3/21/2024

Base Bid					Engineer's Estimate		Hydro-Klean LLC		Insituform Technologies USA, LLC		SAK Construction, LLC	
Line	Number	Description	Unit	Quantity	Estimated Price	Estimated Total	Price	Total	Price	Total	Price	Total
1	2104.602/00001	REMOVE PROTRUDING SERVICE CONNECTION	E A	5	\$250.00	\$1,250.00	\$300.00	\$1,500.00	\$407.87	\$2,039.35	\$400.00	\$2,000.00
2	2503.602/00001	REOPEN SANITARY SERVICE CONNECTION	EA	500	\$20.00	\$10,000.00	\$50.00	\$25,000.00	\$59.37	\$29,685.00	\$25.00	\$12,500.00
4	2503.603/01308	LINING SEWER PIPE 8" EASEMENT	L F	2,580	\$22.00	\$56,760.00	\$36.30	\$93,654.00	\$40.48	\$104,438.40	\$51.00	\$131,580.00
5	2503.603/28008	LINING SEWER PIPE 8"	L F	17,043	\$20.00	\$340,860.00	\$34.30	\$584,574.90	\$39.64	\$675,584.52	\$38.50	\$656,155.50
6	2503.603/28010	LINING SEWER PIPE 10"	L F	2,256	\$27.50	\$62,040.00	\$39.10	\$88,209.60	\$60.45	\$136,375.20	\$54.00	\$121,824.00
7	2503.603/28012	LINING SEWER PIPE 12"	L F	3,776	\$45.00	\$169,920.00	\$47.20	\$178,227.20	\$57.66	\$217,724.16	\$59.00	\$222,784.00
8	2503.603/01312	LINING SEWER PIPE 12" EASEMENT	L F	700	\$47.00	\$32,900.00	\$49.20	\$34,440.00	\$49.67	\$34,769.00	\$60.50	\$42,350.00
9	2503.603/28015	LINING SEWER PIPE 15"	L F	1,397	\$50.00	\$69,850.00	\$57.80	\$80,746.60	\$89.09	\$124,458.73	\$149.00	\$208,153.00
Base Bid Totals						\$743,580.00		\$1,086,352.30		\$1,325,074.36		\$1,397,346.50
Line	Number	Description	Unit	Quantity	Estimated Price	Estimated Total	Price	Total	Price	Total	Price	Total
10	2503.603	LINING SEWER PIPE 27"	L F	43	\$75.00	\$3,225.00	\$500.00	\$21,500.00	\$724.11	\$31,136.73	\$785.50	\$33,776.50
Alternate 1 Totals						\$3,225.00		\$21,500.00		\$31,136.73		\$33,776.50
TOTALS												
BASE BID						\$743,580.00		\$1,086,352.30		\$1,325,074.36		\$1,397,346.50
ALTERNATE BID 1						\$3,225.00		\$21,500.00		\$31,136.73		\$33,776.50
BASE BID + ALTERNATE BID 1						\$746,805.00		\$1,107,852.30		\$1,356,211.09		\$1,431,123.00

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

April 10, 2024

No. 24-27

**RESOLUTION ACCEPTING PROJECT BID FOR THE
2024 SANITARY SEWER LINING PROJECT**

WHEREAS, the City of Falcon Heights entered into a Construction Cooperation Agreement with the City of Roseville pursuant to Minnesota Statute § 471.59 for the design and construction of the 2024 Sanitary Sewer Lining Project Project; and

WHEREAS, pursuant to advertisement for bids for the 2024 Sanitary Sewer Lining Project, bids were received on Thursday, March 21, 2024, at 9:00 a.m., opened, and tabulated according to the law, and the following bids received complied with the advertisement:

CONTRACTOR	BASE BID	ALTERNATE 1 BID	BASE+ALT 1 TOTAL
Hydro-Klean, LLC	\$1,086,352.30	\$21,500.00	\$1,107,852.30
Insituform Technologies USA, LLC	\$1,325,074.36	\$31,136.73	\$1,356,211.09
SAK Construction, Inc	\$1,397,346.50	\$33,776.50	\$1,431,123.00
<i>Engineers Estimate</i>	<i>\$743,580.00</i>	<i>\$3,225.00</i>	<i>\$746,805.00</i>

WHEREAS, Roseville has reduced their scope to meet their budget requirements with a revised contract total of \$856,543.90; and

WHEREAS, pursuant to the Construction Cooperation Agreement, Falcon Heights City Council’s acceptance of the bid is needed for the City of Roseville to award due to the bid being greater than 20% over the engineer’s estimate; and

WHEREAS, the apparent lowest responsible bidder is Hydro-Klean, LLC, of Roseville, Minnesota, at the tabulated revised price of \$856,543.90, and a cost to Falcon Heights of \$267,255.70.

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

1. The Mayor and City Administrator are hereby authorized to accept project bids and direct the City of Roseville to enter into a contract with Hydro-Klean, LLC, for \$856,543.90 in accordance with the Construction Cooperation Agreement and the plans and specifications thereof, heretofore approved by the City Council and on file in the office of the City Administrator.

2. The 2024 Budget and the Sanitary Sewer Fund 601 are hereby amended to increase by \$25,000.00.

ADOPTED by the Falcon Heights City Council this 10th day of April, 2024

Moved by:

Approved by: _____
Randy Gustafson
Mayor
April 10, 2024

GUSTAFSON ___ In Favor
LEEHY
MEYER ___ Against
WASSENBERG
MIELKE

Attested by: _____
Jack Linehan
City Administrator
April 10, 2024

BLANK PAGE

Meeting Date	April 10, 2024
Agenda Item	Policy H2
Attachment	Bid Tabulation, Resolution
Submitted By	Jennifer Lowry, Interim City Engineer

Item	Accept Project Bid for the 2024 Pavement Management Project, RV 24-04.																																
Description	<p>On November 15, 2023, City Council approved the Construction Cooperation Agreement with the City of Roseville and ordered the preparation of a feasibility report for the 2024 Pavement Management Program, RV 24-04, to include the Falcon Heights portion of Roselawn Avenue, from Snelling Avenue to Hamline Avenue for improvements. On December 27, 2023, the feasibility report was received by City Council. A public hearing for the assessments was held on January 10, 2024. The plan and specifications were approved and advertisement for bid was ordered on February 28, 2024.</p> <p>Roseville opened bids on March 28, 2024. The bids were below the engineer's estimate and per the terms of the Construction Cooperation Agreement the base bid can be awarded without further action by Falcon Heights City Council. However, Falcon Heights City Council acceptance of the bid is needed to award the alternate 1 bid for the proposed sidewalk repairs on the south side of Roselawn Avenue. Six qualified bids were received. The bid summary is below and the full abstract is included as an attachment. Falcon Heights portion of the base bid and total bid are noted in parentheses.</p> <table border="1" data-bbox="522 1346 1333 1906"> <thead> <tr> <th>CONTRACTOR</th> <th>BASE BID</th> <th>ALTERNATE BID</th> <th>BID TOTAL (BASE + ALT BID)</th> </tr> </thead> <tbody> <tr> <td>GMH Asphalt Corporation</td> <td>\$2,738,000.97 (FH \$90,463.55)</td> <td>\$16,535.00</td> <td>\$2,754,535.97 (FH \$106,998.55)</td> </tr> <tr> <td>Eureka Construction, Inc.</td> <td>\$2,816,703.30</td> <td>\$18,610.00</td> <td>\$2,835,313.30</td> </tr> <tr> <td>OMG Midwest Inc. dba Minnesota Paving & Materials</td> <td>\$3,011,886.22</td> <td>\$16,017.15</td> <td>\$3,027,903.37</td> </tr> <tr> <td>S.M. Hentges & Son, Inc.</td> <td>\$3,130,954.80</td> <td>\$18,220.00</td> <td>\$3,149,174.80</td> </tr> <tr> <td>Bituminous Roadways, Inc.</td> <td>\$3,172,203.31</td> <td>\$15,395.00</td> <td>\$3,187,598.31</td> </tr> <tr> <td>Dresel Contracting, Inc</td> <td>\$3,283,873.11</td> <td>\$18,193.75</td> <td>\$3,302,066.86</td> </tr> <tr> <td><i>Engineer's Estimate</i></td> <td><i>\$3,133,734.50</i> (FH \$93,571.75)</td> <td><i>\$27,525.00</i></td> <td><i>\$3,161,259.50</i> (FH \$121,096.75)</td> </tr> </tbody> </table>	CONTRACTOR	BASE BID	ALTERNATE BID	BID TOTAL (BASE + ALT BID)	GMH Asphalt Corporation	\$2,738,000.97 (FH \$90,463.55)	\$16,535.00	\$2,754,535.97 (FH \$106,998.55)	Eureka Construction, Inc.	\$2,816,703.30	\$18,610.00	\$2,835,313.30	OMG Midwest Inc. dba Minnesota Paving & Materials	\$3,011,886.22	\$16,017.15	\$3,027,903.37	S.M. Hentges & Son, Inc.	\$3,130,954.80	\$18,220.00	\$3,149,174.80	Bituminous Roadways, Inc.	\$3,172,203.31	\$15,395.00	\$3,187,598.31	Dresel Contracting, Inc	\$3,283,873.11	\$18,193.75	\$3,302,066.86	<i>Engineer's Estimate</i>	<i>\$3,133,734.50</i> (FH \$93,571.75)	<i>\$27,525.00</i>	<i>\$3,161,259.50</i> (FH \$121,096.75)
CONTRACTOR	BASE BID	ALTERNATE BID	BID TOTAL (BASE + ALT BID)																														
GMH Asphalt Corporation	\$2,738,000.97 (FH \$90,463.55)	\$16,535.00	\$2,754,535.97 (FH \$106,998.55)																														
Eureka Construction, Inc.	\$2,816,703.30	\$18,610.00	\$2,835,313.30																														
OMG Midwest Inc. dba Minnesota Paving & Materials	\$3,011,886.22	\$16,017.15	\$3,027,903.37																														
S.M. Hentges & Son, Inc.	\$3,130,954.80	\$18,220.00	\$3,149,174.80																														
Bituminous Roadways, Inc.	\$3,172,203.31	\$15,395.00	\$3,187,598.31																														
Dresel Contracting, Inc	\$3,283,873.11	\$18,193.75	\$3,302,066.86																														
<i>Engineer's Estimate</i>	<i>\$3,133,734.50</i> (FH \$93,571.75)	<i>\$27,525.00</i>	<i>\$3,161,259.50</i> (FH \$121,096.75)																														

	<p>Staff has reviewed the bid submittals and recommends the contract be awarded to the lowest responsible bidder, GMH Asphalt Corporation.</p> <p>The alternate bid of \$16,535 to replace the sidewalk along Roselawn is recommended as part of the award. Most sidewalk replacement is done by our Public Works staff in-house, but our staff time and materials cost would likely exceed this bid proposal based on the scope of the replacement.</p> <p>Staff recommends accepting the base bid and alternate 1. Council may choose to accept or deny alternative 1.</p>										
Budget Impact	<p>This project has the following funding sources from the State, City and property owners along the project:</p> <ul style="list-style-type: none"> • Assessments levied in accordance with the City’s assessment policy. • Municipal State Aid (MSA) funding through the State of Minnesota’s gas tax. • Street infrastructure funds. Note that if alternative 1 is accepted, the sidewalk repairs would be funded by the Local Street Fund. <table style="margin-left: 40px; border-collapse: collapse;"> <tr> <td style="padding-right: 20px;">Assessments:</td> <td style="text-align: right;">\$ 28,871.35</td> </tr> <tr> <td>Local Street Fund (Base Bid):</td> <td style="text-align: right;">\$ 30,796.10</td> </tr> <tr> <td>Local Street Fund (Alt 1):</td> <td style="text-align: right;">\$ 16,535.00</td> </tr> <tr> <td><u>MSA (gas tax):</u></td> <td style="text-align: right;"><u>\$ 30,796.10</u></td> </tr> <tr> <td>Total Funding Estimate:</td> <td style="text-align: right;">\$106,998.55</td> </tr> </table> <p>Upon completion of the project a final assessment roll will be prepared and brought back to Council.</p>	Assessments:	\$ 28,871.35	Local Street Fund (Base Bid):	\$ 30,796.10	Local Street Fund (Alt 1):	\$ 16,535.00	<u>MSA (gas tax):</u>	<u>\$ 30,796.10</u>	Total Funding Estimate:	\$106,998.55
Assessments:	\$ 28,871.35										
Local Street Fund (Base Bid):	\$ 30,796.10										
Local Street Fund (Alt 1):	\$ 16,535.00										
<u>MSA (gas tax):</u>	<u>\$ 30,796.10</u>										
Total Funding Estimate:	\$106,998.55										
Attachment(s)	<p>Bid Tabulation Resolution 24-28</p>										
Action(s) Requested	<p>Accept project bid from GMH Asphalt Corporation for the 2024 Pavement Management Project to, for Base Bid and Alternate 1 in the amount of \$2,754,535.97.</p>										

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

April 10, 2024

No. 24-28

**RESOLUTION ACCEPTING PROJECT BID FOR THE
2024 PAVEMENT MANAGEMENT PROJECT**

WHEREAS, the City of Falcon Heights entered into a Construction Cooperation Agreement with the City of Roseville pursuant to Minnesota Statute §471.59 for the design and construction of the 2024 Pavement Management Project;

WHEREAS, pursuant to advertisement for bids for the 2024 Pavement Management Project, including the proposed improvement of Roselawn Avenue, from Snelling Avenue to Hamline Avenue;

WHEREAS, bids were received on Thursday, March 28, 2024, at 9:00 a.m., opened, and tabulated according to the law, and the following bids were received complying with the advertisement:

CONTRACTOR	BASE BID	ALTERNATE BID	BID TOTAL (BASE + ALT BID)
GMH Asphalt Corporation	\$2,738,000.97 (FH \$90,463.55)	\$16,535.00	\$2,754,535.97 (FH \$106,998.55)
Eureka Construction, Inc.	\$2,816,703.30	\$18,610.00	\$2,835,313.30
OMG Midwest Inc. dba Minnesota Paving & Materials	\$3,011,886.22	\$16,017.15	\$3,027,903.37
S.M. Hentges & Son, Inc.	\$3,130,954.80	\$18,220.00	\$3,149,174.80
Bituminous Roadways, Inc.	\$3,172,203.31	\$15,395.00	\$3,187,598.31
Dresel Contracting, Inc	\$3,283,873.11	\$18,193.75	\$3,302,066.86
<i>Engineer's Estimate</i>	<i>\$3,133,734.50 (FH \$93,571.75)</i>	<i>\$27,525.00</i>	<i>\$3,161,259.50 (FH \$121,096.75)</i>

WHEREAS, the apparent lowest responsible bidder is GMH Asphalt Corporation, of Chaska, Minnesota, at the tabulated price of \$2,728,000.97 for the base bid and \$16,535.00 for Alternate 1, totaling \$2,754,535.97, and a cost to Falcon Heights of \$106,998.55;

WHEREAS, Falcon Heights City Council’s acceptance of the bid is needed for the City of Roseville to award the alternate 1 bid for the proposed sidewalk repairs on the south side of Roselawn Avenue;

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

1. The Mayor and City Administrator are hereby authorized to accept project bids and direct the City of Roseville to enter into a contract with GMH Asphalt Corporation, for \$2,754,535.97 in accordance with the Construction Cooperation Agreement and the plans and specifications thereof, heretofore approved by the City Council and on file in the office of the City Administrator.

ADOPTED by the Falcon Heights City Council this 10th day of April, 2024

Moved by:

Approved by: _____
Randy Gustafson
Mayor
April 10, 2024

GUSTAFSON ___ In Favor
LEEHY
MEYER ___ Against
WASSENBERG
MIELKE

Attested by: _____
Jack Linehan
City Administrator
April 10, 2024

BLANK PAGE



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	April 10, 2024
Agenda Item	Policy H3
Attachment(s)	Resolution
Submitted By	Jack Linehan, City Administrator

Item	Appointment of 2024/2025 State Fair Task Force																		
Description	<p>From June through December of 2023, a task force of residents analyzed our policies and procedures surrounding the Minnesota State Fair and provided recommendations for improvements to the City Council. This task force was temporary and expired on December 31, 2023.</p> <p>On February 14th, 2024, the City Council approved the formulation of an updated task force to continue the work of the previous residents. The task force is scheduled to meet monthly or as needed through December 31, 2025.</p> <p>The following members have expressed interest in participating in the 2024/2025 Task Force:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Name</th> <th style="width: 50%;">Neighborhood</th> </tr> </thead> <tbody> <tr> <td>Jennifer Johnson</td> <td>Northome</td> </tr> <tr> <td>Alice Hausman</td> <td>Snelling-Larpenteur SW Corner</td> </tr> <tr> <td>Mona McGarthwaite*</td> <td>Northome</td> </tr> <tr> <td>Ricé Davis*</td> <td>Northome</td> </tr> <tr> <td>Tom Brace*</td> <td>Northome</td> </tr> <tr> <td>Georgiana May*</td> <td>Northome</td> </tr> <tr> <td>Jennifer Paulus*</td> <td>Fairview, Lindig, Tatum (FLT)</td> </tr> <tr> <td>Nicole Porter</td> <td>Hollywood Ct.</td> </tr> </tbody> </table> <p><i>*Denotes 2023 Task Force Members</i></p> <p>It is recommended that the City Council authorize the appointment of these members to begin the Task Force in April. The Task Force is authorized up to 10 members, so if more applications arrive the City Council can appoint additional members on a continuing basis.</p>	Name	Neighborhood	Jennifer Johnson	Northome	Alice Hausman	Snelling-Larpenteur SW Corner	Mona McGarthwaite*	Northome	Ricé Davis*	Northome	Tom Brace*	Northome	Georgiana May*	Northome	Jennifer Paulus*	Fairview, Lindig, Tatum (FLT)	Nicole Porter	Hollywood Ct.
Name	Neighborhood																		
Jennifer Johnson	Northome																		
Alice Hausman	Snelling-Larpenteur SW Corner																		
Mona McGarthwaite*	Northome																		
Ricé Davis*	Northome																		
Tom Brace*	Northome																		
Georgiana May*	Northome																		
Jennifer Paulus*	Fairview, Lindig, Tatum (FLT)																		
Nicole Porter	Hollywood Ct.																		
Budget Impact	N/A																		
Attachment(s)	<ul style="list-style-type: none"> • Resolution 24-29 																		
Action(s) Requested	Staff recommends the City Council motion to approve the appointment of the listed member to the State Fair Policy and Procedures Review Task Force.																		

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

April 10, 2024

No. 24-29

**RESOLUTION APPOINTING 2024-2025 STATE FAIR POLICIES AND PROCEDURES
REVIEW TASK FORCE**

WHEREAS, the Council established the Falcon Heights State Fair Policies and Procedures Review Task Force on February 8, 2023;

WHEREAS, the Falcon Heights State Fair Policies and Procedures Review Task Force members were appointed by the Council on June 14, 2023;

WHEREAS, the Falcon Heights State Fair Policies and Procedures Review Task Force met bi-weekly through the State Fair in order to make immediate recommendations to improve the residents' experience during the 2023 State Fair;

WHEREAS, the Council adopted the Falcon Heights State Fair Policies and Procedures Review Task Force's report of recommendations and next steps as final at the Council meeting on January 10, 2024, including to continue the efforts with a new Task Force in 2024;

WHEREAS, the Council approved the creation of the 2024-2025 State Fair Policies and Procedures Review Task for on February, February 14th with Resolution 24-12;

WHEREAS, the 2024-2025 Falcon Heights State Fair Policies and Procedures Review Task will meet monthly or as needed to review the necessary policies in 2024 and 2025 with a sunset date of December 31, 2025 unless extended by the City Council;

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

Appointment of the following name(s) to the Falcon Heights State Fair Policies and Procedures Review Task Force for 2024-2025:

1. Jennifer Johnson
2. Alice Hausman
3. Mona McGarthwaite
4. Ricé Davis
5. Tom Brace
6. Georgiana May
7. Jennifer Paulus

8. Nicole Porter

ADOPTED by the Falcon Heights City Council this 10th day of April, 2024

Moved by:

Approved by: _____

Randy Gustafson
Mayor

GUSTAFSON _____ In Favor
LEEHY
MEYER _____ Against
WASSENBERG
MIELKE

Attested by: _____

Jack Linehan
City Administrator

BLANK PAGE

Meeting Date	April 10, 2024
Agenda Item	Policy H4
Attachment	Resolution 24-30
Submitted By	Hannah Lynch, Community Development Coordinator

Item	Support of Application for the Livable Communities Act Pre-Development Grant for Amber Flats
Description	<p>Livable Communities Act (LCA) grants are awarded to participating cities and townships in the seven-county metro region that are partnering with development teams on projects. Through nine different grant programs, LCA grants help communities achieve development goals that create more housing choice, support living wage job creation, and connect jobs, housing, and regional amenities to create a more equitable region.</p> <p>Pre-development grants are for teams who are defining or redefining a project that will support Livable Communities and Thrive MSP 2040 goals.</p> <p>Pre-Development Goals</p> <ul style="list-style-type: none"> • Add new housing types and create affordable housing. Priority for projects with deep affordability and/or serving populations who have barriers to finding housing • Create or preserve long-term living wage jobs or support economic opportunity for people experiencing the most economic hardships • Increase density on the site and make it easier for people to travel between housing, jobs, services, and amenities • Minimize climate impact by reducing greenhouse gas emissions and conserving natural resources • Further equity outcomes by fostering regional connections, mitigating climate impacts and implicit bias, removing barriers to access affordable housing, creating living wage jobs, and supporting the creation of small businesses owned and operated by a historically marginalized population <p>Buhl Investors is seeking \$300,000 in funding under this solicitation for Amber Flats, a 96-unit affordable apartment building that is proposed to be located directly to the west of the existing Amber Union Apartments. As developers are unable to apply directly for LCA grants, this would be a pass-through grant where the City would apply on behalf of Buhl Investors.</p>

Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • Resolution 24-30 - Supporting Application for LCA Pre-Development Grant for Amber Flats
Action(s) Requested	Staff recommends adoption of the following motion: Motion to approve Resolution 24-30 supporting application for LCA Pre-Development Grant for Amber Flats.

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

April 10, 2024

No. 24-30

**RESOLUTION SUPPORTING APPLICATION FOR THE LIVABLE COMMUNITIES ACT
PRE-DEVELOPMENT GRANT FOR AMBER FLATS**

WHEREAS, Livable Communities Act (LCA) grants are awarded to participating cities and townships in the seven-county metro region that are partnering with development teams on projects; and

WHEREAS, LCA grants help communities achieve development goals that create more housing choice, support living wage job creation, and connect jobs, housing, and regional amenities to create a more equitable region; and

WHEREAS, Buhl Investors is seeking funding for a potential project for an affordable housing apartment building (Amber Flats) consisting of 96-units; and

WHEREAS, this development is to be located directly to the west of 1667 Snelling Avenue, Ramsey County Tax Parcels 212923110029 and 212923110028; and

WHEREAS, the City of Falcon Heights is required to apply for these grant funds on behalf of Buhl Investors; and

WHEREAS, a resolution of support from the City of Falcon Heights is a necessary step in the application for the grant funds.

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

1. That the City fully supports and will apply on behalf of Buhl Investors for the LCA Pre-Development grant for the development of affordable housing at the property west of 1667 Snelling Avenue, Ramsey County Tax Parcels 212923110029 and 212923110028.

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

Moved by:

GUSTAFSON

LEEHY

MEYER

WASSENBERG

MIELKE

_____ In Favor

_____ Against

Approved by: _____

Randall C. Gustafson

Mayor

Attested by: _____

Jack Linehan

City Administrator