

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

**AGENDA**  
June 12, 2024 at 7:00 P.M.

- A. CALL TO ORDER:
- B. ROLL CALL: GUSTAFSON\_\_\_\_ LEEHY\_\_\_\_ MEYER \_\_\_\_  
  
WASSENBERG \_\_\_\_ MIELKE\_\_\_\_  
  
STAFF PRESENT: LINEHAN\_\_\_\_
- C. APPROVAL OF AGENDA
- D. PRESENTATION
  - 1. Tubman Legal Services
- E. APPROVAL OF MINUTES:
  - 1. April 27, 2024 City Council Retreat Minutes
  - 2. May 8, 2024 City Council Special Workshop Meeting Minutes
  - 3. May 22, 2024 City Council Regular Meeting Minutes
- F. PUBLIC HEARINGS:
- G. CONSENT AGENDA:
  - 1. General Disbursements through 6/5/24: \$115,016.35
    - a. Payroll through 5/31/24: \$25,967.86
    - b. Wire Payments through 5/31/24: \$16,217.11
  - 2. Restoration of Falcon Heights Monument and Gazebo
  - 3. Accept Grant Funds from the University of Minnesota Good Neighbor Fund
  - 4. Accept Donation of a Little Free Library from Viking Materials
  - 5. Senior Maintenance Worker Dean Pope - Six-Month Step Adjustment
  - 6. Community Development Coordinator Hannah Lynch - 18-Month Step Adjustment
  - 7. Pay Request #2 - Larpenteur Streetlighting Project - Forest Lake Contracting
  - 8. Appointment of Tom Prather to the State Fair Task Force
- H. POLICY ITEMS:
- I. INFORMATION/ANNOUNCEMENTS:
- J. COMMUNITY FORUM:  
*Please limit comments to 3 minutes per person. Items brought before the Council will be referred for consideration. Council may ask questions for clarification, but no council action or discussion will be held on these items.*
- K. ADJOURNMENT:

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**CITY OF FALCON HEIGHTS**  
City Council Retreat  
City Hall  
2077 West Larpenteur Avenue

**MINUTES**  
April 27, 2024  
9:00 A.M. - 4:00 P.M.

- A. CALL TO ORDER: 9:00 AM
  
- B. ROLL CALL:           GUSTAFSON\_X\_ LEEHY\_\_\_  
                              MEYER\_X\_ WASSENBERG\_X\_ MIELKE\_X\_  
  
STAFF PRESENT:       LINEHAN\_X\_ NELSON\_X\_ CALLAHAN\_X\_ OLSON\_X\_  
                              LANDBERG\_X\_ LYNCH\_X\_ VAN DER WERFF\_X\_  
                              TRETSVEN\_X\_ SIMONS\_X\_ POPE\_X\_
  
- C. AGENDA:
  - I.     **Introduction/Overview of Meeting - Mayor and City Administrator Linehan**
  
  - II.    **ThirdSphere DEI&B Training for Council and Staff**  
Jonathan Stuart and Ramon Pastrano from ThirdSphere provide a workshop focused on continuing the DEI&B training. The workshop builds off prior topics discussed at previous trainings.
  
  - III.   **Break**
  
  - IV.   **Updates from City Staff**
    - a. Administration - Administrative Services Director Kelly Nelson
    - b. Finance - Finance Director Roland Olson / Accountant Alyssa Landberg
    - c. Public Works - Public Works Director Colin Callahan
    - d. Parks & Recreation - Administrative Services Director Kelly Nelson
      - i. Parks and Recreation Commission
    - e. Communications - Administrative & Communications Coordinator Elke van der Werff
      - i. Community Engagement Commission
    - f. Planning & Zoning - Community Development Coordinator Hannah Lynch
      - i. Environment Commission
      - ii. Planning Commission
  
  - V.     **Lunch break**
  
  - VI.    **City Administrator and Council Topics/Priorities**
    - a. **Discuss Priorities and Consider for Future Workshops:**

- i. Assessment Policy
- ii. Rental Protections / Multi-family Outreach Efforts
- iii. Plowing / Alleyway Consideration
- iv. Larpenteur / Snelling Corridor Study
- v. Police Services
- vi. 75th Anniversary Planning
- vii. Garbage & Recycling Services
- viii. Code / Ordinance Updates
- ix. Parkway Trees

## **VII. Adjournment**

Deputy Clerk Nelson shares the administrative accomplishments for 2023, they include:

- Officially closed on the purchase of Community Park in May
- Hired WSB and HCM Architects to help the City navigate the Community Park renovation
- Formed a State Fair Task Force and assisted in implementing recommendations.
- Awarded the contract and completed the 2023 Pavement Management Program (PMP) and the additional Ruggles Pathway project.
- Brought in ThirdSphere as consultants to support the City's Diversity, Equity, Inclusion and Belonging (DEI+B) efforts with both staff and residents
- Awarded contract for Larpenteur Avenue lighting (work to be completed this year)
- Updated the Personnel Policy and Administrative Manual
- Finalized ARPA Fund Utilization Plan
- Made improvements in communications to increase awareness of important city updates.
- Grant Success
- Successfully transitioned PW Director's retirement and hired three new full-time employees (33% of staff)
- Issued a total of 542 permits

She then shares the administrative goals for 2024, which are:

- Finalize long-term solutions for police services
- 2024 Capital Program
- Community Park
- 2024 PMP
- Larpenteur Street Lights installation
- Continue work on DEI Initiatives & Cultivating a Caring Community
- Break ground and frame up the new Community Park building before winter
- Secure grant funding for Community Park Playground
- Develop a staff retention plan and begin work on a 2025 compensation & benefits study
- Launch an e-license renewal process to streamline license renewals

Finance Director Olson provides an overview of the 2023 accomplishments in finance:

- 2022 Annual Financial Audit and ACFR
  - 2 minor comments from GFOA ACFR reviewers
- 2022 Worker's Compensation Audit
- City Budget for 2024 Workshop Budget Worksheets
- Assisted in Setting Tax Levy for 2024
- State Auditor's Office Required Reports Annually
  - Budget Summary
  - Financial Statement Summary
  - Tax Increment Reporting
  - Lobbying Report
- Other Required Reports
  - Department of Commerce Unclaimed Assets
  - MN Department of Labor and Industry
  - Quarterly Payroll Reports to IRS, State of MN, PERA, and ICMA

- MN Sales Tax Report

He continues with an overview of the 2024 goals in the Finance Department:

- Maintain Financial Sustainability for Future of City
- Maintain AAA Bond Rating
  - How do we do this?
- Maintain Compliance Requirements of State of MN
- Consistently Obtain Favorable Audit Results
- Maintain Positive Pay Security
  
- Accountant Landberg explains more about the investments.
- The City received \$338,078 in actual interest income in 2023.
- We also had a \$94,081 increase in the fair market value of our investments.
- With interest receivable included, this will be reflected as unrestricted investment earnings of \$523,123 for 2023.
- This differs from 2022 because that year we had an interest income of \$125,287, but a \$146,728 decrease in fair market value. With interest receivable included it was reflected as a loss of \$24,331 on the financial statements.
- This will change yearly depending on the fair market value calculations and interest income amounts.
  
- She also explains more about the debts.
- G.O. Improvement Bond 2017 (\$845,000) – Principal and interest payments will be complete in February 2025. \$130,000 principal and \$3,900 interest remaining. (Noncallable)
- G.O. Improvement Bond 2021 (\$665,000)– Principal and interest payments will be complete in February 2027. \$405,000 principal and \$16,200 interest remaining. (Noncallable)
- G.O. Improvement Bond 2023 (\$520,000)– Interest payments will begin in 2024, principal payments will begin in 2025, and principal and interest payments will be completed in February 2029. \$520,000 principal and \$81,007 interest remaining. (Callable)

The agenda gets slightly amended and Deputy Clerk Nelson will provide updates on the 2023 accomplishments and 2024 goals for staff and the Parks and Recreation Department and Commission, of which she is the liaison.

The 2023 Staff accomplishments are:

- Created an MN State Fair Resource Guide for residents, published online and in the weekly newsletter prior to the fair’s start, which reduced the volume of calls drastically from the previous year.
- AARP Tax-Aide appointments returned to Falcon Heights City Hall in 2023, with Staff taking tax appointments over the phone.
- Created a spreadsheet to help all staff communicate more effectively regarding City boulevard trees due to many resident inquiries about the boulevard trees.

The 2024 Staff goals are:

- Continue to apply for grants in 2024

- Community Park Building – submitted a 2024 Outdoor Recreation Grant application to the MN DNR on April 1, 2024.
- Applied for grant funds through the University of Minnesota Good Neighbor Fund on April 22, 2024.
- Applied for grant funds through AARP Community Challenge Grant in March 2024.
- Work with Adrian Neis, Fire Marshal, to develop a plan to stagger fire inspections of rental properties and businesses.

Nelson explains the 2023 accomplishments of the Parks and Recreation Department are:

- Parks Programming
  - Hired three seasonal staff and held soccer programming in the summer.
  - Surveyed parents at the end in order to make improvements to future programming.
  - Added two new classes: Breathwork and Neighborhood Workouts at Curtiss Field; Neighborhood Workouts was such a popular class in the summer that the instructor added fall classes.
- Parks and Rec Grants
  - Applied for and received park benches for Community Park and Curtiss Field through Active Living Ramsey Communities Be Active! Be Green! Bench Initiative.
  - Received a grant from the St. Paul Garden Club with the Monarch Joint Venture. Funds were used for plants to restore the pollinator habitat around the Community Park pond and to replace the educational signage around the pond.

The 2024 goals of the Parks and Recreation Department are:

- Parks Programming
  - Maintain enrollment numbers in existing City Hall classes and explore adding new classes once the Community Park building is constructed
  - Freshen summer programming to reach new households and generate excitement for future City programming in hopes of growing enrollment numbers.
  - Hire staffing that allows the City to expand the recreation opportunities this summer.

The Parks and Recreation Commission had the following accomplishments in 2023:

- Audited the parks to make a list of suggested improvements to be made and to budget for any needs (repairs or equipment) in 2024. This also led to equipment replacements in 2023 of soccer nets, basketball nets, tetherball, and basketballs.
- Had pickleball game lines painted on the court at The Grove and basketball game lines painted at Curtiss Field.
- Grew attendance at Spring Together and Ice Cream Social events over the previous year.
- Solicited public feedback regarding the Community Park renovation. This was done at a Parks and Recreation Commission Meeting and through a survey.

The Parks and Recreation Commission has the following goals for 2024:

- Develop a small-scale (fall) event

- Maintain attendance and momentum for City Events, by promoting and improving signage
- To have regular meetings of the PARC, having a quorum at least every quarter.
- Make an ice-skating decision for 2025 for all locations
- Analyze changes to the programming implemented
- Study and recommend amenities and improvements for Curtiss Field and Grove Parl.

City Administrator Linehan provides an overview of the 2023 accomplishments in the Public Works Department:

- Sanitary sewer cleaning was completed (West of Snelling)
- Spring, fall, and touch-up street sweeping during the summer season was completed
- The sewer lining project for 2023 was completed
- Worked with city Engineer and Northwest Asphalt on the 2023 PMP project.
- Updated lift station located at Larpenteur and Coffman
- Snow plowing and salting are done in-house.
- Inspect all outfall catch basins as part of MS-4 requirements
- Updated sanitary sewer maps
  - Attach addresses to factory taps into the city's main
- Sidewalk panel replacement in Northome
  - Approx. 354 feet

He continues by noting the 2024 goals for Public Works:

- Continue sanitary sewer lining project (1.3 miles of CIPP proposed)
- Cleaning of sanitary sewer system (East side of Snelling)
- Continue patching roads until they are scheduled for PMP
- Work with city Engineer and contractor on upcoming PMP project (Roselawn)
- Rehab storm water catch basins. 144 have been identified as needing repairs.
- Keep up with MS-4 requirements--inspecting in and outfall basins/storage ponds
- Street sweeping Spring and Fall and as needed
- Repair Falcon Heights city monuments
  - Sandblast/repaint/replace broken glass panels
- Continue sidewalk panel replacement throughout city
  - New in-house - Grinding offsets where appropriate
- Install 8 park benches received as part of the BeActive! BeGreen! Grant

Community Development Coordinator Lynch explains the 2023 accomplishments in planning and zoning:

- Grants
  - Ramsey County Critical Corridors Grant
    - \$50,000 toward the Larpenteur & Snelling Corridor Development Study
  - MPCA Brownfield Grant
    - Get Pressed - 1407 Larpenteur
    - No Cost Environmental Study
    - Work performed by MPCA contractors
    - Will be creating a Response Action Plan based on results
  - Amber Union DEED Grant closed out officially



- Code Enforcement
  - Junk cars finally removed from 1938 Roselawn after years
  - TV removed from yard of 1854 Howell
  - Ongoing clean up at 1407 Larpenteur

She continues to explain the 2024 goals in the department:

- Assist with moving 1407 Larpenteur forward – either toward clean up/demo or development
- Continue to assist with Amber Flats development
- Code Enforcement
  - Working on clean up of 1892 Albert
  - Clean up of 1407 Larpenteur / Broken window
  - Continue to monitor trash around City

Lynch is the liaison for both the Planning Commission and Environment Commission. The 2023 accomplishments and 2024 goals for the Environment Commission are:

2023 Accomplishments:

- Achieved Steps 4 & 5 in GreenStep Cities again
- Minnesota Cities Charging Smart Program (EV Smart) – Achieved bronze certification
- Partners in Energy program
- EV language in City Code

2024 Goals:

- Continue to work toward achieving Steps 4 & 5 – work on bringing up some numbers
- Partners in Energy program – draft Energy Action Plan and work toward implementation
- Climate Action Plan – Grant application submitted

The 2023 accomplishments and 2024 goals for the Planning Commission are:

2023 Accomplishments:

- Community Park Subdivision
- Conversations with neighbors about 1407 Larpenteur development
- Gibbs Farm PUD
- Amber Flats Development – 96 affordable housing units next to Amber Union
- Hollywood Court – Nightly permit parking

2024 Goals:

- Updates to City Code
- Complete the Larpenteur & Snelling Corridor Development Study
- Cannabis Licensing
- Gibbs Farm PUD – Get in front of City Council

Administrative and Communications Coordinator van der Werff ends the staff portion of the retreat with the 2023 accomplishments and 2024 goals for Communications.

2023 Accomplishments:

- Issued RFP for newsletter/printing services
- Increased social media engagement
- Published two printed newsletters

- Published two postcards
- Redesigned e-newsletter and increased subscriptions
- Created State Fair Resource webpage
- Started adding to the City Photo Archive

2024 Goals:

- Issue RFP for city website management
- Create a Communication Policy
- Publish a printed State Fair Guide and redesign the fall newsletter
- Create Short videos of City Staff and Elected Officials
- Continue to build the City Photo Archive
- Continue to increase social media accounts and identify other communication efforts
- Integrate local businesses into communications

She is the liaison for the Community Engagement Commission, and their accomplishments for 2023 and goals for 2024 are:

2023 Accomplishments:

- Gained 3 commissioners
- Collaborated with the International Institute on Winter Coat Drive
- Held joint meetings with the Parks and Rec Commission and focused on community outreach for city events and increased attendance for both Spring Together and Ice Cream Social
- Organized a Community Engagement Night in partnership with Third Sphere

2024 Goals:

- Retain commissioners
- Create an apartment outreach and engagement Plan
- Revitalize the Neighborhood Liaison Program
- Collaborate with a community organization on a Human Rights Day event

At this time, all Staff had presented accomplishments and goals with councilmembers. A short break was taken and then Administrator Linehan presented the following topics to City Council to further discuss at Council Workshops.

- Assessment Policy
- Rental Protections / Multi-family Outreach Efforts
- Plowing / Alleyway Consideration
- Larpenieur / Snelling Corridor Study
- Police Services
- 75th Anniversary Planning
- Garbage & Recycling Services
- Code / Ordinance Updates
- Parkway Trees

D. ADJOURNMENT: 4:05 p.m.

Councilmember motions to adjourn the retreat; approved 4-0.

*DISCLAIMER: City Council Retreats are held annually as an opportunity for Staff to present prior year achievements in their departments as well as outline their current goals to Council Members. And, it allows 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 should send them to [mail@falconheights.org](mailto:mail@falconheights.org) prior to the retreat. Alternatively, time is regularly allotted for public comment during Regular City Council Meetings (typically 2nd and 4th Wednesdays) during the Community Forum.*

Dated this 12<sup>th</sup> day of June, 2024

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Randall C. Gustafson, Mayor

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Jack Linehan, City Administrator

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

**MINUTES**

Wednesday, May 8, 2024  
7:30 P.M.

A. CALL TO ORDER: 7:42 PM

B. ROLL CALL: GUSTAFSON\_X\_ LEEHY\_X\_  
MEYER\_X\_ MIELKE\_X\_ WASSENBERG\_X\_

STAFF PRESENT: LINEHAN\_X\_ VAN DER WERFF\_X\_

C. POLICY ITEMS:

1. Larpenteur Street Lights Banner Discussion

Administrator Linehan explains the Larpenteur Avenue Street Light project is moving along faster than anticipated and staff has reached out to various companies regarding banner options. Mainstreet Designs Inc. provided some mock-ups and Staff is seeking direction for how to proceed with selecting a design for the new banners. There are 34 light poles and each will have banner arms. Staff presents proposed designs mocked up by Mainstreet as well as fabric samples.

The council discusses the presented images for the banners as well as the colors and fonts. They talk about the history of the logo and try to think of things that would identify the city on the banners. They bring up the idea of having a competition to have residents submit designs for banners and have that design used as a concept. Lastly, they further discuss the details of the competition. Council would like half of the banners to be simple banners with the Falcon Heights logo and the other half to feature a concept based on a resident-submitted design.

2. Future Agenda Items

For the June workshop, Administrator Linehan suggests discussing the assessment policy for the upcoming PMP and the longer term. He also wants to bring in bond consultants to discuss options for bonds for the Community Park building. Administrator Linehan explains MET Councilmember, and former Falcon Heights Mayor, Peter Lindstrom wants to meet with the Council. Councilmembers discuss the format of the meeting and decide on inviting Lindstrom to a workshop.

Councilmember Mielke wonders about bids for Community Park. Administrator Linehan notes the pricing will be known at a later date. Once that is known, it will be discussed with Council and the City will open up bids at a later date.

Councilmember Wassenberg wants to discuss creating tighter bonds between the councils of St. Anthony Village, Lauderdale and Falcon Heights.

Mayor Gustafson recommends the League of Local Governments as a great way to build relationships with other local government members. Another option is supporting other cities at their social events.

Administrator Linehan suggests he reaches out to the City Administrator of Lauderdale and City Manger of St. Anthony Village for ideas. He explains the schedule of future agenda items.

Councilmember Mielke wonders about a discussion for renters' rights. Administrator Linehan notes it could be talked about at a workshop in June or July.

Council asks about the weeds at Garden Avenue. Administrator Linehan explains, the City is holding the final payment until mitigated.

D. ADJOURNMENT: 8:49 PM

Councilmember Mielke motions to adjourn;  
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](mailto:mail@falconheights.org) prior to the meeting. Alternatively, time is regularly allotted for public comment during Regular City Council Meetings (typically 2nd and 4th Wednesdays) during the Community Forum.*

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Randall C. Gustafson, Mayor

Dated this 12<sup>th</sup> day of June, 2024

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Jack Linehan, City Administrator

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

**MINUTES**  
May 22, 2024 at 7:00 P.M.

- A. CALL TO ORDER: 7:02 PM
- B. ROLL CALL: GUSTAFSON\_X\_ LEEHY\_X\_ MEYER\_X\_  
WASSENBERG\_X\_ MIELKE\_X\_

STAFF PRESENT: NELSON\_X\_

- C. APPROVAL OF AGENDA

Councilmember Leehy motions to approve the agenda;  
Approved 4-0  
(Meyer was not yet present)

- D. PRESENTATION

- E. APPROVAL OF MINUTES:
  - 1. April 17, 2024 City Council Joint Town Hall Meeting Minutes
  - 2. April 18, 2024 City Council Joint Town Hall Meeting Minutes
  - 3. April 24, 2024 City Council Regular Meeting Minutes
  - 4. May 8, 2024 City Council Regular Meeting Minutes

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

- F. PUBLIC HEARINGS:

- G. CONSENT AGENDA:
  - 1. General Disbursements through 05/17/24: \$430,642.39  
Payroll through 5/15/24: \$24,273.99  
Wire Payments through 05/15/24: \$15,787.59
  - 2. Colin Callahan 12-Month Step Adjustment
  - 3. Summer Hours

Mayor Gustafson says that it was twelve months ago that Colin Callahan was changed over from Interim Public Works Director to Public Works Director and that reviews will be done on an annual basis. He's done a good job and has run a great department because his crew is also great. He adds that it's fitting that it's National Public Works week.



Mayor Gustafson then shares that City Hall will be closed in observance of Memorial Day on Monday, May 27<sup>th</sup>. It will reopen on Tuesday under summer hours, which means it will open one hour earlier and stay open one hour later Monday through Thursday from 7:30 AM to 5:00 PM and 8:00 AM to noon on Fridays. That will allow staff to have really nice 2.5-day weekends.

Wassenberg comments on the disbursements since that is a little larger figure than usual. One is that there are some expenses related to Community Park and another is for the wonderful new street lights along Larpenteur and Snelling. He says that's where some of the extra expense is coming from and then comments that the new lights look nice.

Mayor Gustafson says the lights were turned on for the first time on May 16<sup>th</sup>.

Wassenberg adds that they cast a nice light and are taller than he thought they might be; they are plenty tall.

Mayor Gustafson says that they will look very nice once the new banners are on them and they will dress up the corridor.

Leehy adds that staff sent word out to owners of different apartments and housing that if any residents had any concerns, they could reach out for adjustments.

Mayor Gustafson asks if the City heard from anybody.

Nelson says they did not.

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

#### H. POLICY ITEMS:

#### I. INFORMATION/ANNOUNCEMENTS:

Councilmember Mielke says that the Environment Commission met last week (on May 13) and discussed the Partners in Energy. The Energy Action Team program is underway. They talked about boulevard trees. The State Fair Task Force held its first meeting last week (on May 15) and Mielke attended to thank the old members and greet the new members. The Task Force will be picking up where Task Force 1.0 left off and are eager to meet with the State Fair CEO Renee Alexander. Mielke adds that one of the first things on the agenda is the pedicab ordinance that's been drafted. On Friday, Mielke was at the Capitol to support Representative Leigh Finke and the ERA bill, which didn't make it through the senate. Mielke spoke with Representative Hornstein ---he co-authored the bill asking the State Fair to submit a plan by August 1 to increase the use of transit for fairgoers -- and that passed. No bonding bills went forward so we did not get any bonding money for the Community Park. Yesterday, Mielke attended the grand opening of the Vail Place. Mielke says it's a pretty great program for adults with mental health needs and former Representative Mindy Greiling worked on this to get one opened in Ramsey County. It's on Dale and Iglehart in St. Paul. Mielke will turn the news release into an article for the newsletter.

Councilmember Meyer has no announcements.

Councilmember Leehy attended the Spring Together event, making it to the last half. Leehy is glad the weather cooperated and the turnout was good. Leehy heard good things from residents and adds that the Ramsey County Sheriff did a demo as well. Leehy shares that the Community Engagement Commission met on Monday (May 20) but was unable to attend but appreciates their work and that of the Parks Commission for bringing things to a conclusion with the Spring Together event and all of the work that went into it.

Councilmember Wassenberg seconds Leehy's remarks about Spring Together and thanks staff. He recognizes Eric Brenton from the Parks and Rec Commission who facilitated the open mic portion of the event.

Mayor Gustafson says that Spring Together was really fun and the attendance was great - - - maybe even the best attendance yet. He adds that the fire department was out there and kids were crawling all through the fire truck.

Councilmember Mielke adds that Xcel had a good boost for the Partners in Energy program. They will have lightbulbs at other events too.

Mayor Gustafson adds that Ice Cream Social will be coming up on Thursday, July 18<sup>th</sup> and we don't know where we are going to have it yet. But, mark the date and stay tuned for the location. He then adds that there was going to be a safe space at Luther Seminary but the Seminary backed out of the deal on Tuesday morning. The county is trying to find a new location for Safe Space.

Councilmember Mielke says that a resident mentioned the condition of the stoplights at Snelling and Larpenteur and the answer is that the county is responsible for lights on Larpenteur and the state is responsible for lights at Snelling and Larpenteur. Administrator Linehan said there's a rotation schedule and he will have our Public Works ask the county if they can bump up the lights on Larpenteur.

Mayor Gustafson says that the lights at Snelling and Larpenteur were redone within the last three to five years.

Councilmember Mielke says that the streetlights at Snelling and Arona look tough.

Mayor Gustafson says it is similar to the monuments. Until you looked closely at them, you didn't realize they were rusted. Public Works is going to sandblast them and get them ready.

Councilmember Leehy says the monument lighting will be improved as well.

Mayor Gustafson says that every thirty years, whether you need to or not, I guess you've got to put a coat of paint on something.

Councilmember Mielke adds that Gibbs Farm opens this weekend too for its summer season.

Mayor Gustafson cautions drivers to watch for kids at Cleveland and Larpenteur who may be excited to be there and not thinking about traffic safety. Speaking of safety, the Mayor urges residents to be mindful of crimes of convenience. Keep car doors locked and keep

your garage door down if you are out mowing in the backyard. An ounce of prevention prevents a lot of problems.

Staff person Nelson adds that Public Works is currently fabricating 32 steel frames for monument signs and mowing and weed-whipping, as needed.

Nelson thanks the Council, residents and commissioners for attending Spring Together and says that the location of the Ice Cream Social (either at City Hall or Community Park) will likely be known within the next couple of weeks. Save the date of Thursday, July 18. Nelson updates the Council on various grant applications that were submitted.

The City learned they were not selected to receive grant funds as part of the AARP Community Challenge Grant. The funds would have provided a wheeled pickleball net at The Grove. The AARP Community Challenge Grant had over 3,300 applicants.

The next grant to hear back from would be the University of Minnesota Good Neighbor Fund. The City applied for approximately \$7,300, which would be used to purchase various sports equipment with to use for summer programming at Curtiss Field. The City will likely know by the end of this month whether or not they were selected to receive those grant funds.

Lastly, Nelson shares an update on the MN Outdoor Recreation Grant through the DNR. The City requested \$350,000 with a 100% match to be used for a new playground at Community Park. The grant funds would allow the City to take the playground from accessible to inclusive. It would an expansion of the square footage, to select play structures to be more inclusive and then the largest component, which would be to add poured in place surfacing throughout, which alone accounts for an additional \$200K-\$300K. The City applied for the grant last year but didn't have estimates and was not as far along in the process. They were notified last year at the end of June that they were not selected so Nelson anticipates hearing around the end of June if we are grant fund recipients this year. Nelson reminds residents that City Hall will be closed on Monday for Memorial Day. When City Hall reopens on Tuesday, it will be under summer hours, opening for business at 7:30 AM.

Councilmember Leehy asks Nelson to share with residents what the City is thinking of for an inclusive playground.

Nelson says that they heard from residents that finding a fully enclosed playground is really difficult to find. One resident, in particular, drives to Stillwater to a park like this. Elopement issues can arise whether you have multiple children wanting to play on different play structures. So, enclosing the play area would benefit a lot of the population for different reasons. The City also wants the various play components together, not separated by abilities. These grant funds would also allow for a larger play structure / play space and to go from wood chips, which pass ADA Standards but Nelson isn't sure that's really our best option and that the City would love to do a poured-in-place option.

#### 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.*

Rice' Davis- 1407 California Ave. W.

Davis thanks the City, the Council, the Community Engagement Commission and the Parks and Rec Commission for their time and effort with Spring Together. Davis' grandchild liked the fire truck and the many treats. Davis appreciated the lights.

K. ADJOURNMENT: 7:27 PM

Councilmembers Leehy and Mielke motion to adjourn;  
Approved 5-0

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Randall C. Gustafson, Mayor

Dated this 12<sup>th</sup> day of June, 2024

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Jack Linehan, City Administrator

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<b>Meeting Date</b>	June 12, 2024
<b>Agenda Item</b>	Presentation D1
<b>Attachment</b>	Presentation
<b>Submitted By</b>	Jack Linehan, City Administrator

<b>Item</b>	Tubman Legal Services Presentation
<b>Description</b>	<p>Tubman Legal Services is a not-for-profit organization that serves Hennepin, Ramsey and Washington counties, offering pro-bono legal services for those experiencing trauma – particularly victims of relationship violence, sexual assault and more.</p> <p>Tubman Legal Services actively supports the Falcon Heights community and with the assistance of the City Prosecutor, helps victims of domestic violence navigate their way through the court system. They also help victims with the steps to filing orders of protection.</p> <p>Jennifer Dickinson, Director of Legal Services, will present an update on the organization’s recent activity.</p>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Presentation</li> </ul>
<b>Action(s) Requested</b>	No action is requested from the Council for this informational item.

# Tubman Services: A Year in Review

Jennifer Dickinson  
Director of Legal Services

# Tubman Services (How can we help?)

- Legal
- Safe at Home
- Lease breaking due to DV

**Falcon Heights \*Year in Review\***

**Other Tubman Services (Shelter/Housing, Clinical, Youth)**

**\*\*Each year, over 16,000 people of all ages, genders, and cultural backgrounds access Tubman services\*\***



# Tubman Legal Services

## Advocacy Services

- **Hennepin County Legal Advocacy**

- Civil Advocacy
- Criminal Advocacy (Crystal)

- **Suburban Ramsey County Legal Advocacy**

- Civil Advocacy
- Criminal Advocacy (IPV cases)

- **Washington County Legal Advocacy**

- Civil Advocacy
- Criminal Advocacy

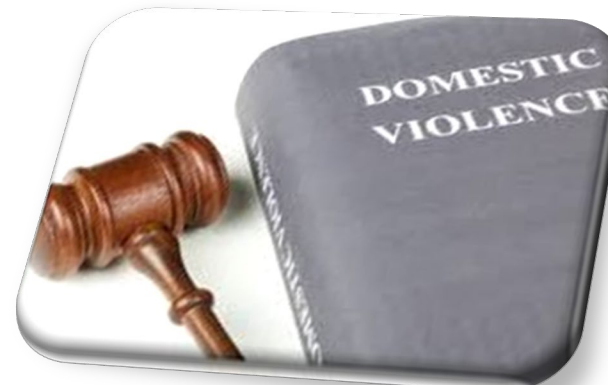
## Attorney Services

- **Safety Project**

- 30 Minute Clinics
- Representation

- **Family Law**

- 30 Minute Clinics
- Brief Services Clinics
- Representation



# Legal Advocacy

- ➔ Assist clients in Hennepin, Washington, and suburban Ramsey County
- ➔ Are a non-judgmental, confidential, person-centered resource
- ➔ Act as a bridge between the victim/survivors and the court systems
- ➔ Answer questions and provide support throughout court processes
- ➔ Are NOT attorneys and do not provide legal advice

# Other Legal Advocacy Items

## Safe at Home Address Confidentiality Program:

- Through Secretary of State's Office
- Many advocates are trained as Safe at Home Application Assistants throughout different teams in the agency



## Lease Breaking Assistance:

- Victims/survivors have the ability to break their lease if they are feeling unsafe. They need one of the following:
  - Protective Order
  - Something signed by a Court Official
  - Something signed by law enforcement
  - Statement by a qualified third party
- Do NOT need to give 30 days or 60 day notice



# Falcon Heights “Year in Review”

## Criminal/Civil Advocacy

- 7 criminal cases followed
- 3 cases not followed (non-IPV)
- 2 Orders for Protection granted
- 10 clients received information and support on the OFP process

## Safety Plans

- 7 safety plans developed with an advocate
- Other accessed Tubman services included shelter, attorney services, lease breaking, and Freedom Fund

## Total numbers

- 15 unique advocacy clients
- 69 total legal advocacy services provided
- An average of 5 services per client

# Challenges



- Lengthy court processes (often several continuances)
- Multiple, complex needs of the client/family
- Cannot follow all cases—need additional resources

# “Marie’s” Story

- Referred by law enforcement after being assaulted by her boyfriend
- Worked closely with her Tubman legal advocate to participate in the criminal court process
- Requested that the judge issue a DANCO
- Worked with her advocate to draft a letter to her landlord so she could move to safer housing
- Provided ongoing safety planning and resources, including access to Tubman’s Freedom Fund for rental assistance and food support



# Additional Tubman Programs

## **Shelter/Housing Services:**

- Harriet Tubman Center East
- Safe Journeys
- Community Based Supportive Housing

## **Clinical Services:**

- Billed to insurance, limited sliding fee scale options
- Several Available Groups
- Pieces of Peace Support Groups (No fee)

## **Youth and Young Adult Programs:**

- Movement for Violence Prevention (MVP)
- Voices in Prevention (VIP)
- Inspiring Youth
- Northstar Youth Outreach Center

## Sobering Domestic Violence Statistics:

- 39 people in the state of MN lost their lives due to domestic violence in 2023.
- 75% of people experiencing relationship violence are under the age of 25.
- 1 in 3 women and 1 in 6 men will experience relationship violence at some point in their lives.
- People who are most marginalized—Black, Indigenous, Asian, Latinx, and other people of color—are 30-50% more likely to experience domestic violence than white people.

**If you or someone you know is experiencing DV, please encourage them to reach out for help:**

**Tubman**

[www.tubman.org](http://www.tubman.org)

612-825-0000





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PACKET: 03109 MAY 21 PAYABLES  
 VENDOR SET: 01 City of Falcon Heights  
 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-03103	CANON FINANCIAL SERVICES					
I-32589756		COPIER CHARGE MAY	163.59			
5/21/2024	APBNK	DUE: 5/21/2024 DISC: 5/21/2024		1099: N		
		COPIER CHARGE MAY		101 4131-87010-000	CITY HALL MAINTENANCE	163.59
		=== VENDOR TOTALS ===	163.59			
=====						
01-03117	CITY OF LITTLE CANADA					
I-20575		1ST QTR BLDG INSPECTORE MILEA	399.32			
5/21/2024	APBNK	DUE: 5/21/2024 DISC: 5/21/2024		1099: N		
		1ST QTR BLDG INSPECTORE MILEAG		101 4117-81210-000	BUILDING INSPECTORS	399.32
		=== VENDOR TOTALS ===	399.32			
=====						
01-01012	COREMARK METALS					
I-5503345		STEEL ANGLE IRON	235.12			
5/21/2024	APBNK	DUE: 5/21/2024 DISC: 5/21/2024		1099: N		
		STEEL ANGLE IRON		101 4132-70120-000	SUPPLIES	235.12
		=== VENDOR TOTALS ===	235.12			
=====						
01-05008	HUMANA INSURANCE CO					
I-673999257		VISION JUNE	78.21			
5/21/2024	APBNK	DUE: 5/21/2024 DISC: 5/21/2024		1099: N		
		VISION JUNE		101 4112-89000-000	MISCELLANEOUS	78.21
		=== VENDOR TOTALS ===	78.21			
=====						
01-06024	ON SITE SANITATION					
I-1712112		PORTABLE TOILET COMM PARK	165.00			
5/21/2024	APBNK	DUE: 5/21/2024 DISC: 5/21/2024		1099: N		
		PORTABLE TOILET COMM PARK		601 4601-85080-000	PORTABLE TOILET PARKS	165.00
I-1712113		PORTABLE TOILET CURTISS PARK	165.00			
5/21/2024	APBNK	DUE: 5/21/2024 DISC: 5/21/2024		1099: N		
		PORTABLE TOILET CURTISS PARK		601 4601-85080-000	PORTABLE TOILET PARKS	165.00
		=== VENDOR TOTALS ===	330.00			

PACKET: 03109 MAY 21 PAYABLES  
VENDOR SET: 01 City of Falcon Heights  
SEQUENCE : ALPHABETIC  
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-06548		TOLL - GAS & WELDING SUPPLY				
-----						
I-10565891		OXYGEN OR WELDING	38.13			
5/21/2024	APBNK	DUE: 5/21/2024 DISC: 5/21/2024		1099: N		
		OXYGEN OR WELDING		101 4131-70110-000	SUPPLIES	38.13
		=== VENDOR TOTALS ===	38.13			
=====						
01-07069		VIKING AUTOMATIC SPRINKLER COM				
-----						
I-1025-f357928		SPRINKLERS INSPECTION	415.00			
5/21/2024	APBNK	DUE: 5/21/2024 DISC: 5/21/2024		1099: N		
		SPRINKLERS INSPECTION		101 4131-87010-000	CITY HALL MAINTENANCE	415.00
		=== VENDOR TOTALS ===	415.00			
=====						
01-05870		XCEL ENERGY				
-----						
I-202405218844		ELECTRIC	23.36			
5/21/2024	APBNK	DUE: 5/21/2024 DISC: 5/21/2024		1099: N		
		ELECTRIC		101 4141-85020-000	ELECTRIC/GAS	23.36
		=== VENDOR TOTALS ===	23.36			
		=== PACKET TOTALS ===	1,682.73			

PACKET: 03112 May 29 Payables  
VENDOR SET: 01 City of Falcon Heights  
SEQUENCE : ALPHABETIC  
DUE TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	-----ID----- -----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
422	BF					
I-202405298846		Fuel	600.30			
5/29/2024	APBNK	DUE: 5/29/2024 DISC: 5/29/2024		1099: N		
		Fuel		101 4141-74000-000	MOTOR FUEL & LUBRICANTS	204.23
		Fuel		101 4132-74000-000	MOTOR FUEL & LUBRICANTS	396.07
=== VENDOR TOTALS ===			600.30			
-----						
01-05153	HOME DEPOT CRC/GECF					
I-202405298847		Supplies	139.93			
5/29/2024	APBNK	DUE: 5/29/2024 DISC: 5/29/2024		1099: N		
		Sign Post		101 4131-70110-000	SUPPLIES	10.88
		Hose		203 4203-70100-000	SUPPLIES	49.98
		Blade		101 4131-70110-000	SUPPLIES	25.97
		Bag Toss Boards		101 4141-70100-000	SUPPLIES	12.54
		Shop Supplies		101 4131-70110-000	SUPPLIES	40.56
=== VENDOR TOTALS ===			139.93			
-----						
01-05582	MENARDS					
I-202405298848		Supplies	195.54			
5/29/2024	APBNK	DUE: 5/29/2024 DISC: 5/29/2024		1099: N		
		Trailer Lock		101 4132-70120-000	SUPPLIES	27.29
		Grinder Wheels		101 4131-70110-000	SUPPLIES	32.35
		Flag for Council Chambers		101 4131-70110-000	SUPPLIES	34.99
		Blade		101 4131-70110-000	SUPPLIES	19.98
		Shop Supplies		101 4131-70110-000	SUPPLIES	80.93
=== VENDOR TOTALS ===			195.54			
-----						
784	UPPER CUT TREE SERVICES					
I-5889		Grind and Clean Up Stumps	750.00			
5/29/2024	APBNK	DUE: 5/29/2024 DISC: 5/29/2024		1099: N		
		Grind and Clean Up Stumps		101 4134-84020-000	TREE REMOVAL	750.00
=== VENDOR TOTALS ===			750.00			
=== PACKET TOTALS ===			1,685.77			

PACKET: 03115 MAY 29 PAYABLES 2ND

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-20572589		EMERG LANDLINE MAY23-JUN22	114.45			
5/29/2024	APBNK	DUE: 5/29/2024 DISC: 5/29/2024		1099: N		
		EMERG LANDLINE MAY23-JUN22		101 4116-85010-000	TELEPHONE	114.45
		=== VENDOR TOTALS ===	114.45			
=====						
01-05380	BERGANKDV					
I-1230390		2023 AUDIT FINAL BILLING	15,195.00			
5/29/2024	APBNK	DUE: 5/29/2024 DISC: 5/29/2024		1099: N		
		2023 AUDIT FINAL BILLING		101 4113-80310-000	AUDIT	15,195.00
		=== VENDOR TOTALS ===	15,195.00			
=====						
01-05451	MADISON NATIONAL LIFE INS CO I					
I-1626955		LTD AND STD INS JUNE	129.71			
5/29/2024	APBNK	DUE: 5/29/2024 DISC: 5/29/2024		1099: N		
		LTD AND STD INS JUNE		101 4112-89000-000	MISCELLANEOUS	129.71
		=== VENDOR TOTALS ===	129.71			
=====						
01-05925	SECURIAN LIFE INSURANCE COMPAN					
I-84483451-00		MAY LIFE INSURANCE	313.24			
5/29/2024	APBNK	DUE: 5/29/2024 DISC: 5/29/2024		1099: N		
		MAY LIFE INSURANCE		101 4112-89000-000	MISCELLANEOUS	313.24
		=== VENDOR TOTALS ===	313.24			
		=== PACKET TOTALS ===	15,752.40			

PACKET: 03117 MAY 31 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
=====						
01-00265		AMERICAN ENVIRONMENTAL LLC				
I-3575		2024 JETTING SANITARY SEWER1/	30,625.79			
5/31/2024	APBNK	DUE: 5/31/2024 DISC: 5/31/2024		1099: N		
		2024 JETTING SANITARY SEWER1/2		601 4601-87100-000	TELEVISIONS AND JETTING	30,625.79
		=== VENDOR TOTALS ===	30,625.79			
=====						
01-00875		BHE COMMUNITY SOLAR, LLC				
I-12071150		SOLAR GARDEN ELECT APR	1,265.31			
5/31/2024	APBNK	DUE: 5/31/2024 DISC: 5/31/2024		1099: N		
		SOLAR GARDEN ELECT APR		101 4137-85025-000	SOLAR ELECTRIC	1,265.31
		=== VENDOR TOTALS ===	1,265.31			
=====						
01-05440		LOFFLER COMPANIES, INC				
I-4702126		COPIER CHARGES MAY	195.85			
5/31/2024	APBNK	DUE: 5/31/2024 DISC: 5/31/2024		1099: N		
		COPIER CHARGES MAY		101 4112-87000-000	REPAIR OFFICE EQUIPMENT	195.85
		=== VENDOR TOTALS ===	195.85			
		=== PACKET TOTALS ===	32,086.95			

PACKET: 03120 JUNE 5TH 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
=====						
01-05042	GERTENS					
I-B65758/1		BLVD TREE REPLACEMENT	374.00			
6/05/2024	APBNK	DUE: 6/05/2024 DISC: 6/05/2024		1099: N		
		BLVD TREE REPLACEMENT		101 4131-87010-000	CITY HALL MAINTENANCE	374.00
		=== VENDOR TOTALS ===	374.00			
=====						
01-05166	GRAINGER, W. W., INC.					
I-9135234970		METAL SCREWS-MONUMENTS	14.58			
6/05/2024	APBNK	DUE: 6/05/2024 DISC: 6/05/2024		1099: N		
		METAL SCREWS-MONUMENTS		419 4419-92008-000	CITY MONUMENT SIGNS	14.58
I-9135234988		METAL DRILLING SCREWS	18.18			
6/05/2024	APBNK	DUE: 6/05/2024 DISC: 6/05/2024		1099: N		
		METAL DRILLING SCREWS		419 4419-92008-000	CITY MONUMENT SIGNS	18.18
		=== VENDOR TOTALS ===	32.76			
=====						
01-05665	METROPOLITAN COUNCIL					
I-173647		JULY WASTE WATER SVC	63,338.36			
6/05/2024	APBNK	DUE: 6/05/2024 DISC: 6/05/2024		1099: N		
		JULY WASTE WATER SVC		601 4601-85060-000	METRO SEWER CHARGES	63,338.36
		=== VENDOR TOTALS ===	63,338.36			
=====						
01-06030	OLSON,ROLAND					
I-202406058849		MAY MILEAGE REIMBURSEMENT	63.38			
6/05/2024	APBNK	DUE: 6/05/2024 DISC: 6/05/2024		1099: N		
		MAY MILEAGE REIMBURSEMENT		101 4113-86010-000	MILEAGE	63.38
		=== VENDOR TOTALS ===	63.38			
		=== PACKET TOTALS ===	63,808.50			

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	3,349.23
01-1029	ELKE VAN DER WERFF	1,779.05
01-1136	ROLAND O OLSON	3,282.06
01-1162	ALYSSA LANDBERG	1,299.92
01-1028	HANNAH B LYNCH	2,944.55
01-1167	DAVID S SIMONS	1,893.91
01-1168	DEAN T POPE	1,725.88
01-1033	DAVE TRETSVEN	2,065.72
01-1143	COLIN B CALLAHAN	3,228.54

TOTAL PRINTED: 15 25,967.86

5-26-2024 5:09 PM

PAYROLL CHECK REGISTER

PAGE: 1

PAYROLL NO: 01 City of Falcon Heights

PAYROLL DATE: 5/26/2024

\*\*\* REGISTER TOTALS \*\*\*

REGULAR CHECKS:		
DIRECT DEPOSIT REGULAR CHECKS:	15	25,967.86
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
-----		
TOTAL CHECKS:	15	25,967.86

\*\*\* NO ERRORS FOUND \*\*\*

\*\* END OF REPORT \*\*



May 31 payroll

Fed With	9,086.18
St With	1,699.19
Pera	5,231.74
ICMA	200.00
	<u>-</u>
	16,217.11

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<b>Meeting Date</b>	June 12, 2024
<b>Agenda Item</b>	Consent G2
<b>Attachment</b>	Bids
<b>Submitted By</b>	Colin Callahan, Public Works Director

<b>Item</b>	Acceptance of Quotes for Monument Signs / Gazebo Repair
<b>Description</b>	<p>Two monument signs and one gazebo within Falcon Heights are in need of refurbishment. The two monuments are at the northeast corner of Larpenteur and Snelling and the gazebo is located at Curtiss Field. Both monuments and gazebo would be sandblasted and painted by ACS Inc. The estimate for this work to be completed is \$14,350</p> <p>New glass panels are also needed for the monuments, which will be purchased from Minneapolis Glass. The estimate for new glass panels is \$6,306.96</p> <p>Public Works will fabricate 32 new steel frameworks in-house to secure the glass to the monuments.</p>
<b>Budget Impact</b>	Up to \$30,000. The City budgeted \$40,000 for repairs in the capital budget.
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Bid from ACS Inc.</li> <li>• Bid from Minneapolis Glass</li> </ul>
<b>Action(s) Requested</b>	Staff recommends council authorize the City Administrator to execute the necessary contracts up to \$30,000 for repairing monuments and gazebo.



MINNEAPOLIS GLASS  
 9300 DECATUR DRIVE NORTH  
 BROOKLYN PARK, MN 55445  
 PHONE (763) 559-0635  
 TOLL FREE (877) 559-0635  
 WEBSITE: minneapolisglass.com

### QUOTATION PROPOSAL

QUOTE NO                      QUOTE DATE                      PAGE  
 152048                              5/2/24                              1

**CUSTOMER PO NUMBER**  
 CITY OF FALCON HEIGHTS  
 2077 LARPEN TEUR AVE WEST

**S** 999981  
**H** CITY OF FALCON HEIGHTS  
**I** \*\*CC AT TIME OF ORDER\*\*  
**P** 2077 LARPEN TEUR AVE WEST  
 FALCON HEIGHTS , MN 55113  
**T**  
**O**

**S**  
**O** CITY OF FALCON HEIGHTS  
**L** \*\*CC AT TIME OF ORDER\*\*  
**D** 2077 LARPEN TEUR AVE WEST  
 FALCON HEIGHTS , MN 55113  
**T**  
**O**

Entered By:    RONM

### WE PROPOSE TO FURNISH MATERIALS AND/OR LABOR AS FOLLOWS:

						SHIP VIA	SHIP DATE
						WILL CALL	5/24/24
ENTRY #	WIDTH X HEIGHT	UNIT	QTY ORDERED	TOTAL SQFT	EACH PRICE	EXTENDED	

**IF YOU WOULD LIKE TO ORDER WE DO REQUIRE PAYMENT AT TIME OF ORDER. 100% DEPOSIT IS REQUIRED**

27009999	MISCLAMI						
	1/2" STARFIRE LAMINATED ANN. W/WHITE INTERLAYER 1/4" STAR AN/						
	15V0FPW 15CL / 1/4" STAR AN						
	1	17" 1/2 X 23" 1/2	Ea. Net	38	190.00	140.63	5343.94
950	SURCHARGE						
	ENERGY SURCHARGE %						
	995	X	Net%	1	0.00	467.59	467.59

QUOTE GOOD FOR 30 DAYS

Total Pieces : 38                      SUBTOTAL:                      5811.53  
 TAX:                                      495.43  
 TOTAL:                                    **6306.96**

**Minneapolis Glass Cancellation policy: Custom glass orders that have been released to production are not able to be cancelled, changed, refunded, refused, and/or credited.**



5/21/24

City of Falcon Heights  
Attn: Colin Callahan  
[Colin.callahan@falconheights.org](mailto:Colin.callahan@falconheights.org)  
651-468-7106

Colin,

Thanks for the opportunity to bid on your painting needs. The following is the quote you requested. If you have any questions or would like to schedule the work, please give me a call.

DESCRIPTION	PRICE
MAIN SIGN HORIZONTAL (additional yellow lettering)	\$5100
SIGN AT CURTISS FIELD	\$4500
MONUMENT/GAZEBO	\$4750

Color: TBD

Price includes all time and materials to blast, prep, prime, and paint. Prep would include spot blasting of rusted areas on signs and gazebo, and hand and power sanding. Prime with a rust-inhibitive epoxy primer and paint with a 2-part high solids polyurethane. The inner panels & glass of the sign are to be removed & replaced by others.

Sincerely,

Andi Edgar

**Mail to:**  
2258 Terminal Rd.  
Roseville MN. 55113

**Office:**(651)-221-0050 **Fax:**(651)-224-8077  
[www.4acs.pro](http://www.4acs.pro)  
[Andi@4acs.pro](mailto:Andi@4acs.pro)

**Ship to:**  
2258 Terminal Rd.  
Roseville MN. 55113

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<b>Meeting Date</b>	June 12, 2024
<b>Agenda Item</b>	Consent G3
<b>Attachment</b>	Resolution 24-35
<b>Submitted By</b>	Kelly Nelson, Administrative Services Director

<b>Item</b>	Accepting Grant Funds from University of Minnesota Good Neighbor Fund
<b>Description</b>	The University of Minnesota Good Neighbor Fund provides grant funds to make communities adjacent to the campus more vital, secure and vibrant. In 2024, there was approximately \$90,000 in grant funds available and the City applied for a portion of these funds. On June 3, 2024, the City of Falcon Heights learned that they were a recipient of the Good Neighbor Fund grant and will be awarded \$7,298.81 to purchase summer rec programming equipment.
<b>Budget Impact</b>	The donation will be applied to the Parks and Rec Programming Fund (201).
<b>Attachment(s)</b>	Resolution 24-35
<b>Action(s) Requested</b>	Accept the generous donation from University of Minnesota Good Neighbor Fund in the amount of \$7,298.81.

**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

June 12, 2024

No. 24-35

-----  
**RESOLUTION AUTHORIZING THE CITY TO ACCEPT 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 Minnesota Statutes Section 465.03 requires that all gifts and donations of real or personal property be accepted only with the adoption of a resolution of the governing body.

**WHEREAS**, the University of Minnesota Good Neighbor Fund has awarded the City of Falcon Heights with \$7,298.81; 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 will use the University of Minnesota Good Neighbor Fund grant funds to purchase a variety of summer programming equipment.

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Falcon Heights, Minnesota, that the donation of \$7,298.81 is accepted; and

**BE IT FURTHER RESOLVED** that the City of Falcon Heights sincerely appreciates the grant funds from the University of Minnesota Good Neighbor Fund.

**ADOPTED** by the Falcon Heights City Council this 12<sup>th</sup> day of June, 2024.

Moved by:

Approved by: \_\_\_\_\_

Randall C. Gustafson  
Mayor

GUSTAFSON        \_\_\_    In Favor

MEYER

LEEHY

WASSENBERG

MIELKE

\_\_\_    Against

Attested by: \_\_\_\_\_

Jack Linehan  
City Administrator



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<b>Meeting Date</b>	June 12, 2024
<b>Agenda Item</b>	Consent G4
<b>Attachment</b>	Overview; Resolution 24-36
<b>Submitted By</b>	Kelly Nelson, Administrative Services Director

<b>Item</b>	Accept Donation of a Little Free Library at Curtiss Field
<b>Description</b>	Viking Materials began an initiative to increase their charitable efforts. As part of this, one selected project is to fund the purchase and installation of a Little Free Library within the Community. Curtiss Field was selected by Viking Materials because it is close to Viking Materials, which is located on Como Avenue, and allows them to check in on it periodically.
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Overview</li> <li>• Resolution 24-36</li> </ul>
<b>Action(s) Requested</b>	Accept the generous donation of a Little Free Library from Viking Materials for placement at Curtiss Field.



Home / Libraries /

## Double Door Shed Unfinished Little Free Library

\$ 369.95

SELECT YOUR CHARTER SIGN TYPE

Silver

English-Spanish

English-French

Custom

Existing Steward-New Sign Not Needed

SELECT YOUR ROOF MATERIAL

Metal

Easy-Care Composite

QUANTITY

- 1 +

Viking Materials is beginning an initiative to increase charitable efforts and develop community outreach strategies. One selected project is to fund/create a “Little Free Library” to place within our community.

Viking Materials would completely fund and oversee the construction of this structure: [Double Door Shed Unfinished Little Free Library](#)

Also, they will fill the library with books, and elect an office member to conduct wellness checks on the structure/ensure it’s filled and taken care of. Viking Materials is looking for is an area to place the structure and thinks Curtiss Field seems like a wonderful location.

**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

June 12, 2024

No. 24-6

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**RESOLUTION AUTHORIZING THE CITY TO ACCEPT DONATION OF A LITTLE FREE  
LIBRARY FROM VIKING MATERIALS**

**WHEREAS**, Viking Materials has an initiative to increase charitable efforts with one such effort being the funding of Little Free Libraries within the community; and

**WHEREAS**, the Minnesota Statutes Section 465.03 requires that all gifts and donations of real or personal property be accepted only with the adoption of a resolution of the governing body.

**WHEREAS**, Viking Materials would like to purchase and install a Little Free Library at Curtiss Field Park, located at 1551 Iowa Ave. W.; and

**WHEREAS**, Viking Materials will also initially fill the library with books and periodically conduct wellness checks on the structure; and

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Falcon Heights, Minnesota, that the donation of a Little Free Library is accepted; and

**BE IT FURTHER RESOLVED** that the City of Falcon Heights sincerely appreciates the donation from Viking Materials.

**ADOPTED** by the Falcon Heights City Council this 12<sup>th</sup> day of June, 2024.

Moved by:

Approved by: \_\_\_\_\_

Randall C. Gustafson  
Mayor

GUSTAFSON        \_\_\_    In Favor  
MEYER  
LEEHY             \_\_\_    Against  
WASSENBERG  
MIELKE

Attested by: \_\_\_\_\_

Jack Linehan  
City Administrator

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<b>Meeting Date</b>	June 12, 2024
<b>Agenda Item</b>	Consent G5
<b>Attachment</b>	N/A
<b>Submitted By</b>	Jack Linehan, City Administrator

<b>Item</b>	Senior Maintenance Worker Dean Pope – Six Month Employee Step Adjustment
<b>Description</b>	Dean Pope was appointed by the City Council as Senior Maintenance Worker on December 13, 2023 and began employment on December 18, 2023. It is the practice of the City after six months of service to reward the employee with an increase in their base salary.
<b>Budget Impact</b>	There are available funds for this increase.
<b>Attachment(s)</b>	N/A
<b>Action(s) Requested</b>	I recommend that the Falcon Heights City Council approve a 5% step adjustment for Dean Pope effective June 18, 2024.

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<b>Meeting Date</b>	June 6, 2024
<b>Agenda Item</b>	Consent G6
<b>Attachment</b>	N/A
<b>Submitted By</b>	Jack Linehan, City Administrator

<b>Item</b>	Community Development Planner Hannah Lynch – 18 Month Employee Step Adjustment
<b>Description</b>	Hannah Lynch was appointed by the City Council as Community Development Planner on December 14, 2022 and began employment on December 15, 2022. It is the practice of the City to reward the employee with an increase in their base salary after six months and at 18-months. On June 15, 2024, it will have been 18-months since Hannah Lynch was hired.
<b>Budget Impact</b>	There are available funds for this increase.
<b>Attachment(s)</b>	N/A
<b>Action(s) Requested</b>	I recommend that the Falcon Heights City Council approve a 5% step adjustment for Hannah Lynch effective June 15, 2024.



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<b>Meeting Date</b>	June 12, 2024
<b>Agenda Item</b>	Consent G7
<b>Attachment</b>	Pay Estimate #2
<b>Submitted By</b>	Jennifer Lowry, Interim-City Engineer

<b>Item</b>	Request approval of Pay Estimate #2 for the Larpenteur Avenue Lighting Project, FH 23-03.
<b>Description</b>	<p>Pay Estimate #2 in the amount of \$197,333.74 is attached for work performed, less a 5% retainage, for the Larpenteur Avenue Lighting Project. Work is substantially complete and the final payment and project close out will be brought back to Council later this summer.</p> <p>With this pay estimate, the total amount paid to date on this project is \$331,424.98 or 97.2% of the original contract price. The 5% retainage equals \$17,443.42 which will exceed the current project budget due change orders necessitated by additional concrete replacement and the replacement of two additional light head fixtures. The project engineer and consultant have reviewed the invoice to confirm these components meet project submittals and requirements and submit the invoice for Council approval.</p> <p>Staff recommends Falcon Heights' budget be amended to address the increased project costs.</p>
<b>Budget Impact</b>	<p>This project was listed in the CIP to be financed by the following funds:</p> <ul style="list-style-type: none"> <li>• Infrastructure (419) - \$270,000</li> <li>• TIFF #1-3 Improvement - \$80,000</li> </ul> <p>Originally \$350,000 was budgeted for this project, including the project engineer and consultant engineering costs, estimated to be \$17,000. With approval of the change order, the revised contract amount is \$348,868.40 and an increase of \$16,000 of Infrastructure (419) funds is recommended for a revised budget of \$366,000.</p>
<b>Attachment(s)</b>	Pay Estimate #2
<b>Action(s) Requested</b>	<p>Staff recommends adoption of the following motion:</p> <p>Motion to approve Pay Estimate #2 for the Larpenteur Avenue Lighting Project and a \$16,000 increase to the budget with Infrastructure (419) funds.</p>

REQUEST FOR PAYMENT - SUMMARY

**FROM:**  
 FOREST LAKE CONTRACTING, INC.  
 14777 LAKE DRIVE  
 FOREST LAKE, MN 55025  
 PHONE (651) 464-4500; FAX (651) 464-4722

**BILL TO:**  
 JENNIFER LOWRY, CITY ENGINEER  
 CITY OF ROSEVILLE  
[jennifer.lowry@cityofroseville.com](mailto:jennifer.lowry@cityofroseville.com)

<b>PAY APPLICATION #:</b>	2
<b>PAY APPL. DATE:</b>	May 22, 2024
<b>WORK COMPLETE THRU:</b>	May 17, 2024
<b>PROJECT #</b>	FH23-03

**CONTRACT FOR:** LARPENTUER AVENUE LIGHTING PROJECT

**ORIGINAL CONTRACT AMOUNT**           \$ 340,800.00  
**NET CHANGE ORDERS**                 \$ 8,068.40  
**REVISED CONTRACT AMOUNT**                             \$ 348,868.40

**CONTRACT COMPLETE TO DATE**                             \$ 348,868.40

**LESS: RETAINAGE**                             5.00 % \$ 17,443.42

**TOTAL COMPLETE LESS RETAINAGE**                             \$ 331,424.98

**LESS: PREVIOUS PAYMENTS [for Material on Hand]**             \$ 134,091.24

**CURRENT AMOUNT DUE**                             \$ 197,333.74

**REMAINING CONTRACT TO BILL**                             \$ 17,443.42

**FLC Project #**    23-16

**OWNER/ENGINEER:**  
 CITY OF FALCON HEIGHTS  
 2077 W. LARPENTUER AVENUE  
 FALCON HEIGHTS, MN 55113

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Changes approved in previous months by owner	\$ 8,068.40	\$ -
Changes to contract quantities	\$ -	\$ -
<b>Total approved this month</b>	\$ 8,068.40	\$ -
<b>Totals</b>	\$ 8,068.40	\$ -
<b>Net Changes by Change Order</b>	\$	8,068.40

**ENGINEER'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observation and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's Knowledge, information and belief the Work has progressed as indicated, the quality of Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

**AMOUNT CERTIFIED**    \$ 197,333.74

**ENGINEER:**

By:                              Date: 06/07/2024

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance are without prejudice to any rights of the Owner or Contractor under this Contract.

I hereby certify that the labor, materials, services and supplies used in the construction of the above project and previously paid by the Owner, as shown on the above request, have been paid and represent the actual value of the accomplishment under the terms of the Contract (and all authorized changes thereof) between the undersigned and the Owner:

CONTRACTOR: FOREST LAKE CONTRACTING, INC.

by:                              date: 05-22-2024

REQUEST FOR PAYMENT DETAIL

APPLICATION NUMBER: 2  
 APPLICATION DATE: 05/22/24  
 PERIOD FROM: January 1, 2024  
 TO: May 17, 2024  
 PROJ. NO: FH23-03

A ITEM NO.	B DESCRIPTION OF WORK	C CONTRT UNITS	D UNIT PRICE	E SCHEDULED VALUE	G WORK COMPLETED			I TOTAL COMPLETED AND STORED TO DATE (F+G+H)	J % (I/E)	K BALANCE TO FINISH (E-I)	L RETAINAGE
					F PREVIOUS APPLICATION	This Application					
						G WORK IN PLACE	H STORED MATERIALS (NOT IN F,G)				
1	LIGHTING PROJECT	1.00	\$ 340,800.00	\$ 340,800.00	\$ -	\$ 340,800.00	\$ -	\$ 340,800.00	100.00%	\$ -	\$ 17,040.00
2		-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
3		-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
4		-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
5		-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
6		-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
7		-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
8		-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
9		-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
10		-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
11		-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
12		-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
13		-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
14		-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
15	EXTRA WORK	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
16	EXTRA REMOVAL AREA	360.00	\$ 20.19	\$ 7,268.40	\$ -	\$ 7,268.40	\$ -	\$ 7,268.40	100.00%	\$ -	\$ 363.42
17	TWO 25' POLE MOUNT FIXTURES	2.00	\$ 400.00	\$ 800.00	\$ -	\$ 800.00	\$ -	\$ 800.00	100.00%	\$ -	\$ 40.00
18		-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
19		-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
20		-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
21		-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
22		-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
23		-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
24		-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
25		-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
26		-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
27		-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
28		-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
29		-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
30		-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
				\$ 348,868.40	\$ -	\$ 348,868.40	\$ -	\$ 348,868.40	100.00%	\$ -	\$ 17,443.42

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<b>Meeting Date</b>	June 12, 2024
<b>Agenda Item</b>	Consent G8
<b>Attachment(s)</b>	Resolution
<b>Submitted By</b>	Jack Linehan, City Administrator

<b>Item</b>	Appointment of Tom Prather to the State Fair Task Force
<b>Description</b>	<p>The State Fair Task Force is authorized to have 10 members, and currently has 9. We have been seeking members for the task force since February, when it was authorized.</p> <p>Tom Prather is a long-time resident of the Northeast Quadrant. He enjoys the Minnesota State Fair and does not personally have any issues with traffic, but wants to provide a measured viewpoint and represent his neighborhood's interests.</p>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Resolution 24-37</li> </ul>
<b>Action(s) Requested</b>	Staff recommends the City Council motion to approve the appointment of the Tom Prather the State Fair Policy and Procedures Review Task Force.

**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

June 12, 20224

No. 24-37

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**RESOLUTION APPOINTING TOM PRATHER TO THE 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 14<sup>th</sup> 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 Tom Prather to the Falcon Heights State Fair Policies and Procedures Review Task Force for 2024-2025.

**ADOPTED** by the Falcon Heights City Council this 12<sup>th</sup> day of June 2024

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Moved by:

Approved by: \_\_\_\_\_

Randy Gustafson  
Mayor

GUSTAFSON \_\_\_\_\_ In Favor  
LEEHY \_\_\_\_\_  
MEYER \_\_\_\_\_ Against  
WASSENBERG \_\_\_\_\_  
MIELKE \_\_\_\_\_

Attested by: \_\_\_\_\_

Jack Linehan  
City Administrator