

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

AGENDA - AMENDED
March 12, 2025 at 7:00 P.M.

- A. CALL TO ORDER:
- B. ROLL CALL: GUSTAFSON___ LEEHY___ MEYER ___
MIELKE ___ WASSENBERG___

STAFF PRESENT: LINEHAN___
- C. APPROVAL OF AGENDA
- D. PRESENTATION
 - 1. Office of Congresswoman Betty McCollum - Update on FY2026 Community Project Funding
- E. APPROVAL OF MINUTES:
 - 1. February 12, 2025 City Council Meeting Minutes
- F. PUBLIC HEARINGS:
 - 1. ~~Consideration of Revocation of Municipal Business License~~
- G. CONSENT AGENDA:
 - 1. General Disbursements through 3/5/25: \$97,148.44
Payroll through 2/25/25: \$27,472.39
Wire Payments through 2/25/25: \$17,206.14
 - 2. Approval of Resolution ~~25-18~~ Selecting Cedar Forest as Picnic Shelter and Restroom Supplier for Community Park Renovation Project
 - 3. Approval of Resolution ~~25-19~~ Approving the Joint Powers Agreement Among Members of the Ramsey County Geographic Information Systems Users Group
 - 4. Approval of Resolution ~~25-20~~ Accepting Resignation of Jared Mehlhaff from the Environment Commission
 - 5. Approval of Resolution ~~25-21~~ Approving a Contract with Electro Watchman, Inc for the Installation of a Lenel/S2 Netbox Access Control System for City Hall
 - 6. Approval of Resolution ~~25-22~~ Authorizing the City to Accept Grant Funds Through the University of Minnesota Good Neighbor Fund
 - 7. Approval of Resolution ~~25-23~~ Request for Proposal (RFP) for Classification and Compensation Study Consultant.
 - 8. ~~Approval of Resolution 25-24 Authorizing Husky Construction Inc. to be Awarded the 2025 Pavement Management Project Tree Removal Contract~~
- 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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REQUEST FOR COUNCIL ACTION

Meeting Date	March 12, 2025
Agenda Item	Presentation D1
Attachment	Presentation
Submitted By	Jack Linehan, City Administrator

Item	Update from Congresswoman Betty McCollum’s Office Regarding FY2026 Community Project Funding
Description	Congresswoman Betty McCollum’s office has requested to share a quick update with the City Council on the FY2026 Community Project Funding
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	No action is requested from the Council for this informational item.

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City Hall
2077 West Larpenteur Avenue
AGENDA
February 12, 2025 at 7:00 P.M.

- A. CALL TO ORDER: 7:00 PM
- B. ROLL CALL: GUSTAFSON_X__ LEEHY_X__ MEYER_X__
MIELKE_X__ WASSENBERG_X__

STAFF PRESENT: LINEHAN_X__

- C. APPROVAL OF AGENDA

Councilmember Wassenberg motions to approve the agenda;
Approved 4-0

Leehy arrived after roll call and approval of the agenda at 7:02 PM.

- D. PRESENTATION

- E. APPROVAL OF MINUTES:
1. January 22, 2025 City Council Meeting Minutes

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

- F. PUBLIC HEARINGS:

- G. CONSENT AGENDA:

1. General Disbursements through 2/5/25: \$60,654.20
Payroll through 1/26/25: \$26,277.56
Wire Payments through 1/26/25: \$17,078.70
 - Payroll: \$15,785.46
 - BP Fleet Cards Payment: \$1,293.24
2. Approval of City Licenses
3. Approval of Resolution 25-09 Accepting Resignation of Scott Wilson from the Planning Commission
4. Approval of Release of RFP for Falcon Heights City Hall Solar Panels
5. Approval of Resolution 25-10 Accepting Resignation of Mike Bradbury from the Parks and Recreation Commission
6. Approval of Resolution 25-11 Approving the Community Park Site Plan

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

- H. POLICY ITEMS:
1. Consideration of Variance Request at 1375 Larpenteur Ave. W.

Community Development Coordinator Lynch provides an overview of levels of authority in relation to zoning decisions and regulating land use. A variance falls under the application of a zoning ordinance, is quasi-judicial, and allows less council discretion. The Council must determine the facts associated with a particular request and apply the facts to the legal standards in the zoning ordinance. In general, if the facts show the applicant meets the relevant legal standard, they are likely entitled to the approval or permit. She explains that a variance is a change from the enforcement of the zoning ordinance that is applied to a specific property. She provides more detail about what a variance is and what standards to review to determine if a variance request should be granted or not. It requires a three-factor test, which is a legal standard that must be applied, and all three factors must be satisfied. Lynch also provides an overview of additional requirements that need to be considered, as well as conditions that may be attached to a variance. Economic factors, neighborhood opinions, and past practices don't count in variances. The seven questions are:

1. Is this project reasonable?
2. Are there circumstances unique to the property?
3. Will the variance maintain the essential character of the locality?
4. Is the variance in harmony with the purposes and intent of the zoning ordinance?
5. Is the variance consistent with the comprehensive plan?
6. The granting of the variance does not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion of public streets, or increase the danger of fire, or endanger the public safety?
7. Is the requested variance the minimum action required to eliminate the practical difficulties?

Lynch moves on to the specific variance request submitted to the city from the property owner of 1375 Larpenteur Ave. W. New 3-stall garage to replace existing failing 3-stall garage. New orientation of garage - requires relocation of driveway to west side of property. New construction will reduce the current impervious surface square footage but will still be over code by 760 sq. ft. Lynch shows the new plans. She goes over the current site nonconformities in relation to the proposed site plans. Lynch explains the Planning Commission discussed the variance request at their last meeting. She provides an overview of the discussion around the seven questions that need to be answered to grant the variance request. Ultimately, they voted 5-1 with 1 abstaining to recommend approval of the variance to City Council. She reiterates, Council would also need to go over these questions and answer yes to all of them in order to grant the variance request.

Wassenberg notes 12 ft is a wide driveway and questions the necessity. Property owner Radimecky answers that he is looking to modernize the property as he believes it does not meet current standards for vehicles today. He adds that there is no parking available on Larpenteur Avenue and no alleyway. A wider driveway will assist with parking family and friends and allow easier access for service trucks.

Council and Mr. Radimecky discuss that the new garage design will add more square footage and livable space.

Leehy wonders if Mr. Radimecky considered lessening the width of the driveway by utilizing gravel on the west side of the driveway. She also wonders how close the new garage and driveway would be to the neighbor's property because of runoff. Lynch notes it would be 5 ft. from the neighbor's property, which meets setbacks. Mr.

Radimecky would move forward with the plans if the driveway is 10 ft. with the addition of a shoulder. Lynch adds that a rain garden could offset the impervious surface of the driveway slightly. Mr. Radimecky notes the state of the current garage is very poor and needs to be replaced.

Mielke understands the reason for the plans and likes the idea of narrowing the driveway and adding a shoulder. Meyer agrees.

Lynch recommends Mr. Radimecky to update the plans to show the 10 ft. wide driveway, and staff will update the approval based on the new plans. She adds that because Larpenteur is a county road, Ramsey County will set their own requirements that Mr. Radimecky also must follow for the new plans.

Gustafson wonders about working with the county to ensure the curb cut stays wider. Council and staff discuss the flared driveway and apron that will remain. Mr. Radimecky explains he needs city approval before he receives county approval and before he can discuss sharing the apron with the neighbor or not.

Council thanks Mr. Radimecky.

Councilmember Leehy motions to conditionally approve Resolution 25-12
Approving a Variance at 1375 Larpenteur Ave W. For An Increase in Impervious
Surface Coverage;
Approved 5-0

I. INFORMATION/ANNOUNCEMENTS:

Mielke is appreciative of the statement supporting the immigrant community and for the voter turnout for the county commissioner election. The Climate Action Plan Team met last week to discuss goal setting. The Environment Commission met to continue to discuss the Sustainability Fair, to be held on April 26.

Meyer expresses gratitude for Commissioner Wilson for his support of the Planning Commission.

Leehy notes the Community Engagement Commission did not meet due to a City Holiday.

Wassenberg thanks Commissioner Bradbury for his time serving on the Parks and Recreation Commission. He adds there are two vacancies currently and encourages residents to apply. The commission met last to discuss their 2025 goals. Lastly, he will attend the Ramsey County League of Local Government legislative priorities session.

Gustafson comments that the council also discussed their legislative priorities. There is a new plastic film collection at City Hall. The printed spring newsletter will hit mailboxes soon, and he encourages residents to read about the plans for the Community Park renovation. He also thanks Public Works for their quick snow removal efforts.

Linehan notes City Hall will be closed the upcoming Monday in observance of Presidents Day. He explains the snow removal efforts of Falcon Heights and Lauderdale have been going well. The speed trailer is back up and running, helping collect speed data and educate residents. Residents can submit a request to have it deployed in their street or neighborhood.

J. COMMUNITY FORUM:

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K. ADJOURNMENT: 7:56 PM

Councilmember Wassenberg motions to adjourn the meeting;
Approved 5-0

Randall C. Gustafson, Mayor

Dated this 12th day of March, 2025

Jack Linehan, City Administrator

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PACKET: 03325 FEB 24 PAYABLES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

ID	T DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
-----ID-----							
01-01012			COREMARK METALS				
I-5574454	2/24/2025	APBNK	STEEL FOR PROJECTS POLICE OFF DUE: 2/24/2025 DISC: 2/24/2025 STEEL FOR PROJECTS POLICE OFFI	15.00	1099: N 402 4402-91000-000	MACHINERY & EQUIPMENT	15.00
=== VENDOR TOTALS ===				15.00			
=====							
01-05319			H&L MESABI				
I-14474	2/24/2025	APBNK	PLOW BLADE FOR PLOW TRK DUE: 2/24/2025 DISC: 2/24/2025 PLOW BLADE FOR PLOW TRK	1,425.52	1099: N 101 4132-87000-000	REPAIR EQUIPMENT	1,425.52
=== VENDOR TOTALS ===				1,425.52			
=====							
01-05008			HUMANA INSURANCE CO				
I-673999260	2/24/2025	APBNK	VISION MARCH DUE: 2/24/2025 DISC: 2/24/2025 VISION MARCH	78.21	1099: N 101 4112-89000-000	MISCELLANEOUS	78.21
=== VENDOR TOTALS ===				78.21			
=====							
01-05928			JOHNSON LITHO GRAPHICS OF EAU				
I-112164	2/24/2025	APBNK	SPRING NEWSLETTER DUE: 2/24/2025 DISC: 2/24/2025 SPRING NEWSLETTER POSTAGE	3,578.53	1099: N 101 4116-70420-000 101 4116-70500-000	NEWSLETTERS/INFORMATION POSTAGE	2,850.00 728.53
=== VENDOR TOTALS ===				3,578.53			
=====							
01-01030			OLSON, ROLAND				
I-202502249108	2/24/2025	APBNK	MILEAGE REIMB FEB DUE: 2/24/2025 DISC: 2/24/2025 MILEAGE REIMB FEB	70.91	1099: N 101 4113-86010-000	MILEAGE	70.91
=== VENDOR TOTALS ===				70.91			
=====							
01-06024			ON SITE SANITATION				
I-1851089	2/24/2025	APBNK	PORTABLE TOILET CURTISS PK DUE: 2/24/2025 DISC: 2/24/2025 PORTABLE TOILET CURTISS PK	260.00	1099: N 601 4601-85080-000	PORTABLE TOILET PARKS	260.00
I-1851090	2/24/2025	APBNK	PORTABLE TOILET COMM PARK DUE: 2/24/2025 DISC: 2/24/2025 PORTABLE TOILET COMM PARK	260.00	1099: N 601 4601-85080-000	PORTABLE TOILET PARKS	260.00
=== VENDOR TOTALS ===				520.00			

PACKET: 03325 FEB 24 PAYABLES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
MT DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-06053		OREILLY AUTO PARTS				

I-3243-466LK534		GASKET FOR F-250	6.68			
2/24/2025	APBNK	DUE: 2/24/2025 DISC: 2/24/2025		1099: N		
		GASKET FOR F-250		101 4132-70120-000	SUPPLIES	6.68
		=== VENDOR TOTALS ===	6.68			
=====						
01-05925		SECURIAN LIFE INSURANCE COMPAN				

I-98341161-00		MAR LIFE INSUR	338.76			
2/24/2025	APBNK	DUE: 2/24/2025 DISC: 2/24/2025		1099: N		
		MAR LIFE INSUR		101 4112-89000-000	MISCELLANEOUS	338.76
		=== VENDOR TOTALS ===	338.76			
		=== PACKET TOTALS ===	6,033.61			

PACKET: 03330 FEB 25 PAYABLES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-03198		CELLUTION SOFTWARE				
I-5744		SOFTWARE UPDATE	215.00			
2/25/2025	APBNK	DUE: 2/25/2025 DISC: 2/25/2025		1099: N		
		SOFTWARE UPDATE		101 4113-80600-000	SOFTWARE MAINTENANCE	215.00
		=== VENDOR TOTALS ===	215.00			
=====						
01-03122		CITY OF ST PAUL				
I-IN61650		MAINTENANCE AREA ELECT 6 MO	382.20			
2/25/2025	APBNK	DUE: 2/25/2025 DISC: 2/25/2025		1099: N		
		MAINTENANCE AREA ELECT 6 MO		209 20200-000	ACCOUNTS PAYABLE	382.20
		=== VENDOR TOTALS ===	382.20			
=====						
01-00790		EDELSON, DAVID & JOAN				
I-202502259112		REFUND, RENTAL LICENSE	50.00			
2/25/2025	APBNK	DUE: 2/25/2025 DISC: 2/25/2025		1099: N		
		REFUND, RENTAL LICENSE		101 32150-000	RENTAL HOUSING LICENSE	50.00
		=== VENDOR TOTALS ===	50.00			
=====						
01-05856		LINEHAN, JACK				
I-202502259113		COFFEE WITH A COP COMM DEVELO	82.33			
2/25/2025	APBNK	DUE: 2/25/2025 DISC: 2/25/2025		1099: N		
		COFFEE WITH A COP COMM DEVELOI		208 4208-89000-000	MISCELLANEOUS	82.33
		=== VENDOR TOTALS ===	82.33			
=====						
01-051		MADISON NATIONAL LIFE INS CO I				
I-1679233		LTD AND STD INS MARCH	357.27			
2/25/2025	APBNK	DUE: 2/25/2025 DISC: 2/25/2025		1099: N		
		LTD AND STD INS MARCH		101 4112-89000-000	MISCELLANEOUS	357.27
		=== VENDOR TOTALS ===	357.27			
=====						
01-05582		MENARDS				
I-202502259110		WOOD/ BULB FOR CITY MARKER	69.18			
2/25/2025	APBNK	DUE: 2/25/2025 DISC: 2/25/2025		1099: N		
		WOOD POLICE OFFICE REMODEL		402 4402-91100-000	POLICE OFFICE RENOVATION	52.20
		BULB FOR CITY MARKER		209 4209-70100-000	SUPPLIES	16.98
		=== VENDOR TOTALS ===	69.18			

PACKET: 03330 FEB 25 PAYABLES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-00784		UPPER CUT TREE SERVICES				
I-6284		TREE REMOVAL STUMP GRINDING	1,850.00			
2/25/2025	APBNK	DUE: 2/25/2025 DISC: 2/25/2025		1099: N		
		1402 IOWA TREE REMOVAL/STUMP		101 4134-84020-000	TREE REMOVAL	1,400.00
		STUMP GRINDING CITY HALL		101 4134-84020-000	TREE REMOVAL	450.00
		=== VENDOR TOTALS ===	1,850.00			
		=== PACKET TOTALS ===	3,005.98			

-----ID-----			GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
=====							
03025	COLIN CALLAHAN						
I-202502279114		Work Boots Reimbursement	224.99				
2/27/2025	APBNK	DUE: 2/27/2025 DISC: 2/27/2025		1099: N			
		Work Boots Reimbursement		101 4132-77000-000	CLOTHING		224.99
=== VENDOR TOTALS ===			224.99				
=====							
01-05493	MCMA						
I-202502279115		Membership 2025 - Jack Lineha	171.06				
2/27/2025	APBNK	DUE: 2/27/2025 DISC: 2/27/2025		1099: N			
		Membership 2025 - Jack Linehan		101 4112-86100-000	CONFERENCES/EDUCATION/AS		171.06
=== VENDOR TOTALS ===			171.06				
=====							
01-05462	MSP PLUMBING HEATING & AIR						
I-202502279116		Refund for Mechanical Permit	94.99				
2/27/2025	APBNK	DUE: 2/27/2025 DISC: 2/27/2025		1099: N			
		Refund for Mechanical Permit		101 32220-000	MECHANICAL PERMITS		94.99
=== VENDOR TOTALS ===			94.99				
=====							
01-00935	ST PAUL REGIONAL WATER SERVICE						
I-202502279117		Water & Sanitary Sewer	163.88				
2/27/2025	APBNK	DUE: 2/27/2025 DISC: 2/27/2025		1099: N			
		Community Park Water		101 4141-85040-000	WATER		42.89
		Community Park Sanitary Sewer		601 4601-85075-000	CITY BUILDINGS SANITARY		12.83
		City Hall Water		101 4131-85040-000	WATER		85.92
		City Hall Sanitary Sewer		601 4601-85075-000	CITY BUILDINGS SANITARY		22.24
=== VENDOR TOTALS ===			163.88				
=== PACKET TOTALS ===			654.92				

PACKET: 03334 March 3 Payables
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
0875	BHE	COMMUNITY SOLAR, LLC				
=====						
I-12206982		Solar Garden Elect Jan	845.13			
3/03/2025	APBNK	DUE: 3/03/2025 DISC: 3/03/2025		1099: N		
		Solar Garden Elect Jan		101 4137-85025-000	SOLAR ELECTRIC	845.13
=== VENDOR TOTALS ===			845.13			
=====						
01-05934	PELLA	WINDOWS				
=====						
I-202503039118		Refund of Building Permit Fee	244.92			
3/03/2025	APBNK	DUE: 3/03/2025 DISC: 3/03/2025		1099: N		
		Refund of Building Permit Fee		101 32210-000	BUILDING PERMITS	244.92
=== VENDOR TOTALS ===			244.92			
=====						
01-06141	SHI	INTERNATIONAL GROUP				
=====						
I-B19431444		Brother Printer	448.00			
3/03/2025	APBNK	DUE: 3/03/2025 DISC: 3/03/2025		1099: N		
		Brother Printer		402 4402-91100-000	POLICE OFFICE RENOVATION	448.00
=== VENDOR TOTALS ===			448.00			
=====						
01-07898	WSB					
=====						
I-R-023655-000-16		Planning-Comm Park Improve Ja	10,088.50			
3/03/2025	APBNK	DUE: 3/03/2025 DISC: 3/03/2025		1099: N		
		Planning-Comm Park Improve Jan		403 4403-91500-000	COMMUNITY PARK LAND/BUIL	10,088.50
=== VENDOR TOTALS ===			10,088.50			
=== PACKET TOTALS ===			11,626.55			

PACKET: 03336 MAR 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
01-000		BEISSWENGER'S				
I-961262		CHAIN LOOP FOR POLE SAW	33.98			
3/04/2025	APBNK	DUE: 3/04/2025 DISC: 3/04/2025		1099: N		
		CHAIN LOOP FOR POLE SAW		101 4141-70100-000	SUPPLIES	33.98
		=== VENDOR TOTALS ===	33.98			
01-03089		CASH				
I-202503049120		CERTIFIED MAIL/BANDAIDS	18.87			
3/04/2025	APBNK	DUE: 3/04/2025 DISC: 3/04/2025		1099: N		
		CERTIFIED M,AIL ARBITRAGE PYM		101 4112-70500-000	POSTAGE	9.68
		BANDAIDS		101 4131-70110-000	SUPPLIES	9.19
		=== VENDOR TOTALS ===	18.87			
01-01012		COREMARK METALS				
I-5576354		STEEL FOR ITEMS FOR OFFICE RE	18.96			
3/04/2025	APBNK	DUE: 3/04/2025 DISC: 3/04/2025		1099: N		
		STEEL FOR ITEMS FOR OFFICE REM		402 4402-91100-000	POLICE OFFICE RENOVATION	18.96
		=== VENDOR TOTALS ===	18.96			
01-05153		HOME DEPOT CRC/GECF				
I-202503049123		WOOD FOR POLICE OFFICE REMODE	69.18			
3/04/2025	APBNK	DUE: 3/04/2025 DISC: 3/04/2025		1099: N		
		LIGHT BULB FOR CITY MARKER		209 4209-70100-000	SUPPLIES	16.98
		WOOD FOR POLICE OFFICE REMODEL		402 4402-91100-000	POLICE OFFICE RENOVATION	52.20
		=== VENDOR TOTALS ===	69.18			
01-0030		OLSON,ROLAND				
I-202503049121		FLEX REIMB	53.37			
3/04/2025	APBNK	DUE: 3/04/2025 DISC: 3/04/2025		1099: N		
		FLEX REIMB		101 21712-000	MEDICAL FLEX SAVINGS PAY	44.30
		FLEX REIMB		601 21712-000	MEDICAL FLEX SAVINGS PAY	8.01
		FLEX REIMB		602 21712-000	MEDICAL FLEX SAVINGS PAY	1.06
		=== VENDOR TOTALS ===	53.37			

PACKET: 03336 MAR 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
01-009		PALE BLUE DOT LLC				
I-1438		CLIMATE ACTION PLAN	2,714.29			
3/04/2025	APBNK	DUE: 3/04/2025 DISC: 3/04/2025		1099: N		
		CLIMATE ACTION PLAN		101 4137-80460-000	CLIMATE ACTION PLAN	2,714.29
		=== VENDOR TOTALS ===	2,714.29			
01-05927		POPE, DEAN				
I-202503049119		REIME WORK CLOTHES	98.77			
3/04/2025	APBNK	DUE: 3/04/2025 DISC: 3/04/2025		1099: N		
		REIME WORK CLOTHES		101 4132-77000-000	CLOTHING	98.77
		=== VENDOR TOTALS ===	98.77			
		=== PACKET TOTALS ===	3,007.42			

PACKET: 03340 MAR 5 PAYABLES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-028	ALLSTREAM					
I-2130542		EMERG LAND LINE 2/23 TO 3/22	134.34			
3/05/2025	APBNK	DUE: 3/05/2025 DISC: 3/05/2025		1099: N		
		EMERG LAND LINE 2/23 TO 3/22		101 4116-85010-000	TELEPHONE	134.34
		=== VENDOR TOTALS ===	134.34			
01-05115	GOPHER STATE ONE CALL					
I-5020393		LOCATES	24.30			
3/05/2025	APBNK	DUE: 3/05/2025 DISC: 3/05/2025		1099: N		
		LOCATES		601 4601-88030-000	LOCATES	24.30
		=== VENDOR TOTALS ===	24.30			
01-05856	LINEHAN, JACK					
I-202503059125		MED FLEX REIMB	549.25			
3/05/2025	APBNK	DUE: 3/05/2025 DISC: 3/05/2025		1099: N		
		MED FLEX REIMB		101 21712-000	MEDICAL FLEX SAVINGS PAY	483.34
		MED FLEX REIMB		206 21712-000	MEDICAL FLEX SAVINGS PAY	27.46
		MED FLEX REIMB		601 21712-000	MEDICAL FLEX SAVINGS PAY	21.97
		MED FLEX REIMB		602 21712-000	MEDICAL FLEX SAVINGS PAY	16.48
		=== VENDOR TOTALS ===	549.25			
01-05440	LOFFLER COMPANIES, INC					
I-4954750		OVERAGE COPIER FEB	136.09			
3/05/2025	APBNK	DUE: 3/05/2025 DISC: 3/05/2025		1099: N		
		OVERAGE COPIER FEB		101 4112-87000-000	REPAIR OFFICE EQUIPMENT	136.09
		=== VENDOR TOTALS ===	136.09			
01-05582	MENARDS					
I-202503059124		POLICE OFFICE REMODEL	405.13			
3/05/2025	APBNK	DUE: 3/05/2025 DISC: 3/05/2025		1099: N		
		POLICE OFFICE REMODEL		402 4402-91100-000	POLICE OFFICE RENOVATION	211.94
		SHOP SUPPLIES/PARTS		101 4131-70110-000	SUPPLIES	193.19
		=== VENDOR TOTALS ===	405.13			

PACKET: 03340 MAR 5 PAYABLES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-065		METROPOLITAN COUNCIL				
I-1184755		APRIL WASTE WATER SVC	61,055.44			
3/05/2025	APBNK	DUE: 3/05/2025 DISC: 3/05/2025		1099: N		
		APRIL WASTE WATER SVC		601 4601-85060-000	METRO SEWER CHARGES	61,055.44
		=== VENDOR TOTALS ===	61,055.44			
01-05374		TENNIS SANITATION LLC				
I-4237014		RECYCLING FEB	10,442.25			
3/05/2025	APBNK	DUE: 3/05/2025 DISC: 3/05/2025		1099: N		
		RECYCLING FEB		206 4206-82030-000	RECYCLING CONTRACTS	10,442.25
I-4237015		SWMT AND CEC CHARGES FEB	73.16			
3/05/2025	APBNK	DUE: 3/05/2025 DISC: 3/05/2025		1099: N		
		SWMT AND CEC CHARGES FEB		101 4131-87010-000	CITY HALL MAINTENANCE	73.16
		=== VENDOR TOTALS ===	10,515.41			
		=== PACKET TOTALS ===	72,819.96			

MP #	NAME	AMOUNT
022	RANDALL C GUSTAFSON	293.07
1-0023	MELANIE M LEEHY	262.05
1-0027	ERIC G MEYER	262.05
1-0028	JAMES J WASSENBERG	262.05
1-0029	PAULA MIELKE	262.05
1-1006	JACK LINEHAN	3,167.02
1-1027	KELLY A NELSON	2,821.77
1-1029	ELKE JOHNSON	1,771.60
1-1136	ROLAND O OLSON	3,143.63
1-1162	ALYSSA LANDBERG	2,480.14
1-1028	HANNAH B LYNCH	3,224.39
1-1168	DEAN T POPE	1,649.60
1-1033	DAVE TRETSEVEN	1,970.93
1-1143	COLIN B CALLAHAN	2,895.02

TOTAL PRINTED: 14 24,465.37

2-25-2025 5:53 AM PAYROLL CHECK REGISTER
 PAYROLL NO: 01 City of Falcon Heights

PAGE: 1
 PAYROLL DATE: 2/25/2025

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
	NEIS, ADRIAN J	R	2/25/2025	955.13	093958
	SIMONS, DAVID S	R	2/25/2025	2,051.89	093959

2-25-2025 5:53 AM PAYROLL CHECK REGISTER
 PAYROLL NO: 01 City of Falcon Heights

PAGE: 2
 PAYROLL DATE: 2/25/2025

*** REGISTER TOTALS ***

REGULAR CHECKS:	2	3,007.02
DIRECT DEPOSIT REGULAR CHECKS:	14	24,465.37
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	16	27,472.39

*** NO ERRORS FOUND ***

** END OF REPORT **

February 25th Payroll

Federal W/h	9,792.71
State W/h	1,858.74
PERA	5,354.69
ICMA	200.00
	<hr/>
	17,206.14

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REQUEST FOR COUNCIL ACTION (RCA)

Meeting Date	March 12, 2025
Agenda Item	G2
Attachment(s)	See below
Submitted By	Jack Linehan, City Administrator

Item	Approval of Resolution 25-18 Authorizing a Purchase Using a Joint Purchasing Cooperate Not to Exceed \$350,000 for a Prefabricated Restroom and Picnic Shelter
Description	<p>WSB reached out to several vendors that specialize in prefabricated restroom buildings and/or picnic structures, including Green Flush Restrooms and Cedar Forest, which are the two that have since been identified as having products that best align with material and visual preferences desired by city staff. Several of the other vendors only offer all concrete, utilitarian buildings that are less desired for the residential setting of Community Park.</p> <p>Requests were made to both Green Flush Restrooms and Cedar Forest to provide submissions to include a heated, year-round building with two separate single occupant restrooms, a storage area and small concessions area. Both vendors prepared quotes for purchase, delivery and installation of the requested building.</p> <p>Green Flush Restrooms submitted one proposal, and their approach would be to completely pre-fabricate the building offsite in Washington State. Foundations would be poured prior to delivery. Once delivered, the building would be set by crane and connected to sewer, water and electricity. The estimated timeline would be ten to twelve months from the date of order.</p> <p>Cedar Forest is locally repped by Minnesota Wisconsin Playground and would pre-fabricate certain aspects of the building in Michigan, then ship them to the project site. The majority of construction would actually take place onsite. Although Cedar Forest is slightly more limited in customization options, they can include a picnic shelter as part of their building package. Cedar Forest submitted two proposals, one for only the restroom building and the other to include an attached shelter. The estimated timeline would be three to four months for the delivery of materials followed by onsite construction of approximately one month.</p> <p>The Council reviewed the proposals during their February 5, 2025 Workshop Meeting and directed Staff that the combined picnic shelter and restroom proposal from Cedar Forest was the direction in which they would like to proceed.</p>

	<p>In the interim, staff and WSB have been working with Cedar Forest to revise the quote to meet the latest needs. The City Attorney’s office has recommended that the City purchase the materials/plans separately, and then bid out the labor and installation as a sealed RFP following state bidding requirements.</p> <p>Staff is still revising the final quote from Cedar Forest and is working to further reduce it by:</p> <ul style="list-style-type: none"> • Switching 200 amp circuit to 100 amp (larger than necessary and future electric needs at the site can tie in directly to new power box of Xcel if electric vehicle charging is added). • Reducing the bathrooms from full-tiling to 4’ tiling and having the rest a composite material, saving costs. <p>We anticipate receiving a revised quote prior to approval on March 12th, and will update the packet with the latest quote once ready. To keep the project timeline, we are requesting approval on March 12th.</p>
Budget Impact	Funds are budgeted in the 2025 capital budget
Attachment(s)	<ul style="list-style-type: none"> • Proposal from Cedar Forest • Resolution 25-18
Action(s) Requested	Staff recommends that City Council allow Staff to continue negotiating a final proposal with Cedar Forest not to exceed \$350,000 for the construction and delivery of a picnic shelter and restroom building with concessions at Community Park and authorize the City Administrator to execute the necessary purchase agreements using joint purchasing agreements once finalized.



CONSULTANT: RILEY RICHARDSON

Community Park CFP Building & Shelter - Materials

City of Falcon Heights
 Attn: Kelly Nelson
 2050 Roselawn Ave W
 Roseville, MN 55113
 United States
 Phone: (651) 792-7617
 kelly.nelson@falconheights.org

Ship to Zip 55113

Quantity	Part #	Description	Unit Price	Amount
1	TBM 3076	Cedar Forest Products - Traverse Bay Mono Slope- • 8' eave height, 3:12 roof pitch, designed for a standard 30 PSF live load & 90 MPH wind speed • Kiln dried cedar, double T&G, nominal 4" x 8" exterior walls • Zinc plated fasteners • Roof decking shall consist of 2" x 6" nominal #1 SYP single T&G with a V-joint • 2" x 8" cedar fascia • 24ga Medallion-LOK standing seam metal roofing • Powder coated steel columns with electrical access • Primed 18 ga metal exterior door(s) & 16 ga metal frame(s) - field painting required, hardware included • Interior walls are 2" x 4" site built construction with FRP panels in restroom area • 1" x 4" S4S cedar trim • Insulated metal roll-up concession window with stainless steel shelf • Double pane insulated glass windows (frosted) • Insulation pkg - R-13.85 walls, R-30 roof	\$199,732.00	\$199,732.00
1	PLUMBING	Cedar Forest Products - VCP Plumb Pkg w/ urinals, elect hand dryers & baby changing station	\$15,015.00	\$15,015.00
1	ELECTRICAL	Cedar Forest Products - EFP Electrical Fixture Package	\$12,714.00	\$12,714.00
1	WATER SYSTEM	Cedar Forest Products - DF HAWS 1119FRP outdoor freeze-resist hi/lo fount & filler	\$12,974.00	\$12,974.00
1	ENGINEERING	Cedar Forest Products - Engineering Drawings	\$2,000.00	\$2,000.00
1	ADA	Other - OPTION - ADA Door Openers and Hardware	\$7,800.00	\$7,800.00
1	COUNTERTOP	Other - OPTION - Stainless Steel Countertops and Sink for Concession Area	\$6,630.00	\$6,630.00
1	200 Electrical Panel	Other - 34 Slot 200 amp main panel	\$12,974.00	\$12,974.00
1	Doors	Other - Roll up Door (rather than double doors)	\$5,933.00	\$5,933.00
1	Exhaust	Other - Fans in Restrooms	\$4,521.00	\$4,521.00
1	Unload	Other - Rent Loader to off-load equipment	\$1,823.00	\$1,823.00
1	Stainless Steel	Other - SS Countertops and sink per plan (furnish & install)	\$5,260.00	\$5,260.00
1	Tile	Other - Tiles up to 4' height tiles in the toilet/sink walls- *Can select a tile that is up to \$8.00 SF	\$6,023.00	\$6,023.00
1	Auto	Other - Automatic controls for sinks, toilets and urinal	\$8,580.00	\$8,580.00
			Sub Total	\$301,979.00
			Freight	\$11,583.00
			Total	\$313,562.00



CONSULTANT: RILEY RICHARDSON

Community Park CFP Building & Shelter - Materials

Comments

Electric Strike Plates by OWNER. We can coordinate the owner's representative.

This quotation is subject to current MWP Recreation (MWP) policies as well as the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to MWP Recreation.

Each quote is handled on a per order/project basis. Unless a long-term agreement is in place between purchaser and MWP, terms and conditions of this quotation shall be as outlined herein with no other requirements applicable.

Any changes made to product and/or services after initial order(s) has/have been received by MWP will result in production and/or schedule time frame modifications. Please contact your regional representative to receive a revised schedule for your order/project.

Indemnification; Owner/Owner's Representative will indemnify and hold Minnesota Playground, Inc., dba, MWP Recreation (MWP), harmless for all claims, damages and related costs, including reasonable legal fees and costs, arising out of Owner/Owner's Representative's negligence or noncompliance with any of its commitments under this document. MWP will indemnify and hold Owner/Owner's Representative harmless for all claims, damages and related costs, including reasonable legal fees and costs, arising out of MWP's negligence or noncompliance with any of its commitments under this document.

Excusable Delays/Additional Costs: MWP, and/or its affiliates, shall be liable for default unless delay of performance, whether supplying materials only or including installation in accordance with our project scope, is caused by an occurrence beyond reasonable control of MWP, and/or its affiliates, such as, but not limited to, acts of Superior Force or the public enemy, acts of Government in either its sovereign or contractual capacity, fire, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, delays of common carriers (for transportation of goods whether raw materials or finished product), attainability of raw materials and severe tariffs. Such events resulting in additional costs are not included in quoted amounts and shall be the responsibility of the Owner/Owner's Representative. Any additional costs shall be provided in writing for purchaser's records and shall be due upon payment of invoice.

Payment terms: 50% down with order placement, with 50% due upon completion of the building. Should credit card be used, please contact your company representative or our office to determine if a credit card fee is applicable. A revised quote will be issued with credit card fee included if deemed applicable.

Cedar Forest Products Shipment: order shall ship within fourteen to sixteen weeks after MWP's receipt and acceptance of your purchase order, color selections, preparation/creation of "stamped" drawings, if required, approved submittals and receipt of deposit/full payment, if required. Receipt of anything other than what is stated herein will not constitute an order and therefore no materials will be placed into production nor installation, if required, will be scheduled.

Exclusions: unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders and drainage provisions.

Order Information:

Bill To: _____ Ship To: _____

Company: _____ Project Name: _____

Attn: _____ Attn: _____

Address: _____ Address: _____

City, State, Zip: _____ City, State, Zip: _____

Contact: _____ Contact: _____

Tel: _____ Tel: _____

Fax: _____ Fax: _____

Email: _____ Email: _____



MWP Recreation
4800 Olson Memorial Hwy, Suite 130 Golden Valley, Minnesota 55422
Ph. 800-622-5425 | 763-546-7787 | riley@MWPrecreation.com

03/12/2025
Quote #
105666-01-14

CONSULTANT: RILEY RICHARDSON

Community Park CFP Building & Shelter - Materials

Acceptance of quotation:

Accepted By (printed): _____ P.O. No: _____

Signature: _____ Date: _____

Title: _____ Phone: _____

Facsimile: _____ Purchase Amount: **\$313,562.00**

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

February 12, 2025

No. 25-18

**RESOLUTION SELECTING CEDAR FOREST AS THE PICNIC SHELTER AND
OUTDOOR RESTROOM AND CONCESSIONS BUILDING SUPPLY AND
MATERIALS CONTRACTOR THROUGH A JOINT PURCHASING COOPERATIVE
NOT TO EXCEED \$350,000**

WHEREAS, WSB contacted several vendors who specialize in prefabricated restroom buildings and/or picnic structures; and

WHEREAS, Green Flush Restrooms and Cedar Forest submitted proposals to include a heated, year-round structure with two separate, single-occupant restrooms, a storage area, and a small concessions area; and

WHEREAS, the City Council held a workshop meeting on February 5, 2025, to discuss the proposals and then gave Staff direction to proceed with Cedar Forest; and

WHEREAS, Staff will then negotiate further changes and work towards a final proposal from Cedar Forest with the project not to exceed \$350,000; and

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

1. The Mayor and City Administrator are hereby authorized and directed to utilize a joint purchasing cooperative to enter into an agreement with Cedar Forest, not to exceed \$350,000.00 in the name of the City of Falcon Heights for the above improvements, according to the plans and specifications thereof, heretofore approved by the City Council and on file in the office of the City Administrator.
2. The City Administrator is hereby authorized to further modify the plans as needed up-to the figure of \$350,000.00 without further council approval.

ADOPTED this 12th day of March, 2025 by the City Council of Falcon Heights, Minnesota.

Moved by:

Approved by: _____
Randall C. Gustafson
Mayor

GUSTAFSON
LEEHY
MEYER
MIELKE
WASSENBERG

_____ In Favor
_____ Against

Attested by: _____
Jack Linehan
City Administrator

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REQUEST FOR COUNCIL ACTION (RCA)

Meeting Date	March 12, 2025
Agenda Item	Consent G-4
Attachment(s)	See below.
Submitted By	Hannah Lynch, Community Development Coordinator

Item	Ramsey County GIS Users Group Joint Powers Agreement
Description	<p>The Ramsey County GIS Users Group is a joint-powers entity that works cooperatively with Ramsey County to provide geographical information system (GIS) information and mapping resources (such as digital orthographic photography) for its member agencies. This collaborative organization saves the member organizations money, allows sharing of data and technical resources, and provides valuable educational and networking resources.</p> <p>The following are a few of the benefits to Falcon Heights provided by membership in the Ramsey County GIS Users Group:</p> <ul style="list-style-type: none"> • Unlimited access to County parcel data for a fraction of the cost of an individual license with the County. • Access to important new datasets that Falcon Heights could not afford alone, including high quality orthogonal aerial photos, Pictometry oblique aerial photos, upgraded street centerline data and county walking and bike trail mapping. • Access to high resolution aerial photography, ground contours and physical feature data, jointly funded by the Users Group and Ramsey County. • Public online mapping website that gives a growing number of citizens, businesses and city staff direct browser access to property maps and other public information without specialized GIS software or expertise. • Participation in ongoing and future collaborative GIS projects with other cities, Ramsey County and the Metropolitan Council • Access to low-cost training and educational opportunities for city staff working with GIS <p>This is the required renewal of the joint powers agreement.</p>

Budget Impact	Membership is included in the annual operating budget each year.
Attachment(s)	<ul style="list-style-type: none"> • RCGISUG Statement of Purpose • Joint Powers Agreement Among Members of the Ramsey County Geographic Information Systems Users Group • Resolution 25-19 Approving the Joint Powers Agreement Among Members of the Ramsey County Geographic Information Systems Users Group
Action(s) Requested	Staff recommends that City Council approve the attached Joint Powers Agreement Resolution 25-19 Approving the Joint Powers Agreement Among Members of the Ramsey County Geographic Information Systems Users Group

The Ramsey County GIS Users Group

Statement of Purpose



Who is the Ramsey County GIS User Group?

The Ramsey County GIS Users Group (RCGISUG) is an alliance and partnership of municipal governments and watershed management units who make use of Geographic Information Systems operating within Ramsey County, Minnesota.

The RCGISUG was originally created as a 401(c)(3) in May of 1995 and established both a Joint Powers Agreement and cost-sharing process between itself and Ramsey County in Fall 1997. The User Group operates fully autonomously from Ramsey County, but partners with the County in a mutually beneficial, peer-to-peer relationship to leverage their shared talent, innovation, and fiscal resources.

What are our goals and objectives?

To provide a better service to the public by enabling elected officials and management the ability to make more informed decisions based on a wealth of public information which can be processed, analyzed, and displayed by GIS technology.

To enhance members access to data, techniques, and knowledge to more efficiently and affordably than would be possible by individual effort.

To contribute to the ongoing development and enhancement of the GIS data being maintained by all units of government operating in Ramsey County.

To promote collaborative relationships through data and knowledge-sharing between organizations.

To establish and maintain cost-sharing programs between organizations who wish to create and maintain enhanced GIS data.

To cooperate and work effectively with metropolitan and regional organizations in the promotion of GIS technology.

To ensure access to up-to-date and accurate geospatial data including parcel data, taxation and assessor information, socioeconomic data, aerial imagery, oblique imagery, LIDAR, contours, natural and constructed features including building outlines, street centerlines, trees, water, driveways, parking lots, and related data.

To provide our organizations the ability to view and access data beyond their own boundaries and leverage the expertise of partner organization.

To share geospatial data among all levels of government to assist them with their workflows.

How does the User Group work and what does it cost?

Two Joint Powers Agreements have been established, one between the Ramsey County GIS User Group Members and a second one between the RCGISUG and Ramsey County. These two Joint Power Agreements have the following purposes:

- To facilitate cost sharing for imagery data that is needed by all levels of government, enabling the cities and watershed management units to benefit from the contracting, vendor selection and procurement work conducted by Ramsey County
- To enable the members of the User Group to act and speak on behalf of their respective agency's interest in matters relating to the creation, access, sharing and use of geospatial data.

Funding: Each organization pays a one-time membership fee of \$500. Annual fees will be levied each year with an organization committing to a three-year participation upon joining the group. The fee amount for an organization is based on the latest census population.

Function: The User Group convenes quarterly to conduct its business, review projects and initiatives and engage with one another to promote its work. All User Group meetings are open to all public and private individuals and organizations.

What have we achieved so far?

Lead organization to introduce GIS knowledge and technology to government organization operating in Ramsey County government organizations.

Received the Governor's Geospatial Commendation Award in 2003.

Integral organization in creating new countywide GIS datasets such as pathways, recreation facilities, address points, storm data.

Created and maintained the first Ramsey County online mapping application in 2003 and assisted during the transition of the mapping site being managed by Ramsey County on behalf of all users in 2012.

Provided funds for an intern to work on the Ramsey County parcel rectification.

Provided resources for members to attend various training sessions including the ESRI annual conference.

Provided ongoing training and educational opportunities at quarterly meetings.

Contracted to get multiple sets of countywide historical aerial imagery photos going back to 1940 scanned for digital use.

Acquired high-quality/high-resolution impervious surface dataset in 2016.

Provided initial access to new imagery and imagery software: Pictometry/Eagleview in 2008 and NearMap in 2018.

Participated in the cost sharing of updated LIDAR data in 2022. This will provide updated topographic contour information.

Committed partnership and resources with Ramsey County for ongoing imagery resources through 2026.

Contact Info for the Ramsey County GIS Users Group:

Jolinda Stapleton (Current Chair), Jolinda.stapleton@cityofroseville.com, 651-792-7044

JOINT POWERS AGREEMENT
AMONG
MEMBERS OF THE RAMSEY COUNTY GEOGRAPHIC INFORMATION SYSTEMS USERS GROUP

This JOINT POWERS AGREEMENT ("Agreement") is entered into pursuant to the provisions of Minn. Stat. §471.59 among Governmental Units for the purposes of forming the Ramsey County Geographic Information System Users Group ("Users Group").

ARTICLE I. INTENT OF THIS AGREEMENT

In 1995, an informal alliance, known as the Ramsey County Geographic Information System Users Group ("Users Group"), was formed among Governmental Units interested in using Geographic Information Systems (GIS) and data created and maintained by Ramsey County. This agreement is intended to establish and enable the Users Group to represent the parties to this Agreement for the purposes of undertaking negotiations and transactions.

ARTICLE II. DEFINITIONS

Section 1. **Members** means those Governmental Units that have executed this Joint Powers Agreement and have paid the annual membership dues as provided in Article X.

Section 2. **Governmental Unit** has the meaning set forth in Minnesota Statutes §471.59.

Section 3. **Users Group** means a group made up of one representative of each Member with the powers and responsibilities described in this Agreement.

ARTICLE III. GIS BOARD OF DIRECTORS STRUCTURE

Section 1. There is hereby created a GIS Board of Directors (Board).

Section 2. Each Member shall appoint one person to serve as a Director. Each Member may also appoint a person to serve as an Alternate Director. Members shall notify the Board in writing if the Director or Alternate Director changes.

Section 3. The Board shall have the following officers: a Chair, Vice Chair, Secretary, and Treasurer (Officers).

Section 4. All Officers will be elected by the Board in the first meeting of the agreement's term as identified in Article X.

Section 1. The Chair will be elected to a one-year term. The Vice-chair will be elected as Vice-chair in year one and Chair in year two. The Secretary will be elected annually for a three year term in which they will serve as Secretary in year one, Vice-chair in year two, and Chair in year three. The Treasurer will be elected by the Board for a five year term coinciding with the term of this agreement. Any Officer vacancies will be elected by the Board as-needed.

Section 5. The Officers shall serve on a voluntary basis without pay.

Section 6. A quorum will consist of at least 40% of the full membership of the Board, whether or not all vacancies have been filled.

Section 7. Decisions of the Board will be made by a majority of the quorum. Directors may vote and participate in all meeting proceedings from a remote site pursuant to Minnesota Statute 13D.02.

ARTICLE IV. DUTIES OF THE GIS BOARD OF DIRECTORS

Section 1. The Board shall meet at least two times per year.

Section 2. The Board shall approve and adopt the formula for the Users Group member dues annually by December 31 for the following year.

Section 3. The Board shall arrange for and facilitate regular meetings of the Users Group and for Users Group activities. Meetings shall be held in accordance with Minnesota Statute 13D.01 .

Section 4. The Chair presides at Users Group meetings. The Vice Chair will preside in the absence of the Chair. The Secretary is responsible for recording the proceedings of the Board and communicating these proceedings to all Member organizations. The Treasurer is responsible for the funds and financial records of the Board.

Section 5. The Chair and the Treasurer must sign vouchers or orders disbursing funds of the Users Group. Disbursement will be made in the method prescribed by law for statutory cities.

Section 6. The Board may take such actions as it deems necessary and convenient to accomplish the general purposes of this Agreement.

Section 7. The Board shall purchase liability insurance on behalf of the Users Group to insure against liability of the Users Group and its constituent Members.

Section 8. The Board may:

- (i) Enter into contracts to carry out its powers and duties, in full compliance with any competitive bidding requirements imposed by State or local law;
- (ii) Provide for the prosecution, defense, or other participation in proceedings at law or in equity in which it may have an interest;
- (iii) Employ such persons as it deems necessary on a part-time, full-time, or consultancy basis;
- (iv) Purchase, hold, or dispose of real and personal property;
- (v) Contract for space, commodities or personal services with a Member or group of Members;
- (vi) Accept gifts, apply for and use grants or loans of money or other property from the state, the United States of America, and from other government units and may enter into agreements in connection therewith and hold, use and dispose of such money or property in accordance with the terms of the gift, grant, loan or agreement relating thereto;
- (vii) Appoint a fiscal agent.

ARTICLE V. NEW MEMBERS

Section 1. Any Governmental Unit that is not a party to the initial Agreement may join as a Member at any time.

Section 2. To become a Member, a local unit of government shall adopt a resolution and shall sign this Joint Powers Agreement.

Section 3. New Members will pay the annual membership dues for the year in which the new Member is joining, as set by the Board pursuant to Article IV, Section 2, as calculated by the current formula. Fees will not be pro-rated for new Members who join after January 1 of each year.

ARTICLE VI. GIS DATA TO BE EXCHANGED AS PART OF THIS AGREEMENT

Section 1. Members agree to exchange any GIS data with Ramsey County and with any requesting Member for the requesting party's own use where that GIS data has been in some way derived and/or developed from the County GIS Data accessed through this Agreement or future agreements between the Users Group and Ramsey County. Members agree to exchange with Ramsey County and with any other Member any attribute data that it has created and maintained where that data can be associated to a parcel using a parcel identifier. Members also agree to exchange any building permit data requested by Ramsey County for the identification of future physical feature data base updates.

Section 2. The Board will negotiate with Ramsey County on behalf of the Members in all matters deemed necessary relating to supply of GIS data generated by a Member.

ARTICLE VII. DATA ACCESS AND USAGE

Section 1. All Members shall have equal rights to access Ramsey County GIS Data.

Section 2. Data generated by Ramsey County and provided to Members may not be sold in its original form to third party agencies. However, a Member may allow use of the original data by a third party for specific contracted purposes.

Section 3. Data which results from enhancement of Ramsey County GIS Data by a Member, received pursuant to this Agreement, may be made available to a third party.

Section 4. All Members will adhere to future Users Group license agreements for County or other agency GIS data.

ARTICLE VIII. DATA SECURITY

All Members agree to abide by the data privacy and data security standards of the Member when using Ramsey County GIS Data or any derivative or enhancement of the data.

ARTICLE IX. FINANCIAL MATTERS

Section 1. The fiscal year of the Users Group is the calendar year.

Section 2. The Board shall adopt an annual budget prior to December 31 of each year for each succeeding year. The Board will give an opportunity to each Member to comment or object to the proposed budget before adoption. Notice of the adopted budget must be distributed promptly thereafter to the appointed Director of each Member.

Section 3. Operational costs shall be shared according to a method agreed upon by majority decision of the Board of Directors. The costs could be met by membership dues. These costs could include Users Group administrative costs, purchase of liability insurance, and others as appropriate.

Section 4. Annual Membership Dues: Members shall commit to payment of Annual Membership Dues, except where limited by State Statutes.

Section 5. Billings to the Members are due and payable no later than 60 days after the receipt of the invoice. In the event of a dispute as to the amount of a billing, a Member must nevertheless make payment as billed to preserve membership status. The Member may make payment subject to its right to dispute the bill and exercise any remedies available to it. Failure to pay a billing within 60 days results in suspension of voting privileges of the Member Director. Failure to pay a billing within 120 days is grounds for termination of membership, but the Users Group's right to receive payment survives termination of membership.

ARTICLE X. TERM

Section 1. The Term of this Agreement is January 1, 2026, through December 31, 2030.

Section 2. Based on the annual review of the operating procedures within the Agreement conducted by the Board, a new Agreement will be developed and circulated at least three months prior to December 31, 2030 and be agreed upon and signed on or before December 31, 2030.

ARTICLE XI. TERMINATION

Each Member shall have the right to terminate its membership and participation in the Users Group by formal resolution of the Member's organization and communicated to the Board in writing. However, the Member is still obligated to its financial commitments for the year during which termination of membership occurs.

These commitments include:

- (i) Any balance of the Annual Membership Dues. This commitment applies to all Members;
- (ii) Any balance owing on Special Projects Assessments. This commitment applies to Members which have entered into any special project agreement(s).

ARTICLE XII. DISSOLUTION

Section 1. The Users Group may be dissolved by a two-thirds vote of its Members in good standing. Dissolution is mandatory when the Secretary has received certified copies of resolutions adopted by the governing bodies of the required number of Members requesting dissolution.

Section 2. In the event of a dissolution, the Board must determine the measures necessary to effect the dissolution and must provide for the taking of such measures as promptly as circumstances permit, subject to the provisions of this Agreement and law.

Section 3. In the event of dissolution, following the payment of all outstanding obligations, assets of the Users Group will be distributed among the then existing Members in direct proportion to their cumulative annual contributions. If those obligations exceed the assets of the Users Group, the net deficit of the Users Group will be charged to and paid by the then existing Members in direct proportion to their cumulative annual contributions.

ARTICLE XIII. ACCESS TO DOCUMENTS

Until the expiration of six years after this Agreement terminates, the Users Group shall make available to the Member organizations and to the State Auditor, a copy of this Agreement and books, documents, accounting procedures and practices of the Users Group relating to this Agreement.

ARTICLE XIV. HOLD HARMLESS

Section 1. Each Member agrees to defend, indemnify, and hold the other Members harmless from any claims, demands, actions or causes of action, including reasonable attorney's fees, against or incurred by such other Members, for injury to, death of, or damage to the property of any third person or persons, arising out of any act or omission on the part of the indemnifying Member or any of its agents, servants or employees in the performance of or with relation to any of the work or services provided by Members under the terms of this Agreement.

Section 2. Nothing in this Agreement shall constitute a waiver by any Member, the Users Group of any limitation of liability under Minnesota Statutes Chapter 466, or other statutory or common law immunities, limits, or exceptions on liability.

Section 3. Under no circumstances, however, shall a Member be required to pay on behalf of itself and other Members, any amounts in excess of the limits on liability established in Minnesota Statutes Chapter 466 applicable to any one Member. The limits of liability for some or all of the Members may not be added together to determine the maximum amount of liability for any Member.

ARTICLE XV. EQUAL EMPLOYMENT OPPORTUNITY

The Members and the Users Group agree to comply with all federal, state, and local laws, resolutions, ordinances, rules, regulations, and executive orders pertaining to unlawful discrimination on account of race, color, creed, religion, national origin, sex, sexual preference, marital status, status with regard to public assistance, disability, or age.

ARTICLE XVI. DATA PRACTICES

Section 1. All data collected, created, received, maintained, or disseminated for any purpose in the course of either the Member's or the Users Group's performance of this Agreement is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, and rules adopted to implement the Act.

Section 2. The Members and the Users Group agree to abide strictly by these statutes, rules, and regulations.

IN WITNESS WHEREOF the parties have caused this Agreement to be executed on this ____ day of _____, 2025.

ORGANIZATION _____

Approved:

By: _____

(Name, Title) (Mayor/Board of Managers President)

By: _____

(Name, Title) (City Manager/Administrator)

DESIGNATED DIRECTOR TO REPRESENT ORGANIZATION:

Name: _____

Phone: _____

Email: _____

ALTERNATE DIRECTOR (IF APPLICABLE):

Name: _____

Phone: _____

Email: _____

By: _____

(Chris Kucek, Chair of Users Group)

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

March 12, 2025

No. 25-19

**RESOLUTION APPROVING THE JOINT POWERS AGREEMENT AMONG
MEMBERS OF THE RAMSEY COUNTY GEOGRAPHIC INFORMATION SYSTEMS
USERS GROUP FOR 2026-2030**

WHEREAS, the City of Falcon Heights is part of the Ramsey County Geographic Information System Users Group (RCGISUG) which allows GIS data to be exchanged between Ramsey County and any requesting member of the user group; and

WHEREAS, the Joint Powers Agreement allows for cost sharing for imagery data that is needed by all levels of government, enabling the cities and watershed management units to benefit from the contracting, vendor selection, and procurement work conducted by Ramsey County; and

WHEREAS, the Joint Powers Agreement enables members of the User Group to act and speak on behalf of their respective agency's interest in matters relating to the creation, access, sharing, and use of geospatial data.

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

1. That the Joint Powers Agreement Among Members of the Ramsey County Geographic Information Systems User Group for 2026-2030 is approved.

Moved by:

Approved by: _____
Randall C. Gustafson
Mayor

GUSTAFSON _____ In Favor
MEYER
LEEHY
WASSENBERG _____ Against
MIELKE

Attested by: _____
Jack Linehan
City Administrator

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REQUEST FOR COUNCIL ACTION

Meeting Date	March 12, 2025
Agenda Item	Consent G5
Attachment	See below
Submitted By	Hannah Lynch, Community Development Coordinator

Item	Resignation of Jared Mehlhaff from the Environment Commission
Description	<p>Jared Mehlhaff was appointed to the Environment Commission in 2023. He has been a valuable member of the Commission and has brought a wealth of knowledge and expertise to the efforts of the Environment Commission.</p> <p>Staff appreciates Jared’s contributions and for the time he spent on the Environment Commission. Staff sincerely thanks Jared and wishes him well.</p>
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • Resignation of Jared Mehlhaff • Resolution 25-20 Accepting Resignation of Jared Mehlhaff from the Environment Commission
Action(s) Requested	Staff recommends approval of attached resolution, accepting the resignation of Jared Mehlhaff from the Environment Commission

Received via email March 5, 2025:

Hi Hannah -

I'm afraid that I can no longer commit to the Environment Commission. I have reached the point where my other responsibilities do not leave me enough time to serve on the commission which deserves to have a member who can devote the appropriate amount of time to its work. Therefore, I'm stepping down. It has been a pleasure being involved these last two years.

I wish you, and the commission, all the best.

Jared [Mehlhoff]

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

March 12, 2025

No. 25-20

**RESOLUTION ACCEPTING THE RESIGNATION OF JARED MEHLHAFF FROM
THE FALCON HEIGHTS ENVIRONMENT COMMISSION**

WHEREAS, the City appointed Jared Mehlhaff as a member of the City of Falcon Heights Environment Commission in 2023; and

WHEREAS, Jared Mehlhaff communicated his intent to resign his duties from the Environment Commission effective immediately.

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

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

Moved by:

Approved by: _____
Randall C. Gustafson
Mayor

GUSTAFSON _____ In Favor
MEYER
LEEHY _____ Against
WASSENBERG
MIELKE

Attested by: _____
Jack Linehan
City Administrator

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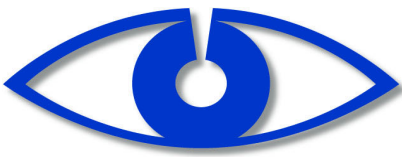


REQUEST FOR COUNCIL ACTION

Meeting Date	March 12, 2025
Agenda Item	Consent G3
Attachment	Proposal, Resolution
Submitted By	Jack Linehan, City Administrator Colin Callahan, Public Works Director

Item	Approval of Resolution 25-22 Approving a Contract with Electro Watchman, Inc for the Installation of a Lenel/S2 Netbox Access Control System for City Hall
Description	<p>It was identified in the capital budgeting process that the City has needs to upgrade the doors at City Hall to a modern key access system for security and access control. Currently, physical punch combos are used for doors and access cannot easily be controlled. Reservations of City Hall are given a key to the exterior doors, but control can be challenging. By moving to a key card system, each employee or visitor can be given codes that expire or can be shut off through our IT provider.</p> <p>MetroINET, the City’s IT provider, works with the S2 Netbox system as the primary supplier of key card control. The City worked with S2 vendor Electro Watchman, Inc to identify a plan to improve internal control. Specifically, the quote includes replacing the locking/ door system:</p> <ul style="list-style-type: none"> • Front Doors (1) • Public Works North Bay Exterior Doors (1) • Public Works South Bay Exterior Doors (3) • Public Works South Bay to Administrative offices* (1) • Public Works to City Hall Kitchen (1) • City Hall Lobby to Administrative offices (1) <p><i>*denotes adding a new lock from bays to administrative offices for additional staff security</i></p> <p>If approved, Electro Watchman will install the new door hardware, support equipment, cabling, labor and training on the system.</p>
Budget Impact	The City reserved \$15,000 in the Parks/Rec/Public Facilities Capital Improvements Fund 403 for the project. This was an estimate, and as the scope was built out we have determined it to be an inadequate amount. There still are plenty of funds remaining in Fund 403, so we will recommend a budget amendment to reflect the new amount.

Attachment(s)	<ul style="list-style-type: none">• Resolution 25-21
Action(s) Requested	Staff recommends Council approve Resolution 25-21 Approving a Contract with Electro Watchman, Inc for the Installation of a Lenel/S2 Netbox Access Control System for City Hall.



ELECTRO WATCHMAN, INC.

FIRE & SECURITY SYSTEMS • SINCE 1921

QUOTE

JSKRQ3498-02

Created: 03/07/25

Expires: 05/06/25

1 Water St W, Suite 110, St Paul, MN 55107

T. (651) 227-8461 F. (651) 310-1296

Prepared For:

City of Falcon Heights
2077 W Larpenteur Ave
Falcon Heights MN 55113

Colin Callahan
(651) 792-7618
colin.callahan@falconheights.org

Prepared By:

John Jantzer
Vice President
(651) 310-1257
jjantzer@electrowatchman.com

Project Scope:

Electro Watchman to provide and install a new Lenel/S2 Netbox access control system for City Center facility.

3/6/25 REVISION - Revised scope of project to final selections.

3/7/25 REVISION - Added City Hall lobby to admin office door to project.

Qty	Description	Unit Price	Ext. Price
Tier 1 - Head-End, Setup, Training and Exterior Doors			\$30,255.00
1	Install Access Control System Head-End Server Equipment with Access Control on (8) Doors:		\$30,255.00
	<ul style="list-style-type: none"> ● (1) NETBOX EXTREME CONTROLLER - WALL MOUNT ENCLOSURE WITH 16 PORTAL LICENSE. ● (1) MERCURY INTELLIGENT CONTROLLER 2 READERS, 8 INPUTS, 4 OUTPUTS ● (3) MERCURY READER INTERFACE MODULE 2 READERS, 8 INPUTS, 6 OUTPUTS ● (1) POWER SUPPLY - 14 DOOR KIT W/ CONTROLLER POWER ● (2) ELECTRIC LATCH RETRACTION KIT ● (2) POWER TRANSFER HINGE ● (1) ADVANCED LOGIC RELAY ● (7) ELECTRIC DOOR STRIKE ● (1) MULTICLASS CARD READER - SINGLE GANG, MOBILE READY ● (7) MULTICLASS CARD READER - MULLION, MOBILE READY ● (9) RECESSED DOOR CONTACTS ● CABLE - CAT6 PLEN. ● CABLE - 18/2 CMP ● CABLE - 22/6 OAS CMP ● MISC MATERIALS ● INSTALLATION LABOR ● <i>Install access control equipment in City Hall IT closet, with system setup and card reader installation at 5 exterior building doors, 2 doors separating office from Public Works, and City Hall lobby to admin office door. Equipment hardware design is created with consideration to current and future expansion needs.</i> ● <i>Requires owner to provide additional wireless receiver for ADA push button on main entry door to allow ADA buttons to trigger individually.</i> ● <i>Electro Watchman recommends removing existing mechanical keypad locking hardware and replacing with standard storeroom function door hardware of the same cylindrical locking prep. If existing locks remain, all pin codes and functionality must be removed for new system to function properly.</i> 		

Qty	Description	Unit Price	Ext. Price
-----	-------------	------------	------------

- *Door Locations: Front Doors (1), Public Works North Bay Exterior (1), Public Works South Bay Exterior (3), Public Works South Bay to Office (1), Public Works to City Hall Kitchette (1), City Hall Lobby to Admin Office (1).*

Additional Notes:

A one year warranty applies to Electro Watchman installed equipment and workmanship. No warranty on existing cabling or equipment installed by others.

50% down-payment due upon acceptance. Remaining 50% and applicable sales tax due at completion.

Installation includes equipment, installation labor, cabling, system setup and training.

An extension lift is required for installation. Owner may provide appropriate lift for Electro Watchman staff use or lift will be rented by Electro Watchman at additional rental cost.

Owner responsible for data network ip addresses, wired routing & switch ports, equipment and internet service as required.

Grand Total	\$30,255.00
Deposit Required	\$15,127.50

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

March 12, 2025

No. 25-21

**RESOLUTION APPROVING A CONTRACT WITH ELECTRO WATCHMAN, INC.
FOR THE INSTALLATION OF A LENEL/S2 NETBOX ACCESS CONTROL
SYSTEM FOR CITY HALL**

WHEREAS, the City of Falcon Heights has identified the need to upgrade its access control system at City Hall to enhance security and access management; and

WHEREAS, the current system relies on physical punch combination locks, which limit the City's ability to efficiently manage access and security for employees and visitors; and

WHEREAS, the City has determined that transitioning to a key card-based system will provide improved security, allowing for individual access codes that can be modified, expired, or revoked as needed through the City's IT provider, MetroINET; and

WHEREAS, MetroINET has identified the S2 Netbox system as the primary key card control system that integrates with the City's security framework; and

WHEREAS, the City has worked with Electro Watchman, Inc., a vendor of the S2 Netbox system, to develop a plan for upgrading the access control system at City Hall; and

WHEREAS, the contract with Electro Watchman, Inc. includes the installation of new locking and door control systems for the following locations:

- City Hall Front Doors (1)
- Public Works North Bay Exterior Doors (1)
- Public Works South Bay Exterior Doors (3)
- Public Works South Bay to Administrative Offices (1)
- Public Works to City Hall Kitchen (1)
- City Hall Lobby to Administrative Offices (1); and

WHEREAS, the installation will include necessary hardware, cabling, support equipment, labor, and training for City staff to operate the system effectively; and

WHEREAS, the City allocated \$15,000 for this project in the Parks/Rec/Public Facilities Capital Improvements Fund 403, but the final project cost exceeds this amount, necessitating a budget amendment to accommodate the full cost; and

WHEREAS, the City Council finds that approving this contract aligns with the City’s capital improvement plan and security enhancement goals;

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

1. The contract with Electro Watchman, Inc. for the installation of a Lenel/S2 Netbox Access Control System at City Hall is hereby approved.
2. The City Administrator and Public Works Director are authorized to execute all necessary agreements with Electro Watchman, Inc. to proceed with the project.
3. The City shall amend the budget to allocate the necessary funds from the Parks/Rec/Public Facilities Capital Improvements Fund 403 to cover the full project cost.
4. The City Council acknowledges the importance of this upgrade for security improvements and authorizes the necessary steps to ensure timely installation and implementation of the access control system.

ADOPTED by the City Council of Falcon Heights this 12th day of March, 2025.

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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REQUEST FOR COUNCIL ACTION

Meeting Date	March 12, 2025
Agenda Item	Consent G7
Attachment	Resolution 25-22
Submitted By	Hannah Lynch, Community Development Coordinator

Item	Accepting Grant Funds from University of Minnesota Good Neighbor Fund
Description	The University of Minnesota Good Neighbor Fund provides grant funds to make communities adjacent to the campus more vital, secure and vibrant. In 2025, there was approximately \$100,000 in grant funds available and the City applied for a portion of these funds. On March 7, 2025, the City of Falcon Heights learned that they were a recipient of the Good Neighbor Fund grant and will be awarded \$10,000 to offer a discounted tree sale to residents through the TreeTrust.
Budget Impact	The donation will be applied to the Parks and Rec Programming Fund (201).
Attachment(s)	<ul style="list-style-type: none"> • Resolution 25-22 Authorizing the City to Accept Grant Funds Through the University of Minnesota Good Neighbor Fund
Action(s) Requested	Accept the generous donation from University of Minnesota Good Neighbor Fund in the amount of \$10,000.

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

March 12, 2025

No. 25-22

**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 \$10,000; and

WHEREAS, the City of Falcon Heights will offer a discounted tree sale for residents in the early summer of 2025; and

WHEREAS, the City of Falcon Heights will use the University of Minnesota Good Neighbor Fund grant funds to subsidize the cost of the trees to allow them to be sold to residents for \$50 and offer delivery to residents.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Falcon Heights, Minnesota, that the donation of \$10,000 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 12th day of March, 2025.

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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REQUEST FOR COUNCIL ACTION (RCA)

Meeting Date	March 12, 2025
Agenda Item	G7
Attachment(s)	Request for Classification and Compensation Study Consultant; Resolution 25-23
Submitted By	Jack Linehan, City Administrator

Item	Release of Request for Proposal (RFP) for Classification and Compensation Study Consultant
Description	<p>The attached Request for Proposal (RFP) will notify qualified consulting firms that the City is accepting proposals for a classification and compensation study to be conducted. This study will be conducted on all full-time positions employed by the City.</p> <p>The City currently does not have pay ranges, and in some cases, position descriptions. The classification and compensation study will help the City establish these and include a market analysis of similarly-sized cities within the metro area.</p> <p>The City would begin accepting proposals from consultants/consulting firms, evaluating proposals on criteria including, but not limited to, the implementation strategy with the lowest financial impact on the City's operating process and greatest gains to positions that fall outside of a designated range. In addition, upon implementation of the compensation system, the consultant will provide training to City staff on the utilization and maintenance of the system.</p> <p>The City has requested an optional add-on be proposed to include an analysis of benefits for employees.</p>
Budget Impact	Funds are budgeted in the 2025 Administration - Consulting Line
Attachment(s)	<ul style="list-style-type: none"> • Request for Proposal for Classification and Compensation Study Consultant • Resolution 25-23
Action(s) Requested	Staff recommends that City Council authorize the City Administrator to give notice that the City of Falcon Heights is requesting bids for consultants to conduct a classification and compensation study.



March 13, 2025

REQUEST FOR BIDS

The City of Falcon Heights

Job Classification and Compensation Study Services

Bid Submittal Deadline: April 2, 2025 at Noon.

Prepared By:
Jack Linehan, City Administrator
City of Falcon Heights
2077 Larpentuer Ave West
Falcon Heights, MN 55113
jack.linehan@falconheights.org
651-792-7611

Request for Proposal

TABLE OF CONTENTS

SECTION 1: INTRODUCTION

SECTION 2: PROCESS

SECTION 3: SCOPE OF SERVICES

SECTION 4: PROPOSAL FORM AND CONTENT

SECTION 5: EVALUATION CRITERIA

SECTION 6: CONTRACT ETHICS

SECTION 1

INTRODUCTION

City of Falcon Heights Background Information

The City of Falcon Heights, located within Ramsey County in Minnesota, has a reported population of 5,369, according to the 2020 U.S. Census. The City of Falcon Heights follows the "Plan A" weak-mayor statutory city form of government, which is the most common type of city government in Minnesota. Four council members and a mayor are elected at large and serve four-year terms. A mayor-elected City Administrator oversees the daily activities of the City. The City Council is responsible for adopting the City's budget and tax levy, adopting resolutions and ordinances, hires and terminations of employment, policy-making, development and growth planning, and the overall direction of the City. In addition to providing general government services, the City offers other services such as building permits, rental licenses, street cleaning and snow removal. For fire services, the City contracts with St. Paul Fire Department; for police services, the City contracts with St. Anthony Village Police Department.

Employee Demographics

The City of Falcon Heights employs ten full-time employees (FTE) with nine separate job descriptions in the following departments: Administration (3), Community Development (1), Finance Department (2), and Public Works Department (4). At any given time, there are a handful of seasonal/temporary/intern employees. The City of Falcon Heights does not currently have a classification study, and none have been historically in City. For pay equity reporting, the City uses the State of Minnesota Job Evaluation System. Step increases are outlined in the current employee manual. Pay may be adjusted annually as a result of an across-the-board general increase (COLA) granted by the City Council. The City is currently in compliance with pay equity requirements, and any new system would also need to meet the State of Minnesota pay equity requirements.

The four (4) Councilmembers and the Mayor will be included in this study as well.

The City of Falcon Heights (City) is accepting proposals for a comprehensive review of the current position descriptions, classifications, equity (internal and external), compensation structure, and evaluation process for its full-time employees and elected officials. The external comparison group would be Twin Cities Metropolitan Area cities with comparably sized cities.

SECTION 2

PROCESS

Notice is hereby given that proposals will be received by the City of Falcon Heights, Ramsey County, Minnesota for professional services for the review, update and implementation of the current job evaluation and compensation and classification study from experienced consulting firms. The City of Falcon Heights (the City) invites qualified firms to submit proposals to provide a Classification and Compensation Study, based upon the scope of work contained herein. In order to ensure a fair *review and selection process*, *firms submitting proposals are specifically requested not to make other contacts with the City staff or council members regarding these proposals. Failure to comply with this request may result in disqualification of the proposal.* Information regarding the RFP process, if not found within this document, should be directed to Jack Linehan, City Administrator, by email at jack.linehan@falconheights.org or by phone at 651-792-7611. Find additional information about the City of Falcon Heights at www.falconheights.org

2-1 **Requests for Proposal**

The City of Falcon Heights invites qualified firms to submit proposals for a compensation and classification study, as described in the scope of work set forth in Section 3 of this Request for Proposals (RFP).

2-2 **Schedule (tentative)**

Issue Date: March 13, 2025
Closing Date: April 2, 2025
Anticipated Award Notice: April 9, 2025
Anticipated Contract Approval: April 11, 2025
Service to Begin: April 12, 2025

2-3 **Official Contact**

Questions regarding the scope of services shall be directed to:

Jack Linehan, City Administrator
City of Falcon Heights
2077 Larpentuer Ave West
Falcon Heights, MN 55113
jack.linehan@falconheights.org
651-792-7611

2-4 **Proposal Due Date:**

One (1) copy of the proposal must be emailed to City Administrator Jack Linehan at jack.linehan@falconheights.org no later than 12:00 p.m. on April 2, 2025. Proposals should be include in the subject “RFP for Classification and Compensation Consulting Services”. Late proposals will be kept by the City, but not considered for award.

2-5 **Cancellation, Delay or Suspension of Solicitation: Rejection of Proposals**

The City may cancel, delay or suspend this solicitation if in the best interest of the City as determined by the City. The City may reject any or all proposals, in whole or in part, if in the best interest of the City as determined by the City. The City reserves the right to reject any or all proposals not in compliance with public bidding procedures.

2-6 **Incurred Costs**

The City is not liable for any costs incurred by a proposer in the preparation and/or presentation of a proposal. The City is not liable for any cost incurred by a proposer in protesting the City’s selection decision.

2-7 **Confidentiality of Information**

All information and data furnished to the proposer by the City and all other documents to which the proposer’s employees have access during the preparation and submittal of the proposal shall be treated as confidential to the City. Any oral or written disclosure to unauthorized individuals is prohibited.

Once a proposal has been accepted and is presented to the City Council for approval, it will be determined a public document and non-private information will be shared and published online, including the response to this proposal.

SECTION 3

SCOPE OF SERVICES

The City of Falcon Heights welcomes proposals from individuals or firms in response to specific work products identified below.

The City of Falcon Heights is soliciting proposals for professional consulting services for the review, update, and implementation of the current job evaluation and compensation system as meets Federal and State Compensation Standards.

3-1 Scope of Work and Deliverables

- Conduct a full market analysis of the compensation and classification structure for regular (non-seasonal) designated positions in Appendix B. This should include providing an action plan that specifies how the analysis will be conducted including how input and involvement of staff will occur, what steps will be taken to ensure objectivity and impartiality, and how the market rates for similar jobs in the relevant market will be

identified. **A separate proposal should be provided for the City Council market analysis.**

Scope of Work

- Create a compensation and classification system based on results from the market analysis that meets the requirements of the law, recognizes tenure, assures internal equity and external competitiveness and incorporates the market conditions identified in the study.
- Design and recommend an implementation strategy for the new compensation system with the lowest financial impact on the City’s operating process and greatest gain to positions that fall outside of a designated range. This plan may be implemented over multiple years.
- Upon implementation of the compensation system, the consultant will provide training to City staff on the utilization and maintenance of the system. Additionally, the consultant will provide the necessary documentation and other materials so the City will be able to maintain the system independent of the consultant following the implementation of the job evaluation/compensation plan.
- The successful consultant must agree to comply with all federal, state, and local laws, ordinances, rules, regulations and executive orders pertaining to unlawful discrimination on account of race, color, creed, national origin, sex, marital status, status with regard to public assistance, disability or age.
- The City is also requesting a pricing as an optional add-on consideration to review benefits to include health insurance, dental insurance, life insurance, short-term disability program, long-term disability, paid leave time, and employee wellness program.

The City will require that the firm selected maintain general liability, automobile, workers’ compensation, and errors and omissions insurance. The City will also require the selected individual or firm to indemnify the City and provide that they are an independent contractor serving at the will of the Council. Other required provisions will include the Council’s right to terminate the agreement, at its sole discretion, upon the provision of notice.

D) Communication

The successful consultant will be required to meet with the key personnel at the initiation and conclusion of each phase of the study. Additionally, any reports on the results of the study or recommendations during any part of the project will also be provided in writing. The City further expects ongoing and open communications between designated City representatives and the consultant over the course of the project. All products and recommendations must comply with applicable State and Federal law and enhance the City’s ability to obtain and retain qualified personnel.

SECTION 4

PROPOSAL FORM AND CONTENT

4-1 **Proposal Submittal**

Proposals shall be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content and cost-effectiveness of the proposal.

4-2 **Proposal Form and Content**

Proposals should include the following items in their proposals addressing the scope of work in Section 3. Proposal and cost schedule shall be valid and binding for ninety (90) days following the proposal due date and will become part of the contract that is negotiated with the City.

The following will be considered minimum contents of the proposal and must be submitted in the order listed:

1. **Approach to the Development of a Compensation System for the City of Falcon Heights**

Information stating your organization's approach to the development of a compensation system for the City of Falcon Heights. Include information and outcome documents on the job evaluation system being proposed as well as sample job descriptions, policies and procedures, and questionnaires employees will be required to complete. Also include information on how your organization will handle evaluation of each aspect identified.

2. **Proposed Consultant's Qualifications**

Summarize your or the firm's background and history, including the names and relative backgrounds of the personnel to be assigned to the project.

3. **Scope of Services Offered**

Provide a detailed breakdown of how you would approach the Scope of Work proposed in Section 3. Include specific information on the steps that would be taken to address each of the primary areas of need.

4. **Timeline**

Identify a concrete, but reasonable timeline for the completion of each component in the process as well as implementation guidelines.

5. Additional Information

Any information that the proposer feels is applicable to the evaluation of the Proposal or of their qualifications for accomplishing this request for services should be included in this section. You may use this section to address the aspects of your services that distinguish you or your firm from other firms. References from municipal clients are optional, but not required.

6. Fees

The consultant must provide a proposal with maximum cost for the project based on the project as described herein. To the extent desired, additional recommendations and services or options may be included as additions to the project on an optional basis. These optional items shall be priced separately from this request for proposal.

SECTION 5

EVALUATION CRITERIA

The City shall evaluate the proposal on criteria including, but not limited to, the following list (in no order of priority).

1. Depth and breadth of experience and expertise, specifically in those areas most often encountered in municipal government operations;
2. Capability to perform Position Classification and Compensation Services promptly and in a manner that permits the Council and staff to meet established deadlines and to operate in an effective and efficient manner;
3. Degree of availability for quick response to inquiries that arise out of day-to-day operating questions or problems;
4. Communication skills;
5. Cost of services; and
6. Other qualifications/criteria, as deemed appropriate by the City Administrator and/or City Council.

SECTION 6

CONTRACT ETHICS

1. No elected official or employee of the City who exercises any responsibilities in the review, approval, or implementation of the proposal or contract shall participate in any decisions, which affects his or her direct or indirect personal or financial interest.

2. It is a breach of ethical standards for any person to offer, give or agree to give any City employee or council member, or for any City employee or council member to solicit, demand, accept, or agree to accept from another person or firm, a gratuity or an offer of employment whenever a reasonably prudent person would conclude that such consideration was motivated by an individual, group or corporate desire to obtain special, preferential, or more favorable treatment than is normally accorded to the general public.
3. The firm shall not accept any client or project that places it in a conflict of interest with its services rendered to the City of Falcon Heights. If such a conflict of interest is subsequently discovered, the City shall be promptly notified.

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

March 12, 2025

No. 25-23

**RESOLUTION AUTHORIZING THE REQUEST FOR PROPOSALS FOR
CLASSIFICATION AND COMPENSATION CONSULTANT**

WHEREAS, the City of Falcon Heights requires the assistance of an independent consulting firm to assist with the review, research, development and implementation of a classification and compensation study; and

WHEREAS, the City of Falcon Heights has not had a classification and compensation done previously and currently follows the State of Minnesota Job Classification System; and

WHEREAS, the proposed scope of work of a classification and compensation study and consulting services are outlined in the Notice of Request for Proposals; and

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

1. That the Mayor and the City Administrator are hereby authorized and directed to request classification and compensation consulting services not to exceed the City's budget.

ADOPTED this 12th day of March, 2025 by the City Council of Falcon Heights, Minnesota.

Moved by:

Approved by: _____
Randall C. Gustafson
Mayor

GUSTAFSON _____ In Favor
LEEHY
MEYER _____ Against
MIELKE
WASSENBERG

Attested by: _____
Jack Linehan
City Administrator

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REQUEST FOR COUNCIL ACTION

Meeting Date	March 12, 2025
Agenda Item	G8
Attachment	Resolution 25-24, Quote
Submitted By	Erik Henricksen, City Engineer

Item	Approval of Resolution 25-24 Authorizing Husky Construction Inc. to be Awarded the 2025 Pavement Management Project Tree Removal Contract
Description	<p>The Public Works Department recommends awarding a contract for tree removal and site clearing in the 2025 PMP project area associated with the Falcon Woods neighborhood scheduled for construction in 2025.</p> <p>The city received three quotes with the most responsible quote from Husky Construction, Inc. at \$19,070.00. This work is necessary to comply with environmental regulations, including restrictions related to the Northern Long-Eared Bat (NLEB), an endangered species, which require all tree removals to be completed by the end of March 2025.</p> <p>The selected contractor’s quote for this work is attached for review. Funding for tree removal is included in the overall project budgets for the planned 2025 improvements.</p> <p>Approval of this contract will ensure timely tree removals in compliance with environmental regulations, allowing construction projects to proceed as scheduled. The Public Works Department recommends authorization to execute the quote and move forward with the necessary work.</p>
Budget Impact	The quote is within the budget for the 2025 PMP project (25-01).
Attachment	<ul style="list-style-type: none"> • Resolution 25-24 • Quote
Action(s) Requested	Adopt Resolution 25-24 Authorizing Husky Construction Inc. to be Awarded the 2025 Pavement Management Project Tree Removal Contract



Husky Construction, Inc.

12060 239th Ave NW

Elk River, MN 55330

Phone: 612-910-8770

www.huskyconstructioninc.com

Quote

ESTIMATE #	DATE
2025-063	3/11/2025

- * **Certified DBE (WBE), SBE and TGB firm**
- * **IUOE Local 49 Union Contractor**
- * **LiUNA 563 Union Contractor**

TO

Erik Henricksen

PROJECT

City of Roseville - Tree Removal
Roseville, MN

DESCRIPTION OF WORK

- * Cut and remove each tree from jobsite.
- * We will grind each tree and leave the grindings in place to fill the hole. If there are circumstances that prevent the stump removal, it will be cut flush to the ground. Stump grindings pickup is an additional cost.
- * If powerlines are present, advanced notice is required to allow for power company to trim trees back (Per OSHA standard).
- * Traffic control and Erosion are built into cost
- * Price based on 1 mobilization per quoted project duration. Any additional mobilization due to plan changes or delays will be billed per site.
- * Prevailing wage project: Yes No

ITEMIZED COSTS	QTY	Unit	UNIT PRICE	AMOUNT
Mobilization	1	LS	2,500.00	2,500.00
Clearing and Grubbing Falcon Woods	1	LS	12,770.00	12,770.00
Clear and Grub 36" dia. tree on the Falcon Woods PMP <i>Estimate</i>	1	EA	3,800.00	3,800.00
<i>Thank you for the opportunity!</i>	TOTAL QUOTE			\$ 19,070.00

Quote is valid for 30 days.

No bond included. If bond is required, add 3% to the bid to be paid in full at beginning of project.

Retainage per the project specification.

If you have questions regarding the quote, please contact Ryan at 612-910-5295

For scheduling, please contact Tanner at 320-247-0748 or tanner@huskyconst.com

Approved: _____

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

March 12, 2025

No. 25-24

**RESOLUTION AUTHORIZING HUSKY CONSTRUCTION INC. TO BE AWARDED
THE 2025 PAVEMENT MANAGEMENT PROJECT TREE REMOVAL CONTRACT**

WHEREAS, the City of Falcon Heights has planned for the 2025 Pavement Management Project (PMP) to improve infrastructure in the Falcon Woods neighborhood; and

WHEREAS, the project requires the removal of trees and site clearing in compliance with environmental regulations, including the Northern Long-Eared Bat (NLEB) restrictions, which necessitate all tree removal work to be completed before the end of March 2025; and

WHEREAS, the City has solicited quotes for this work and received three bids, with the lowest responsible quote submitted by Husky Construction Inc. in the amount of \$19,070.00; and

WHEREAS, Husky Construction Inc. has demonstrated the capability to complete the required work within the necessary timeframe and in accordance with all applicable environmental and safety regulations; and

WHEREAS, funding for this tree removal contract is included in the overall budget for the 2025 PMP project (Project No. 25-01).

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

1. The contract for the 2025 Pavement Management Project Tree Removal is hereby awarded to Husky Construction Inc. for the total amount of \$19,070.00.
2. The City Administrator and Public Works Director are authorized to execute all necessary agreements and documents with Husky Construction Inc. to proceed with the contracted work, including changes within 5% of the proposed scope.
3. The City Council acknowledges the urgency of completing the tree removals before the end of March 2025 to ensure compliance with environmental regulations and to allow the broader PMP construction to proceed on schedule.

ADOPTED by the City Council of Falcon Heights this 12th day of March, 2025.

Moved by:

Approved by: _____
Randall C. Gustafson

Mayor

GUSTAFSON
MEYER
LEEHY
WASSENBERG
MIELKE

_____ In Favor
_____ Against

Attested by: _____
Jack Linehan
City Administrator