

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

AGENDA - AMENDED
June 25, 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
- E. APPROVAL OF MINUTES:
 - 1. June 4, 2025 City Council Workshop Meeting Minutes
 - 2. June 11, 2025 City Council Regular Meeting Minutes
- F. PUBLIC HEARINGS:
 - 1. Bond Series 2025A Tax Abatement Hearing
 - 2. Comcast Franchise Agreement Renewal Consideration
- G. CONSENT AGENDA:
 - 1. General Disbursements through 6/18/25: \$676,755.34
Payroll through 6/17/25: \$25,004.18
Wire Payments through 6/17/25: \$16,164.98
 - 2. Approval of Resolution 25-65 Supporting Application for Be Active! Be Green! Bench Grant Consideration
 - 3. Approval of Community Park Stormwater Maintenance Agreement Between Rice Creek Watershed District and the City of Falcon Heights
- H: POLICY ITEMS:
 - 1. Approval of Ordinance 25-05 Updating City Commissioner Code
 - 2. Consideration of July 4th City Hall Holiday Beginning on July 3 at 1:00 PM
- 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. CLOSED SESSION

- a. Closed Session to review confidential or protected nonpublic appraisal data and to discuss offer for the purchase of real property located at 1407 Larpenteur Avenue, in Falcon Heights, pursuant to Minn. Stat. 13D.05 Subd. 3(c)(1) and (2).

L. ADJOURNMENT:

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

MINUTES

Wednesday, June 4, 2025
6:30 P.M.

A. CALL TO ORDER: 6:34 PM

B. ROLL CALL: GUSTAFSON_X_ LEEHY_X_
MEYER_X_ MIELKE_X_ WASSENBERG_X_

STAFF PRESENT: LINEHAN_X_ JOHNSON_X_

C. POLICY ITEMS:

1. Pay-by-Mobile Pass Distribution Discussion

Linehan provided an update following the May 14 City Council meeting, where the Pay-by-Mobile Parking Plan was approved. The State Fair Task Force (SFTF) has since reviewed implementation details, particularly around the distribution of the third and fourth parking passes. The recommendation is to issue these additional passes digitally, offering greater flexibility for both staff and residents. A hardship variance will need to be completed. When a hardship variance is requested – for situations like home health care – residents will complete a form that allows staff to assess the need for extra passes. Unlike physical hang tags, which require in-person pickup, digital passes can be issued remotely and customized for durations from 1 to 12 days. They are tied to license plates and automatically exempt vehicles from enforcement in applicable areas.

Key benefits of digital passes include:

- Lower cost (\$1 per pass vs. \$4-\$5 for physical tags)
- Easier to adjust or revoke, if needed
- Streamlined administration for staff
- Fewer logistical barriers for residents

Digital passes will not be used on north-south streets designated for resident-only parking permits. Concerns about enforcement were discussed. Physical passes that use a numbering system are more difficult to manage and verify, and stickers can be duplicated or forged. Digital passes allow for enforcement through license plate lookups. Ambassadors can verify compliance by checking ParkMobile records, which show the list of permitted vehicles per zone.

Meyer asked how digital passes would be distributed. Linehan explained that residents would receive a confirmation email with pass details – no app required. Vehicle and date information will be entered into the ParkMobile system by staff, and the pass will work in all designated zones.

Wassenberg noted that eliminating block-by-block zones could simplify enforcement. Linehan agreed, adding it would also improve data collection and ambassador efficiency. Signage will include a text-in option for ease of use.

Meyer and Linehan clarified that hardship passes are not transferable and must be requested in person. Meyer raised concerns about residents with limited mobility. Gustafson suggested these cases could be handled individually. Discussion also touched on the hybrid system:

- Residents receive physical hang tags
- Visitors and special cases use digital passes
- Residents can request digital alternatives if needed.

Meyer asked how large events (e.g., family reunions) would be handled if more than 4 passes are needed. Leehy acknowledged parking challenges are long-standing and not unique to the new plan. Mielke emphasized the importance of maintaining control over how many passes are distributed.

Leehy noted that while the new parking changes have drawn criticism, it's important to highlight the positive work of the SFTF. She suggested including a newsletter link summarizing SFTF outcomes to help the community see the broader effort. Gustafson added that the new system allows the City to better manage visitor parking during the State Fair and helps offset related costs. Mielke agreed and mentioned that little has changed in the overall parking policy. At the next SFTF meeting, State Fair leadership will attend, and members will begin auditing street parking patterns during the day and weekends.

Linehan concluded by noting that:

- A job posting related to enforcement will go out soon
- ParkMobile implementation has begun, including sign ordering and staff training
- There will be one-time startup costs, but the system is being built to be efficient, safe, and scalable
- In the future, the parking ambassadors may be able to issue citations, reducing the burden on law enforcement

2. Class and Comp Study - List of Cities

Linehan explained that the consultant strongly recommends the City Council approve the proposed list of comparable cities to be used in the upcoming Class and Compensation Study. The findings of the study will play an important role in the 2025 budget discussions. The consultant assisted in identifying comparable cities by considering several factors, including population size, number of full-time employees, and overall city budget. Because Falcon Heights has unique characteristics, the consultant also recommended including a set of "spotlight cities". These are not exact matches, but represent cities where staff may see potential career progression, offering insight into competitive positioning without skewing the data. During the discussion:

- Leehy and Wassenberg suggested including Lauderdale as a spotlight city.
- Meyer inquired about Arden Hills.
- Mielke raised a question about the differences between unionized and non-union workforces. Linehan noted that most of the comparable cities have one bargaining unit, making the comparisons still relevant.

Linehan emphasized that more recent and comprehensive data will be used in this study. The current dataset dates back to 2016 and is outdated. The League of Minnesota Cities (LMC) salary dataset was also referenced and included in the materials. The updated plan will be tailored specifically for Falcon Heights, with flexibility in implementation and a focus on aligning pay ranges. Employees will gain transparency around where their position falls within the range and the progression opportunities.

Mielke suggested focusing on inner-ring suburbs of Minneapolis for stronger comparability.

Linehan added that Lauderdale recently completed a class and a comp study, providing relevant insights. The resulting plan will help staff understand their pay ranges and abilities for growth within the City structure.

Gustafson noted that the study will also support the City's compliance with state pay equity requirements.

3. 2025 Bond Series Review

Linehan shared that Ehlers will assist with the pre-sale process for two upcoming bonds – one for a road project and one for Community Park improvements. The road bond will be a General Obligation (GO) Improvement Bond, and is based on assessed property values, in accordance with city improvement laws. The park bond will be a Tax Abatement Bond, which involves selecting specific qualifying properties (e.g., rental buildings without TIF that meet a minimum value threshold) for tax abatement. Property owners will not be notified individually of the abatement.

The City plans to borrow a total of \$2 million – \$1 million for each bond. Debt service for both will be paid through the debt levy. Linehan presented the proposed repayment schedule:

- 10-year term for the street bond
- 15-year term for the park bond

In 2024, the City levied \$189,000 in debt service, which remains low for a municipality of this size. Under the new plan, the levy for the existing bond will end in 2027, allowing for a level debt levy over time and avoiding sharp increases. Additionally, the City will front \$1.5 million in cash for the park bond to support project timing. This bond issuance will be larger than past road bonds, but it sets the City up for sustainable financing of future projects. The City is also pursuing an updated credit rating – currently at AAA, due to strong reserves and consistent debt payments. Linehan emphasized the importance of maintaining this rating, noting that delaying a rating review can diminish lender confidence. The potential savings on interest will outweigh the costs of obtaining the rating.

Leehy asked whether the bonds would be sold together; Linehan confirmed they will be, as bundling them on the open bond market will likely secure better interest rates. This process functions similarly to an RFP.

Gustafson inquired if the bonds will be callable or able to be repaid early. Linehan

confirmed that is the intention again this year.

Wassenberg asked about the debt levy schedule. Linehan explained the figures are based on the City's financial planning. When asked about the coupon rate, Linehan deferred to Ehlers for details.

Linehan noted that tax abatement bonds are commonly used for facilities like parks or city halls, while general obligation bonds require a public vote, introducing uncertainty.

Gustafson asked if any major road construction is anticipated in the next two years. Linehan said that while full reclamation projects won't be necessary thanks to proactive pavement management, the City will need to plan for mill and overlay work, which is less costly. Keeping roads in good condition also helps the City qualify for a higher share of state aid, which is tied to maintenance quality.

4. Future Agenda Items

Linehan noted that budget discussions will be starting in August. Items identified in the goal-setting documents will be incorporated into future workshop discussions. Additionally, staff will have a kickoff meeting with New Look Construction regarding the renovations at Community Park, and a timeline.

D. ADJOURNMENT: 8:03 PM

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

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

Randall C. Gustafson, Mayor

Dated this 25th day of June, 2025

Jack Linehan, City Administrator

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

MINUTES
June 11, 2025 at 7:00 P.M.

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

STAFF PRESENT: LINEHAN_X_

- C. APPROVAL OF AGENDA

Councilmember Leehy motions to approve the agenda;
Approved 3-0

- D. PRESENTATION

1. General Obligation Improvement Bond 2025A Pre-Sale

Linehan explains Todd Hagen of Ehlers will be present to go over the bond pre-sale information and answer questions the Council may have. The city is preparing for the issuance of a bond to finance 2 major projects: the 2025 Pavement Management Program (PMP) and the Community Park Renovation Project. The city is in good financial shape to finance this bond sale without a major impact on the debt levy.

Hagen notes this is a combination of two bonds combined into one. The financing plan includes both improvement bonds and tax abatement bonds:

- \$1,005,000 in improvement bonds supported by assessments and utility revenues (2025 PMP)
 - While the total project costs are higher than the bond, the city can use other funds to lower the bond amount. Debt service will be paid over 10 years from special assessments and taxes. The property taxes may be reduced with available water, sanitary sewer, and storm sewer revenues.
- \$1,050,000 in tax abatement bonds supported by the city's tax levy (Community Park Renovation)
 - The city is funding part of the project with reserves and the other part with a bond. This will be a 15-year bond. Hagen explains what a tax abatement bond is, and how they calculated it. It's a good use to finance recreational facilities.

Falcon Heights is "AAA" rated, the highest rating. The city will request a new rating for the bonds. Ehlers reviewed outstanding debt for Falcon Heights and there are no refunding opportunities at this time. Hagen provides an overview of the schedule.

Wassenberg wonders if funds to pay off the bond can come from elsewhere as well. Hagen answers yes, that is possible. He also wonders why the coupon rate increases with the length of the bond. Hagen notes that this is related to market expectations, of money being valued higher, the longer it is tied up.

The council thanks Todd Hagen.

Councilmember Leehy motions to approve Resolution 25-61 Providing for the Issuance and Sale of \$2,055,000 General Obligation Tax Abatement and Improvement Bonds, Series 2025a;
Approved 3-0

Councilmember Wassenberg motions to approve Resolution 25-62 Calling for a Public Hearing On Proposed Property Tax Abatements;
Approved 3-0

E. APPROVAL OF MINUTES:

1. May 14, 2025 City Council Regular Meeting Minutes
2. May 28, 2025 City Council Regular Meeting Minutes

Councilmember Wassenberg motions to approve the meeting minutes;
Approved 3-0

F. PUBLIC HEARINGS:

G. CONSENT AGENDA:

1. General Disbursements through 6/4/25: \$186,083.77
Payroll through 6/3/25: \$24,627.35
Wire Payments through 6/4/25: \$17,401.82
2. Approval of City Licenses
3. Approval of Senior Maintenance Worker Dean Pope 18-Month Step Adjustment
4. Approval of Administrative Services Director/Deputy Clerk Kelly Nelson 18-Month Step Adjustment
5. Approval of Assistant Finance Director Alyssa Landberg 6-Month Step Adjustment
6. Approval of Resolution 25-XX Accepting the Retirement of Finance Director Roland Olson Under the Voluntary Early Retirement Incentive Program
7. Approval of Setting Public Hearing of June 25, 2025 for Comcast Franchise Agreement Renewal Consideration
8. Approval of Pay Estimate #1 for Bituminous Roadways for the 2025 Pavement Management Project
9. Acceptance of Quote from Bituminous Roadways for the 2021 Pavement Management Project Restoration in the Amount of \$99,585.00
10. Accept and Approve the 2024 Audit Results

Mayor Gustafson motions to approve the consent agenda;
Approved 3-0

Gustafson thanks Dean Pope, Kelly Nelson, and Alyssa Landberg for their work for Falcon Heights. He also thanks Roalnd Olson for his 29 years of service.

Linehan agrees city staff has been great, and everyone is maturing in their roles. He also thanks Roland for his time and experience. The acceptance of a quote from Bituminous Roadways (BR) is related to the 2021 Pavement Management Project restoration. The City reached a settlement agreement with Granite Inc., the performance bondholder of the 2021 PMP Contractor, for \$50,000 in late 2024. BR will fix deficiencies related to the 2021 road project.

H: POLICY ITEMS:

I. INFORMATION/ ANNOUNCEMENTS:

Leehy notes that on June 16, the Community Engagement Commission will meet at 6:30 PM. There are still openings for commissioners. On July 6 and 7, there will be Restoration and Unity Day.

Wassenberg attended the Northeast Youth and Services meeting, and they closed on the sale of their building, which will provide long-term financial security so they can continue to provide services to Falcon Heights residents.

Gustafson adds that the annual Ice Cream Social will be on July 17 at Falcon Heights City Hall. The city also learned that the Les Bolstad Golf Course is up for sale. Programming will continue through this year, as well as the cross-country races. In 2024 Falcon Heights completed a Larpenteur and Snelling Corridor Study, utilizing public input.

Linehan agrees the city was proactive with the corridor study, but some parts that will be up for sale were not included in the study. It creates an initial view of what the area could look like. Next, the University will release an RFP to developers. The sale of a property of this size will take much longer than the sale of a single-family home. The city will be proactive in its planning and is looking forward to working with developers, the University, and the community in this process. Back to the Fifties will be taking place the 3rd weekend of June, and the contractor will hold off on the final paving of the roads in the Northome neighborhood until the event ends. Linehan shares that the parking ambassador job positions have been posted to hire. He says that the Environment Commission met and discussed plantings at Community Park as part of the renovations, the Planning Commission will meet and discuss City Code updates, and the State Fair Task Force will meet next week, with leadership from the State Fair attending.

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.

Chuck Long – 1717 Albert St.

Chuck applauds the city and council for starting the exploratory process of purchasing and cleaning up the property at 1407 Larpenteur Ave. It has been sitting vacant, has deteriorated, and has invited vandalism. Chuck and his neighbors expect to be active participants in the process. He also supports the pay-by-mobile parking program.

K. ADJOURNMENT: 7:59 PM

Councilmember Wassenberg motions to adjourn the meeting;
Approved 3-0

Dated this 25th day of June, 2025

Randall C. Gustafson, Mayor

Jack Linehan, City Administrator

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ITEM FOR DISCUSSION

Meeting Date	June 25, 2025
Agenda Item	Public Hearing F1
Attachment	Series 2025A Pre-Sale Report, Resolution
Submitted By	Jack Linehan, City Administrator

Item	Tax Abatement Bond Public Hearing
Description	<p>The City of Falcon Heights is preparing for the issuance of General Obligation Bonds, Series 2025A in the total amount of \$2,055,000 to finance two major capital improvement efforts: the 2025 Pavement Management Program (PMP) and the Community Park Renovation Project.</p> <p>The financing plan includes both improvement bonds and tax abatement bonds:</p> <ul style="list-style-type: none"> - \$1,005,000 in improvement bonds supported by assessments and utility revenues (2025 PMP) - \$1,050,000 in tax abatement bonds supported by the city’s tax levy (Community Park Renovation) <p>A public hearing is being held on June 25, 2025, to consider the use of tax abatement financing for the Community Park project. The City Council is considering approval of tax abatements under Minnesota Statutes Sections 469.1812 through 469.1815 (“Abatement Law”). The abatement would be applied to the City's share of the property taxes generated from Parcel No. 212923120008 (Larpenteur Manor). This parcel was selected due to it’s proximity and anticipated use of the park, as well as the tax capacity it generates.</p> <p>Key terms of the proposed abatement include:</p> <ul style="list-style-type: none"> • A maximum abatement amount not to exceed \$1,193,365 • An abatement term of up to 15 years, anticipated to begin with taxes levied in 2026 and payable in 2027. • The abatement proceeds will be pledged to pay a portion of the debt service on the 2025A bonds related to the park project. • <p>Bond proceeds are expected to be delivered following the anticipated sale and award on July 9, 2025, with closing scheduled for July 24, 2025. The City’s financial advisor (Ehlers) and bond counsel (Taft) are assisting with the process.</p>

	<u>Date</u>	<u>(Debt Levy)</u>
	02/01/2026	-
	02/01/2027	180,818.86
	02/01/2028	177,634.59
	02/01/2029	179,726.32
	02/01/2030	176,300.32
	02/01/2031	178,040.30
	02/01/2032	174,254.66
	02/01/2033	175,632.40
	02/01/2034	176,726.63
	02/01/2035	172,190.25
	02/01/2036	177,970.11
	02/01/2037	103,803.00
	02/01/2038	100,233.00
	02/01/2039	101,871.00
	02/01/2040	103,194.00
	02/01/2041	104,238.75
	Total	\$2,282,634.17
	<p>The City has had an annual debt levy of around \$189K for a few years. The only existing debt for 2026 is the 2021 PMP debt levy, which likely will roll off by 2027, when the Series 2025 bonds will be added to the levy.</p> <p>Todd Hagen of Ehlers will be present to go over the bond pre-sale information and answer questions the Council may have.</p>	
Budget Impact	<p>Debt service on the proposed bonds would begin in 2026. Over the life of the bonds, the projected repayment (principal + interest) totals approximately \$2,703,129 for a borrowing amount of \$2,055,000.</p> <p>The City has maintained a consistent debt levy around \$189,000 annually. With the 2021 PMP debt rolling off in 2027, the new bond debt is expected to be accommodated within existing levy capacity.</p>	
Attachment(s)	<ul style="list-style-type: none"> • Resolution 25-65 	
Action(s) Requested	<p>Staff requests the City Council hold the required public hearing and consider approval of the resolution authorizing tax abatement for Parcel No. 212923120008 in support of the Community Park Renovation Project.</p>	

June 11, 2025

PRE-SALE REPORT FOR

City of Falcon Heights, Minnesota

**\$2,055,000 General Obligation Tax Abatement and
Improvement Bonds, Series 2025A**



Prepared by:

Ehlers
3060 Centre Pointe Drive
Roseville, MN 55113

Advisors:

Todd Hagen, Senior Municipal Advisor
Nick Anhut, Senior Municipal Advisor
Keith Dahl, Municipal Advisor

BUILDING COMMUNITIES. IT'S WHAT WE DO.

EXECUTIVE SUMMARY OF PROPOSED DEBT

Proposed Issue:

\$2,055,000 General Obligation Tax Abatement and Improvement Bonds, Series 2025A

The City has directed Ehlers to assist in a financing method that does not require voter approval, combines two projects and two issuance authorities into one bond, and would allow for payments over 15 years.

Purpose:

The proposed issue includes fixed rate/tax-exempt financing with other available funds, for the construction of various park, street and utility improvement in the City.

- **Street/Utility Improvement Portion (\$1,005,000).** Debt service will be paid over 10 years from special assessments and taxes. The property taxes may be reduced with available water, sanitary sewer and storm sewer revenues.
- **Park Improvement Portion (\$1,050,000).** Debt service will be paid over 15 years from tax abatements up to an amount of the aggregate sum of abatements equal to the principal amount of that part of the Bonds and property taxes.

Authority:

The Bonds are being issued pursuant to Minnesota Statutes, Chapters:

- 475 (general bonding authority)
- 429 (special assessment pledge)
- 469 (tax abatement authority)

Because the City is assessing at least 20% of the project costs, the Street/Utility Improvement Portion of the Bonds can be a general obligation without a referendum.

Because the City is pledging tax abatements to the Bonds, the Park Improvement Portion can be a general obligation without a referendum. The City will hold the required public hearing on the Park Improvement Portion of the Bonds and the public purpose it serves on June 25, 2025. The amount of property taxes abated in any year may not exceed (1) 10% of the net tax capacity (NTC) of the City or (2) \$200,000, whichever is greater. The City's pay 2025 NTC is \$6,879,411 and 10% equates to \$687,941. Therefore, the greater of these two calculations is 10% of the NTC. That part of the Bonds will consume approximately 10% of the City's current annual abatement capacity of \$687,941.

The Bonds do not count against the Net Debt Limit of 3% of the estimated market value of taxable property in the City.

The Bonds will be general obligations of the City for which its full faith, credit and taxing powers are pledged.

Term/Call Feature:

The Bonds are being issued for a term of 15 years. Principal on the Bonds will be due on February 1 in the years 2027 through 2041. Interest will be due every six months beginning August 1, 2026.

The Bonds will be subject to prepayment at the discretion of the City on February 1, 2035 or any date thereafter.

Bank Qualification:

Because the City is expecting to issue no more than \$10,000,000 in tax exempt debt during the calendar year, the City will be able to designate the Bonds as “bank qualified” obligations.

Bank qualified status broadens the market for the Bonds, which can result in lower interest rates.

Rating:

The City’s most recent bond issues were rated by S&P Global Ratings. The current ratings on those bonds are “AAA”. The City will request a new rating for the Bonds.

Basis for Recommendation:

Based on our knowledge of the City’s situation, their objectives communicated to us, our advisory relationship as well as characteristics of various financing options, we are recommending the issuance of general obligation tax abatement and improvement bonds with a full competitive sale as a suitable financing option for the following reasons:

- General obligation bonds provide a straight-forward approach to financing projects identified by the City.
- We expect that the size and term of the issue, with bank qualification, will attract several quality bids based upon similar recent sales in Minnesota.
- The City does not expect to have surplus resources adequate to prepay the debt prior to the scheduled maturities.
- This is generally the most overall cost-effective option.

Because of its larger size and longer term, we are recommending against offering the Bonds to a limited number of local and regional banks and selling this issue rated through a full competitive process to the public market using an official statement. Also, there are no special circumstances that would require a negotiated sale. This method of sale complies with City policy as well as best practices endorsed by the Government Finance Officers Association (GFOA).

Method of Sale/Placement:

We are recommending the Bonds be issued as municipal securities and offered through a competitive underwriting process. You will solicit competitive bids, which we will compile on your behalf, for the purchase of the Bonds from underwriters and banks.

An allowance for discount bidding will be incorporated in the terms of the issue. The discount is treated as an interest item and provides the underwriter with all or a portion of their compensation in the transaction.

If the Bonds are purchased at a price greater than the minimum bid amount (maximum discount), the unused allowance may be used to reduce your borrowing amount.

Premium Pricing:

In some cases, investors in municipal bonds prefer “premium” pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the bonds. The sum of the amounts paid more than face value is considered “reoffering premium.” The underwriter of the bonds will retain a portion of this reoffering premium as their compensation (or “discount”) but will pay the remainder of the premium to the City.

For this issue of Bonds, we have been directed to use the net premium to reduce the size of the issue rather than increasing the net proceeds for the project; but that could change on the day of sale. The resulting adjustments may slightly change the true interest cost of the issue, either up or down.

Review of Existing Debt:

We have reviewed all outstanding indebtedness for the City and find that there are no refunding opportunities at this time.

We will continue to monitor the market and the call dates for the City’s outstanding debt and will alert you to any future refunding opportunities.

Continuing Disclosure:

Because the City has less than \$10,000,000 in outstanding debt (including this issue) and this issue is over \$1,000,000, the City will be agreeing to provide its Audited Financial Statements annually as well as providing notices of the occurrence of certain reportable events to the Municipal Securities Rulemaking Board (the “MSRB”), as required by rules of the Securities and Exchange Commission (SEC).

The City is already obligated to provide such reports for its existing bonds and has contracted with Ehlers to prepare and file the reports.

Arbitrage Monitoring:

The City must ensure compliance with certain sections of the Internal Revenue Code and Treasury Regulations (“Arbitrage Rules”) throughout the life of the issue to maintain the tax-

exempt status of the Bonds. These Arbitrage Rules apply to amounts held in construction, escrow, reserve, debt service account(s), etc., along with related investment income on each fund/account.

IRS audits will verify compliance with rebate, yield restriction and records retention requirements within the Arbitrage Rules. The City's specific arbitrage responsibilities will be detailed in the Nonarbitrage Certificate prepared by your bond attorney and provided at closing.

Small Issuer Exception (\$5M or less) - The City expects to qualify for the small issuer exception to arbitrage rebate on the Bonds.

We recommend that the City review its specific responsibilities related to the Bonds with an arbitrage expert to help monitor the exception used above.

An Ehlers arbitrage expert will contact the City within 30 days after the sale date to review the City's specific responsibilities for the Bonds. The City is currently receiving arbitrage services from Ehlers in relation to the Bonds.

Investment of Bond Proceeds:

Ehlers can assist the City in developing a strategy to invest your Bond proceeds until the funds are needed to pay project costs.

Risk Factors:

Special Assessments: We have not assumed any prepaid special assessments and we have assumed that assessments will be levied as projected. If the City receives a significant number of prepaid assessments or does not levy the assessments, it may need to increase the levy portion of the debt service to make up for lower interest earnings than the expected assessment interest rate.

GO Pledge: Because the Bonds will be general obligations of the City for which its full faith, credit and taxing powers are pledged, if the annual property tax abatements, special assessments, and tax levy collected are not sufficient to pay the debt service payments, other City funds will need to be used.

Other Service Providers:

This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a particular firm to provide a service, we have assumed that you will continue that relationship. For services you have not previously required, we have identified a service provider. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, but the final fees may vary. If you have any questions pertaining to the identified service providers or their role, or if you would like to use a different service provider for any of the listed services, please contact us.

Bond Counsel: Taft Stettinius & Hollister

Paying Agent: Bond Trust Services

Rating Agency: Standard & Poor's

Summary:

The decisions to be made by the City Council are as follows:

- Accept or modify the finance assumptions described in this report
- Adopt the resolution attached to this report.

This presale report summarizes our understanding of the City's objectives for the structure and terms of this financing as of this date. As additional facts become known or capital markets conditions change, we may need to modify the structure and/or terms of this financing to achieve results consistent with the City's objectives.

PROPOSED DEBT ISSUANCE SCHEDULE

Pre-Sale Review by City Council:	June 11, 2025
Due Diligence Call to review Official Statement:	Week of June 23, 2025
Public Hearing on Property Tax Abatements:	June 25, 2025
Conference with Rating Agency:	June 25, 2025
Print Official Statement:	June 26, 2025
City Council Meeting to Award Sale of the Bonds:	July 9, 2025
Estimated Closing Date:	July 24, 2025

Attachments

Estimated Sources and Uses of Funds

Estimated Proposed Debt Service Schedule

Bond Buyer Index

Resolutions Authorizing Ehlers to Proceed with Bond Sale and Calling Public Hearing on Property Tax Abatements (provided separately)

EHLERS' CONTACTS

Todd Hagen, Senior Municipal Advisor	(651) 697-8508
Nick Anhut, Senior Municipal Advisor	(651) 697-8507
Keith Dahl, Municipal Advisor	(651) 697-8595
Silvia Johnson, Lead Public Finance Analyst	(651) 697-8580
Alicia Gage, Senior Financial Analyst	(651) 697-8551

City of Falcon Heights, Minnesota

\$2,055,000 General Obligation Tax Abatement & Improvement Bonds, Series 2025A
 Issue Summary
 Assumes Current Market BQ AAA Rates plus 50bps

Total Issue Sources And Uses

Dated 07/24/2025 | Delivered 07/24/2025

	Tax Abatement	Improvements	Issue Summary
Sources Of Funds			
Par Amount of Bonds	\$1,050,000.00	\$1,005,000.00	\$2,055,000.00
Planned Issuer Equity contribution	1,500,000.00	-	1,500,000.00
MSA Cash Contribution	-	369,035.27	369,035.27
Total Sources	\$2,550,000.00	\$1,374,035.27	\$3,924,035.27
Uses Of Funds			
Total Underwriter's Discount (1.500%)	15,750.00	15,075.00	30,825.00
Costs of Issuance	30,145.98	28,854.02	59,000.00
Deposit to Project Construction Fund	2,500,000.00	1,332,559.00	3,832,559.00
Rounding Amount	4,104.02	(2,452.75)	1,651.27
Total Uses	\$2,550,000.00	\$1,374,035.27	\$3,924,035.27

City of Falcon Heights, Minnesota

\$2,055,000 General Obligation Tax Abatement & Improvement Bonds, Series 2025A

Issue Summary

Assumes Current Market BQ AAA Rates plus 50bps

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
07/24/2025	-	-	-	-	-
08/01/2026	-	-	81,186.01	81,186.01	-
02/01/2027	115,000.00	3.550%	39,818.75	154,818.75	236,004.76
08/01/2027	-	-	37,777.50	37,777.50	-
02/01/2028	155,000.00	3.500%	37,777.50	192,777.50	230,555.00
08/01/2028	-	-	35,065.00	35,065.00	-
02/01/2029	160,000.00	3.550%	35,065.00	195,065.00	230,130.00
08/01/2029	-	-	32,225.00	32,225.00	-
02/01/2030	160,000.00	3.600%	32,225.00	192,225.00	224,450.00
08/01/2030	-	-	29,345.00	29,345.00	-
02/01/2031	165,000.00	3.650%	29,345.00	194,345.00	223,690.00
08/01/2031	-	-	26,333.75	26,333.75	-
02/01/2032	165,000.00	3.700%	26,333.75	191,333.75	217,667.50
08/01/2032	-	-	23,281.25	23,281.25	-
02/01/2033	170,000.00	3.750%	23,281.25	193,281.25	216,562.50
08/01/2033	-	-	20,093.75	20,093.75	-
02/01/2034	175,000.00	3.850%	20,093.75	195,093.75	215,187.50
08/01/2034	-	-	16,725.00	16,725.00	-
02/01/2035	175,000.00	3.950%	16,725.00	191,725.00	208,450.00
08/01/2035	-	-	13,268.75	13,268.75	-
02/01/2036	185,000.00	4.150%	13,268.75	198,268.75	211,537.50
08/01/2036	-	-	9,430.00	9,430.00	-
02/01/2037	80,000.00	4.250%	9,430.00	89,430.00	98,860.00
08/01/2037	-	-	7,730.00	7,730.00	-
02/01/2038	80,000.00	4.300%	7,730.00	87,730.00	95,460.00
08/01/2038	-	-	6,010.00	6,010.00	-
02/01/2039	85,000.00	4.400%	6,010.00	91,010.00	97,020.00
08/01/2039	-	-	4,140.00	4,140.00	-
02/01/2040	90,000.00	4.450%	4,140.00	94,140.00	98,280.00
08/01/2040	-	-	2,137.50	2,137.50	-
02/01/2041	95,000.00	4.500%	2,137.50	97,137.50	99,275.00
Total	\$2,055,000.00	-	\$648,129.76	\$2,703,129.76	-

Yield Statistics

Bond Year Dollars	\$16,072.46
Average Life	7.821 Years
Average Coupon	4.0325490%
Net Interest Cost (NIC)	4.2243367%
True Interest Cost (TIC)	4.2386671%
Bond Yield for Arbitrage Purposes	4.0046674%
All Inclusive Cost (AIC)	4.7010063%

IRS Form 8038

Net Interest Cost	4.0325490%
Weighted Average Maturity	7.821 Years

City of Falcon Heights, Minnesota

\$1,050,000 General Obligation Tax Abatement & Improvement Bonds, Series 2025A Tax Abatement

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
07/24/2025	-	-	-	-	-
08/01/2026	-	-	42,923.71	42,923.71	-
02/01/2027	35,000.00	3.550%	21,052.50	56,052.50	98,976.21
08/01/2027	-	-	20,431.25	20,431.25	-
02/01/2028	55,000.00	3.500%	20,431.25	75,431.25	95,862.50
08/01/2028	-	-	19,468.75	19,468.75	-
02/01/2029	60,000.00	3.550%	19,468.75	79,468.75	98,937.50
08/01/2029	-	-	18,403.75	18,403.75	-
02/01/2030	60,000.00	3.600%	18,403.75	78,403.75	96,807.50
08/01/2030	-	-	17,323.75	17,323.75	-
02/01/2031	65,000.00	3.650%	17,323.75	82,323.75	99,647.50
08/01/2031	-	-	16,137.50	16,137.50	-
02/01/2032	65,000.00	3.700%	16,137.50	81,137.50	97,275.00
08/01/2032	-	-	14,935.00	14,935.00	-
02/01/2033	65,000.00	3.750%	14,935.00	79,935.00	94,870.00
08/01/2033	-	-	13,716.25	13,716.25	-
02/01/2034	70,000.00	3.850%	13,716.25	83,716.25	97,432.50
08/01/2034	-	-	12,368.75	12,368.75	-
02/01/2035	70,000.00	3.950%	12,368.75	82,368.75	94,737.50
08/01/2035	-	-	10,986.25	10,986.25	-
02/01/2036	75,000.00	4.150%	10,986.25	85,986.25	96,972.50
08/01/2036	-	-	9,430.00	9,430.00	-
02/01/2037	80,000.00	4.250%	9,430.00	89,430.00	98,860.00
08/01/2037	-	-	7,730.00	7,730.00	-
02/01/2038	80,000.00	4.300%	7,730.00	87,730.00	95,460.00
08/01/2038	-	-	6,010.00	6,010.00	-
02/01/2039	85,000.00	4.400%	6,010.00	91,010.00	97,020.00
08/01/2039	-	-	4,140.00	4,140.00	-
02/01/2040	90,000.00	4.450%	4,140.00	94,140.00	98,280.00
08/01/2040	-	-	2,137.50	2,137.50	-
02/01/2041	95,000.00	4.500%	2,137.50	97,137.50	99,275.00
Total	\$1,050,000.00	-	\$410,413.71	\$1,460,413.71	-

Yield Statistics

Bond Year Dollars	\$9,850.42
Average Life	9.381 Years
Average Coupon	4.1664604%
Net Interest Cost (NIC)	4.3263521%
True Interest Cost (TIC)	4.3412743%
Bond Yield for Arbitrage Purposes	4.0046674%
All Inclusive Cost (AIC)	4.7398791%

IRS Form 8038

Net Interest Cost	4.1664604%
Weighted Average Maturity	9.381 Years

City of Falcon Heights, Minnesota

\$1,050,000 General Obligation Tax Abatement & Improvement Bonds, Series 2025A Tax Abatement

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	105% Overlevy
02/01/2026	-	-	-	-	-
02/01/2027	35,000.00	3.550%	63,976.21	98,976.21	103,925.02
02/01/2028	55,000.00	3.500%	40,862.50	95,862.50	100,655.63
02/01/2029	60,000.00	3.550%	38,937.50	98,937.50	103,884.38
02/01/2030	60,000.00	3.600%	36,807.50	96,807.50	101,647.88
02/01/2031	65,000.00	3.650%	34,647.50	99,647.50	104,629.88
02/01/2032	65,000.00	3.700%	32,275.00	97,275.00	102,138.75
02/01/2033	65,000.00	3.750%	29,870.00	94,870.00	99,613.50
02/01/2034	70,000.00	3.850%	27,432.50	97,432.50	102,304.13
02/01/2035	70,000.00	3.950%	24,737.50	94,737.50	99,474.38
02/01/2036	75,000.00	4.150%	21,972.50	96,972.50	101,821.13
02/01/2037	80,000.00	4.250%	18,860.00	98,860.00	103,803.00
02/01/2038	80,000.00	4.300%	15,460.00	95,460.00	100,233.00
02/01/2039	85,000.00	4.400%	12,020.00	97,020.00	101,871.00
02/01/2040	90,000.00	4.450%	8,280.00	98,280.00	103,194.00
02/01/2041	95,000.00	4.500%	4,275.00	99,275.00	104,238.75
Total	\$1,050,000.00	-	\$410,413.71	\$1,460,413.71	\$1,533,434.40

Significant Dates

Dated	7/24/2025
First Coupon Date	8/01/2026

Yield Statistics

Bond Year Dollars	\$9,850.42
Average Life	9.381 Years
Average Coupon	4.1664604%
Net Interest Cost (NIC)	4.3263521%
True Interest Cost (TIC)	4.3412743%
Bond Yield for Arbitrage Purposes	4.0046674%
All Inclusive Cost (AIC)	4.7398791%

IRS Form 8038

Net Interest Cost	4.1664604%
Weighted Average Maturity	9.381 Years

City of Falcon Heights, Minnesota

\$1,005,000 General Obligation Tax Abatement & Improvement Bonds, Series 2025A Improvements

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
07/24/2025	-	-	-	-	-
08/01/2026	-	-	38,262.30	38,262.30	-
02/01/2027	80,000.00	3.550%	18,766.25	98,766.25	137,028.55
08/01/2027	-	-	17,346.25	17,346.25	-
02/01/2028	100,000.00	3.500%	17,346.25	117,346.25	134,692.50
08/01/2028	-	-	15,596.25	15,596.25	-
02/01/2029	100,000.00	3.550%	15,596.25	115,596.25	131,192.50
08/01/2029	-	-	13,821.25	13,821.25	-
02/01/2030	100,000.00	3.600%	13,821.25	113,821.25	127,642.50
08/01/2030	-	-	12,021.25	12,021.25	-
02/01/2031	100,000.00	3.650%	12,021.25	112,021.25	124,042.50
08/01/2031	-	-	10,196.25	10,196.25	-
02/01/2032	100,000.00	3.700%	10,196.25	110,196.25	120,392.50
08/01/2032	-	-	8,346.25	8,346.25	-
02/01/2033	105,000.00	3.750%	8,346.25	113,346.25	121,692.50
08/01/2033	-	-	6,377.50	6,377.50	-
02/01/2034	105,000.00	3.850%	6,377.50	111,377.50	117,755.00
08/01/2034	-	-	4,356.25	4,356.25	-
02/01/2035	105,000.00	3.950%	4,356.25	109,356.25	113,712.50
08/01/2035	-	-	2,282.50	2,282.50	-
02/01/2036	110,000.00	4.150%	2,282.50	112,282.50	114,565.00
Total	\$1,005,000.00	-	\$237,716.05	\$1,242,716.05	-

Yield Statistics

Bond Year Dollars	\$6,222.04
Average Life	6.191 Years
Average Coupon	3.8205474%
Net Interest Cost (NIC)	4.0628312%
True Interest Cost (TIC)	4.0872428%
Bond Yield for Arbitrage Purposes	4.0046674%
All Inclusive Cost (AIC)	4.6440563%

IRS Form 8038

Net Interest Cost	3.8205474%
Weighted Average Maturity	6.191 Years

City of Falcon Heights, Minnesota

\$1,005,000 General Obligation Tax Abatement & Improvement Bonds, Series 2025A

Improvements

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	105% of Total	Assessments	Levy/(Surplus)	Sanitary Sewer Revenue	Storm Sewer Revenue	Water Revenue	Net
02/01/2026	-	-	-	-	-	-	-	-	-	-	-
02/01/2027	80,000.00	3.550%	57,028.55	137,028.55	143,879.98	66,986.14	76,893.84	7,168.80	12,636.93	2,304.64	54,783.47
02/01/2028	100,000.00	3.500%	34,692.50	134,692.50	141,427.13	64,448.16	76,978.97	7,168.81	12,636.94	2,304.64	54,868.58
02/01/2029	100,000.00	3.550%	31,192.50	131,192.50	137,752.13	61,910.18	75,841.95	7,168.79	12,636.94	2,304.64	53,731.58
02/01/2030	100,000.00	3.600%	27,642.50	127,642.50	134,024.63	59,372.18	74,652.45	7,168.79	12,636.94	2,304.64	52,542.08
02/01/2031	100,000.00	3.650%	24,042.50	124,042.50	130,244.63	56,834.20	73,410.43	7,168.79	12,636.93	2,304.64	51,300.07
02/01/2032	100,000.00	3.700%	20,392.50	120,392.50	126,412.13	54,296.22	72,115.91	7,168.80	12,636.93	2,304.65	50,005.53
02/01/2033	105,000.00	3.750%	16,692.50	121,692.50	127,777.13	51,758.23	76,018.90	7,168.81	12,636.94	2,304.64	53,908.51
02/01/2034	105,000.00	3.850%	12,755.00	117,755.00	123,642.75	49,220.25	74,422.50	7,168.81	12,636.92	2,304.64	52,312.13
02/01/2035	105,000.00	3.950%	8,712.50	113,712.50	119,398.13	46,682.25	72,715.88	7,168.79	12,636.94	2,304.64	50,605.51
02/01/2036	110,000.00	4.150%	4,565.00	114,565.00	120,293.25	44,144.27	76,148.98	7,168.79	12,636.92	2,304.63	54,038.64
Total	\$1,005,000.00	-	\$237,716.05	\$1,242,716.05	\$1,304,851.85	\$555,652.08	\$749,199.77	\$71,687.98	\$126,369.33	\$23,046.40	\$528,096.06

Significant Dates

Dated	7/24/2025
First Coupon Date	8/01/2026

Yield Statistics

Bond Year Dollars	\$6,222.04
Average Life	6.191 Years
Average Coupon	3.8205474%
Net Interest Cost (NIC)	4.0628312%
True Interest Cost (TIC)	4.0872428%
Bond Yield for Arbitrage Purposes	4.0046674%
All Inclusive Cost (AIC)	4.6440563%



City of Falcon Heights, Minnesota

\$416,063 General Obligation Tax Abatement & Improvement Bonds, Series 2025A

Assessments - Assessments

2.00% over TIC - Equal Principal

Assessments

Date	Principal	Coupon	Interest	Total P+I
12/31/2026	41,606.30	6.100%	25,379.84	66,986.14
12/31/2027	41,606.30	6.100%	22,841.86	64,448.16
12/31/2028	41,606.30	6.100%	20,303.88	61,910.18
12/31/2029	41,606.30	6.100%	17,765.88	59,372.18
12/31/2030	41,606.30	6.100%	15,227.90	56,834.20
12/31/2031	41,606.30	6.100%	12,689.92	54,296.22
12/31/2032	41,606.29	6.100%	10,151.94	51,758.23
12/31/2033	41,606.29	6.100%	7,613.96	49,220.25
12/31/2034	41,606.29	6.100%	5,075.96	46,682.25
12/31/2035	41,606.29	6.100%	2,537.98	44,144.27
Total	\$416,062.96	-	\$139,589.12	\$555,652.08

Significant Dates

Filing Date	1/01/2026
First Payment Date	12/31/2026

City of Falcon Heights, Minnesota

\$57,857 General Obligation Tax Abatement & Improvement Bonds, Series 2025A

Sanitary Sewer Revenue

Bond TIC - Equal P&I

Revenues

Date	Principal	Coupon	Interest	Total P+I
12/31/2026	4,796.66	4.100%	2,372.14	7,168.80
12/31/2027	4,993.33	4.100%	2,175.48	7,168.81
12/31/2028	5,198.05	4.100%	1,970.74	7,168.79
12/31/2029	5,411.17	4.100%	1,757.62	7,168.79
12/31/2030	5,633.03	4.100%	1,535.76	7,168.79
12/31/2031	5,863.98	4.100%	1,304.82	7,168.80
12/31/2032	6,104.41	4.100%	1,064.40	7,168.81
12/31/2033	6,354.69	4.100%	814.12	7,168.81
12/31/2034	6,615.23	4.100%	553.56	7,168.79
12/31/2035	6,886.45	4.100%	282.34	7,168.79
Total	\$57,857.00	-	\$13,830.98	\$71,687.98

City of Falcon Heights, Minnesota

\$101,989 General Obligation Tax Abatement & Improvement Bonds, Series 2025A
 Storm Sewer Revenue
 Bond TIC - Equal P&I

Revenues

Date	Principal	Coupon	Interest	Total P+I
12/31/2026	8,455.40	4.100%	4,181.53	12,636.93
12/31/2027	8,802.08	4.100%	3,834.86	12,636.94
12/31/2028	9,162.96	4.100%	3,473.98	12,636.94
12/31/2029	9,538.64	4.100%	3,098.30	12,636.94
12/31/2030	9,929.73	4.100%	2,707.20	12,636.93
12/31/2031	10,336.85	4.100%	2,300.08	12,636.93
12/31/2032	10,760.66	4.100%	1,876.28	12,636.94
12/31/2033	11,201.84	4.100%	1,435.08	12,636.92
12/31/2034	11,661.12	4.100%	975.82	12,636.94
12/31/2035	12,139.22	4.100%	497.70	12,636.92
Total	\$101,988.50	-	\$24,380.83	\$126,369.33

City of Falcon Heights, Minnesota

\$18,600 General Obligation Tax Abatement & Improvement Bonds, Series 2025A

Water Revenue

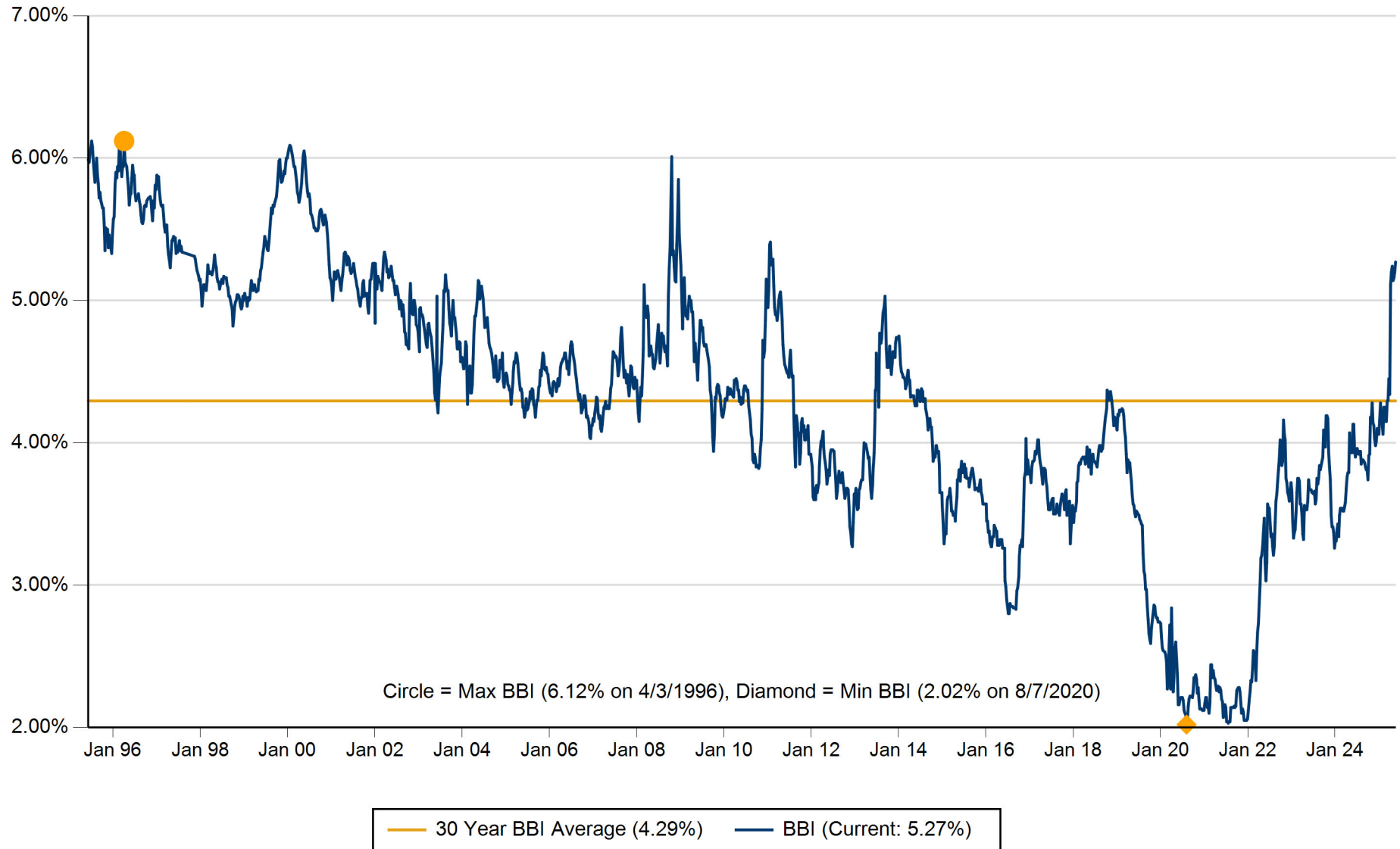
Bond TIC - Equal P&I

Revenues

Date	Principal	Coupon	Interest	Total P+I
12/31/2026	1,542.04	4.100%	762.60	2,304.64
12/31/2027	1,605.26	4.100%	699.38	2,304.64
12/31/2028	1,671.08	4.100%	633.56	2,304.64
12/31/2029	1,739.60	4.100%	565.04	2,304.64
12/31/2030	1,810.92	4.100%	493.72	2,304.64
12/31/2031	1,885.17	4.100%	419.48	2,304.65
12/31/2032	1,962.46	4.100%	342.18	2,304.64
12/31/2033	2,042.92	4.100%	261.72	2,304.64
12/31/2034	2,126.68	4.100%	177.96	2,304.64
12/31/2035	2,213.87	4.100%	90.76	2,304.63
Total	\$18,600.00	-	\$4,446.40	\$23,046.40

30 YEAR TREND IN MUNICIPAL BOND INDICES

Weekly Rates June, 1995 - June, 2025



The Bond Buyer "20 Bond Index" (BBI) shows average yields on a group of municipal bonds that mature in 20 years and have an average rating equivalent to Moody's Aa2 and S&P's AA.

Source: *The Bond Buyer*

EXTRACT OF MINUTES OF A MEETING OF THE
CITY COUNCIL OF THE CITY OF FALCON HEIGHTS, MINNESOTA

HELD: JUNE 25, 2025

Pursuant to due call and notice thereof, a regular or special meeting of the City Council of the City of Falcon Heights, Ramsey County, Minnesota, was duly held at City Hall on June 25, 2025, at 7:00 P.M., for the purpose, in part, of approving property tax abatements.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. 25-65

RESOLUTION APPROVING PROPERTY TAX ABATEMENTS

WHEREAS, the City Council (the "Council") of the City of Falcon Heights, Minnesota (the "City"), proposes to approve tax abatements to finance the costs related to the construction of various park improvements in the City (the "Project"). The City proposes to use the abatement for the purposes provided for in the Abatement Law (as hereinafter defined), including the Project. The proposed term of the abatement will not exceed 15 years in an amount not to exceed \$1,193,365. The abatement will apply to the City's share of the property taxes (the "Abatement") derived from the property described by tax parcel identification numbers in the table below (the "Tax Abatement Property"); and

212923120008

WHEREAS, on the date hereof, the Council held a public hearing on the question of the Abatement (as hereinafter defined), and notice of said hearing was published in a newspaper of general circulation in the City at least once more than ten days but less than 30 days before the hearing; and

WHEREAS, the Council proposes to issue its general obligation abatement bonds in an amount not to exceed \$1,190,000 to finance the Project; and the Abatement will be pledged to payment of the Bonds; and

WHEREAS, the Abatement is authorized under Minnesota Statutes, Sections 469.1812 through 469.1815, as amended (the "Abatement Law").

1. Findings for the Abatement. The City Council of the City of Falcon Heights, Minnesota hereby makes the following findings:

(a) The Council expects the benefits to the City of the Abatement to at least equal or exceed the costs to the City thereof.

(b) Granting the Abatement is in the public interest because it will

- (i) provide or help acquire or construct public facilities; and
- (ii) help provide access to services for residents of the political subdivision.

(c) The Tax Abatement Property is not and will not be located in a tax increment financing district during the Abatement period.

(d) In any year, the total amount of property taxes abated by the City by this and other existing abatement resolutions, shall not exceed ten percent (10%) of net tax capacity of the City for the taxes payable year to which the abatement applies or \$200,000, whichever is greater (the "Abatement Limit"). The City may grant other abatements permitted under the Abatement Law after the date of this resolution, provided that to the extent the total abatements in any year exceed the Abatement Limit the allocation of the Abatement limit to such other abatements is subordinate to the Abatement granted by this resolution.

2. Terms of Abatement. The Abatement is hereby approved. The terms of the Abatement are as follows:

(a) The Abatement shall be for up to 15 years anticipated to commence for the taxes levied in 2025 and payable in the year 2026. The City reserves the right to modify the commencement date, but the abatement period shall not exceed 15 years.

(b) In accordance with Section 469.1815 of the Act, the City will add to its levy in each year during the term of the Abatement the total estimated amount of current year Abatement granted under this resolution.

(c) The City will abate the City's share of property tax amount which the City receives from the Tax Abatement Property, cumulatively not to exceed \$1,193,365.

(d) The Abatement shall be subject to all the terms and limitations of the Abatement Law.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____ and, after a full discussion thereof and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Moved by:

Approved by: _____
Randall C. Gustafson
Mayor

GUSTAFSON ___ In Favor
LEEHY
MEYER ___ Against
WASSENBERG
MIELKE

Attested by: _____
Jack Linehan
City Administrator

RAMSEY COUNTY
CITY OF FALCON HEIGHTS

I, the undersigned, being the duly qualified and acting City Administrator of the City of Falcon Heights, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council, duly called and held on the date therein indicated, insofar as the minutes relate to the approval of property tax abatements.

WITNESS my hand on June 25, 2025.

City Administrator

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REQUEST FOR COUNCIL ACTION



Meeting Date	June 25, 2025
Agenda Item	Public Hearing F2
Attachment	Staff Memo from NSCC/NineNorth, Franchise Extension Agreement, Ordinance 25-04
Submitted By	Jack Linehan, City Administrator

Item	Public Hearing on Comcast Franchise Extension Ordinance
Description	<p>The City of Falcon Heights is a member of the North Suburban Communications Commission (NSCC), a joint powers entity representing nine cities—collectively known as NineNorth. The NSCC negotiates and administers cable television franchise agreements on behalf of its member cities.</p> <p>Following a formal renewal process and subsequent informal negotiations, the current cable franchise agreement with Comcast was adopted in 2017. It remains one of the strongest cable television franchise agreements in the metro area. The agreement is currently set to expire in 2027.</p> <p>In 2024, Comcast provided notice of its intent to renew the franchise. NSCC and Comcast mutually agreed to proceed with an informal renewal process under the federal Cable Act. As a result of these negotiations, the NSCC and Comcast reached agreement on a proposed five-year extension of the current franchise, through June 30, 2032, with no changes to the existing terms and conditions.</p> <p>The NSCC recommends adoption of the franchise extension ordinance by all member cities. Comcast’s acceptance will follow approval by all nine member cities.</p> <p>As the first step, the City of Falcon Heights must conduct a public hearing on the proposed ordinance to consider extending the franchise.</p>
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • Staff Memo from NSCC / NineNorth • Franchise Extension Agreement Ordinance 25-04
Action(s) Requested	<p>The City Council is requested to hold a public hearing on the proposed extension of the franchise agreement. Following close of the public hearing, the following motion is requested:</p> <ul style="list-style-type: none"> • Motion to approve Ordinance 25-04 authorizing the extension of the Comcast Franchise Extension Agreement.

STAFF MEMO
Comcast Cable Franchise Extension

Introduction

The North Suburban Communications (the “NSCC”) is a municipal joint powers commission that negotiates and administers the cable franchises on behalf of its nine member cities. Following a long and contentious franchise renewal process, the NSCC and Comcast agreed upon a renewed cable television franchise in 2017. All of the member cities adopted ordinances approving the cable television franchise and Comcast accepted it. At the time, the 2017 cable television franchise was considered one of the best, if not the best, cable television franchise in the metro area. In 2025, it remains one of the best, if not the best, cable television franchises in the metro and it continues to meet the needs of the member cities as it relates to the provision of cable service.

In 2024, Comcast sent a notice to the NSCC that it desired to renew the cable television franchise which had a term through 2027. Shortly after receiving the notice, the NSCC adopted a resolution commencing the renewal process and sent a letter to Comcast in response to Comcast agreeing to pursue the cable television franchise renewal through the informal – contract negotiation – process as contemplated in the federal cable act. In 2025, NSCC counsel and Comcast tentatively agreed on a cable franchise renewal extension that would extend the current terms and conditions of the cable television franchise through 2032. The NSCC recommended adoption of the Franchise Extension Agreement Ordinance by the City and all of its member cities at its meeting in May.

Recommended Action

Staff recommends the city follow their typical process for adoption of an ordinance for the approval of the Franchise Extension Agreement Ordinance.

Following adoption by all of the member cities, the NSCC will coordinate obtaining the acceptance of Comcast of all of the extension ordinances.

CITY OF FALCON HEIGHTS

Ordinance No. 25-04

FRANCHISE EXTENSION AGREEMENT

THIS AGREEMENT, effective upon passage and acceptance, between the City of Falcon Heights, Minnesota (the “City”), and Comcast of Minnesota, Inc., a Minnesota corporation (“Comcast”).

WHEREAS, the City granted Comcast a non-exclusive franchise for a ten-year term to construct, operate and maintain a cable television system through a cable television franchise ordinance, Ordinance Number _____, accepted and agreed upon by Comcast (the “Franchise”);

WHEREAS, Comcast agreed to additional commitments in a letter to the City dated, February 15, 2018 (the “Agreement”).

WHEREAS, the City, is a member of the North Suburban Communications Commission (the “Commission”) that manages and negotiates the Franchise;

WHEREAS, Comcast has requested renewal of the Franchise;

WHEREAS, Comcast and the Commission have agreed to extend the term of the Franchise and Agreement for an additional five years, subject to approval of the City and written acceptance of Comcast;

NOW, THEREFORE, THE CITY OF FALCON HEIGHTS ORDAINS AS FOLLOWS:

Section 1. Section 2, paragraph 4 of the Franchise is hereby amended by extending the term of such Franchise through and including June 30, 2032. The Parties do not waive any rights under Section 626 of the Federal Cable Act and agree that Grantee shall not be required to file an additional Section 626 Letter to preserve its rights to formal proceedings under the Franchise.

Section 2. Except as specifically modified hereby, the Franchise shall remain in full force and effect.

Section 3. Neither party waives any rights under law as a result of agreeing to this Franchise extension.

Section 4. The Agreement shall remain effective so long as Comcast, including any successors or assigns, continues to operate under the Franchise, including as it may be extended pending the completion of the renewal process. Neither the Commission nor Comcast may terminate the Agreement prior to renewal.

Passed and adopted this 25th day of June 2025.

CITY OF FALCON HEIGHTS

Mayor

ATTEST

City Clerk

APPROVED AS TO FORM

City Attorney

ACCEPTANCE BY COMCAST

Comcast agrees to the terms and conditions of this Ordinance and Franchise Extension Agreement.

COMCAST OF MINNESOTA, INC.

Kalyn Hove

Title: Regional Senior Vice President, Comcast Midwest Region

Date: _____

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-----ID-----			GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
=====							
01-05941		ALL ENERGY SOLAR INC.					
I-INV-00022425		Roof Solar Panels Deposit	5,892.40				
6/05/2025	APBNK	DUE: 6/05/2025 DISC: 6/05/2025		1099: N			
		Roof Solar Panels Deposit		403 4403-91650-000	ROOF SOLAR PANELS		5,892.40
		=== VENDOR TOTALS ===	5,892.40				
=====							
01-00265		AMERICAN ENVIRONMENTAL LLC					
I-4132		CCTV Inspection and Cleaning	670.00				
6/05/2025	APBNK	DUE: 6/05/2025 DISC: 6/05/2025		1099: N			
		CCTV Inspection and Cleaning		601 4601-87100-000	TELEVISIONING AND JETTING		670.00
I-4133		CCTV Inspection and Cleaning	2,010.00				
6/05/2025	APBNK	DUE: 6/05/2025 DISC: 6/05/2025		1099: N			
		CCTV Inspection and Cleaning		601 4601-87100-000	TELEVISIONING AND JETTING		2,010.00
		=== VENDOR TOTALS ===	2,680.00				
=====							
01-05352		SHAILA CUNNINGHAM					
I-202506059209		Yoga Instructor 3/11-6-9	721.60				
6/05/2025	APBNK	DUE: 6/05/2025 DISC: 6/05/2025		1099: Y			
		Yoga Instructor 3/11-6-9		201 4201-87700-000	INSTRUCTOR-SPECIALTY CLA		721.60
		=== VENDOR TOTALS ===	721.60				
=====							
01-05115		GOPHER STATE ONE CALL					
I-5050393		Locates May	130.95				
6/05/2025	APBNK	DUE: 6/05/2025 DISC: 6/05/2025		1099: N			
		Locates May		601 4601-88030-000	LOCATES		130.95
		=== VENDOR TOTALS ===	130.95				
=====							
01-06488		FERNANDO SCOTT					
I-202506059210		Reissue-Refund License 8/24	25.00				
6/05/2025	APBNK	DUE: 6/05/2025 DISC: 6/05/2025		1099: N			
		Reissue-Refund License 8/24		101 32140-000	MISC BUSINESS LICENSE		25.00
		=== VENDOR TOTALS ===	25.00				
		=== PACKET TOTALS ===	9,449.95				

PACKET: 03396 June 9 Payables
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0028	ALLSTREAM					
I-21540589		Emergency Landline 5/23-6/22	140.70			
6/09/2025	APBNK	DUE: 6/09/2025 DISC: 6/09/2025		1099: N		
		Emergency Landline 5/23-6/22		101 4116-85010-000	TELEPHONE	140.70
=== VENDOR TOTALS ===			140.70			
=====						
01-03001	CAMPBELL KNUTSON					
I-331		May General Legal Matters	1,532.97			
6/09/2025	APBNK	DUE: 6/09/2025 DISC: 6/09/2025		1099: Y		
		May General Legal Matters		101 4114-80200-000	LEGAL FEES	1,532.97
=== VENDOR TOTALS ===			1,532.97			
=====						
01-03089	CASH					
I-202506099211		Rec Refund and Office Supplie	21.15			
6/09/2025	APBNK	DUE: 6/09/2025 DISC: 6/09/2025		1099: N		
		Yoga Overpayment Refund		201 34310-000	RECREATION FEES	2.00
		Office Supplies		101 4112-70100-000	SUPPLIES	19.15
=== VENDOR TOTALS ===			21.15			
=====						
01-05930	GOFF PUBLIC					
I-51287		Public Relations Consult May	4,556.25			
6/09/2025	APBNK	DUE: 6/09/2025 DISC: 6/09/2025		1099: N		
		Public Relations Consult May		101 4112-80330-000	CONSULTANT	4,556.25
=== VENDOR TOTALS ===			4,556.25			
=====						
01-0235	JAN-PRO CLEANING SYSTEMS					
I-135966		Janitorial Service June	550.00			
6/09/2025	APBNK	DUE: 6/09/2025 DISC: 6/09/2025		1099: N		
		Janitorial Service June		101 4131-87010-000	CITY HALL MAINTENANCE	550.00
=== VENDOR TOTALS ===			550.00			
=====						
01-05886	KELLY & LEMMONS P.A.					
I-65534		May Prosecutions	2,500.00			
6/09/2025	APBNK	DUE: 6/09/2025 DISC: 6/09/2025		1099: Y		
		May Prosecutions		101 4123-80200-000	LEGAL FEES	2,500.00
=== VENDOR TOTALS ===			2,500.00			

PACKET: 03396 June 9 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
=====						
0440	LOFFLER COMPANIES, INC					
I-5034328		Copier Charge May	165.07			
6/09/2025	APBNK	DUE: 6/09/2025 DISC: 6/09/2025		1099: N		
		Copier Charge May		101 4112-87000-000	REPAIR OFFICE EQUIPMENT	165.07
=== VENDOR TOTALS ===			165.07			
=====						
01-06002	NINENORTH					
I-2025-077		Webstreaming/Cablecast May	838.25			
6/09/2025	APBNK	DUE: 6/09/2025 DISC: 6/09/2025		1099: N		
		Webstreaming/Cablecast May		101 4116-85050-000	CABLE TV	838.25
=== VENDOR TOTALS ===			838.25			
=====						
01-06009	PALE BLUE DOT LLC					
I-1456		Climate Action Plan	6,771.43			
6/09/2025	APBNK	DUE: 6/09/2025 DISC: 6/09/2025		1099: N		
		Climate Action Plan		101 4137-80460-000	CLIMATE ACTION PLAN	6,771.43
=== VENDOR TOTALS ===			6,771.43			
=====						
01-06185	RAMSEY COUNTY					
I-PRRRV-003523		2025 Annual Voting System Pay	2,527.00			
6/09/2025	APBNK	DUE: 6/09/2025 DISC: 6/09/2025		1099: N		
		2025 Annual Voting System Pay		101 4115-80350-000	ACCUVOTE VOTING SERVICE	2,527.00
=== VENDOR TOTALS ===			2,527.00			
=====						
01-06184	RAMSEY COUNTY - POLICE AND 911					
I-EMCOM-012545		CAD Services May	490.75			
6/09/2025	APBNK	DUE: 6/09/2025 DISC: 6/09/2025		1099: N		
		CAD Services May		101 4122-81200-000	911 DISPATCH FEES	490.75
=====						
I-EMCOM-012561		911 Dispatch Services May	3,265.83			
6/09/2025	APBNK	DUE: 6/09/2025 DISC: 6/09/2025		1099: N		
		911 Dispatch Services May		101 4122-81200-000	911 DISPATCH FEES	3,265.83
=== VENDOR TOTALS ===			3,756.58			

PACKET: 03396 June 9 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
0942		RETOLD RECYCLING				
I-RR_FalconHghts_042		Sustainability - Textile Recy	842.00			
6/09/2025	APBNK	DUE: 6/09/2025 DISC: 6/09/2025		1099: N		
		Sust. Fair - Textile Recycling		206 4206-82050-000	SUSTAINABILITY	842.00
=== VENDOR TOTALS ===			842.00			
01-05374		TENNIS SANITATION LLC				
I-4328770		Recycling May	10,442.25			
6/09/2025	APBNK	DUE: 6/09/2025 DISC: 6/09/2025		1099: N		
		Recycling May		206 4206-82030-000	RECYCLING CONTRACTS	10,442.25
I-4328771		SWMT&CEC Charges May	73.16			
6/09/2025	APBNK	DUE: 6/09/2025 DISC: 6/09/2025		1099: N		
		SWMT&CEC Charges May		101 4131-87010-000	CITY HALL MAINTENANCE	73.16
=== VENDOR TOTALS ===			10,515.41			
01-07898		WSB				
I-R-023655-000-18		March Planning -Comm Park Imp	6,430.00			
6/09/2025	APBNK	DUE: 6/09/2025 DISC: 6/09/2025		1099: N		
		March Planning -Comm Park Impr		403 4403-91500-000	COMMUNITY PARK LAND/BUIL	6,430.00
I-R-023655-000-19		April Planning -Comm Park Imp	22,084.25			
6/09/2025	APBNK	DUE: 6/09/2025 DISC: 6/09/2025		1099: N		
		April Planning -Comm Park Impr		403 4403-91500-000	COMMUNITY PARK LAND/BUIL	22,084.25
=== VENDOR TOTALS ===			28,514.25			
=== PACKET TOTALS ===			63,231.06			

PACKET: 03398 June 12 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
6/11		CENTURY LINK				
I-202506129212		Lift Station Auto Dialer May	77.61			
6/12/2025	APBNK	DUE: 6/12/2025 DISC: 6/12/2025		1099: N		
		Lift Station Auto Dialer May		601 4601-85011-000	TELEPHONE - LANDLINE	77.61
=== VENDOR TOTALS ===			77.61			
=====						
01-03123	CINTAS CORPORATION					
I-4229691500		Floor Mats Svc 5/7	104.40			
6/12/2025	APBNK	DUE: 6/12/2025 DISC: 6/12/2025		1099: N		
		Floor Mats Svc 5/7		101 4131-87010-000	CITY HALL MAINTENANCE	104.40
I-4231138861		Floor Mats Svc 5/21	104.40			
6/12/2025	APBNK	DUE: 6/12/2025 DISC: 6/12/2025		1099: N		
		Floor Mats Svc 5/21		101 4131-87010-000	CITY HALL MAINTENANCE	104.40
=== VENDOR TOTALS ===			208.80			
=====						
01-03117	CITY OF LITTLE CANADA					
I-20661		1st Qtr Inspector Mileage	267.33			
6/12/2025	APBNK	DUE: 6/12/2025 DISC: 6/12/2025		1099: N		
		1st Qtr Inspector Mileage		101 4117-81210-000	BUILDING INSPECTORS	267.33
=== VENDOR TOTALS ===			267.33			
=====						
01-04000	EHLERS AND ASSOCIATES					
I-101517		Arbitrage Reporting	2,500.00			
6/12/2025	APBNK	DUE: 6/12/2025 DISC: 6/12/2025		1099: N		
		Arbitrage Reporting		306 4306-94900-000	BOND FEES	2,500.00
101765		2025 Continuing Disclosure	850.00			
6/12/2025	APBNK	DUE: 6/12/2025 DISC: 6/12/2025		1099: N		
		2025 Continuing Disclosure		306 4306-94900-000	BOND FEES	425.00
		2025 Continuing Disclosure		316 4316-94900-000	BOND FEES	425.00
=== VENDOR TOTALS ===			3,350.00			
=====						
01-05032	FOREST LAKE CONTRACTING INC					
I-7186		Street Light Repair - Hoyt	8,500.00			
6/12/2025	APBNK	DUE: 6/12/2025 DISC: 6/12/2025		1099: N		
		Street Light Repair - Hoyt		419 4419-92000-000	OTHER IMPROVEMENTS	8,500.00
I-7188		Street Light Repair - Hoyt	2,075.00			
6/12/2025	APBNK	DUE: 6/12/2025 DISC: 6/12/2025		1099: N		
		Street Light Repair - Hoyt		419 4419-92000-000	OTHER IMPROVEMENTS	1,750.00
		Street Light Repair-Lauderdale		419 4419-92000-000	OTHER IMPROVEMENTS	325.00
=== VENDOR TOTALS ===			10,575.00			

PACKET: 03398 June 12 Payables
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
<hr/>						
421	GENERAL REPAIR SERVICE					
<hr/>						
I-85439		Lift Station Maintenance	1,606.17			
6/12/2025	APBNK	DUE: 6/12/2025 DISC: 6/12/2025		1099: N		
		Lift Station Maintenance		601 4601-87000-000	REPAIR EQUIPMENT	1,606.17
=== VENDOR TOTALS ===			1,606.17			
<hr/>						
01-05856	JACK LINEHAN					
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I-202506129213		Dependent Care Flex Reimburse	192.31			
6/12/2025	APBNK	DUE: 6/12/2025 DISC: 6/12/2025		1099: N		
		Dependent Care Flex Reimburse		101 21711-000	DEPENDENT CARE FLEX PAYA	169.23
		Dependent Care Flex Reimburse		206 21711-000	DEPENDENT CARE FLEX PAYA	9.62
		Dependent Care Flex Reimburse		601 21711-000	DEPENDENT CARE FLEX PAYA	7.69
		Dependent Care Flex Reimburse		602 21711-000	DEPENDENT CARE FLEX PAYA	5.77
=== VENDOR TOTALS ===			192.31			
<hr/>						
01-05908	METRO-INET					
<hr/>						
I-2760		May IT	4,441.00			
6/12/2025	APBNK	DUE: 6/12/2025 DISC: 6/12/2025		1099: N		
		May IT		101 4116-85070-000	TECHNICAL SUPPORT	4,441.00
=== VENDOR TOTALS ===			4,441.00			
<hr/>						
01-06768	MUSKA ELECTRIC					
<hr/>						
I-67526		Install Lights - Police Offic	1,132.15			
6/12/2025	APBNK	DUE: 6/12/2025 DISC: 6/12/2025		1099: N		
		Install Lights - Police Office		402 4402-91100-000	POLICE OFFICE RENOVATION	1,132.15
=== VENDOR TOTALS ===			1,132.15			
<hr/>						
01-06112	PIONEER PRESS					
<hr/>						
I-0525572540		Legals May	111.10			
6/12/2025	APBNK	DUE: 6/12/2025 DISC: 6/12/2025		1099: N		
		Legals May		101 4111-70410-000	LEGAL NOTICES	111.10
=== VENDOR TOTALS ===			111.10			

PACKET: 03398 June 12 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
=====						
752		UNIVERSAL TRUCK SERVICE LLC				
=====						
I-111647		Sweeper Repairs	57.13			
6/12/2025	APBNK	DUE: 6/12/2025 DISC: 6/12/2025		1099: N		
		Sweeper Repairs		602 4602-87000-000	REPAIR EQUIP/CATCH BASIN	57.13
=== VENDOR TOTALS ===			57.13			
=====						
01-05784		UPPER CUT TREE SERVICES				
=====						
I-6399		Albert Street Tree Removal	4,825.00			
6/12/2025	APBNK	DUE: 6/12/2025 DISC: 6/12/2025		1099: N		
		Albert Street Tree Removal		101 4134-84020-000	TREE REMOVAL	4,825.00
=== VENDOR TOTALS ===			4,825.00			
=====						
01-05870		XCEL ENERGY				
=====						
I-202506129214		Electricity	2,965.32			
6/12/2025	APBNK	DUE: 6/12/2025 DISC: 6/12/2025		1099: N		
		Electricity		101 4121-85020-000	ELECTRIC	29.69
		Electricity		101 4131-85020-000	ELECTRIC	282.50
		Gas		101 4131-85030-000	NATURAL GAS	112.17
		Electricity		101 4141-85020-000	ELECTRIC/GAS	30.77
		Electricity		209 4209-85020-000	STREET LIGHTING POWER	2,366.30
		Electricity		209 4209-85020-000	STREET LIGHTING POWER	53.36
		Electricity		209 4209-85020-000	STREET LIGHTING POWER	1.69
		Electricity		209 4209-85020-000	STREET LIGHTING POWER	13.77
		Electricity		209 4209-85020-000	STREET LIGHTING POWER	14.93
		Electricity		209 4209-85020-000	STREET LIGHTING POWER	60.14
=== VENDOR TOTALS ===			2,965.32			
=== PACKET TOTALS ===			29,808.92			

PACKET: 03403 JUNE 17TH PAYABLES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #			
BT DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
=====							
01-00259		AMERICAN ENGINEERING TESTING I					
I-INV -263394		MATERIALS TESTING	8,862.05				
6/17/2025	APBNK	DUE: 6/17/2025 DISC: 6/17/2025		1099: N			
		MATERIALS TESTING		424 4424-92400-000	FALCON WOODS PROJECT		8,862.05
		=== VENDOR TOTALS ===	8,862.05				
=====							
01-05060		MACQUEEN EQUIPMENT INC					
I-P65601		DOMS SIGHT GAUGE	26.29				
6/17/2025	APBNK	DUE: 6/17/2025 DISC: 6/17/2025		1099: N			
		DOMS SIGHT GAUGE		602 4602-83025-000	SWEEPER PARTS/SUPPLIES		26.29
		=== VENDOR TOTALS ===	26.29				
=====							
01-05273		MN PUBLIC EMPLOYEES INSURANCE					
I-1528702		JULY HEALTH/DENTAL INS	12,883.72				
6/17/2025	APBNK	DUE: 6/17/2025 DISC: 6/17/2025		1099: N			
		JULY HEALTH/DENTAL INS		101 4112-89000-000	MISCELLANEOUS		12,883.72
		=== VENDOR TOTALS ===	12,883.72				
=====							
01-06024		ON SITE SANITATION					
I-1900471		PORTBLE TOILET COMM 6/7 7/4	260.00				
6/17/2025	APBNK	DUE: 6/17/2025 DISC: 6/17/2025		1099: N			
		PORTBLE TOILET COMM 6/7 7/4		601 4601-85080-000	PORTABLE TOILET PARKS		260.00
I-1900472		PORTABLE TOILE CURITSS6/7 7/4	260.00				
6/17/2025	APBNK	DUE: 6/17/2025 DISC: 6/17/2025		1099: N			
		PORTABLE TOILE CURITSS6/7 7/4		601 4601-85080-000	PORTABLE TOILET PARKS		260.00
		=== VENDOR TOTALS ===	520.00				
=====							
01-07898		WSB					
I-R-023655-000-30		MAY PLANNING COMM PARK	16,632.00				
6/17/2025	APBNK	DUE: 6/17/2025 DISC: 6/17/2025		1099: N			
		MAY PLANNING COMM PARK		403 4403-91500-000	COMMUNITY PARK LAND/BUIL		16,632.00
		=== VENDOR TOTALS ===	16,632.00				

PACKET: 03403 JUNE 17TH PAYABLES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
-----	DATE	BANK CODE	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-05870		XCEL ENERGY				
I-202506179216		ELECT	173.85			
6/17/2025	APBNK	DUE: 6/17/2025 DISC: 6/17/2025		1099: N		
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	12.19
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	55.59
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	32.54
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	8.36
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	65.17
		=== VENDOR TOTALS ===	173.85			
		=== PACKET TOTALS ===	39,097.91			

June 17 payroll

Fed With	9,115.19
St With	1,776.84
Pera	5,072.95
ICMA	<u>200.00</u>
	16,164.98

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REQUEST FOR COUNCIL ACTION

Meeting Date	June 25, 2025
Agenda Item	Consent G2
Attachment	Resolution 25-66
Submitted By	Kelly Nelson Director of Administrative Services / Deputy Clerk

Item	Approval of Resolution 25-66 Supporting Grant for Park Benches Through Active Living Ramsey Communities Be Active! Be Green! Initiative
Description	<p>The City of Falcon Heights previously applied for and received seven park benches for Community Park and one bench for Curtiss Field Park through a grant from Active Living Ramsey Communities Be Active! Be Green! Bench Initiative in the fall of 2023.</p> <p>Staff would now like to submit a grant application to ask for three park benches for The Grove. The City would be responsible for providing a cement pad (following ADA guidelines) under each bench and routine maintenance for 20 years, if benches are granted to us.</p> <p>One requirement of the applicant is that they have or will require a permanent easement over the land on which the benches will be placed. The City currently leases Grove Park.</p> <p>Staff is seeking the Council’s support and approval to be under consideration of receiving the bench grant through a submitted application, should Ramsey County approve the application based on the longevity of the lease and a promise to move the benches, should the need arise during the 20-year duration of maintenance.</p> <p>Should the City be selected to receive benches, the City would then be asked to sign a contract, which would be presented for Council approval at an upcoming City Council meeting. The grant application would not move forward without a signed contract and without the Council’s approval at that time.</p>
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • Resolution 25-66
Action(s) Requested	Staff recommend approval of the application and attached resolution for consideration to receive a park bench grant.

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

June 25, 2025

No. 25-66

**RESOLUTION AUTHORIZING THE CITY TO SUBMIT A GRANT APPLICATION
FOR ACTIVE LIVING RAMSEY COMMUNITIES BE ACTIVE! BE GREEN! BENCH
INITIATIVE TO PROVIDE PARK BENCHES.**

WHEREAS, the City of Falcon Heights act as legal sponsor for the project contained in the Active Living Ramsey Communities Be Active! Be Green! Bench Initiative grant application to be submitted on the 9th day of July, 2025 and that the City Administrator, Jack Linehan, and/or Staff is hereby authorized to apply to Active Living Ramsey Communities for a park bench grant on behalf of the City of Falcon Heights; and

WHEREAS, that the applicant maintains an adequate Conflict of Interest Policy and, throughout the term of the contract, will monitor and report any actual or potential conflicts of interest to the State, upon discovery; and

WHEREAS, that the City of Falcon Heights has the legal authority to apply for financial assistance, and it has the financial capability to meet the match requirement (if any) and ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life; and

WHEREAS, that the City of Falcon Heights has not incurred any development costs and has not entered into a written purchase agreement to acquire the property described in the Cost Breakdown section on this application; and

WHEREAS, that the City of Falcon Heights has or will acquire fee title or permanent easement over the land described in the boundary map or recreational site plan included in the application; and

WHEREAS, that, upon approval of its application, the City of Falcon Heights may enter into an agreement with the required parties for the above-referenced project, and that the City of Falcon Heights certifies that it will comply with all applicable laws and regulations as stated in the grant agreement including dedicating the park property for uses consistent with the funding grant program into perpetuity; and

NOW, THEREFORE BE IT RESOLVED that THE CITY ADMINISTRATOR, is hereby authorized to execute such agreements as necessary to implement the project on behalf of the applicant.

Moved by:

Approved by: _____

Randy Gustafson
Mayor

GUSTAFSON
LEEHY
MEYER
WASSENBERG
MIELKE

_____ In Favor
_____ Against

Attested by: _____

Jack Linehan
City Administrator

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REQUEST FOR COUNCIL ACTION (RCA)

Meeting Date	June 25, 2025
Agenda Item	Consent G3
Attachment	Stormwater Maintenance Agreement
Submitted By	Jack Linehan, City Administrator

Item	Community Park Stormwater Maintenance Agreement
Description	<p>As part of the stormwater basin associated with the Community Park renovation, and because the City of Falcon Heights does not currently have an existing programmatic agreement with the watershed, a maintenance agreement should now be signed.</p> <p>The proposed maintenance agreement states that the City of Falcon Heights shall inspect and maintain the filtration basin and outlines the maintenance schedule to be performed.</p>
Budget Impact	
Attachment(s)	<ul style="list-style-type: none"> • Stormwater Facility Maintenance Agreement
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve the Stormwater Facility Maintenance Agreement between Rice Creek Watershed District and the City of Falcon Heights so that Staff may sign it.

STORMWATER FACILITY MAINTENANCE AGREEMENT

Between the Rice Creek Watershed District and City of Falcon Heights

This Maintenance Agreement (“Agreement”) is made by and between the Rice Creek Watershed District, a watershed district with purposes and powers set forth at Minnesota Statutes Chapters 103B and 103D and a drainage authority pursuant to chapter 103E of the laws of the State of Minnesota (RCWD), and City of Falcon Heights (“Permittee”).

Recitals and Statement of Purpose

WHEREAS pursuant to Minnesota Statutes § 103D.345, the RCWD has adopted and implements Rule C, Stormwater Management Plans;

WHEREAS Rule C imposes certain requirements, which Permittee will meet in this case by constructing and maintaining stormwater management facilities as identified on the site plan incorporated into this Agreement as Exhibit A;

WHEREAS in accordance with Rule C and as a condition of Permit 25-022, Permittee’s obligation to maintain these stormwater facilities must be memorialized by a recorded maintenance declaration or, alternatively, a maintenance agreement establishing Permittee’s perpetual maintenance obligation;

WHEREAS Permittee and the RCWD execute this Agreement to fulfill the condition of Permit 25-022, and concur that it is binding and rests on mutual valuable consideration;

THEREFORE:

1. Permittee, at its cost, will inspect and maintain the stormwater management facilities delineated and labeled on Exhibit A as follows: **Filtration Basin**. Permittee will:

a. Obtain certified as-built contours for all basins and inspect the basins, and associated outlet structures, culverts and outfall structures one year and two years after the completion of as-builts, including measuring sediment accumulation by a method accurate to within one vertical foot. Thereafter, Permittee will inspect in the fifth year after basin completion and every five years thereafter. If inspections show that sediment may accumulate to 50 percent of wet storage volume, or 25 percent of dry detention volume, within less than five years, Permittee will inspect more frequently. If sediment accumulation has decreased wet storage volume by 50 percent or dry detention volume by 25 percent, Permittee will restore the basin to its original design elevations and dimensions, and restore vegetation in disturbed areas, within one year of the inspection date.

b. Inspect stormwater infiltration and filtration basins, including rain gardens, annually, to preserve live storage capacity at or above the design volume. Remove vegetation, maintain healthy plant growth and remove excess sediment and debris to ensure that the facilities continue to perform per design.

c. Inspect grit chambers, sump catch basins and sump manholes annually. Remove accumulated sediment and debris so that the facility continues to operate as designed and erosion or structural problems are corrected.

d. Inspect conveyances and other structures annually. Ensure preservation of designed hydraulic capacity.

2. If Permittee conveys into private ownership a fee interest in all or any portion of the public property that is subject to this Agreement, it must require as a condition of conveyance, and enforce: (a) that the acquiring party record a declaration on the property incorporating the stormwater management facility maintenance requirements of this Agreement; and (b) that recordation occur either before any encumbrance is recorded on the property or, if after, only as accompanied by a subordination and non-disturbance executed by the encumbrance holder ensuring that the declaration will run with the land in perpetuity. If Permittee conveys into public ownership a fee interest in all or any portion of the property that is subject to this Agreement, it must require as a condition of the conveyance that the acquiring party accept an assignment of all obligations vested under this Agreement.

3. This Agreement is in force for five years from the date on which it is fully executed and will renew automatically for five-year terms unless terminated by the parties. This Agreement may be amended only in a writing signed by the parties.

4. The recitals are incorporated as a part of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

RICE CREEK WATERSHED DISTRICT

By _____
RCWD Administrator, Nicholas Tomczik

Date:

[FULL NAME OF PERMITTEE]

By: _____
Its _____

Date:

**Exhibit A
SITE PLAN**

Instructions for Site Plan:

- **Plan must be at scale adequately precise to allow boundary of stormwater facility to be located in the field with +/- one-foot horizontal accuracy.**
- **Scale and three permanent benchmarks must be shown on the plan. Lot corners from a recorded plat are considered permanent.**
- **Plan must be in black and white, and show lot boundary and stormwater facility delineation. Other contents not relevant to locating facility boundaries in the field should be minimized. Aerial photograph layer must be omitted.**
- **Each stormwater facility must be labeled with the precise term used in the text of the maintenance declaration/agreement.**

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REQUEST FOR COUNCIL ACTION (RCA)

Meeting Date	June 25, 2025
Agenda Item	Policy H1
Attachment	Draft Ordinance
Submitted By	Jack Linehan, City Administrator

Item	City Commission Code Updates
Description	<p>Following the January 8, 2025, Special Workshop, the City Council reached consensus on key elements regarding commissioner stipends and youth commissioners. Based on this discussion, staff has incorporated the following guidance into the proposed ordinance updates:</p> <ul style="list-style-type: none"> • <u>Commissioner Compensation:</u> Commissioners will receive a \$50 stipend per meeting attended, provided they are present for the majority of the meeting. The stipend will be recorded through a sign-in process at each meeting. • <u>Commission Eligibility for Stipends:</u> The stipend will apply to all standing commissions but not to ad-hoc commissions or task forces. • <u>Chair and Officer Compensation:</u> All commissioners, including chairs and officers, will receive the same stipend amount, without additional compensation for leadership roles. • <u>Quorum Considerations:</u> Commissioners in attendance at an officially noticed commission meeting will still receive the stipend even if a meeting lacks quorum and is deemed unofficial. • <u>Tax Treatment:</u> Commissioners will be classified as employees, receiving a W-2, and the stipend will be treated as reportable income. Commissioners may opt to decline the stipend and serve on a voluntary basis. • <u>Youth Commissioner Role:</u> The revised ordinance establishes a youth commissioner position for each commission (except the Planning Commission). Youth commissioners will be between ages 16 and 18, serve one-year terms, and will be full voting members. They will receive the same \$50 per meeting stipend as adult commissioners and count toward quorum requirements. • <u>Term Start and Resignation Process:</u> Commissioner terms will begin upon appointment by the City Council, rather than on a fixed annual or quarterly schedule. Resignations must be formally accepted by the council before vacancies can be filled. • <u>Onboarding and Recruitment:</u> The council emphasized improving commissioner recruitment and onboarding processes, including encouraging current commissioners to assist in outreach.

	<p>From the above updates, staff drafted and revised the ordinance and presented them at the April 2, 2025 workshop meeting for further discussion. This included the creation of a new section of the Administrative Manual – Section II – City Commissions, which provides staff with guidance on the following items related to City Commissions and Commissioners:</p> <ul style="list-style-type: none"> • Appointment and recruitment procedures • Term structure and reappointments • Resignation and removal protocols • Establishment and participation of youth commissioners • Commissioner compensation and tax treatment • Onboarding and orientation processes • Meeting procedures, reporting, and conduct expectations • Role of staff and council liaisons <p>The Administrative Manual Section II – City Commissions reflects the proposed updated ordinance language, incorporates recommendations from the League of Minnesota Cities, and reflects best practices from other nearby cities that formally document their commissioner appointment process. We attempted to document our current informal practices with some changes to improve challenges staff faces with the recruitment and selection of commissioners.</p> <p>This policy is intended to provide guidance for commissioners, applicants, staff, and council, and aligns with the city's commitment to improving transparency, and participation in our commissions.</p> <p>Following the April workshop, staff needed to do further preparation for compensating commissioners, and will be ready to start paying commissioners in August 2025.</p>
Budget Impact	Estimated at \$21,000 annually, based on meeting attendance and commission structure.
Attachment(s)	<ul style="list-style-type: none"> • Draft Ordinance
Action(s) Requested	<p>Staff recommends that the Falcon Heights City Council approve two motions:</p> <ul style="list-style-type: none"> • Motion to adopt Ordinance 25-05 to modify Chapter 2 of City Code, modifying sections pertaining to City Commissioners • Motion to approve to modify the Administrative Manual with the creation of Section II – City Commissions

City of Falcon Heights Administrative Manual

Section II Commissions

Appointments, Membership, and Operations

I. Purpose

The purpose of this policy is to formalize the procedures and expectations for appointment, participation, and conduct of members serving on city commissions. Commissions serve as advisory bodies to the city council and are integral to public engagement and effective municipal governance.

II. General Policy

The City of Falcon Heights seeks to promote open and equitable access to public service through commissions, reflecting the city's diversity and encouraging citizen participation in governance. Commissioners provide insight, review policies, and make recommendations to the city council.

III. Commission Structure

A. Standing Commissions

The City Council has established the following standing commissions:

- Planning Commission
- Parks and Recreation Commission
- Community Engagement Commission
- Environment Commission

Additional ad-hoc committees may be created by the council as needed but are not covered under this section.

B. Membership

Each commission may consist of up to seven (7) members, including one optional Youth Commissioner (excluding the Planning Commission). A majority of members must be Falcon Heights residents unless otherwise specified.

IV. Appointment Process

A. Recruitment and Application

1. Vacancy notice: All vacancies are advertised for a period of at least 30 days with a post and end date stated. Vacancies are advertised through the city website, e-newsletter, and

may also be advertised on social media. Applications received after the stated end date shall not be considered.

2. Term vacancies: Openings can be advertised starting 30 days prior to the end of a commissioner's second term.
3. Resignation vacancies: vacancies due to resignation or removal are announced following formal acceptance by the council. New commissioners appointed following a resignation or removal vacancy would be eligible to serve full terms as outlined in Section IV C.
4. Application: All applicants must submit a completed application including contact information, interest statement, relevant experience, and availability. Applications will not be saved for future consideration.

B. Appointment

1. Applications for a city commission are collected by staff when a vacancy occurs as outlined in Section IV A.
2. Applications will be reviewed in a reasonable time frame by an interview committee consisting of the Staff Liaison, Commission Chair or senior ranking officer, and City Council Liaison to that commission. The interview committee will interview applicants and make a recommendation for appointment based on the applicant's application and interview to select the most qualified candidate for the commission. The criteria for determining the most qualified applicant is their ability to reflect the General Purpose as outlined in Section II.
3. The Mayor has the opportunity to review the recommendation of the selected applicant and reach out directly to the applicant if additional information is requested.
4. Appointments are made by majority vote of the City Council as a consent agenda item following a recommendation from the interviewing committee.
5. Commissioners may be reappointed up to a maximum of two consecutive terms, unless otherwise approved by the Council.

C. Term

1. Regular commissioners serve three-year terms, with up to one reappointment allowed consecutively. Upon completion of service on one commission, commissioners are eligible for appointment to another commission, or after a period of at least one year, for appointment to the same commission on which they termed out of (at least) one year prior.
2. Youth Commissioners serve one-year terms and may be reappointed up to two times.
3. Terms begin on the date of appointment by the City Council, not a fixed annual schedule.

D. Resignation and Removal

1. Resignations must be submitted in writing and formally accepted by the Council before a vacancy is filled.
2. Commissioners may be removed by a majority vote of the Council for any reason, including but not limited to poor attendance.

V. Youth Commissioners

A. Role and Eligibility

1. Youth Commissioners are full voting members and count toward quorum.
2. Must be residents of Falcon Heights and between ages 16–18. *If a youth commissioner would turn 19 years of age during their appointed term and seek reappointment, they must then be appointed as a regular commissioner, as vacancy allows.
3. Enrolled in high school or equivalent education program.

B. Appointment and Term

- Appointed through the standard process.
- Serve one-year terms from date of appointment.
- May serve up to three total terms. The maximum term shall not exceed six years total, as a mixture of youth and regular commission years served consecutively.

VI. Stipends and Compensation

1. All commissioners, including youth members and officers, receive a \$50 stipend per formally noticed meeting attended, provided they are present for the majority of the meeting.
2. Stipends are paid through a sign-in record and processed as employee W-2 income.
3. Commissioners may decline compensation and serve voluntarily.
4. Commissioners receive stipends even if a meeting is canceled for lack of quorum, as long as attendance is pre-communicated with Staff Liaison (see VIII).

VII. Orientation and Onboarding

1. The Staff Liaison will provide new member orientation before or shortly after appointment, including overview of commission duties, policies, and open meeting laws.
2. Officers and continuing commissioners are encouraged to assist with recruitment and mentorship of new members.

VIII. Attendance and Participation

1. Regular attendance is expected. Missing more than 25% of scheduled meetings or three consecutive absences may result in removal.

2. Members should notify the Staff Liaison in advance of absences. If an absence is not communicated to the Staff Liaison by 3:00 PM the day of the meeting and the absence results in a meeting being held with a lack of quorum, this Member shall not receive their monthly stipend due to a non-communicated absence resulting in lack of quorum.
3. Members may be asked, on occasion to lead a project and/or to volunteer their time at events.

IX. Meeting Procedures and Reporting

1. Commissions meet at least quarterly and follow the Minnesota Open Meeting Law.
2. Each commission shall:
 - o Elect officers annually.
 - o Keep public records of actions.
 - o Submit formal reports or requests to the City Council regarding policies or recommendations pursuant to their purpose as defined in City Code.

X. Staff and Council Liaisons

1. Each commission is assigned a Staff Liaison to assist with agendas, provide policy guidance, ensure communication with city departments.
2. A Council Liaison may be assigned annually to foster communication between the council and commission.

XI. Conflicts and Communications

1. Members must distinguish between personal opinions and official commission recommendations when speaking publicly.
2. Recommendations requiring City Council action must be submitted through the Staff Liaison to the City Administrator for agenda placement.

Chapter 2 - ADMINISTRATION¹

Article/Division/Section:

ARTICLE I	<u>IN GENERAL</u>
2-1 – 2-18	<i>Reserved</i>
ARTICLE II	<u>CITY COUNCIL</u>
2-19	<u>Election and term of office</u>
2-20	<u>Salaries</u>
2-21	<u>Workers' compensation</u>
2-22 – 2-45	<i>Reserved</i>
ARTICLE III	<u>OFFICERS AND EMPLOYEES</u>
2-46 – 2-63	<i>Reserved</i>
ARTICLE IV	<u>DEPARTMENTS</u>
2-64 – 2-84	<i>Reserved</i>
ARTICLE V	<u>FINANCE</u>
2-85	<u>Fees and charges</u>
2-86 – 2-113	<i>Reserved</i>
ARTICLE VI	<u>BOARDS AND COMMISSIONS</u>
2-114	<u>City commissions</u>
2-115	<u>Duties, memberships, terms, compensation, officers and meetings</u>
2-116	<i>Reserved</i>
2-117	<u>Parks and recreation commission</u>
2-118	<u>Planning commission</u>
2-119	<u>Community engagement commission</u>
2-120	<u>Environment commission</u>
2-121 – 2-139	<i>Reserved</i>
ARTICLE VII	<u>BACKGROUND CHECKS</u>
2-140	<u>Applicants for city employment</u>
2-141	<u>Applicants for city licenses</u>
2-142 – 2-149	<i>Reserved</i>
ARTICLE VIII	<u>DOMESTIC PARTNERS</u>
2-150	<u>Purpose</u>
2-151	<u>Definitions</u>
2-152	<u>Registration of domestic partnership</u>
2-153	<u>Amendments</u>
2-154	<u>Termination of domestic partnership</u>

ARTICLE I - IN GENERAL

Secs. 2-1 – 2-18 - Reserved

ARTICLE II - CITY COUNCIL²

Sec. 2-19 - Election and term of office

- (a) *City elections.* The regular city elections shall be held on the first Tuesday after the first Monday in November in each odd-numbered year.
- (b) *Terms of mayor and councilmembers.* The terms of offices of mayor and the four city councilmembers shall be four years. The councilmember terms shall be staggered with two seats open each election.

(Code 1993, § 2-1.01(A), (B))

State Law reference – City elections and terms of office, Minn. Stats. § 412.02 et seq.

Sec. 2-20 - Salaries

- (a) *Salary of mayor.* The salary of the mayor shall be \$450.00 per month.
- (b) *Salaries of city councilmembers.* The salary of each city councilmember shall be \$300.00 per month.

(Code 1993, § 2-1.01(C), (D); Ord. No. 0-99-08, 11-3-1999)

State Law reference – Authority to fix salaries of governing body, Minn. Stats. § 415.11.

Sec. 2-21 - Workers' compensation

Pursuant to Minn. Stats. § 176.011, subd. 9, the elected officials of the city are hereby included in the coverage of the Minnesota Workers' Compensation Act (Minn. Stats. ch. 176).

(Code 1993, § 2-1.01)

Secs. 2-22 – 2-45 - Reserved

ARTICLE III - OFFICERS AND EMPLOYEES³

Secs. 2-46 – 2-63 - Reserved

ARTICLE IV - DEPARTMENTS

Secs. 2-64 – 2-84 - Reserved

ARTICLE V - FINANCE

Sec. 2-85 - Fees and charges

Fees and charges imposed or required by the city shall be as established by resolution, except as to such fees and charges as are required by state law to be established by ordinance. Any fee or charge fixed by ordinance as of the adoption date of this Code shall continue in full force and effect even though not published in this Code until altered by resolution or ordinance as provided in this section.

Secs. 2-86 – 2-113 - Reserved

ARTICLE VI - BOARDS AND COMMISSIONS

Sec. 2-114 - City commissions

(a) The city council has established the following commissions:

- (1) [Planning commission.](#)
- (2) [Parks and recreation commission.](#)
- (3) [Environment commission.](#)
- (4) [Community engagement commission.](#)

(Code 1993, § 2-4.01; Ord. No. 98-02, § 1, 4-8-1998; Ord. No. 07-07, § 1, 4-25-2007; Ord. No. 15-01, § 1, 2-11-2015)

Sec. 2-115 - Duties, membership, terms, compensation, officers and meetings

(a) *Role of commissions; commissions composition.*

- (1) The commissions are designed to serve in an advisory capacity to the city council.
- (2) The city commissions shall not consist of more than seven members. The majority of members shall be residents of the city, unless otherwise designated in the administrative manual.

(b) *Specific duties.* Specific duties for each commission are included in the administrative manual.

(c) *Terms, vacancies, oaths.*

- (1) The term of office of all commission members shall be three years from the date of their appointment by the City Council. ~~Except for appointments to fill a vacancy, an appointment in any year shall be deemed effective as of January 1 of such year for purposes of computing the term.~~ No member shall serve more than two consecutive three-year terms unless otherwise specified in the administrative manual.

(2) Members ~~shall~~ may hold office until their successors are appointed. ~~All members shall serve without compensation, but may be reimbursed for expenses as authorized and approved by the city council.~~

(d) Removal. Commission members shall be subject to removal with or without cause, by a four-fifths vote of the city council. Failure to attend meetings regularly shall be one basis for removal.

~~(d)~~(e) Compensation. Beginning August 1, 2025, compensation for the members shall be \$ 50 per meeting attended.

~~(e)~~(f) Chairperson; officers. Each commission shall elect a chairperson from among its appointed members for a term of one year. The commissions may create and fill such other offices as determined necessary.

~~(f)~~(g) Meetings, records, reports. The commissions shall hold scheduled meetings, not less than one per calendar quarter. They shall adopt rules for the transaction of business and shall keep written public records of resolutions, recommendations and findings. On or before February 15 of each year, the commissions shall submit to the council work reports for the preceding calendar year.

(h) Youth Commissioner.

(1) Designation and Role. Each commission, except the Planning Commission, may include one designated youth commissioner seat as part of the total seven-member composition. The youth commissioner shall serve as a full voting member and contribute to all discussions and decisions of the commission.

(2) Eligibility. A youth commissioner shall:

- Be a resident of Falcon Heights.
- Be between the ages of 16 and 18 at the time of appointment.
- Be enrolled in high school or a recognized equivalent educational program.

(3) Term and Appointment.

- The term of a youth commissioner shall be one year, with the option to be reappointed for up to two additional terms.
- Youth commissioners shall be appointed by the City Council following the standard application and interview process.

(4) Compensation. Youth commissioners shall receive the same compensation as other commission members, per Sec. 2-115(e).

(5) Participation and Voting. Youth commissioners shall have the same voting rights as other commissioners and shall count toward quorum requirements. They shall adhere to the same attendance and participation expectations as other commission members.

(Code 1993, § 2-4.02; Ord. No. 15-01, § 2, 2-11-2015)

State Law reference – Minnesota Open Meeting Law, Minn. Stats. ch. 13D.

Sec. 2-116 - Reserved

Editor's note – Ord. No. 15-01, § 3, adopted February 11, 2015, repealed § 2-116 in its entirety. Former § 2-116 pertained to "Human rights commission," and was derived from Code 1993, § 2- 4.03.

Sec. 2-117 - Parks and recreation commission

The park and recreation commission shall serve in an advisory capacity to the city council on all policy matters relating to public parks and facilities and recreation programs.

(Code 1993, § 2-4.04)

Sec. 2-118 - Planning commission

- (a) The commission shall be the city planning agency authorized by Minn. Stats. § 462.354, subd. 1.
- (b) The duties of the planning commission are:
 - (1) To guide future development of land, services, and facilities;
 - (2) To ensure a safe, pleasant and economical environment for residential, commercial, and public activities; and
 - (3) To promote the public health, safety, and general welfare of the community.
- (c) These duties are to be carried out by:
 - (1) Establishing community objectives and policy;
 - (2) Making recommendations to the council regarding petitions and applications for rezoning, special use permits, etc.;
 - (3) Reviewing and making recommendations on all matters relating to or affecting the physical development of the city.

(Code 1993, § 2-4.05; Ord. No. 98-02, § 3, 4-8-1998)

Sec. 2-119 - Community engagement commission

The community engagement commission shall serve in an advisory capacity to the city council regarding the effective, meaningful and equal involvement of Falcon Heights residents in their community. The commission will identify opportunities to collaborate with community, educational, business and social services groups and organizations; identify ways to improve the city's public participation, identify under-represented groups, remove any barriers, and engage and promote increased participation for all

residents, businesses, community and neighborhood organizations; review and recommend ways to improve the city's communications efforts so as to facilitate effective two-way communication between the city and all residents, businesses, community and neighborhood organizations; review and recommend ways to help improve resident emergency preparedness and crime prevention programs. The commission shall review complaints of alleged human rights violations occurring within the city and secure equal opportunity for all residents of the city regarding public services, public accommodations, housing, employment and education.

(Ord. No. 07-07, § 2, 4-25-2007; Ord. No. 15-01, § 4, 2-11-2015)

Editor's note – Ord. No. 15-01, § 4, adopted February 11, 2015, amended § 2-119 to read as set out herein. Previously § 2-119 was titled "Neighborhood commission."

Sec. 2-120 - Environment commission

The environment commission shall serve in an advisory capacity to the city council on all policy matters relating to energy use, air quality, recreation and aesthetic appreciation, green infrastructure, water, solid waste, and environmental education.

(Ord. No. 07-07, § 3, 4-25-2007)

Secs. 2-121 – 2-139. - Reserved

ARTICLE VII - BACKGROUND CHECKS

Sec. 2-140 - Applicants for city employment

Purpose. The purpose and intent of this section is to establish regulations that will allow law enforcement access to Minnesota's computerized criminal history information for specified non- criminal purposes of city employment background checks.

Criminal history employment background investigations. The St. Anthony Police Department is hereby required, as the exclusive entity within the city, to do a criminal history background investigation on the applicants for all regular part-time or full-time positions in the City of Falcon Heights and other positions that work with children, vulnerable adults or require a valid driver's license as an essential qualification of the position. The city's hiring authority may conclude that a background investigation is not needed.

In addition to the St. Anthony Police Department, the city is also required to access criminal data by using the services provided by the bureau of criminal apprehension and paying the associated fee for positions that work with children under the Child Protection Background Check Act (Minn. Stat. § 299C.61 and .62).

In conducting the criminal history background investigation in order to screen employment applicants, the police department is authorized to access data maintained in the Minnesota Bureau of Criminal Apprehension's computerized criminal history

information system in accordance with BCA policy. Any data that is accessed and acquired shall be maintained at the police department under the care and custody of the chief law enforcement official or his or her designee. A summary of the results of the computerized criminal history data may be released by the police department to the hiring authority, including the city council, the city administrator or other city staff involved in the hiring process.

Before the investigation is undertaken, the applicant must authorize the police department by written consent to begin the investigation. The written consent must fully comply with the provisions of Minn. Stats. ch. 13 regarding the collection, maintenance and use of the information. Except for the positions set forth in Minn. Stats. § 364.09, the city will not reject an applicant for employment on the basis of the applicant's prior conviction unless the crime is directly related to the position of employment sought and the conviction is for a felony, gross misdemeanor, or misdemeanor with a jail sentence. If the city rejects the applicant for employment on this basis, the city shall notify the applicant in writing of the following:

- (1) The grounds and reasons for the denial.
- (2) The applicant complaint and grievance procedure set forth in Minn. Stats. § 364.06.
- (3) The earliest date the applicant may reapply for employment.
- (4) That all competent evidence of rehabilitation will be considered upon

reapplication. (Ord. No. 12-08, §§ 1, 2, 9-26-2012)

Editor's note – Ord. No. 12-08, §§ 1, 2, adopted Sept. 26, 2012, repealed § 2-140 and enacted a new § 2-140 to read as set out herein. Former § 2-140 pertained to purpose; procedures and derived from Ord. No. 06-05, § 1, adopted Dec. 13, 2006.

Sec. 2-141 - Applicants for city licenses

Purpose. The purpose and intent of this section is to establish regulations that will allow law enforcement access to Minnesota's computerized criminal history information for specified non- criminal purposes of licensing background checks.

Criminal history license background investigations. The St. Anthony Police Department is hereby required, as the exclusive entity within the city, to do a criminal history background investigation on the applicants for the following licenses within the city:

City licenses:

- Peddler, solicitor and transient merchant;
- Massage therapist;
- Owners of liquor establishments.

In conducting the criminal history background investigation in order to screen license applicants, the police department is authorized to access data maintained in the Minnesota Bureau of Criminal Apprehension's computerized criminal history information system in accordance with BCA policy. Any data that is accessed and acquired shall be maintained at the police department under the care and custody of the chief law enforcement official or his or her designee. A summary of the results of the computerized criminal history data may be released by the police department to the licensing authority, including the city council, the city administrator or other city staff involved in the license approval process.

Before the investigation is undertaken, the applicant must authorize the police department by written consent to begin the investigation. The written consent must fully comply with the provisions of Minn. Stats. ch. 13 regarding the collection, maintenance and use of the information. Except for the positions set forth in Minn. Stats. § 364.09, the city will not reject an applicant for a license on the basis of the applicant's prior conviction unless the crime is directly related to the license sought and the conviction is for a felony, gross misdemeanor, or misdemeanor with a jail sentence. If the city rejects the applicant's request on this basis, the city shall notify the applicant in writing of the following:

- (1) The grounds and reasons for the denial.
- (2) The applicant complaint and grievance procedure set forth in Minn. Stats. § 364.06.
- (3) The earliest date the applicant may reapply for the license.
- (4) That all competent evidence of rehabilitation will be considered upon

reapplication. (Ord. No. 12-08, § 3, 9-26-2012)

Secs. 2-142 – 2-149 - Reserved

ARTICLE VIII - DOMESTIC PARTNERS

Sec. 2-150 - Purpose

The City of Falcon Heights authorizes and establishes a voluntary program of registration of domestic partners. The domestic partnership registry is a means by which unmarried, committed couples who reside or work in Falcon Heights and who share a life together may document their relationship.

Falcon Heights's Domestic Partnership Ordinance is a city ordinance and does not create rights, privileges, or responsibilities that are available to spouses under state or federal law. The City of Falcon Heights cannot provide legal advice concerning domestic partnerships. Applicants and registrants may wish to consult with an attorney for such advice including, but not limited to: wills, medical matters, finances and powers of attorney, children and dependents, medical and health care employment benefits.

(Ord. No. 11-03, § 1, 7-27-2011)

Sec. 2-151 - Definitions

The following words and phrases used in this Code have the meanings given in this section:

Domestic partner. Any two adults who meet all the following:

- (1) Are not related by blood closer than permitted under marriage laws of the state.
- (2) Are not married.
- (3) Are competent to enter into a contract.
- (4) Are jointly responsible to each other for the necessities of life.
- (5) Are committed to one another to the same extent as married persons are to each other, except for the traditional marital status and solemnities.
- (6) Do not have any other domestic partner(s).
- (7) Are both at least 18 years of age.
- (8) At least one of whom resides in Falcon Heights or is employed in Falcon Heights.

Domestic partnership. The term "domestic partnership" shall include, but not be limited to, upon production of valid, government-issued documentation, in addition to domestic partnerships registered with the City of Falcon Heights, and regardless of whether partners in either circumstance have sought further registration with the City of Falcon Heights:

- (1) Any persons who have a currently-registered domestic partnership with a governmental body pursuant to state, local or other law authorizing such registration. The term "domestic partnership" shall be construed liberally to include same-sex unions, regardless of title, in which two same-sex individuals are committed to one another as married persons are traditionally committed, except for the traditional marital status and solemnities.
- (2) Marriages that would be legally recognized as a contract of lawful marriage in another local, state or foreign jurisdiction, but for the operation of Minnesota law.

(Ord. No. 11-03, § 1, 7-27-2011)

Sec. 2-152 - Registration of domestic partnerships

- (a) The city clerk shall accept an application in a form provided by the city to register domestic partners who state in such application that they meet the definition of domestic partners.
- (b) The city clerk shall charge an application fee for the registration of domestic partners and shall charge a fee for providing certified copies of registrations, amendments, or notices of termination.

- (c) The city clerk shall provide each domestic partner with a registration certificate. The registration certificate shall not be issued prior to the third working day after the date of the application.
- (d) This application and certificate may be used as evidence of the existence of a domestic partner relationship.
- (e) The city clerk shall keep a record of all registrations of domestic partnership, amendments to registrations and notices of termination. The records shall be maintained so that amendments and notices of termination are filed with the registration of domestic partnership to which they pertain.
- (f) The application and amendments thereto, the registration certificate, and termination notices shall constitute government data and will be subject to disclosure pursuant to the terms of the Minnesota Government Data Practices Act.

(Ord. No. 11-03, § 1, 7-27-2011)

Sec. 2-153 - Amendments

The city clerk may accept amendments for filing from persons who have domestic partnership registrations on file, except amendments which would replace one of the registered partners with another individual.

(Ord. No. 11-03, § 1, 7-27-2011)

Sec. 2-154 - Termination of domestic partnership

Domestic partnership registration terminates when the earliest of the following occurs:

- (1) One of the partners dies; or
- (2) Forty-five days after one partner sends the other partner written notice, on a form provided by the city, that he or she is terminating the partnership and files the notice of termination and an affidavit of service of the notice on the other partner together with a fee with the city clerk.

(Ord. No. 11-03, § 1, 7-27-2011)

Footnotes:

¹ **State Law reference** – Statutory cities, Minn. Stats. ch. 412.

² **State Law reference** – City council generally, Minn. Stats. § 412.191.

³ **State Law reference** – City officers and employees generally, Minn. Stats. § 412.111 et seq.; municipal officers and employees, Minn. Stats. ch. 418; vacancies, resignations and removals from public office, Minn. Stats. ch. 351.

ORDINANCE NO. 25-05

CITY OF FALCON HEIGHTS
RAMSEY COUNTY, MINNESOTA

AN ORDINANCE AMENDING CHAPTER 2, ARTICLE VI OF THE
FALCON HEIGHTS CITY CODE TO ESTABLISH COMPENSATION FOR
COMMISSION MEMBERS AND ADD A YOUTH COMMISSIONER ROLE

THE CITY COUNCIL OF THE CITY OF FALCON HEIGHTS ORDAINS:

Section 1. Section 2-115 of the Falcon Heights City Code is hereby amended to read as follows (additions are underlined and deletions are shown in strikethrough):

Sec. 2-115 - Duties, membership, terms, compensation, officers and meetings

(a) *Role of commissions; commissions composition.*

- (1) The commissions are designed to serve in an advisory capacity to the city council.
- (2) The city commissions shall not consist of more than seven members. The majority of members shall be residents of the city, unless otherwise designated in the administrative manual.

(b) *Specific duties.* Specific duties for each commission are included in the administrative manual.

(c) *Terms, vacancies, oaths.*

- (1) The term of office of all commission members shall be three years from the date of their appointment by the City Council. ~~Except for appointments to fill a vacancy, an appointment in any year shall be deemed effective as of January 1 of such year for purposes of computing the term.~~ No member shall serve more than two consecutive three-year terms unless otherwise specified in the administrative manual.
- (2) Members shall may hold office until their successors are appointed. ~~All members shall serve without compensation, but may be reimbursed for expenses as authorized and approved by the city council.~~

(d) *Removal.* Commission members shall be subject to removal with or without cause, by a four-fifths vote of the city council. Failure to attend meetings regularly shall be one basis for removal.

~~(d)~~(e) *Compensation.* Beginning August 1, 2025, compensation for the members shall be \$50 per meeting attended.

~~(e)~~(f) *Chairperson; officers.* Each commission shall elect a chairperson from among its appointed members for a term of one year. The commissions may create and fill such other offices as determined necessary.

(g) *Meetings, records, reports.* The commissions shall hold scheduled meetings, not less than one per calendar quarter. They shall adopt rules for the transaction of business and shall keep written public records of resolutions, recommendations and findings. On or before February 15 of each year, the commissions shall submit to the council work reports for the preceding calendar year.

(h) *Youth Commissioner.*

(1) *Designation and role.* Each commission, except the Planning Commission, may include one designated youth commissioner seat as part of the total seven member composition. The youth commissioner shall serve as a full voting member and contribute to all discussions and decisions of the commission.

(2) *Eligibility.* A youth commissioner shall:

- Be a resident of Falcon Heights.
- Be between the ages of 16 and 18 at the time of appointment.
- Be enrolled in high school or a recognized equivalent educational program.

(3) *Term and appointment.*

- The term of a youth commissioner shall be one year, with the option to be reappointed for up to two additional terms.
- Youth commissioners shall be appointed by the City Council following the standard application and interview process.

(4) *Compensation.* Youth commissioners shall receive the same compensation as other commission members, as specified in section 2-115(e).

~~(4)~~(5) *Participation and voting.* Youth commissioners shall have the same voting rights as other commissioners and shall count toward quorum requirements. They shall adhere to the same attendance and participation expectations as other commission members.

Section 2. This ordinance is effective immediately upon its passage and publication.

ADOPTED this 25th day of June, 2025, by the City Council of Falcon Heights, Minnesota.

CITY OF FALCON HEIGHTS

BY: _____
Randall C. Gustafson, Mayor

ATTEST:

Jack Linehan, City Administrator

SUMMARY ORDINANCE NO. 25-05

**CITY OF FALCON HEIGHTS
RAMSEY COUNTY, MINNESOTA**

**AN ORDINANCE AMENDING CHAPTER 2, ARTICLE VI OF THE FALCON
HEIGHTS CITY CODE TO ESTABLISH COMPENSATION FOR COMMISSION
MEMBERS AND TO ADD A YOUTH COMMISSIONER ROLE**

NOTICE IS HEREBY GIVEN that the City Council of the City of Falcon Heights has adopted Ordinance No. 25-05, which amends Chapter 2 of the Falcon Heights City Code, specifically Section 2-115. The adopted ordinance includes the following key provisions:

- Beginning August 1, 2025, members of City commissions will receive \$50 per meeting attended as compensation.
- A new Youth Commissioner role is established for each City commission (excluding the Planning Commission), allowing:
 - Residents aged 16 to 18 who are enrolled in high school or an equivalent program to serve.
 - One-year terms, with the option to be reappointed for up to two additional terms.
 - Full voting rights, inclusion in quorum counts, and equal compensation as adult commission members.

This summary has been published in accordance with Minnesota Statutes § 412.191, Subd. 4. The full text of Ordinance No. 25-05 is available for public inspection at:

Falcon Heights City Hall
2077 W. Larpenteur Avenue
Falcon Heights, MN 55113

It is also accessible on the City's official website at www.falconheights.org.

APPROVED for publication by the City Council of the City of Falcon Heights, Minnesota this 25th day of June, 2025.

BY: _____
Randall C. Gustafson, Mayor

ATTEST:

Jack Linehan, City Administrator

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REQUEST FOR COUNCIL ACTION (RCA)

Meeting Date	June 25, 2025
Agenda Item	Policy H2
Attachment	N/A
Submitted By	Jack Linehan, City Administrator

Item	Fourth of July Holiday Recognition - Thursday, July 3 rd at 1PM
Description	<p>The 4th of July Holiday is recognized as a city holiday in our personnel policy. The holidays provided in our personnel policy are reflected as a benefit that employees receive, and traditionally assume 8.0 hours of holiday provided.</p> <p>This year, July 4th falls on a Friday during summer hours. If a holiday falls on a Saturday, the 8.0 hours are recognized on Friday, and on Monday if it is a Sunday. However, with the holiday falling on a day that is scheduled 8AM-noon, staff would lose out on a 4.0 awarded hours.</p> <p>To account for this, I am proposing the City recognize the 4th of July on Thursday, July 3rd as well, with City Hall closing at 1PM. Public Works has been working a summer hours schedule of 6AM-3PM M-Th, so they would start the holiday at 11AM. This recognition will be greatly appreciated by staff, and would allow those traveling additional time to do so.</p>
Budget Impact	N/A
Attachment(s)	None
Action(s) Requested	Staff recommends that the Falcon Heights City Council motion to approve recognizing Thursday, July 3 rd as the start of the 4 th of July holiday based on work schedules.

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REQUEST FOR COUNCIL ACTION

Meeting Date	June 25, 2025
Agenda Item	Closed Session K1
Attachment	
Submitted By	Jack Linehan, City Administrator

Item	Closed Session to review confidential or protected nonpublic appraisal data and to discuss offer for the purchase of real property located at 1407 Larpenteur Avenue, in Falcon Heights, pursuant to Minn. Stat. 13D.05 Subd. 3(c)(1) and (2).
Description	<p>The meeting will be closed to review appraisal information and for City Council to discuss potential next steps.</p> <p>There will be no business or action following the closed session, other than adjournment.</p>
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	Discussion.