

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

AGENDA
Wednesday, February 7 2024
6:30 P.M.

A. CALL TO ORDER:

B. ROLL CALL: GUSTAFSON___ LEEHY___
MEYER___ MIELKE___ WASSENBERG___

STAFF PRESENT: LINEHAN___ VAN DER WERFF___

C. POLICY ITEMS:

1. Goff Public – Media Training
2. Community Park Redesign
3. Council Standing Rules Discussion
4. Council Appointments
5. State Fair Task Force Next Steps
6. Future Agenda Items

D. ADJOURNMENT:

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.

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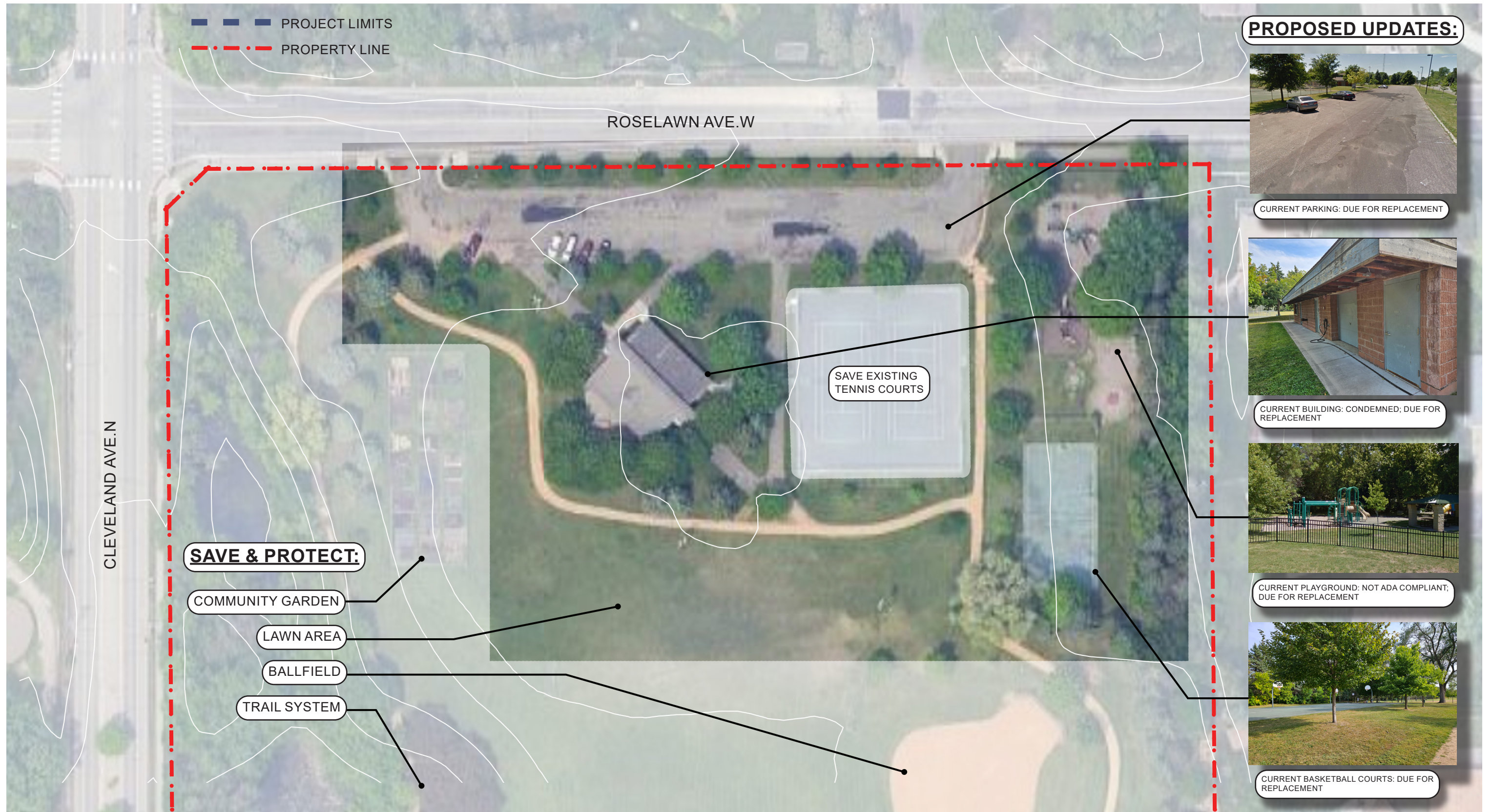
Meeting Date	February 7, 2024
Agenda Item	Policy C1
Attachment(s)	
Submitted By	Jack Linehan, City Administrator

Item	Goff Public – Media Training
Description	Goff Public Vice President Sara Swenson will be at the workshop to perform a brief media training / Q&A session with the City Council.
Budget Impact	N/A
Attachment(s)	
Action(s) Requested	The City Council is requested to receive the media training.

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Meeting Date	February 7, 2024
Agenda Item	Policy C2
Attachment	Park Renderings from WSB and HCM Architects; Recommendations from PARC to be handed out at workshop
Submitted By	Jack Linehan, City Administrator

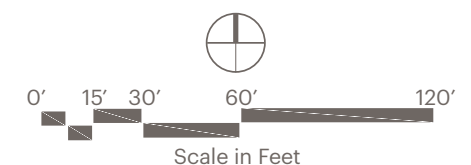
Item	Community Park Renovation Discussion
Description	The Parks and Recreation Commission attended the City Council Workshop on January 3, 2024 to have a joint meeting and discussion regarding the Community Park renovation. At the conclusion of that meeting, the recommendations and requested revisions were then sent to WSB and HCM Architects. The Parks Commission will review the latest renderings at their meeting on February 5, 2024 in order to make any further recommendations to the City Council. These recommendations will be made available during workshop. A public hearing has been scheduled for Wednesday, February 14th to solicit feedback from residents and consider approval of the plans. Following approval, WSB / HCM Architects will spend the next few months drafting the final plans for bid release.
Budget Impact	N/A
Attachment(s)	• Park Renderings from WSB and HCM Architects • Notes / final recommendations from the Parks and Recreation Commission will be handed out to you during workshop
Action(s) Requested	Staff recommends reviewing the latest park renderings that have been sent to the City by WSB and HCM Architects and consider the recent recommendations from the Parks and Recreation Commission in order to suggest any final revisions.



Falcon Heights Community Park | Precedent Map

Falcon Heights, Minnesota

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



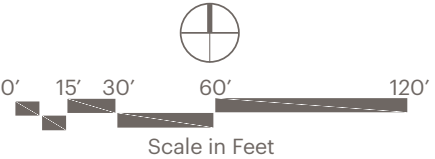


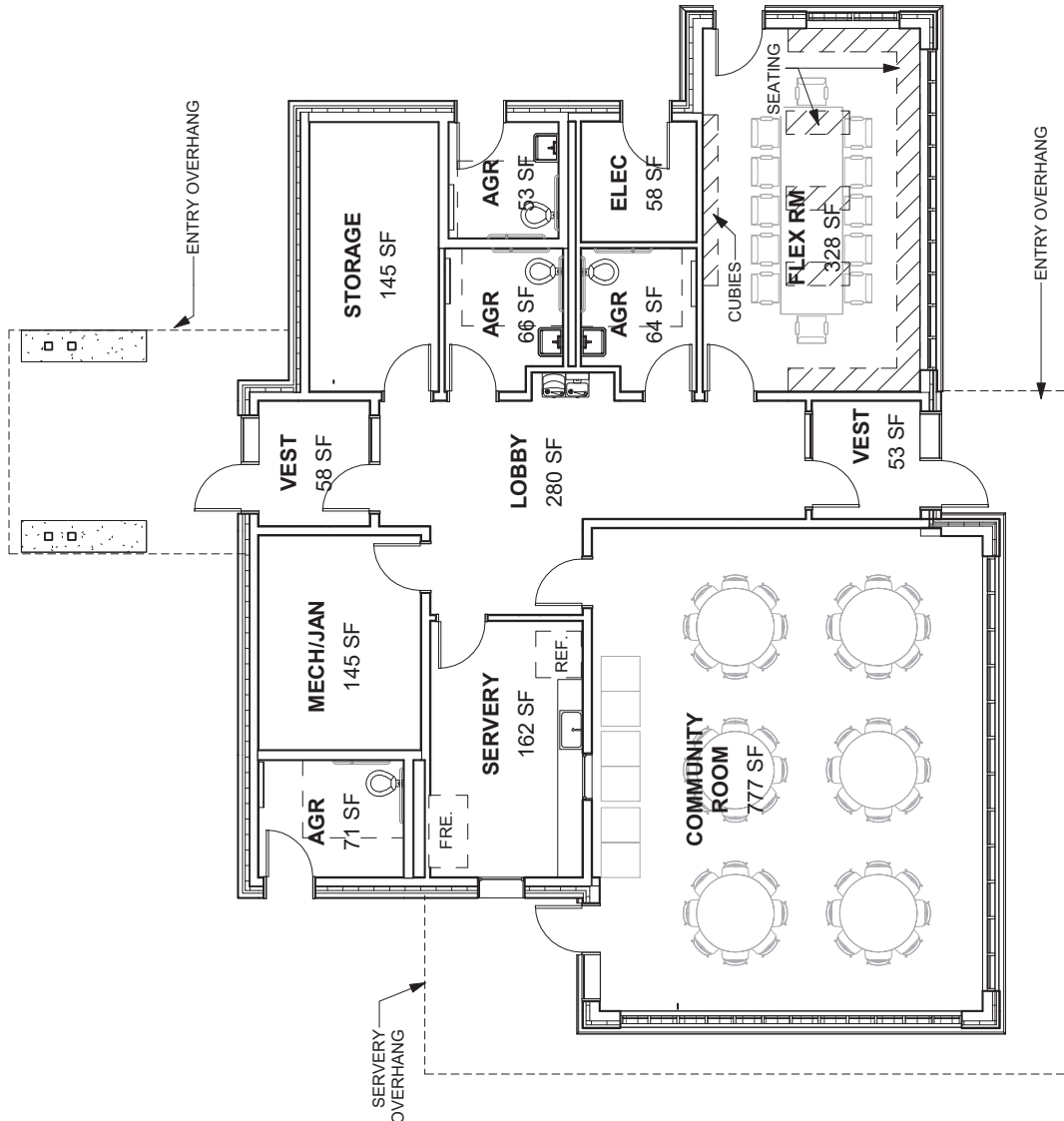
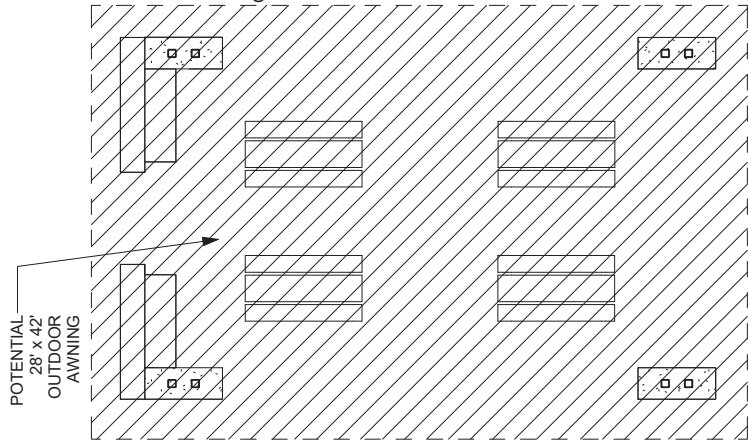
PRECEDENT IMAGERY



Falcon Heights Community Park | Concept 2

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





NOTES:

2,708 SF (GROSS)

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

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



Client:



Project:

**FALCON HEIGHT COMMUNITY
BUILDING**

Number:

3.0

Name:

CONSTRUCTION FLOOR PLAN OPT 3

Project Number: 2387



**HABEN, CHRISTENSEN & MOILWAIN
ARCHITECTS**

4201 CEDAR AVENUE, SUITE 100, MINNEAPOLIS, MN 55407 | TEL: (612) 904-1332















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Meeting Date	February 7, 2024
Agenda Item	Policy C3
Attachment	Standing Rules and Council and Advisory Commission Roles and Guidelines
Submitted By	Jack Linehan, City Administrator

Item	Review Council Standing Rules and Council/ Advisory Commission Roles and Guidelines
Description	Each year, at the annual meeting, the City Council reviews the operating procedures it intends to use and decides if changes are warranted. During the January 10, 2024 City Council meeting, agenda item G10 was tabled until further review and discussion could take place during workshop. The standing rules have been amended as of September 23, 2020 with the City Council and Advisory Commission Roles and Guidelines as attached. Additionally, most of the City Commissions also adopt their own standing rules. I have attached the commission rules for reference. It must be noted that the Environment Commission has not historically adopted standing rules, and the Parks and Recreation Commission (PARC) will be reviewing these draft rules on Monday, February 5th for consideration.
Budget Impact	N/A
Attachment(s)	• City Council Standing Rules • City Council and Advisory Commission Roles and Guidelines • PARC, CEC and Planning Commission Standing Rules
Action(s) Requested	Staff would recommend reviewing the Council Standing Rules and Council and Advisory Commission Roles and Guidelines for 2024 in order to make any necessary revisions to them before adopting them at a future Council meeting.

Amended January 11, 2006

B. CITY COUNCIL STANDING RULES

INTRODUCTION

In the belief that the best decisions are made by the best informed decision makers and that the public decision process is best served when the public has every opportunity to present views, the following rules are established to govern regular and special council meetings, as well as formal public hearings. There are several goals behind these rules.

1. In general, free and open discussion by all interested parties should be an essential part of the decision making process.
2. The council process should have as little procedural overhead as possible.
3. Time is better spent on substantial matters rather than proforma matters.

MEMBERSHIP

The formal council membership consists of the four council members and the mayor. All five have one vote each and all five can introduce motions. For purposes of leading the meeting, the mayor, or in the absence of the mayor, the acting mayor will be considered the chairperson.

RULES

Agenda

1. To be considered, an item must be on the agenda and the agenda must be distributed to all of the council members and any other persons having responsibility for an item at least three working days prior to the meeting. An agenda can be modified with addenda by a majority vote, but this should be used only for minor items or items with extreme time constraints.
2. An item can be moved from the consent agenda to the action agenda at the request of any council member.
3. Since there will be an audience and cable TV viewers not familiar with each item, the chair will give a brief explanation of each item as it is addressed.

Agenda (continued)

4. The order of items on the agenda need not be followed absolutely. The chair may adjust the order in the interest of:
 - a. Filling in time before a scheduled item, i.e. a public hearing.
 - b. Grouping several items to best make use of consultant time.
 - c. Accommodating individuals who have attended the meeting specifically to provide input on an item.

Process – Regular and Special Council Meetings

1. For these proceedings, the council will use the “open discussion” procedure. That is, discussion is open to any member before or after a motion is made. This privilege is also extended to the city administrator, city clerk and any of the consultants who may have an interest in or can contribute to the item at hand.
2. At the discretion of the chair, this privilege is also extended to those members of the audience who wish to provide input. The chair may also rule out of order any input felt to be redundant, superfluous, or irrelevant.
3. The chair can make liberal use of the “unanimous consent” procedure. That is, items that in the judgment of the chair are likely to be unanimously approved, can be introduced for approval with the statement “If there are no objections . . . stands approved (or denied).” If any council member has an objection, the item reverts to the standard motion procedure. This “unanimous consent” procedure cannot be used for items requiring formal votes, i.e. resolutions, or for approval of the consent agenda.
4. The standard motion procedure is changed to not require a second. A motion need only to be considered. This also applies to amendments.
5. To eliminate confusion, only one amendment will be considered at a time and that amendment must be germane to the motion. An amendment cannot itself be amended. If a change to an amendment is deemed appropriate, the amendment should be withdrawn and reintroduced accordingly.
6. The general mode of voting will be by acclamation, but with enough clarity that the individual votes can be recorded in the minutes. If in doubt, the city clerk can request a clarification.

Process – Regular and Special Council Meetings (continued)

7. The meeting will be recorded and the recording will be retained for three months following approval of the minutes for that meeting. The standard retention can be extended if, in the judgment of the mayor, city administrator, city clerk or any council member, such action is warranted. Council workshop sessions are open to the public but will not be recorded.
8. If the council action is the result of a resident request and that request is denied in whole or in part, reasons of fact supporting the denial will be made part of the public record.
9. No council meeting will extend beyond 10:30 PM except by unanimous vote. This rule is not subject to the modification or suspension provisions of the Standing Rules.

Process – Public Hearings

Since a public hearing is a more formal procedure and often requires certain procedures and actions to be legal, the meeting rules are changed accordingly.

1. The primary aim of a public hearing is to take input from the public. To accomplish this in the most effective manner, the chair will introduce the hearing with an explanation of the issues. This explanation will be given by the chair or a person designated by the chair. The use of explanatory visual aids is encouraged.
2. Following the explanation, input from the public will be taken. Prior to accepting input, though, the chair will state the areas where input will be appropriate, the maximum time to be allotted to any individual presenter, and any other procedural rules deemed appropriate to guarantee that all concerned parties have a fair and adequate opportunity to be heard.
3. All individuals wishing to speak must identify themselves, their address, and speak into a recording microphone. Individuals not wishing to speak in public may provide a written statement. The council may take up to 15 minutes to review written statements presented at the meeting. If the council decides to not act on the issue at the public hearing meeting, it may, by majority vote, extend the time where written input will be taken to a day no later than one week before the next meeting where a deciding vote is planned.
4. All speakers are expected to be businesslike, to the point and courteous. Anyone not abiding by these rules will be considered out of order.
5. The council will refrain from initiating a discussion during the public input phase of the hearing except to clarify points brought up. These “points of information” requests should be held to a minimum.

6. Once the public testimony phase is complete, the chair will announce the public hearing to be closed and the council will revert back to its open discussion mode of operation. From this point on, public input will only be appropriate when solicited by the council.
7. It shall be the intent of the council to vote on the issue at the same meeting as the public hearing and as close in time to the public hearing as possible. Should it be necessary to defer voting until a later date, that procedure will be clearly explained to the audience.
8. No public hearing will extend beyond 10 PM.
9. If the motion contains conditions, as may occur in conditional use or variance requests, those conditions will be conveyed in writing to the requestor.
10. If the public hearing is the result of a resident request and that request is denied in whole or in part, reasons of fact supporting the denial will be made part of the public record.
11. If the public hearing is to set an assessment rate, the assessment formula(s) under discussion cannot be altered. This implies that the council has fully discussed any formulas prior to the hearing and that the appropriate legal, fiscal and engineering consultants have passed on formula(s) viability, legality and feasibility.
12. If the hearing is to set an assessment, it cannot be scheduled later than the first meeting in September. This is to allow time to correct any errors prior to the time needed to certify the rolls to the county.

ADOPTION/MODIFICATION/SUSPENSION

These rules, with the exception of the mandatory 10:30 PM adjournment, can be adopted, modified or suspended in whole or in part by a $\frac{3}{4}$ vote of the council. If suspended, they are automatically reinstated at the next meeting. Should they be suspended or a situation occurs that is not covered by the standing rules, Sikkink's Seven Motion System (attached) will apply.

ANNUAL REVIEW

These rules will be reviewed annually at the first meeting in January.

INTERPRETATION

The chair will interpret the rules. However, the chair's interpretation can be appealed by any council member and can be overruled by a majority vote.

Attachment

SIKKINK'S SEVEN MOTION SYSTEM

General Rules for a Simplified System of Parliamentary Procedure

1. The purpose of this decision making system is to allow efficient decision making that represents a majority position. Any motion, request, discussion or proposal, which seems to have as its purpose unreasonable delay, manipulation, or the goal of serving individual ends rather than group ends, can be ruled out of order by the chair. Such a ruling by the chair will be subject to the motion called appeal.
2. Free and open discussions are valued in this decision making system. For that reason, most motions are discussable and the motion to restrict discussion requires a 2/3 vote in order to pass. In recognizing persons for discussion, the chair first recognizes the person who made the motion, next recognizes other persons and always recognizes a person who has not spoken over a person who has already participated in the discussion. As far as possible, the chair should try to alternately recognize persons representing different viewpoints.
3. In examining the chart on the following page, you will note that five of the seven motions are amendable. However, only one amendment at a time may be considered. As soon as that amendment is passed or defeated, another amendment may be proposed.
4. The number in front of the motion listed indicates the rank of each motion. Thus, #1 – General motions are lowest in rank, and #7 – Restrict Debate motions are highest in rank. Two rules apply:
 - (1) You usually cannot consider two motions of the same rank at the same time, and
 - (2) If a motion of one rank is being considered, a motion of the same rank or lower rank is usually out of order, but a motion of higher rank is in order.

While these rules generally apply, the chair may allow some flexibility in certain circumstances. These situations almost always occur with motions #5, 6 and 7. For example, if #7 - "Restrict Discussion" is being discussed and a member wants a secret ballot vote on the matter, Request, while lower in rank, could be used to accomplish this purpose. The chair is allowed to make all decisions on exceptions, but all such decisions are subject to appeal.

SIKKINK'S SEVEN MOTION SYSTEM TABLE

<u>Motion</u>	<u>Purpose</u>	<u>Applies To What Situations</u>	<u>Needs Recognition</u>	<u>Needs Second</u>	<u>Can be Discussed</u>	<u>Amendable</u>	<u>Vote Required</u>
1. Restrict Discussion	To stop or limit discussion	All discussable motions	Yes	Yes	Yes	Yes	2/3
2. Appeal	To let the group vote on a chair's decision	To decision of the chairperson	No	Yes	Yes	No	Majority
3. Request	Not a motion but a way to question, challenge, or seek help	Any appropriate situation	No	No	No	No	Chair decides subject to appeal
4. Postpone	To delay action on any general motion to a future time	General motions	Yes	Yes	Yes	Yes	Majority
5. Refer	To have a general motion studied by a committee	General motions	Yes	Yes	Yes	Yes	Majority
6. Meeting Termination	To recess during a meeting or to end a meeting	Made to recess or adjourn	Yes	Yes	Yes	Yes	Majority
7. General	To bring up business for majority decisions by the group	For doing business	Yes	Yes	Yes	Yes	Majority

City Council and Advisory Commission Roles and Guidelines

PURPOSE

The purpose of the document is to outline the main roles, duties, and authority of the City Council (Council) and Advisory Commissions (Commissions). This document also establishes general guidelines for decorum of the governing bodies such as proper procedure during meetings, best practices to represent Council and the community, and other state and local laws that apply.

POLICY

A. City Council Role and Authority

The five-member City Council is the chief governing body of the City whose responsibility it is to see that the City is properly exercising its functions, fulfilling the duties law imposes, overseeing the organization's financial affairs and selecting the City Administrator, and not exercising powers which it does not legally possess.

The City Council, as a body, has the following major areas of authority and responsibility. These are:

1. Selecting the City Administrator
2. Focus on policy and outcomes ensuring that the strategic direction leads the city to the desired outcome
3. Setting and interpreting rules governing its own proceedings,
4. Exercising all the statutory powers of cities,
5. Legislating for the City,
6. Directing the enforcement of City ordinances,
7. Appointing or hiring non-seasonal or non-temporary personnel,
8. Overseeing the City's financial operations and adopting the annual budget,
9. Appointing members of the boards, commissions, committees, chairs and task forces conducting the City's inner and regional governmental affairs,
10. Protecting the general health, welfare and safety of the City and its inhabitants
11. Providing community leadership and vision

The most important single responsibility of individual Council Members is participation and voting at City Council meetings and workshops. As individuals, Council Members have no individual administrative authority; they cannot direct staff or otherwise supervise City employees unless the Council specifically directs them to do so. Staff's respective duties are to Council as an entity. No one Council Member has any right to privileged information, or the direction of staff analysis, research or action apart from the group. As a Council, however, Council Members should devote their official time to issues of basic policy and to acting as liaisons between the City and the general public. Council Members should be concerned, not only with the conduct of current affairs, but also with the future development and welfare of the City.

B. Affirmation of Expectations

The Council seeks to establish commonly held expectations and to clarify roles and procedures to further Council and staff effectiveness. These various initiatives are to not suppress the dynamic

engagement which is so valuable to policy development. The Council is committed to a set of behavioral expectations, intended to create a high level of trust, creativity, and productivity. These include:

1. Staying focused on top priority and strategic goals, rather than becoming reactive,
2. Engaging in proactive, on-going communication which avoids unnecessary surprises,
3. Seeking common ground and coming together, avoiding the fueling of controversy or anxiety,
4. Focusing on others' actions and avoiding speculation about their intentions,
5. Building trust by being transparent, ethical, and acting with integrity,
6. Engaging in and encouraging direct communication,
7. Maintain confidentiality of all closed session materials and discussion,
8. Assuming good intentions and asking about intent, and
9. Respecting all citizens and all members
10. Read packets ahead of time and, when possible, provide the City Administrator advance notice about questions for staff before the meeting
11. Participate in all issues, not just select matters of personal interest
12. Voting after council discussion
13. Debate and disagree, without fighting and with keeping it to the issue at hand
14. Remember that council makes policy and sets direction, and staff manages the operations and implements Council actions

There are also expected activity levels of Council Members in addition to attending additional meetings, training, activities and events as part of the fulfillment of their duties. Some of these are:

1. City Council Orientation: Setting the information foundation of a Council Member is important. Therefore, for each new Council Member, a detailed orientation plan should be completed and fulfilled within the first year of office.
2. City Council Meetings: Council Members are expected to be present and on time at all noticed meetings of the City Council. Absences from Council meetings should be identified as soon in advance as possible and communicated to the City Administrator to assure a quorum and necessary voting numbers are present for any given action before the Council.
3. Council Liaison: Each Council Member will be assigned meetings through the year by the Mayor and approved by the Council that they are expected to attend on behalf of the City Council. Information from these meetings that might be of interest to the other Council Members should be reported at the end of the monthly City Council workshop meetings under "Mayor and City Council Comments and Commission Liaison Updates." This portion of the Council meeting is not a time for further discussion or questioning beyond specific clarification of the update or announcement. Such is best handled during other communication routes or one to one meetings with staff, Mayor, or Council Members.
4. Additional Meetings: There are a number of meetings outside the normal meeting schedule that it is important for Council Members to attend. Some of them are:
 - City Council/Advisory Commission Kick-off event
 - Groundbreaking and grand openings of City facilities
 - Joint meetings with other public entities
 - One-on-one meetings with the City Administrator as established
 - Development Tour

- Emergency Management Training
- Racial Equity and Inclusion training as designated for Falcon Heights Staff, Council and Commissioners.
- Human Rights Day
- City Organized Events (ex. Human Rights Day and Ice Cream Social)

C. Advisory Commission Role and Authority

Advisory Commissions have a primary role to advise the City Council in the creation and evolution of City policies and procedures. In particular instances, governing bodies may facilitate public participation in order to fully develop a recommendation to the City Council.

City staff members are available to provide general assistance to Advisory Commissions. Advisory Commissions are not involved in the administration or operation of City departments. Commissions may not conduct major studies, or establish official policy without the approval of the City Council.

Despite Commissions' differing tasks, all share some basic responsibilities. Members need to stay informed on subjects of interest to their specific commission. Conscientious attendance is also a fundamental responsibility, as irregular attendance lessens one's ability to study all aspects of items under consideration.

D. Non-Participation in Administration

The City Council has an important oversight and fiduciary responsibility and must develop processes to ensure accountability. Central to an understanding of the role of Council Members is a confirmation of an appropriate relationship with staff. Members of the Council shall refrain from becoming directly involved in the administrative activities of the City and shall not intrude into those areas that are exclusively the responsibility of staff. Individual Council Members may not intervene in staff decision-making, the development of staff recommendations, scheduling of work, and executing department priorities without the prior knowledge and approval of the Council as a whole. Neither an individual Council member nor any Commission member shall give direction or orders to any staff member.

The Council shall work with City staff through the City Administrator or his / her designee. The City Administrator may choose to establish formal or informal norms for routine Council or Commissioner Staff interaction.

E. Agendas

Council and Commission agendas shall be established by the City Administrator or his / her designee. Future agenda items requested by a Council Member or Commission Member shall be discussed during a regular and/or workshop meeting and will be determined by the majority of the Council or Commission.

In order to focus the Council meetings on consideration of policy issues and to maintain an open forum for public discussion, questions which focus on the policy aspects of agenda items should be at the Council meeting rather than administrative details. Any clarifications or technical questions that can be readily answered should be handled before the meeting. Council Members are

encouraged to submit their questions on agenda items to the City Administrator as far in advance of the meeting as possible so that staff can be prepared to respond at the Council meeting.

Any staff member (authorized by the City Administrator”), the Mayor or two (2) Council Members wishing to add an item to any agenda pursuant to this section shall do so by complying with the following: (a) All requests from Council to place an item on the posted agenda must submit an action form to city administration* and be received by the City Administrator by 10:00 a.m. 11 days prior to the next Council work session meeting. For a regularly scheduled Wednesday Workshop, the deadline for agenda item would be 10:00 a.m. on the Thursday preceding packet completion. All request from the Mayor and Council must first be reviewed at a Council Workshop before being placed on the agenda of a regular meeting.

F. Communication

1. E-mails: All e-mails sent through the City server shall be saved per the City’s data retention policies. Each Council Member shall be assigned a unique City e-mail address for City-related e-mail communication. It is strongly advised for Council Members to exclusively use this address for their City business e-mails. Use of personal email for City business could create government data to their personal account subjecting them to retention laws and possibility of discovery if the City receives a data request.

Council Member e-mail communications should be directed either to the City Administrator or to a department head, copying the City Administrator. General electronic communications related to the specific functions of the City Clerk (i.e. scheduling of meetings, record retention, data practices, research, etc.) and the Communications Coordinator (i.e. composing of various items such as articles for the newsletter, press releases, and general correspondence) following positions, may be directly e-mailed, copying the City Administrator.

Council Member communication may not copy more than one other Council Member in their correspondence, nor should e-mail messages be forwarded on from one member to another so as to create a “walking quorum.” E-mails to Council Members from the public should be done through City issued emails, which will be shared with all members of the Council.

Advisory Commission members will not receive a City e-mail address. Commissioners should direct all their communications to their Commission staff liaison.

2. Written correspondence: The City Clerk or assigned staff shall open up incoming mail for the Mayor, Council Member and Commission Members (unless it is labeled personal and confidential) and disseminate these materials. The City Clerk or assigned staff is authorized to provide copies of Council Members’ correspondence to pertinent staff members. General correspondence addressed to Council Members shall be opened and distributed to all Council Members as appropriate.
3. Text messages/social media correspondence: All electronic communications from Council to staff or from Council to the public should utilize a City issued address.
4. The City logo, insignia and brand can only be used for City business and not for political or personal purposes.

5. Prior to interviews with the press, Council Members will inform the City Administrator or designee to coordinate message points.
6. Speaking for the City: When Council Members are requested to speak to groups or are asked for the City Council's position on an issue (verbal or written), the response should reflect the position of the City Council as a whole. A Council member may clarify his/her vote on a matter by stating, for example, "While I voted against X, the City Council voted in support of it." When representing the City at meetings or other venues, it is important that those in attendance gain an understanding of the City Council's position rather than that of an individual member.

The City Administrator will be the designed representative for all media inquiries and interviews when requested for an official statement of the City, unless specified differently by the full City Council.

G. General Meeting Guidelines

During meetings, members shall preserve order and decorum and shall obey the rules of the governing body. Governing bodies are expected to conduct meetings implementing Robert's Rules of Order (11th edition). Discussions shall be conducted in an orderly fashion. Private conversation between members during meetings is inappropriate. Members also should not privately communicate with any member of the public, including other governing body members and staff via electronic means during a public meeting. As much as possible, or practical, members should provide City staff questions in advance of a meeting that may entail research and preparation for items on the forthcoming agenda.

The City Council will also comply with the Council Standing Rules which is adopted annually to include Sikkink's Seven Motion System.

A member once recognized, shall not be interrupted while speaking unless called to order by the chair, or the speaker chooses to yield to questions from another member. All members shall accord the utmost courtesy to each other, to City employees and to the public appearing before the body. Members shall also refrain at all times from rude and derogatory remarks. Members shall confine their remarks to the issues before the body and shall not attempt to revisit or reopen issues already addressed and settled with one exception: a member of the prevailing side on an issue may move for formal reconsideration of that issue.

Citizens and staff attending meetings shall also observe the same rules of propriety, decorum and good conduct applicable to Council/Commission Members. Any person making personal, impertinent, or slanderous remarks or anyone who becomes boisterous while addressing the body or while attending the meeting shall be asked by the Mayor/Chairperson to conduct themselves properly, and if they fail to do so shall be asked to leave the room.

If the governing body conducts public hearings, members shall not express their views on a proposal until after a public hearing is closed. Members' comments and questions shall not suggest a position. After a public hearing is closed, members shall be invited to discuss their views on the proposal. Members shall apply City Council and Advisory Commission Guidelines and Practices to achieve win-win solutions whenever possible.

Outside of deliberations, it is a member's responsibility to present views and recommendations representing the governing body as a whole. Members expressing views not represented by the majority of the body shall identify them as such.

Public statements shall not include promises that may be construed to be binding on the City, governing body or staff. When making a public statement, members shall indicate that Commission actions are recommendations and that final action will be taken by the City Council.

Public officials and representatives on governing bodies shall follow Minnesota State Statute 10A.07 Conflicts of Interest and Minnesota State Statute 10A.09 Statements of Economic Interest.

The success or failure of a governing body's efforts may be dependent upon the degree of cooperation evident among the individual members of the body; therefore, members shall work to establish a good relationship with each other.

Each member shall keep in mind these important points:

- Show respect for another's viewpoint.
- Allow others adequate time to fully present their views before making comments.
- Be open and honest.
- Make new members feel welcome and help them become acquainted with their duties.
- Comments are confined to the current issue or policy, not to the person who made other comments
- Refrain from speaking a second time until everyone has spoken a first time
- No verbal attacks of other members
- No side conversations
- Pay attention (avoid use of any personal technology devices)
- Speak directly and openly to one another
- Support Council decisions

Members shall not vote on, nor participate in the discussion of, issues in regard to which the member has a conflict of interest. Conflict of interest is generally defined as having a personal financial interest in the outcome. Further information can be obtained from the City Attorney by contacting the City Administrator.

Members are also expected to consider issues in terms of the good of the City as a whole and should, as much as possible, be perceived as considering issues on this basis. To this end, members are requested to publicly disclose any relationships to parties involved in an issue or possible perceived conflicts which might be viewed as impacting their ability to objectively consider an issue before them.

H. Requests for Information/Analysis

City Council requests for information should be made through the City Administrator, according to protocol for channeling communications. Any request that requires a significant amount of staff time to research a problem or prepare a response may be referred to the full Council for direction to ensure that staff resources are allocated in accordance with overall Council priorities.

Commission requests for information will be made to the designated Commission staff liaison. Requests requiring a significant amount of staff time to research a problem or prepare a response

may be referred to the full Commission for direction to ensure that staff resources are allocated in accordance with overall Commission priorities as directed by the Council.

I. Conflicts of Interest

State laws regarding ethics and conflicts of interest are some of the most important for Council Members to be aware of and follow. Essentially, these laws prohibit any Council Member from voting on any question that is brought before the Council in which he/she is personally involved, or has an incompatible occupational or financial interest. Due to both the complexity of these laws and the significant consequences if violated, it is highly suggested that Council Members discuss with the City Attorney potential conflicts who shall consult the City Administrator.

J. Discrimination

The City of Falcon Heights does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual orientation or disability in the admission or access to, or treatment or employment in, its programs, activities, or services. Members of a governing body must adhere to this City policy as well as City policies regarding non-discrimination, harassment or inappropriate behavior.

K. Gifts

All local officials in the State of Minnesota, including appointed commissioners, are required to adhere to Minnesota Statute 471.895.

Non-adherence to these guidelines may be subject to review by the City Council.

FALCON HEIGHTS PARKS AND RECREATION COMMISSION

STANDING RULES

February 5, 2024

PURPOSE & DUTIES

The purpose of the commission is to serve in an advisory capacity to the City Council on all policy matters relating to public parks and facilities and recreation programs.

The commission's duties and responsibilities shall include:

1. Develop plans for community recreation by assessing the needs of the community and by considering their wishes.
2. Explore ways of providing as many recreational opportunities as possible. This may include, but shall not be limited to, working with neighboring communities, applying for grants, and organizing fundraisers.
3. May submit an annual recreation budget to City Council. Based on that budget, expenditures of City funds by the commission for recreational purposes shall be permitted with approval by the City Administrator.
4. Monitor recreational programs and the selection of suitable staff for all programs.
5. Promote the use of City recreational facilities. Any such use shall be in accordance with current regulations of the City of Falcon Heights.
6. Study and make recommendations concerning park improvements.

MEMBERSHIP TERMS & ORGANIZATION

The formal commission membership consists of seven commissioners to be appointed by the Mayor and approved by the Council. The term of office for all commissioners shall be three years. 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.

All seven commissioners have one vote each and all can introduce motions. For purposes of leading the meeting, the chair, or in the absence of the chair, the vice-chair will be considered the chairperson. In the absence of the chair and vice-chair, the Commission shall name an acting chair for the duration of the meeting. The commission shall elect a chairperson from among its appointed members for a term of one year. The commission may create and fill other offices as determined necessary, also, with a term of one year.

Commission members shall be subject to removal for cause, by a four-fifths vote of the City Council. Failure to attend meetings regularly shall be one basis for removal.

RULES

Agenda

1. To be considered, an item must be on the agenda and the agenda must be distributed to all the commission members and any other persons having responsibility for an item at least three working days prior to the meeting. Distribution may be made by electronic media, including the city website. An agenda can be modified with addenda by a majority vote but this should be used only for minor items or items with extreme time constraints.
2. Since there may be an audience not familiar with each item, the chair, or person appointed by the chair, will give a brief explanation of each item as it is addressed.
3. The order of items on the agenda need not be followed absolutely. The chair may adjust the order in the interest of:
 - a. Filling in time before a scheduled item, i.e., a public hearing.
 - b. Grouping several items to best make use of consultant time.
 - c. Accommodating individuals who have attended the meeting specifically, to provide input on an item.

Process - Regular Commission Meetings

1. For these proceedings the commission will use the 'open discussion' procedure. That is, discussion is open to any member before or after a motion is made. This privilege is also extended to the Staff Liaison and any of the consultants who may have an interest in or can contribute to the item at hand.
2. At the discretion of the chair, this privilege is also extended to those members of the audience who wish to provide input. The chair may also rule out of order any input felt to be redundant, superfluous or irrelevant.
3. The chair can make liberal use of the "unanimous consent" procedure. That is, items that in the judgment of the chair are likely to be unanimously approved, can be introduced for approval with the statement "If there are no objections, ... stands approved (or denied)." If any commissioner has an objection, then the item reverts to the standard motion procedure. This "unanimous consent" procedure cannot be used for items requiring formal votes, i.e. resolutions.
4. The standard motion procedure is changed to not require a second. A motion need only be made to be considered. This also applies to amendments.
5. To eliminate confusion, only one amendment will be considered at a time and that amendment must be germane to the motion. An amendment cannot itself be amended. If a change to an amendment is deemed appropriate, the amendment should be withdrawn and reintroduced accordingly.
6. The general mode of voting will be by acclamation but with enough clarity that the individual votes can be recorded in the minutes. If in doubt, the secretary can request a clarification.
7. If the commission action is the result of a resident request and that request is denied in whole or in part, reasons of fact supporting the denial will be made part of the public record.
8. No commission meeting will extend beyond 10:00 P.M. except by unanimous vote. This rule is not subject to the modification or suspension provisions of the Standing Rules.
9. The commission shall hold scheduled meetings, not less than one per calendar quarter.

ADOPTION/MODIFICATION/SUSPENSION

These rules with the exception of the mandatory 10:00 P.M. adjournment, can be adopted, modified or suspended in whole or in part by a 3/4 vote of the commission. If suspended, they are automatically reinstated at the next meeting. Should they be suspended or a situation occurs that is not covered by the standing rules, Sikkink's Seven Motion System (attached) will apply.

ANNUAL REVIEW

These rules will be reviewed annually in January.

INTERPRETATION

The chair will interpret the rules. However, the chair's interpretation can be appealed by any commission member and can be overruled by a majority vote.

FALCON HEIGHTS COMMUNITY ENGAGEMENT COMMISSION

COMMUNITY ENGAGEMENT COMMISSION STANDING RULES

January 29, 2024

INTRODUCTION

In the belief that the best decisions are made by the best-informed decision makers and that the public decision process is best served when the public has every opportunity to present views, the following rules are established to govern regular and special commission meetings as well as formal public hearings. There are several goals behind these rules.

1. In general, free and open discussion by all interested parties should be an essential part of the decision-making process.
2. The commission process should have as little procedural overhead as possible.
3. Time is better spent on substantial matters rather than proforma matters.

MEMBERSHIP

The formal commission membership consists of seven commissioners. All seven have one vote each and all can introduce motions. For purposes of leading the meeting, the chair, or in the absence of the chair, the vice-chair will be considered the chairperson. In the absence of the chair and vice-chair, the Commission shall name an acting chair for the duration of the meeting.

RULES

Agenda

1. To be considered, an item must be on the agenda and the agenda must be distributed to all the commission members and any other persons having responsibility for an item at least three working days prior to the meeting. Distribution may be made by electronic media, including the city website. An agenda can be modified with addenda by a majority vote but this should be used only for minor items or items with extreme time constraints.
2. Since there may be an audience not familiar with each item, the chair, or person appointed by the chair, will give a brief explanation of each item as it is addressed.
3. The order of items on the agenda need not be followed absolutely. The chair may adjust the order in the interest of:
 - a. Filling in time before a scheduled item, i.e., a public hearing.

- b. Grouping several items to best make use of consultant time.
- c. Accommodating individuals who have attended the meeting specifically, to provide input on an item.

Process - Regular Commission Meetings

1. For these proceedings the commission will use the 'open discussion' procedure. That is, discussion is open to any member before or after a motion is made. This privilege is also extended to the Staff Liaison and any of the consultants who may have an interest in or can contribute to the item at hand.
2. At the discretion of the chair, this privilege is also extended to those members of the audience who wish to provide input. The chair may also rule out of order any input felt to be redundant, superfluous or irrelevant.
3. The chair can make liberal use of the "unanimous consent" procedure. That is, items that in the judgment of the chair are likely to be unanimously approved, can be introduced for approval with the statement "If there are no objections, ... stands approved (or denied)." If any commissioner has an objection, then the item reverts to the standard motion procedure. This "unanimous consent" procedure cannot be used for items requiring formal votes, i.e. resolutions.
4. The standard motion procedure is changed to not require a second. A motion need only be made to be considered. This also applies to amendments.
5. To eliminate confusion, only one amendment will be considered at a time and that amendment must be germane to the motion. An amendment cannot itself be amended. If a change to an amendment is deemed appropriate, the amendment should be withdrawn and reintroduced accordingly.
6. The general mode of voting will be by acclamation but with enough clarity that the individual votes can be recorded in the minutes. If in doubt, the secretary can request a clarification.
7. If the commission action is the result of a resident request and that request is denied in whole or in part, reasons of fact supporting the denial will be made part of the public record.
8. No commission meeting will extend beyond 10:00 P.M. except by unanimous vote. This rule is not subject to the modification or suspension provisions of the Standing Rules.

ADOPTION/MODIFICATION/SUSPENSION

These rules with the exception of the mandatory 10:00 P.M. adjournment, can be adopted, modified or suspended in whole or in part by a 3/4 vote of the commission. If suspended, they are automatically reinstated at the next meeting. Should they be suspended or a situation occurs that is not covered by the standing rules, Sikkink's Seven Motion System (attached) will apply.

ANNUAL REVIEW

These rules will be reviewed annually in January.

INTERPRETATION

The chair will interpret the rules. However, the chair's interpretation can be appealed by any commission member and can be overruled by a majority vote.

FALCON HEIGHTS PLANNING COMMISSION
PLANNING COMMISSION STANDING RULES

January 23, 2024

INTRODUCTION

In the belief that the best decisions are made by the best informed decision makers and that the public decision process is best served when the public has every opportunity to present views, the following rules are established to govern regular and special commission meetings as well as formal public hearings. There are several goals behind these rules.

1. In general, free and open discussion by all interested parties should be an essential part of the decision making process.
2. The commission process should have as little procedural overhead as possible.
3. Time is better spent on substantial matters rather than proforma matters.

MEMBERSHIP

The formal commission membership consists of seven commissioners. All seven have one vote each and all can introduce motions. For purposes of leading the meeting, the chair, or in the absence of the chair, the vice-chair will be considered the chairperson. In the absence of the chair and vice-chair, the Commission shall name an acting chair for the duration of the meeting.

RULES

Agenda

1. To be considered, an item must be on the agenda and the agenda must be distributed to all the commission members and any other persons having responsibility for an item at least three working days prior to the meeting. Distribution may be made by electronic media, including the city website. An agenda can be modified with addenda by a majority vote but this should be used only for minor items or items with extreme time constraints.
2. Since there will be audience and possibly cable TV viewers not familiar with each item, the chair, or person appointed by the chair, will give a brief explanation of each item as it is addressed.
3. The order of items on the agenda need not be followed absolutely. The chair may adjust the order in the interest of:
 - a. Filling in time before a scheduled item, i.e., a public hearing.

- b. Grouping several items to best make use of consultant time.
- c. Accommodating individuals who have attended the meeting specifically to provide input on an item.

Process - Regular and Special Planning Commission Meetings

1. For these proceedings the commission will use the 'open discussion' procedure. That is, discussion is open to any member before or after a motion is made. This privilege is also extended to the Staff Liaison and any of the consultants who may have an interest in or can contribute to the item at hand.
2. At the discretion of the chair, this privilege is also extended to those members of the audience who wish to provide input. The chair may also rule out of order any input felt to be redundant, superfluous or irrelevant.
3. The chair can make liberal use of the "unanimous consent" procedure. That is, items that in the judgment of the chair are likely to be unanimously approved, can be introduced for approval with the statement "If there are no objections, ... stands approved (or denied)." If any commissioner has an objection, then the item reverts to the standard motion procedure. This "unanimous consent" procedure cannot be used for items requiring formal votes, i.e. resolutions.
4. The standard motion procedure is changed to not require a second. A motion need only be made to be considered. This also applies to amendments.
5. To eliminate confusion, only one amendment will be considered at a time and that amendment must be germane to the motion. An amendment cannot itself be amended. If a change to an amendment is deemed appropriate, the amendment should be withdrawn and reintroduced accordingly.
6. The general mode of voting will be by acclamation but with enough clarity that the individual votes can be recorded in the minutes. If in doubt, the secretary can request a clarification.
7. If the commission action is the result of a resident request and that request is denied in whole or in part, reasons of fact supporting the denial will be made part of the public record.
8. No commission meeting will extend beyond 10:00 P.M. except by unanimous vote. This rule is not subject to the modification or suspension provisions of the Standing Rules.

Process - Public Hearings

Since a public hearing is a more formal procedure and often requires certain procedures and actions to be legal, the meeting rules are changed accordingly.

1. The primary aim of a public hearing is to take input from the public. To accomplish this in the most effective manner the chair will introduce the hearing with an explanation of the issues. This explanation will be given by the chair or a person designated by the chair. The use of explanatory visual aids is encouraged.
2. Following the explanation, input from the public will be taken. Prior to accepting input, though, the chair will state the areas where input will be appropriate, the maximum time of FIVE MINUTES to be allotted to any individual presenter and any other procedural rules deemed appropriate to guarantee that all concerned parties have a fair and adequate opportunity to be heard.
3. At the discretion of the chair, all individuals wishing to speak must fill out and submit an identification form and speak into a recording microphone. Individuals not wishing to speak in public may provide a written statement. The commission may take up to 15 minutes to review written statements presented at the meeting. If the commission decides to not act on the issue at the public hearing meeting, it may by majority vote extend the time where written input will be taken to a day no later than 1 week before the next meeting where a deciding vote is planned.
4. All speakers are expected to be business-like, to-the-point and courteous. Anyone not abiding by these rules will be considered out-of-order.
5. The commission will refrain from initiating a discussion during the public input phase of the hearing except to clarify points brought up. These 'point of information' requests should be held to a minimum.
6. Once the public testimony phase is complete the chair will announce the public hearing to be closed and the commission will revert back to its open discussion mode of operation. From this point on, public input will only be appropriate when solicited by the commission.
7. Voting on any motion that results from a public hearing must be by roll call.
8. It shall be the intent of the commission to vote on the issue at the same meeting as the public hearing and as close in time to the public hearing as possible. Should it be necessary to defer voting until a later date, that procedure will be clearly explained to the audience.
9. No public hearing will extend beyond 9:30 p.m.

10. If the motion contains conditions, as may occur in conditional use or variance requests, those conditions will be conveyed in writing to the requestor.

11. If the public hearing is the result of a resident request and that request is denied in whole or in part, reasons of fact supporting the denial will be made part of the public record.

ADOPTION/MODIFICATION/SUSPENSION

These rules with the exception of the mandatory 10:00 P.M. adjournment, can be adopted, modified or suspended in whole or in part by a 3/4 vote of the commission. If suspended, they are automatically reinstated at the next meeting. Should they be suspended or a situation occurs that is not covered by the standing rules, Sikkink's Seven Motion System (attached) will apply.

ANNUAL REVIEW

These rules will be reviewed annually in January.

INTERPRETATION

The chair will interpret the rules. However, the chair's interpretation can be appealed by any commission member and can be overruled by a majority vote.

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Meeting Date	February 7, 2024
Agenda Item	Policy C4
Attachment	N/A
Submitted By	Jack Linehan, City Administrator

Item	City Council Commission Liaison Assignments
Description	Council Members are each assigned to serve as a liaison between City Council and various commissions each year. Per the City Council and Advisory Commission Roles and Guidelines document section B(3): <i><u>Council Liaison:</u> Each Council Member will be assigned meetings through the year by the Mayor and approved by the Council that they are expected to attend on behalf of the City Council. Information from these meetings that might be of interest to the other Council Members should be reported at the end of the monthly City Council workshop meetings under “Mayor and City Council Comments and Commission Liaison Updates.” This portion of the Council meeting is not a time for further discussion or questioning beyond specific clarification of the update or announcement. Such is best handled during other communication routes or one to one meetings with staff, Mayor, or Council Members.</i> At the January 10, 2024 meeting, the recommended appointments were as follows: • Planning Commission – Randy Gustafson • Community Engagement Commission – Melanie Leehy • Parks and Recreation Commission – James Wassenberg • Environment Commission – Eric Meyer • Northeast Youth and Family Services – Randy Gustafson • North Suburban Cable Commission (Nine North) – Paula Mielke ○ Randy Gustafson will be the alternate The above assignments were presented as part of agenda item G8 during the City Council meeting on January 10, 2024 before the item was tabled so that further discussion could take place at this workshop meeting.
Budget Impact	N/A
Attachment(s)	N/A

Action(s) Requested	Discuss the 2024 appointments to guide staff on how to prepare documents for future agenda consideration.
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Meeting Date	February 7, 2024
Agenda Item	Policy C5
Attachment	State Fair Task Force Report
Submitted By	Jack Linehan, City Administrator

Item	State Fair Task Force
Description	The State Fair Task Force was appointed by the City Council on June 14th, 2023. The Task Force met bi-weekly through the State Fair to make immediate recommendations to improve the 2023 experience, as well as long-term recommendations to improve the experience of residents during the Minnesota State Fair. Members from the Task Force presented their findings and provided future recommendations to the City Council on January 10, 2024. The Council should now discuss the next steps.
Budget Impact	N/A
Attachment(s)	State Fair Task Force Report
Action(s) Requested	Staff recommends that the Falcon Heights City Council discuss the recommendations of the State Fair Task Force and consider the next steps.

To: Mayor and City Council
From: State Fair Task Force
Date: January 10, 2024
Subject: Final State Fair Task Force Report and Recommendations

Overview on the Taskforce & Acknowledgements

On June 14th, 2023 a special task force was appointed by the City Council with a clear directive: to provide the City Council with recommendations aimed at enhancing the quality of life for residents impacted by events at the Minnesota fairgrounds. This Task Force also had the responsibility to ensure continued positive relations with our community neighbors and partners. Furthermore, it was essential that the Task Force's recommendations ensured that all residents, such as renters, seniors, and minority groups, were not adversely affected by any new policies or procedures.

The Task Force was composed of a dedicated group of individuals including Ross Allard, Bob Tomlinson, Christian Ruud, Mona McGarthwaite, Rice' Davis, Tom Brace, Vickie Brand, Georgiana May, Paula Mielke, and Jennifer Paulus. In addition, Deni Larson participated as a non-voting member. City Administrator Jack Linehan served as the staff liaison to ensure the Task Force decisions and recommendations aligned with broader city goals. Leading up to the State Fair, the Task Force met on a bi-weekly basis. It's worth noting that this Task Force concluded its operations on December 31, 2023. It was the goal of the State Fair Task Force to provide a final report to the City Council following the expiration of the group.

History

The Minnesota State Fair is within the municipal boundaries of the City of Falcon Heights. However, in 1985, the Minnesota State Fair leadership successfully lobbied for an amendment to MN Stat. 37.01 that explicitly states that *"Any part of the State Fairgrounds which is within the boundaries of another city or political subdivision of the state is detached from the city or political subdivision"*. This limits the ability of the City of Falcon Heights to regulate or levy taxes on the operations of the Minnesota State Fair. The focus of the Task Force and other past regulatory action has focused on the jurisdictional authority of the City of Falcon Heights.

2023 Recommendations

The State Fair Task Force held its first meeting on June 15, 2023. The 2023 State Fair was approaching rapidly, and the Task Force was aware that timely recommendations were essential to ensure a safe and manageable experience for residents. They delved deep into the issues and, after careful consideration, suggested several policy changes that the City Council enacted prior to the 2023 Minnesota State Fair.

- Designate the hydrant side of all streets in the Northeast Quadrant neighborhood as no parking zones. This would not only address the parking disorganization but also ensure that essential services like firefighting would remain unhindered.
- Add more temporary signage throughout the community to provide clarity and reduce violations. The additional signage included more signs for No Parking During the State Fair and those marking the 30-foot "no parking here to (stop)" in front of stop signs.
- To disincentive ignoring parking regulations, the Task Force passed a policy doubling parking violations between August 15th and September 15th. The Task Force believed that a financial deterrent would discourage visitors violating parking regulations.
- The Task Force passed motions to uphold these existing State Fair procedures outlined in the administrative manual:
 - No parking on front lawns
 - No sale of parking on lawns or permeable surfaces
 - No vendors in front lawns
 - Kid lemonade stands as the only allowed commercial venture in residential districts

Forging Stronger Relationships

The Task Force met with the new State Fair CEO Renee Alexander and members of her leadership team including marketing director Christine Noonan and operations manager Mike Hagan. Topics discussed included:

- Adding more park-and-ride sites and Metro Transit express buses
- Status of northeast transit hub
- Admission caps
- Noise reduction from fireworks
- Revenue sharing
- Adding 25 new garbage bins placed at our recommendation throughout the city

The Task Force also met with the Shevek McKee, director of Como District 10 Council. McKee has created a State Fair resource guide and gave permission to use it as a

model for creating one for Falcon Heights' residents. The comprehensive 'State Fair Resident Guide' was not just informative but was designed to empower residents with knowledge. The guide was shared electronically. City staff recommends including it next year in a print newsletter distributed in August.

The Task Force held a post meeting with the State Fair operations and marketing managers to discuss what worked well in 2023 – garbage cans placed in the neighborhood and sharing fireworks schedule – and other areas to address going forward.

State Fair Survey

To ensure that the implemented changes were not just top-down but also reflected the experiences of residents, a feedback survey was conducted post the 2023 State Fair. This survey witnessed participation from 163 respondents, whose feedback was invaluable.

- 57.4% believed the parking enforcement measures implemented this year were an improvement—a testament to the Task Force's initiative
- 61.8% observed a reduction in littering
- 67.9% felt that the fairgoers were respectful of private properties.
- 64.59% favored doubling parking fines
- 79.51% appreciated the curb markings and added signage

However, challenges remain, as 32.3% still felt that traffic was a significant problem during the State Fair and other popular events such as the car shows.

The open-ended feedback section was a gold mine of insights and recommendations:

- Expand parking restrictions to include “no parking within 30 feet” signs on both sides of the block
- Add signage to mark “no parking within 5 feet” of alley entrances and driveways
- Improve signage at crucial crossings like Fry Street and work with policing to protect pedestrian safety
- Provide more porta potties in neighborhoods
- Extend State Fair regulations to other large-scale events such as the Minnesota Street Rod Association's Back to the 50s

Full survey results available here:

www.falconheights.org/home/showpublisheddocument/4312/6383218726982300

Next Steps

As Falcon Heights looks to the 2024 Minnesota State Fair and beyond, the City Council has a robust set of recommendations at its disposal, including:

- Regulate and enforce pedicabs safety guidelines during the State Fair
- Refine city ordinances to offer more clarity on parking regulations
- Further define terms such as “kids’ lemonade stands”
- Ensure commercial businesses obtain licenses if third-party parking services are employed
- Officially codify current State Fair procedures outlined in the administrative manual to allow additional enforceability
- Because parking pressure will continue to be an issue, consider ways to ensure that residents can reasonably expect to be able to park near their home.

In the long term, the City Council should explore avenues for financial support or reimbursement from either the Minnesota State Fair or the State of Minnesota, acknowledging the wear and tear on the city's infrastructure. Moreover, the council should proactively engage with the State Fair to explore more inclusive ticketing options for various community groups.

Additionally, it is recommended that the city commission a financial impact study on the State Fair with the support of our state legislators and other elected officials.

Conclusion

In 2023, the Falcon Heights Task Force has proven that when a community comes together with a clear vision and purpose, transformative changes can be achieved. Their dedication has set the stage for a harmonious relationship between the Minnesota State Fair and the Falcon Heights community. The road ahead is clear, with both immediate and long-term recommendations, and it's now upon the City Council to steer Falcon Heights to a future where events like the State Fair only amplify the city's charm and not detract from it.

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Meeting Date	February 7, 2024
Agenda Item	Policy C6
Attachment	Draft of Agenda Calendars
Submitted By	Kelly Nelson, Administrative Services Director/Deputy Clerk

Item	Future Agenda Items
Description	This is an opportunity to discuss future agenda items the City Council would like to discuss at either a regular meeting or workshop format.
Budget Impact	N/A
Attachment(s)	2024 City Council Agenda / Events Calendar (draft)
Action(s) Requested	Staff recommends reviewing the calendar to suggest updates. Staff will then continue to update the calendar to include events, agenda items, and meetings, as they are known.



City of Falcon Heights

2024 City Council Meeting and Workshop

Agenda Calendar

January 3, 2024 Workshop Meeting (Joint meeting with the Parks and Rec Commission)	Community Park Renovation Discussion
January 10, 2024 Regular Meeting	- Designation of Official Newspaper - Oath in Office - Resolution Designating the Official Depositories - Review Elected Official Out-of-State Travel Policy - Commission Member Reappointments (second term) - Mile Reimbursement Rate - Council Appointment as Liaison for City Commissions (MOVED – FEBRUARY WORKSHOP) - Review and Adopt Council Standing Rules and Council / Advisory Commission Roles and Guidelines (MOVED – FEBRUARY WORKSHOP) - Appoint Acting Mayor - Data Practices Policy - Pay Equity Report (2023, 2026, 2028) - Ramsey County Polling Place Agreement
January 24, 2024 Regular Meeting	- General Housekeeping items (licenses, payables, etc.) - Consideration of a Contract with the RSCO for 2024
February 7, 2024 Workshop Meeting	- Goff Public – Media Training - Community Park Redesign - Council Standing Rules Discussion - Council Appointments - State Fair Task Force Next Steps - Future Agenda Items

February 14, 2024 Regular Meeting	• Public Hearing – Community Park • Approve Council Appointments? • Approval of Council Rules/ Advisory Guidelines? • Roselawn Ave. Bid Release
February 28, 2024 Regular Meeting	• Hiring of Construction Manager / Contractor for Community Park
March 6, 2024 Workshop Meeting	• <i>Potentially cancelled for Retreat instead</i>
March 9, 2024 Council Retreat	•
March 13, 2024 Regular Meeting	• Release of Community Park Bid
March 27, 2024 Regular Meeting	• Grant Application of DNR Outdoor Grant • Award Community Park Bid
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July __, 2024	• Data Practices Policy (due by August; do {again} in July only if personnel changed since January.
September 25, 2024	• Adopt preliminary levy
October __, 2024	

November __, 2024	• Approve City Calendar • Guidelines for Snow and Ice Control – Pathway & Sidewalk Maintenance Map • Certify Election Results (2025, 2027, 2029)
December 11, 2024	• Truth in Taxation and Budget Presentation • Appointment of City Attorney • Appointment of City Prosecutor • Appointment of City Auditor • Appointment of City Engineer • Cost of Living Adjustment (COLA) • Statutory Tort Limits Liability Coverage for the City • Northeast Youth and Family Services Cooperative Service Agreement • Tubman Legal Services Cooperative Agreement • Animal Impound Services • Fee Schedule Ordinance • Tennis Sanitation Contract renewal was valid from 1.1.23 through 12.31.24. Will need to have on the 2024 agenda.

**CITY EVENTS (Previous
Year 2023 Dates Below)**

May 18	Spring Together	4:00 to 6:00 PM	Curtiss Field
July 18	Ice Cream Social	5:00 to 7:00 PM	Community Park
August 6	Night to Unite	Time TBD	Neighborhoods
December 10	Human Rights Day		TBD