

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

AGENDA
September 11, 2024 at 7:00 P.M.

- A. CALL TO ORDER:
- B. ROLL CALL: GUSTAFSON____ LEEHY____ MEYER ____

WASSENBERG ____ MIELKE____

STAFF PRESENT: LINEHAN____
- C. APPROVAL OF AGENDA
- D. PRESENTATION
 - 1. Partners in Energy - Energy Action Plan Presentation
- E. APPROVAL OF MINUTES:
 - 1. August 14, 2024 City Council Meeting Minutes
 - 2. August 14, 2024 City Council Special Workshop Meeting Minutes
- F. PUBLIC HEARINGS:
- G. CONSENT AGENDA:
 - 1. General Disbursements through 9/4/24: \$98,674.10
 - a. Payroll through 8/31/24: \$25,271.46
 - b. Wire Payments through 8/31/24: \$16,013.07
 - 2. City Licenses
 - 3. Resignation of Randi Lundell from the Parks and Recreation Commission
 - 4. Resignation of Zach Lindstrom from the Community Engagement Commission
 - 5. Resignation of Emma Kostecki from the Environment Commission
 - 6. Tax Increment Finance District 1-3 - Falcon Heights Senior Apartments Note Payoff
- H. POLICY ITEMS:
 - 1. City Code Amendments Including Authorizing Accessory Dwelling Units, Modifying Parking Minimums, and General Code Amendments
 - 2. Climate Action Plan Consultant Recommendation
 - 3. Acceptance of Metropolitan Council Livable Communities Act (LCA) Pre-Development Grant Program Award for Amber Flats
 - 4. Assessment Manual Amendments
- 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.

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Meeting Date	September 11, 2024
Agenda Item	Presentation D1
Attachment	See below.
Submitted By	Hannah Lynch, Community Development Coordinator

Item	Partners in Energy Program – Energy Action Plan Draft
Description	The Partners in Energy Program is a program from Xcel Energy that supports communities by helping them develop energy action plans, identify the barriers to implementation, and work to implement those goals. They assist with forming teams within the community to play a role in developing the Energy Action Plan by establishing energy objectives and strategies to help achieve community goals. For the past six months, the Environment Commission and Energy Action Team have worked with team members from Xcel Energy and the Center for Energy and Environment to support the community by characterizing its energy use, identifying the City’s energy-related goals, and developing engaging strategies to guide change toward Falcon Heights’ energy future. Starting in January 2024, this Energy Action Plan was driven by a series of open houses and planning workshops held in the community with a planning team committed to representing local energy priorities. The community was engaged through 3 surveys, 3 workshops, 2 open houses, 17 Energy Action Team participants, 63 community energy survey respondents, and over 100 people at open houses. The drafted Energy Action Plan is the outcome of this work. The Energy Action Plan will guide the City by outlining actions that connect the community through engaging residents, schools, business, and community organizations. The actions help connect people to resources to meet their energy needs while reaching the energy goals of the community as a whole.
Budget Impact	None.
Attachment(s)	- Drafted Executive Summary for the Falcon Heights Energy Action Plan - Drafted Falcon Heights Energy Action Plan - Drafted Falcon Heights Energy Action Plan, Workplan

Action(s) Requested	Staff requests City Council discuss the drafted Energy Action Plan and comment on any changes or edits to be made.
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FALCON HEIGHTS Energy Action Plan

Community Commitment

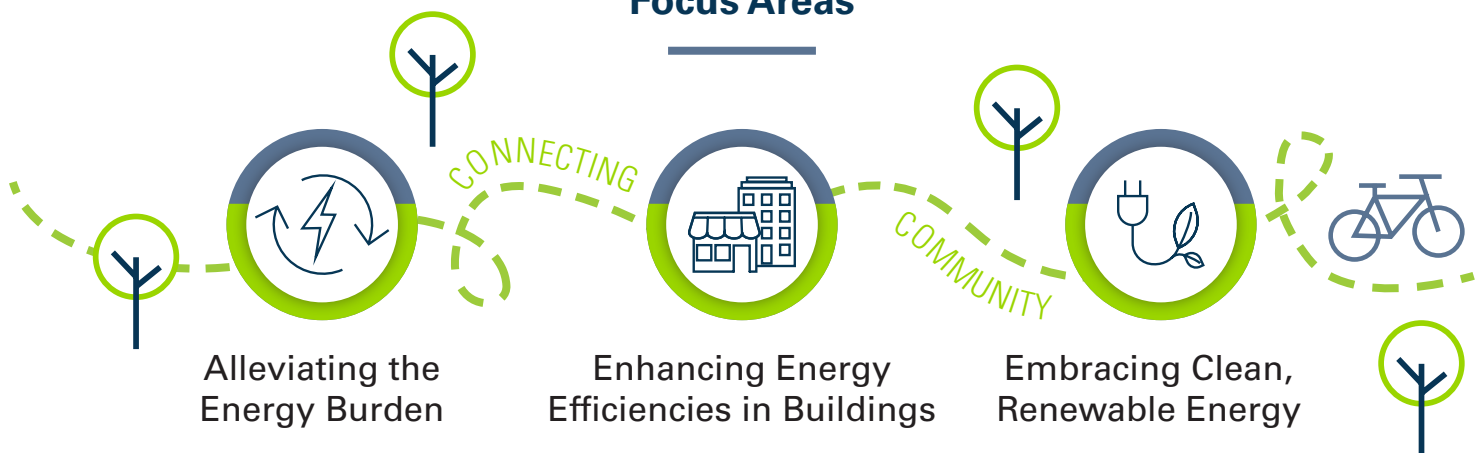
In the heart of Falcon Heights, a community nestled amongst the State Fair grounds and the University of Minnesota, citizens and City leaders embarked on a transformative journey to prioritize energy strategies that lead to a sustainable and equitable future.



Our Vision

Falcon Heights prioritizes energy strategies that lead to a sustainable and equitable future.

Focus Areas



The Energy Action Plan guides the city of Falcon Heights by outlining actions that connect the community through engaging residents, schools, businesses, and community organizations. The actions help connect people to resources to meet their energy needs while reaching the energy goals of the community as a whole.



THE CONTENT OF THIS PLAN IS DERIVED FROM A SERIES OF PLANNING WORKSHOPS AND EVENTS HOSTED BY XCEL ENERGY'S PARTNERS IN ENERGY AND THE CITY OF FALCON HEIGHTS. THANK YOU TO THE FALCON HEIGHTS ENERGY ACTION TEAM WHO CONTRIBUTED MANY HOURS OF SERVICE TO CREATING OUR VISION, GOALS, AND STRATEGIES FOR THIS PLAN.



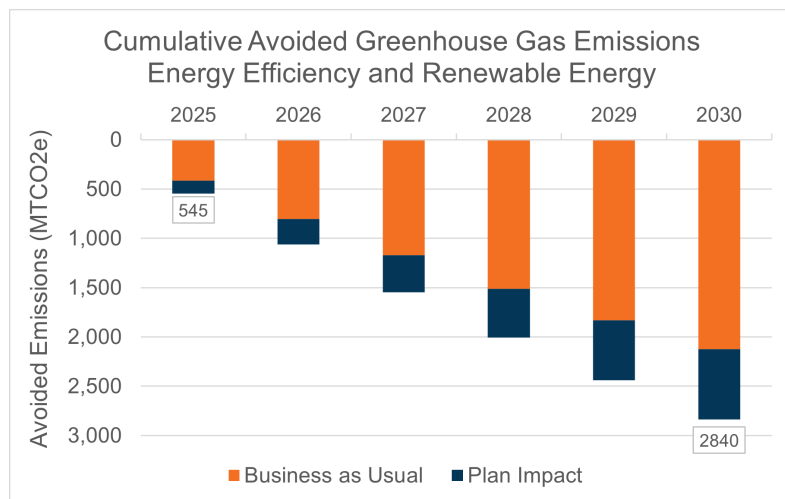
Energy Action Plan Goal



In Falcon Heights the goal is to decrease projected greenhouse gas (GHG) emissions by **50%** by 2030 while reaching out to residents and businesses with energy programs and resources.



This will result in a substantial **65%** increase in dollars saved by our community members and businesses.



Achieving the goal

Some of the strategies in the plan that will help reach our goal include

Partner

Work alongside the **University of Minnesota** and the **Minnesota State Fair** to collectively achieve greenhouse gas reduction in our community.

Engage

Host community workshops on energy topics and program opportunities.
Conduct outreach to building owners and managers with energy information.

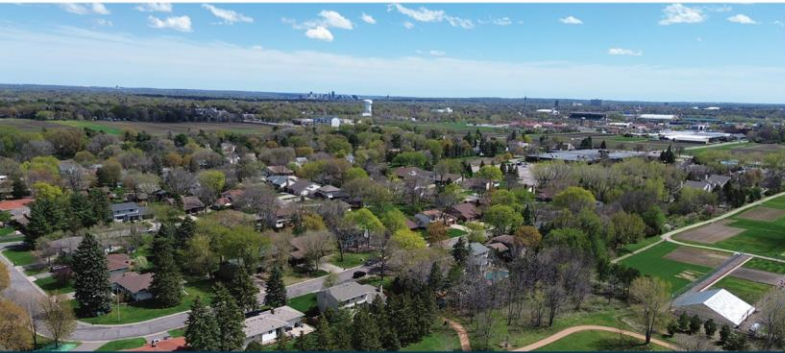
Support

Connect residents and businesses with resources to meet their energy needs.
Create incentives for the community to take energy actions.

Impact and Results of Plan Implementation

This is the equivalent of avoiding over 11 million pounds of coal or 1,125,000 gallons of gasoline being burned, and the equivalent sequestering of carbon from **165,351 trees seedlings grown for 10 years!**





DRAFT

An Energy Action Plan for Falcon Heights

September 2024



PARTNERS IN ENERGY
An Xcel Energy Community Collaboration

ACKNOWLEDGEMENTS

Thank you to the following individuals who contributed to developing this Energy Action Plan. The content of this plan is derived from a series of planning workshops hosted by Xcel Energy's Partners in Energy. Partners in Energy is a two-year collaboration to develop and implement a community's energy goals. For information about the planning workshops, see Appendix D.

Energy Action Team

Name	Organization
Lois Braun	Resident
Amy Christiansen	Environment Commission
Pedro De Filippo Vannucci	Environment Commission and University of Minnesota Student
Les Everett	Resident
Adam Keester	Environment Commission
Emma Kostecki	Environment Commission and University of Minnesota Student
John Larkin	Resident
Peter Lindstrom	Resident
Hannah Lynch	Community Development Coordinator/Planner, City of Falcon Heights
Jared Mehlhaff	Environment Commission
Beth Mercer-Taylor	Environment Commission Chair
Paula Mielke	City Council Liaison, City of Falcon Heights
Bruce Mielke	Resident
John Pellegrini	Environment Commission Vice Chair
Shubhechchha Sharma	Resident
Michael Tracy	Resident
Dean Walczak	Resident

Partners in Energy Utility and Facilitation Team

Marcus Baker	Partners in Energy Community Facilitator
Deirdre Coleman	Partners in Energy Community Facilitator
Kelsey Poljacik	Partners in Energy Data Lead
Paolo Spiern	Partners in Energy Community Facilitator
Sofia Troutman	Program Manager, Xcel Energy's Partners in Energy

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GLOSSARY OF TERMS

4 x 50: Xcel Energy's privacy rule, which requires all data summary statistics to contain at least four premises, with no single premise responsible for more than 50% of the total. Following these rules, if a premise(s) is responsible for more than 50% of the total for that data set, it is/they are removed from the summary.

Beneficial Electrification: Xcel Energy defines beneficial electrification (BE) as the replacement of fossil fuel use with electricity that results in either lower costs, reduced emissions, or more effective use of the power grid.

British Thermal Unit (BTU): the amount of heat needed to raise one pound of water at maximum density through one degree Fahrenheit

Carbon-free: Carbon-free refers to sources of energy that will not emit additional carbon dioxide into the air. Wind, solar and nuclear energy are all carbon free sources but only wind and solar are renewable.

Carbon-neutral: Carbon-neutral, also described as "net zero", could include carbon-free sources but is broader and refers to energy that removes or avoids as much carbon dioxide as is released over a set period of time. Carbon-neutral is sometimes used to describe a site that produces an excess amount of electricity from a renewable energy source, such as solar, compared to what it consumes. That excess energy is put back into the grid in an amount that offsets the carbon dioxide produced from the electricity it draws from the grid when it is not producing renewable energy.

Community Data Mapping: A baseline analysis of energy data in a geospatial (map) format across the community.

Energy Conservation and Optimization Programs (ECO): Portfolio of approved utility energy efficiency and demand management programs. Minnesota electric utilities have a goal of saving 1.5% of their total energy sales each year via customer conservation efforts. Minnesota natural gas utilities have a goal of saving 0.5% of their total energy sales each year via customer conservation efforts. ECO programs help Minnesota households and businesses use electricity and natural gas more efficiently, lessening the need for new utility infrastructure. The Minnesota Department of Commerce, Division of Energy Resources (DER) oversees ECO to ensure that ratepayer dollars are used effectively in achieving those goals and that energy savings are reported as accurately as possible.

Decatherm (Dth): Quantity of energy that is equivalent to ten therms.

Demand Side Management (DSM): Modification of consumer demand for energy through various methods, including education and financial incentives. DSM aims to encourage consumers to decrease energy consumption, especially during peak hours, or to shift time-of-energy use to off-peak periods such as nighttime and weekend.

Direct Installation: Free energy-saving equipment installed by Xcel Energy or other organization, for program participants, that produces immediate energy savings.

Energy Burden: Percentage of gross household income spent on energy costs.

Energy Reduction: The result of behavior changes that cause less energy to be used. For example, setting the thermostat to a lower temperature *reduces* the energy used in your home during the winter. Since energy reductions can be easily reversed, they are not accounted for when calculating changes in energy usage.

Energy Savings: Comes from a permanent change that results in using less energy to achieve the same results. A new furnace uses X% less energy to keep your home at the same temperature (all things being equal), resulting in energy *savings* of X%. For accounting purposes, energy savings are only counted in the year the new equipment is installed.

Greenhouse Gases (GHG): Gases in the atmosphere that absorb and emit radiation and significantly contribute to climate change. The primary greenhouse gases in the earth's atmosphere are water vapor, carbon dioxide, methane, nitrous oxide, and ozone.

Grid Decarbonization: The current planned reduction in the carbon intensity of electricity provided by electric utilities through the addition of low- or no-carbon energy sources to the electricity grid.

Kilowatt-hour (kWh): A unit of electricity consumption.

Million British Thermal Units (MMBtu): A unit of energy consumption that allows electricity and natural gas consumption to be combined.

Metric Tons of Carbon Dioxide Equivalent (MTCO₂e): A unit of measure for greenhouse gas emissions. The unit "CO₂e" represents an amount of a greenhouse gas whose atmospheric impact has been standardized to that of one unit mass of carbon dioxide (CO₂), based on the global warming potential (GWP) of the gas.

Megawatt (MW): A unit of electric power equal to 1 million watts.

Premise: A unique combination of service address and meter. For residential customers, this is the equivalent of an individual house or dwelling unit in a multi-tenant building. For business customers, it is an individual business, or for a larger business, a separately-metered portion of the business's load at that address.

Renewable Energy Certificate (REC): For every megawatt-hour of clean, renewable electricity generation, a renewable energy certificate (REC) is created. A REC embodies all of the environmental attributes of the generation and can be tracked and traded separately from the underlying electricity. Also known as a Renewable Energy Credit.

Resilience: The ability to prepare for and adapt to changing conditions and withstand and recover rapidly from disruptions. Resilience includes the ability to withstand and recover from deliberate attacks, accidents, or naturally occurring threats or incidents.

Recommissioning: An energy efficiency service focused on identifying ways that existing building systems can be tuned up to run as efficiently as possible.

Solar Garden: Shared solar array with grid-connected subscribers who receive bill credits for their subscriptions.

Solar Photovoltaic (PV): Solar cells/panels that convert sunlight into electricity (convert light, or photons, into electricity, or voltage).

Subscription: An agreement to purchase a certain amount of something in regular intervals.

Therm (thm or therm): A unit of natural gas consumption.

Trade Partner: Trade Partners, also known as Trade Allies or Business Trade Partners, are vendors and contractors who work with business and residential customers servicing, installing, and providing consulting services regarding the equipment associated with utility rebate programs. Their support for utility programs can range from providing equipment and assisting with rebate paperwork, to receiving rebates for equipment sold.

FALCON HEIGHTS Energy Action Plan

Community Commitment

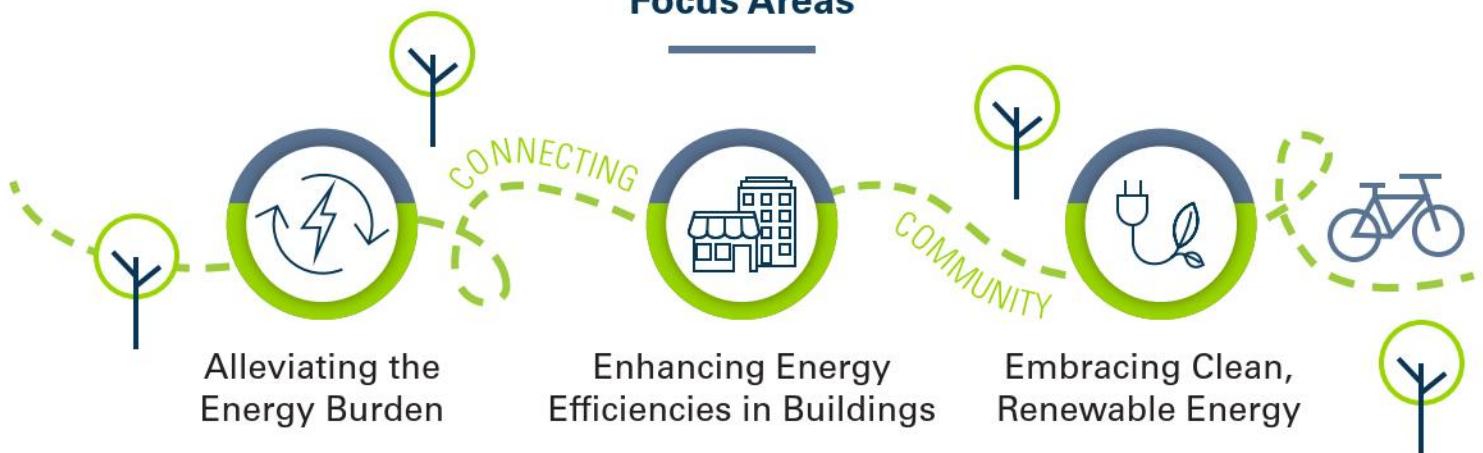
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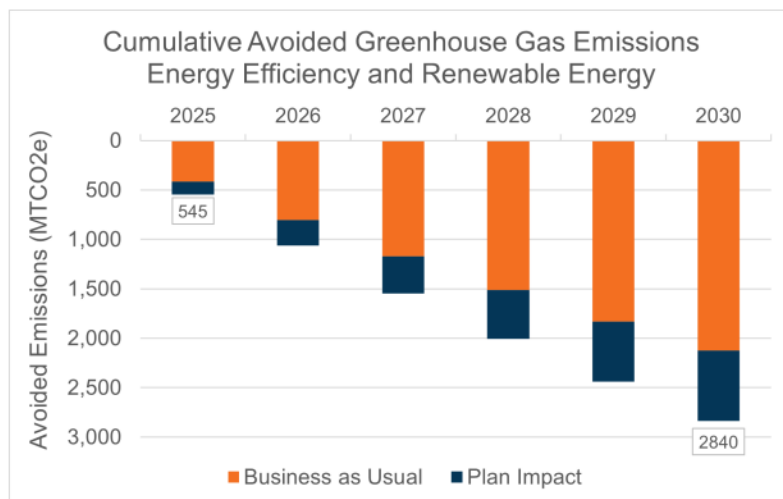
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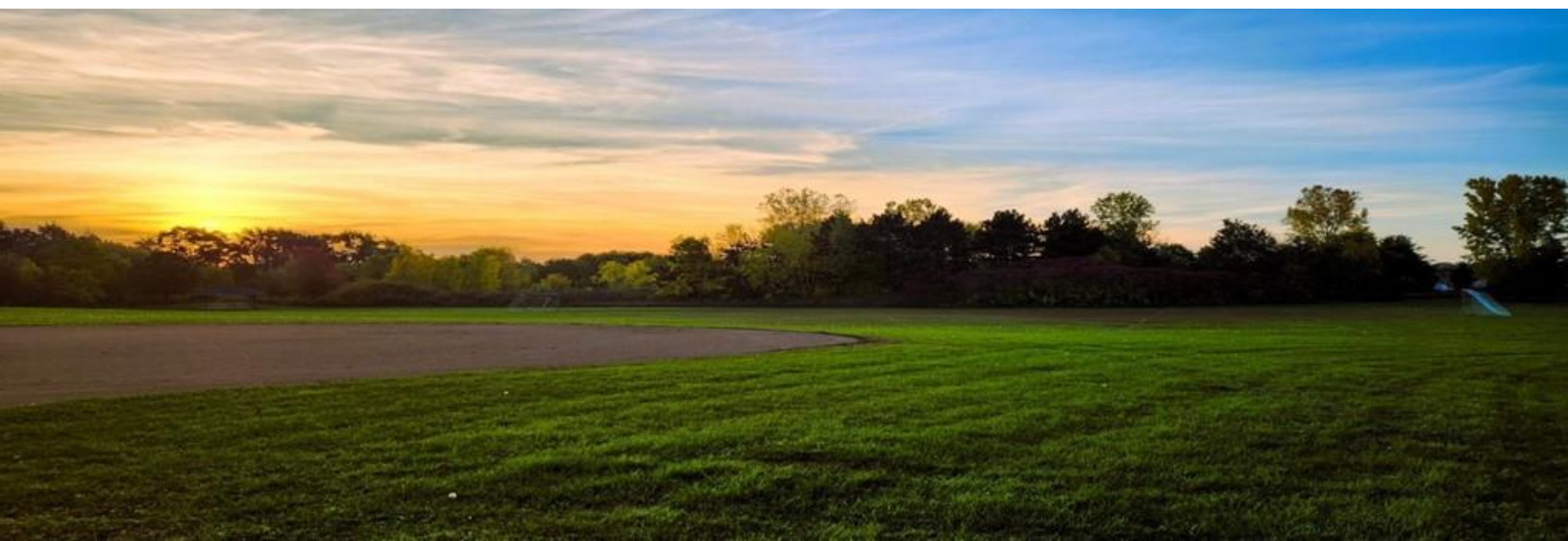
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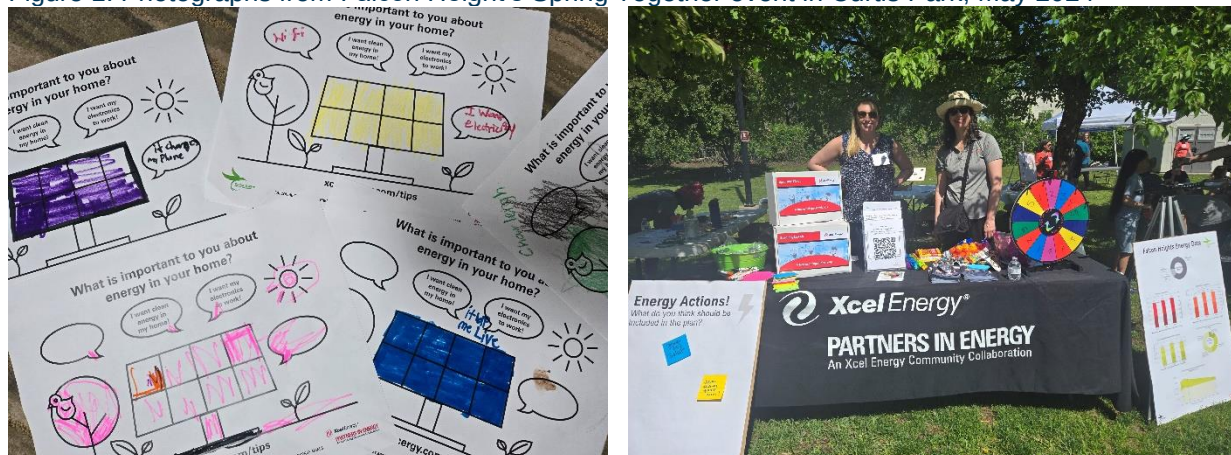
INTRODUCTION

Falcon Heights has made great progress toward their energy goals in our 2020 Comprehensive Plan through the creation of an Environmental Commission, GreenStep city participation, EV Smart Cities Program, SolSmart city participation, and renewable energy commitments. With an eye toward climate planning, an energy plan will advance and accelerate these efforts.

Our Engagement & Outreach Process

The creation of this Energy Action Plan was a six-month process to help support our community by characterizing its energy use, identifying our energy-related goals, and developing engaging strategies to guide change toward our energy future. Starting in January 2024, the Energy Action Plan was driven by a series of open houses and planning workshops held in the community with a planning team committed to representing local energy priorities in collaboration with City of Falcon Heights and Xcel Energy Partners in Energy. By the numbers, we engaged the community through 3 surveys, 3 workshops, 2 open houses, 17 Energy Action Team participants, 63 community energy survey respondents and over 100 people at open houses. See Appendix D for more information about the planning process and Xcel Energy Partners in Energy.

Figure 1. Photographs from Falcon Height's Spring Together event in Curtis Park, May 2024



Why We Want An Energy Action Plan

The City of Falcon Heights recognizes the urgency of addressing climate change and has committed to taking action by signing a resolution in January 2023 that declares a climate crisis. This commitment involves developing a City Climate Action Plan with input from residents, businesses and nonprofit organizations, in collaboration with other entities working on climate action in the community.

As a GreenStep City, Falcon Heights aims to contribute to Minnesota's goal of achieving net-zero emissions by 2040. A key aspect of this effort is addressing the energy inefficiency of the city's older homes and multi-family buildings. Partners in Energy can provide valuable expertise to assess the current energy situation and guide the City in implementing effective measures.

The Energy Action Plan is crucial for addressing several pressing issues, including inefficient housing, emissions from the State Fair, idling vehicles, potential redevelopment of the University of Minnesota golf course, and gaining a comprehensive understanding of the city's current energy landscape. By identifying and focusing on the most significant concerns, Falcon Heights can ensure that its efforts are strategic and impactful.



WHERE WE ARE NOW

An integral part of the Partners in Energy planning process is reviewing historical energy data to inform our community's energy baseline. Xcel Energy provided data on energy use, participation counts and utility energy conservation program savings for Falcon Heights, as detailed in the following sections. See *Appendix A: Baseline Energy Analysis* for a comprehensive picture of Falcon Heights baseline energy data.

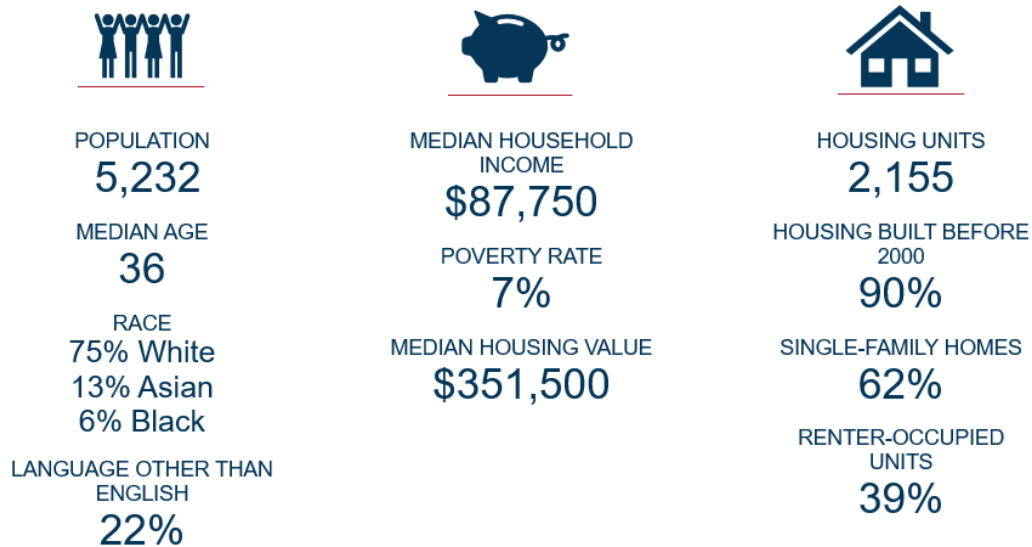
Community Demographics

As of 2022, Falcon Heights had a population of just over 5,200 people living in approximately 2,200 housing units.¹ Falcon Heights residents identify as White (75%), Asian (13%) and Black (6%), and 22% of residents speak a language other than English. Falcon Heights has a poverty rate of 7%, with a median household income of \$87,750. With 90% of its housing built before 2000, most Falcon Heights residents live in housing stock with significant opportunity for energy efficiency improvements because of aging buildings and equipment. Additionally, 39% of the housing units in Falcon Heights are renter-occupied, presenting unique opportunities for energy efficiency measures targeted at renters and property owners. *Figure 1* shows a community demographic profile for Falcon Heights.

¹ Data source: U.S. Census Bureau American Community Survey, 2022 5-year estimates

Figure 1. Overview of Falcon Heights community demographics

FALCON HEIGHTS COMMUNITY DEMOGRAPHIC SNAPSHOT

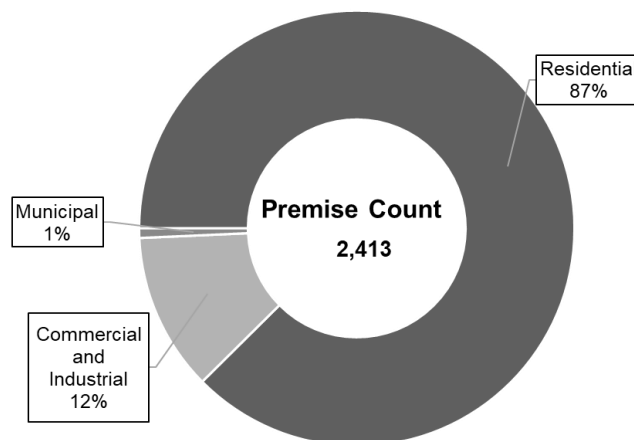


Energy Use and Savings

Premises

Xcel Energy provides electricity and natural gas to Falcon Heights residents and businesses. In 2023, Falcon Heights consisted of 2,413 distinct utility premises, which are a unique combination of service address and meter. For residential customers, this is the equivalent of an individual house or dwelling unit in a multi-tenant building. For business customers, it is an individual business, or for a larger business, a separately metered portion of the business' load at that address. Most Falcon Heights premises are residential, followed by a portion of commercial and industrial premises, and finally a small number of City-owned municipal premises (Figure 2).

Figure 2. Total premises by sector, 2022

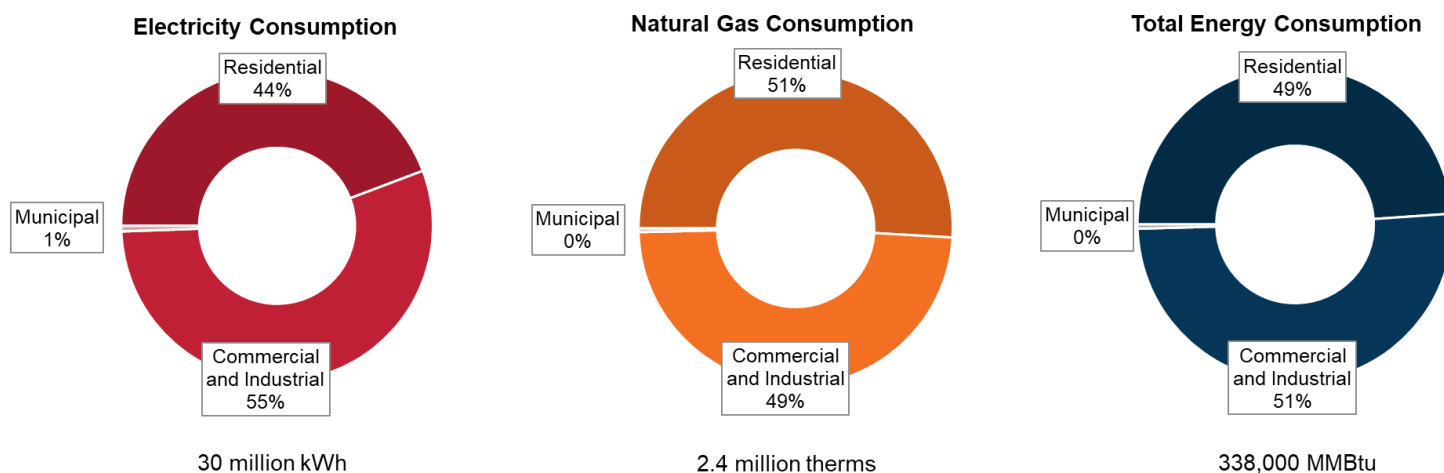


Grid Energy Use

On average over the baseline period (2021–2023), the Falcon Heights community consumes nearly 30 million kWh and about 2.4 million therms of natural gas each year across all sectors (Figure 3). To compare electricity and natural gas consumption on a common measure of energy, total energy consumption can be calculated by converting both electricity and natural gas into British thermal units, displayed here as million British thermal units (MMBtu).

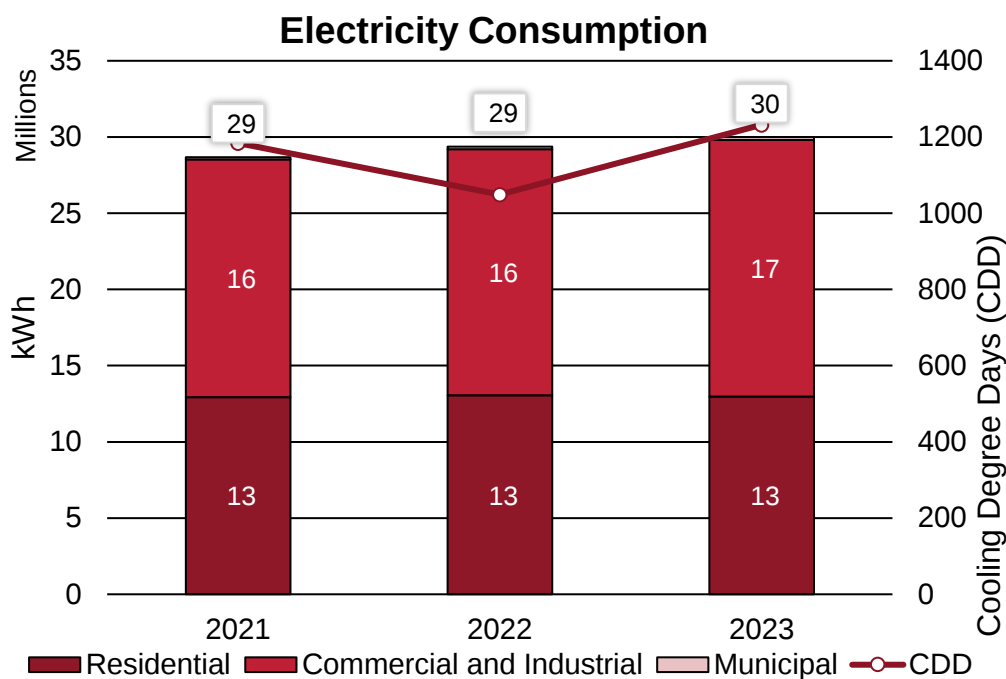
Although the commercial and industrial sector only makes up 12% of total premises in Falcon Heights, it accounts for over half the total energy consumption. Commercial and industrial premises use significantly more energy on average per premise than residential premises, a typical pattern for cities like Falcon Heights.

Figure 3. Average annual energy consumption by sector, 2021–2023



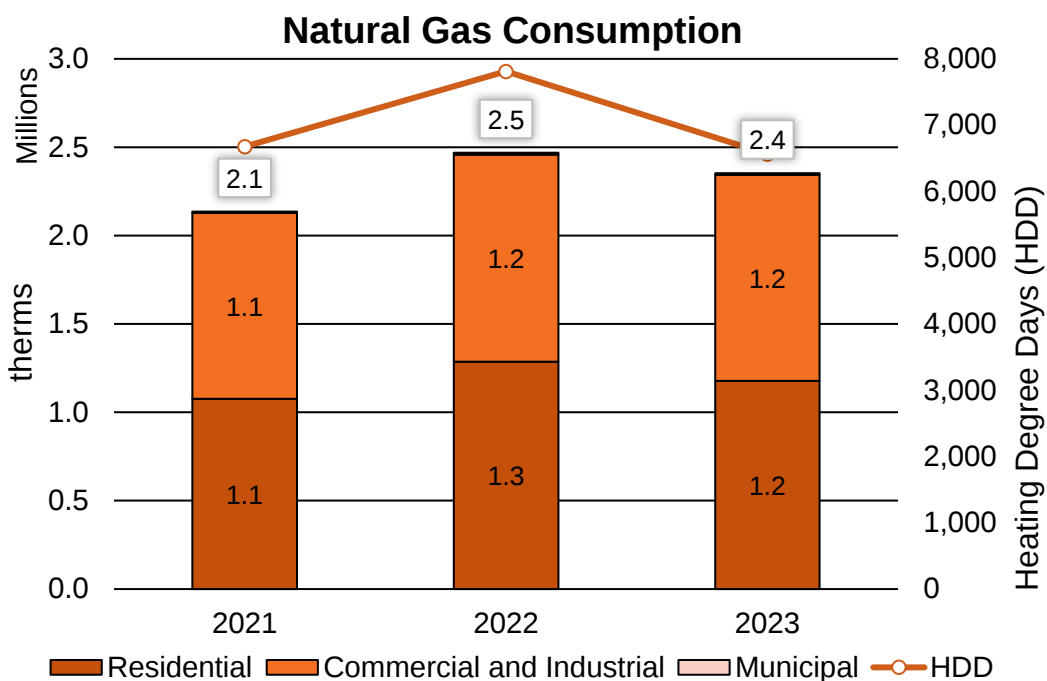
During the three-year baseline period, Falcon Heights saw an overall increase in electricity consumption, with a 5% increase in electricity consumption in 2023 compared to 2021. Electricity use in the residential sector increased slightly by 1% between 2021 and 2023, while the commercial and industrial sector increased by 8% over the same period; the municipal sector in Falcon Heights increased by 15% (Figure 4).

Figure 4. Electricity consumption by sector and cooling degree days, 2021–2023



Similarly, natural gas consumption in Falcon Heights was greater in 2023 compared to 2021, with an overall increase of 10% in community-wide usage. Natural gas consumption in the residential sector increased by 9% between 2023 and 2021, and 11% in the commercial and industrial sector over this period; the municipal sector saw an increase of nearly 50%, though the municipal sector makes up only a small portion of community-wide consumption (Figure 5). The fluctuations in natural gas consumption between 2021 and 2023 correlate with cooler temperatures, measured by heating degree days (HDD), as shown in the figure below.

Figure 5. Natural gas consumption by sector and heating degree days, 2021–2023



Energy Costs and Energy Burden

During an average year, Falcon Heights spends a total of about \$6.2 million on energy fuel costs for electricity and natural gas (Figure 6). More than half (54%) of these costs are spent by the commercial and industrial sector, with total annual average fuel costs at just over \$3.3 million. The remaining 46% is spent primarily by the residential sector, with an annual total of \$2.8 million, and the municipal sector, spending about \$30,000 annually on average.

Figure 6. Total average annual electricity and natural gas fuel costs by sector, 2021–2023

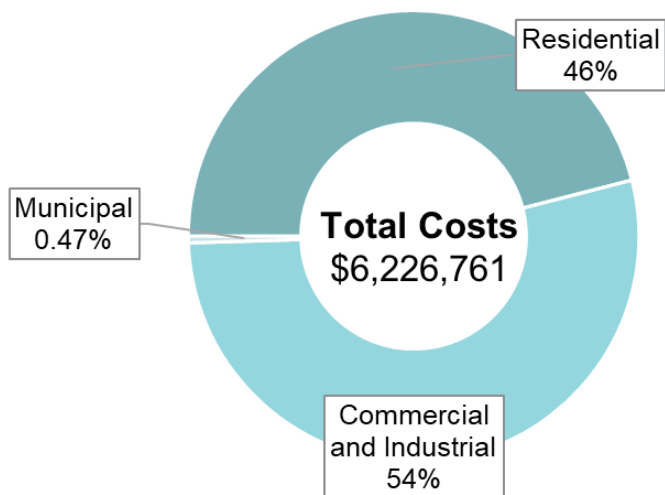


Table 1. Annual fuel costs by sector and fuel type, 2021–2023

Sector	Annual Electricity Costs	Annual Natural Gas Costs	Annual Cost per Premise
Residential	\$1,820,262	\$1,044,552	\$1,384
Commercial & Industrial	\$2,403,249	\$929,222	\$11,873
Municipal	\$22,055	\$7,421	\$1,734
Total	\$4,245,566	\$1,981,195	-

Energy burden is the percentage of income that a resident spends on energy bills. A high energy burden is defined as spending 6% or more of household income on energy costs, while a severe energy burden is 10% or greater of household income.² In Falcon Heights, the residents with the highest energy burden are those living in owner-occupied housing with incomes between 0–30% of area median income (AMI), with an estimated energy burden of 24% (Figure 7).³ Approximately **52** owner-occupied housing units fall within this category. Energy burden remains high for owner-occupied residents even as household income increases, until AMI is met. In renter-occupied housing, energy burden is highest for those with the lowest incomes but alleviated at higher rates of household income. *Figure 8* shows the distribution of households across these ranges of AMI, by owner status.

² ACEEE: *How High Are Household Energy Burdens? An Assessment of National and Metropolitan Energy Burdens across the U.S.* <https://www.aceee.org/research-report/u2006>

³ Energy burden data sourced from Department of Energy Low-Income Energy Affordability Data (LEAD) tool. <https://www.energy.gov/scep/slsc/lead-tool>

Figure 7. Average energy burden by owner status and median income

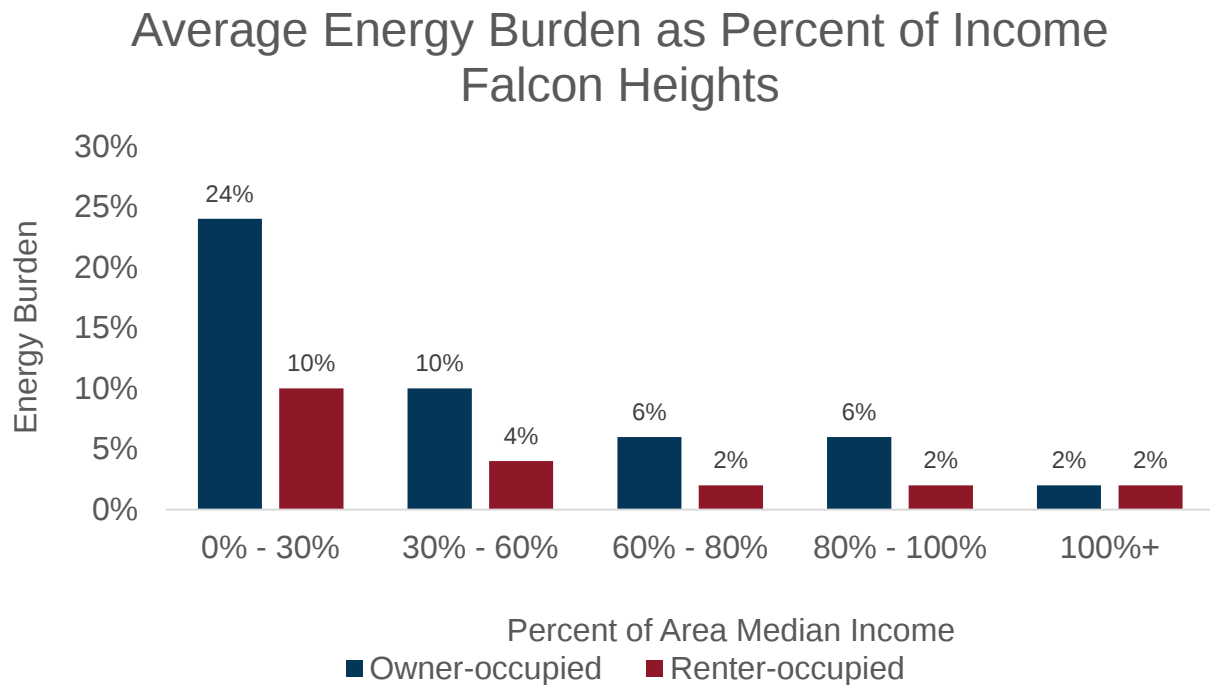
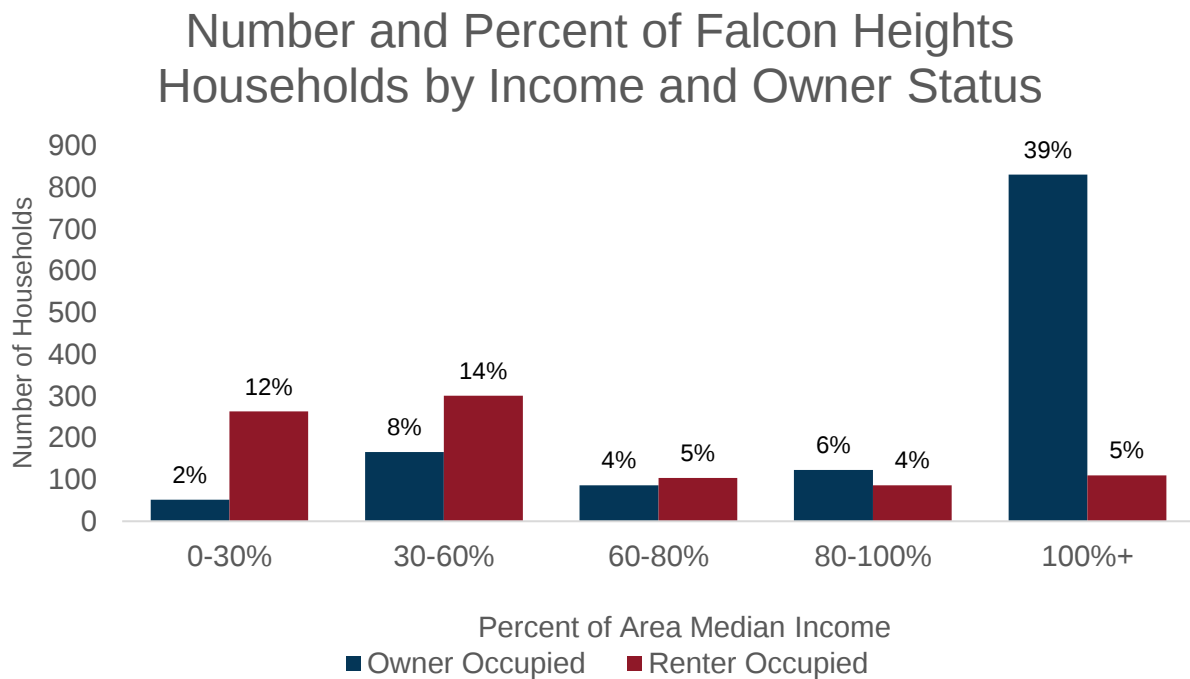


Figure 8. Household count and percent of total households by income and owner status in Falcon Heights



Greenhouse Gas Emissions

Greenhouse gas emissions are calculated for both electricity and natural gas consumption for all sectors in Falcon Heights (Figure 9). Energy-related greenhouse gas emissions in Falcon Heights in 2023 totaled to over 20,000 metric tons of carbon dioxide equivalent (MTCO₂e). In 2023, the commercial and industrial sector accounted for 52% of the total emissions, the residential sector made up about 47% of total emissions, and the municipal sector was responsible for the remaining nearly 1%.

Figure 9. Energy-related greenhouse gas emissions, 2021–2023

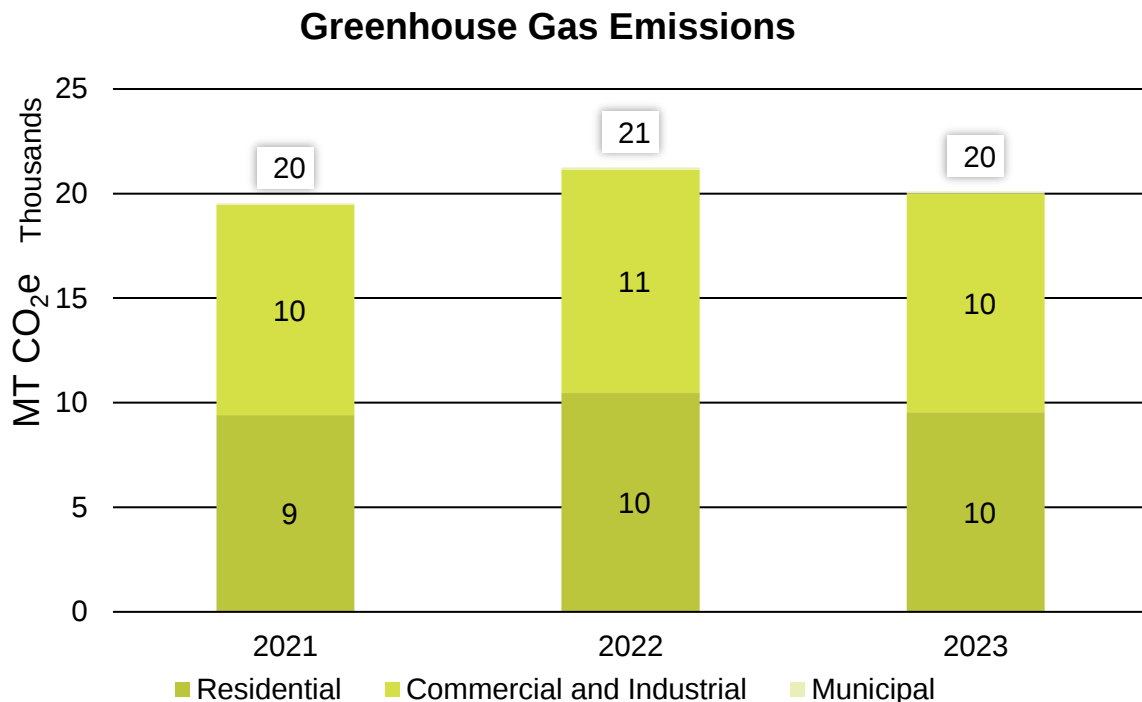
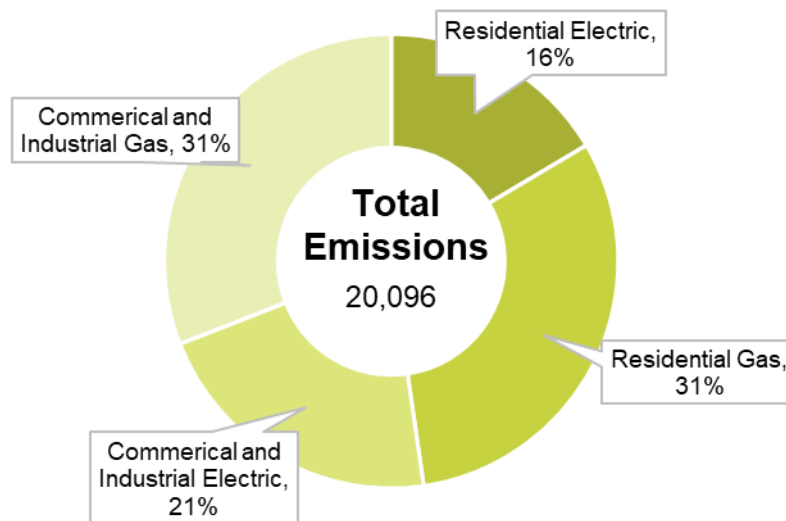


Figure 10 shows the breakdown of greenhouse gas emissions by both sector and fuel type in 2023. The largest proportion of greenhouse gas emissions (62%) came from natural gas consumption, with an even split between the commercial and industrial and residential sectors. The remaining energy-related emissions were from electricity emissions, where the commercial and industrial sector accounted for about 21% of community-wide electricity emissions and the residential sector accounted for 16%. As Xcel Energy decarbonizes its grid, the overall proportion of electricity emissions is expected to decrease over time, which will make natural gas emissions higher as a proportion of total energy-related emissions.

Figure 10. Energy-related greenhouse gas emissions by sector and fuel type, 2021–2023

2023 Greenhouse Gas Emissions (MTCO₂e)



Renewable Energy

Falcon Heights residents and businesses support renewable energy through Xcel Energy subscription programs, community solar gardens and on-site offerings (Table 2). In Falcon Heights, most renewable energy support comes from the residential sector, where 180 residents subscribe to Renewable*Connect and Renewable*Connect Flex amounting to a total of 818,449 kWh subscribed in 2022. Additionally, as of 2023, 36 residents have on-site solar and 25 residents participate in Solar*Rewards Community, which allows residents and businesses to subscribe to community solar gardens without needing equipment installed.

Table 2. Participation and kWh subscriptions in Xcel Energy renewable energy offerings, 2022 and 2023⁴

	Residential	Commercial & Industrial	Municipal
Renewable*Connect & Renewable*Connect Flex® (2022)			
Subscriber Count	180	0	0
Total Annual Electricity Subscribed (kWh)	818,449	0	0
Community Solar Gardens – Solar*Rewards® Community (2023)			
Subscriber Count	25	5	6
Total Annual Electricity Subscribed (kWh)	169,924	180,904	55,508
On-Site Solar – Solar*Rewards® and Net-Metering (2023)⁵			
Subscriber Count	44	8	-
Total Electricity Capacity (kW)	316	742	-

In addition to renewable energy support from residents, as of 2023, five commercial and industrial customers in Falcon Heights have on-site solar, one of those installations is on the City Hall building. Five commercial and industrial customers subscribe to Solar*Rewards Community along with six municipal subscribers.

Energy Efficiency Program Participation & Savings

Both residential and commercial and industrial premises in Falcon Heights are already participating in Xcel Energy's efficiency offerings for which they can receive rebates for upgrading equipment, receiving a building audit or managing their demand through rate savings programs, among other opportunities. Participation in these programs results in energy savings for participants. In Falcon Heights, residents and businesses saved an annual average of 222,000 kWh of electricity per year over the three-year baseline period, and 39,000 therms of natural gas (Table 3).

⁴ 2023 metrics for Renewable*Connect and Renewable*Connect Flex program participation in Falcon Heights were not available at the time of energy action planning.

⁵ Source: Xcel Energy 2023 Community Energy Report for Falcon Heights

Table 3. Falcon Heights average program participation and savings by sector in Xcel Energy DSM offerings, 2021–2023

Program Sector	Average Annual Participation	Average Electricity Savings (kWh)	Average Natural Gas Savings (therms)
Residential	200	35,374	15,660
Income-Qualified	2	517	63
Commercial & Industrial	32	186,183	23,326
Total	233	222,074	39,049

Program participation in Falcon Heights occurs most in select Xcel Energy efficiency offerings for each sector. Residents participated in and saw the most energy savings from Residential Heating and Cooling, where residents receive rebates for upgrading to more efficient equipment (Table 4). In the income-qualified sector, residents are participating in Home Energy Savings Program and the low-income version of Home Energy Squad (Table 5). In the commercial and industrial sector, businesses are already participating in numerous programs, with the highest participation in HVAC+R Efficiency, the highest electricity savings from the Lighting Efficiency program and the greatest natural gas savings from Efficiency Controls (Table 6).

Table 4. Average program participation and savings in Xcel Energy residential DSM programs, 2021–2023

Residential Program	Average Annual Participants	Average Annual Electricity Savings (kWh)	Average Annual Natural Gas Savings (therms)
Home Energy Audit	18	-	-
Home Energy Squad	11	5,894	388
Insulation Rebate	7	1,515	2,524
Refrigerator Recycling	7	6,237	-
Residential Heating and Cooling	87	20,551	12,201
Residential Saver's Switch	22	24	-
Smart Thermostat	39	1,074	380

Table 5. Average program participation and savings in Xcel Energy income-qualified residential DSM programs, 2021–2023

Income-Qualified Program	Average Annual Participants	Average Annual Electricity Savings (kWh)	Average Annual Natural Gas Savings (therms)
Home Energy Savings Program	1	381	52
Low-Income Home Energy Squad	1	136	11

Table 6. Average program participation and savings in Xcel Energy commercial and industrial DSM programs, 2021–2023

Commercial & Industrial Program	Average Annual Participants	Average Annual Electricity Savings (kWh)	Average Annual Natural Gas Savings (therms)
Efficiency Controls	2	0	9,207
HVAC+R Efficiency	19	13,419	3,817
Lighting Efficiency	1	27,060	-
Multi-Family Building Efficiency	2	21,091	1,044
Small Business Lighting	1	4,428	0
Smart Thermostats for Business	5	1,294	257



WHERE WE ARE GOING

Energy Vision Statement

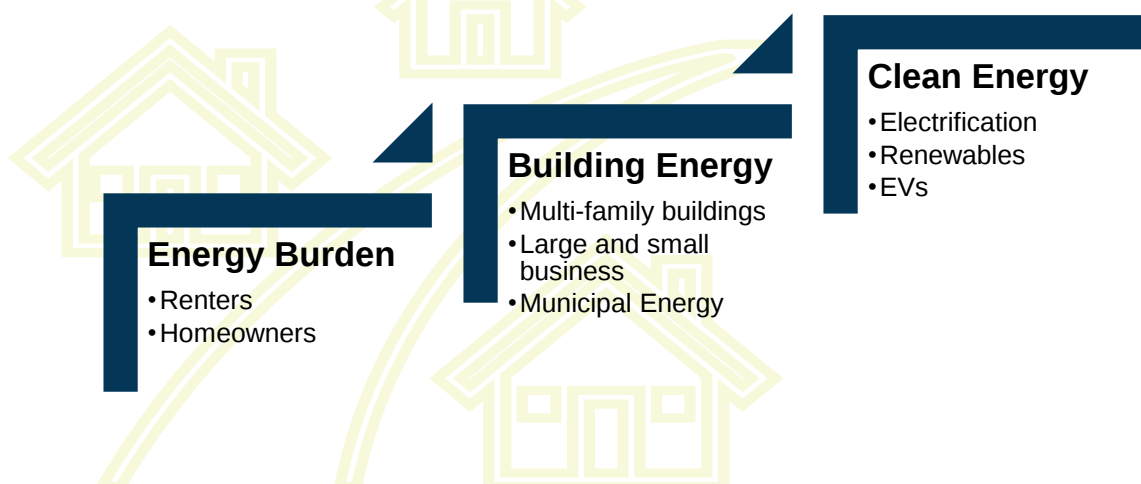
During the planning process, the Energy Action Team created a vision statement for this Energy Action Plan. This statement helped guide the planning process and reflects the intention of the community.

Vision Statement

Falcon Heights prioritizes energy strategies that lead to a sustainable and equitable future.

Focus Areas

To achieve a community-wide commitment to energy stewardship, the Energy Action Team identified the following focus areas to prioritize strategies and resources. They used the data to guide the selection of the following focus areas and stress the importance that these focus areas have in engaging and connecting the community.



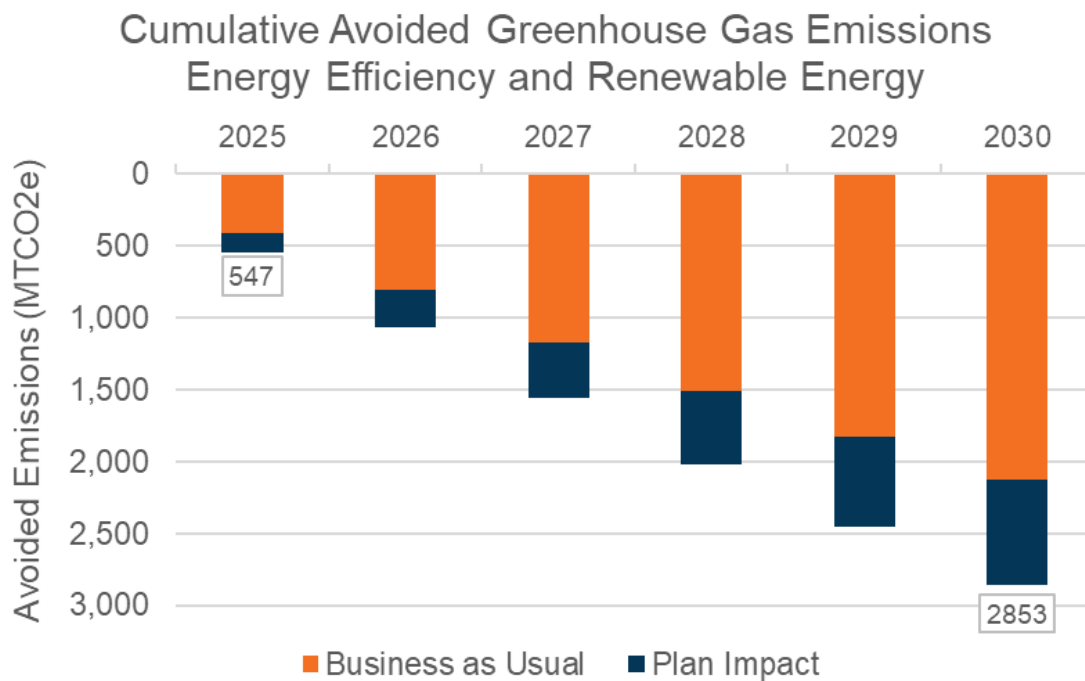
These focus areas were chosen to provide a holistic approach to energy stewardship and aid in meeting the community's energy needs and goals.

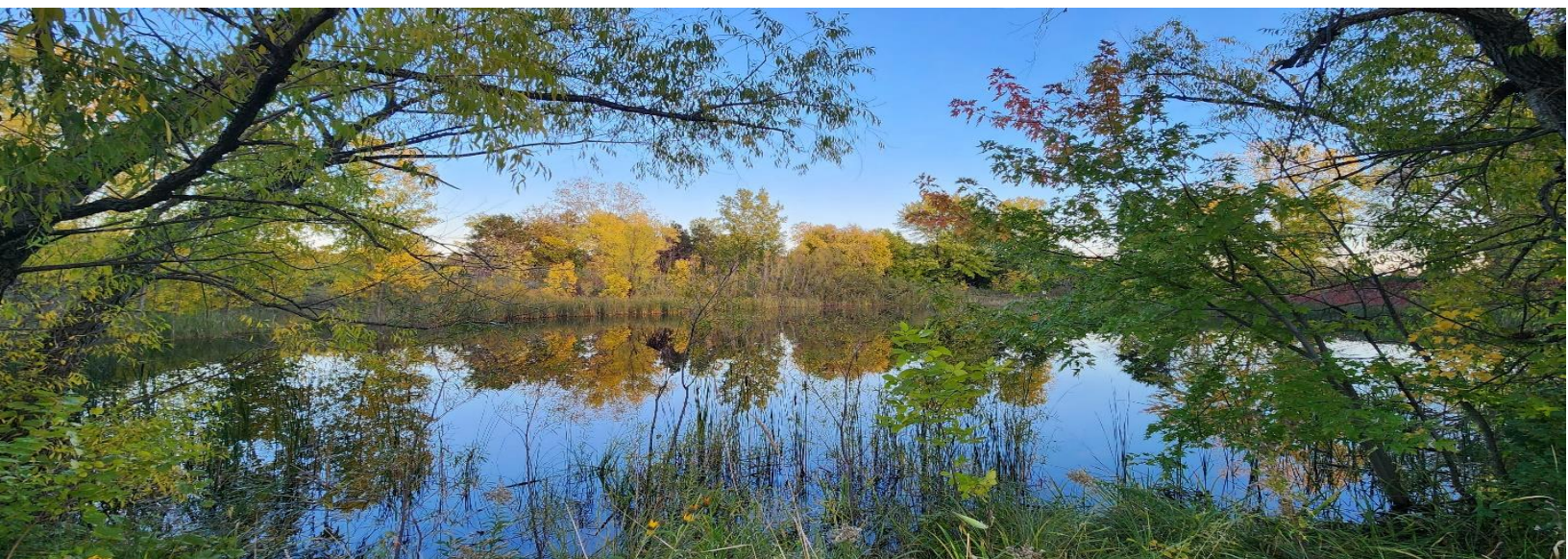
Community Goal

The Energy Action Team set goals that complement the existing energy and climate goals using the utility data, a feel for the community's ambition level and a feasible timeline.

Goal: Falcon Heights will increase energy savings by 50% and avoid an additional 34% of community-wide greenhouse gas emissions by 2030.

Figure 11. Cumulative Avoided Greenhouse Gas Emissions (Xcel Energy Data)





HOW WE ARE GOING TO GET THERE

The following strategies, organized by focus area, have timelines that help prioritize the work into short, medium and long-term actions. The timeframes associated with these categories are meant to fit within the Partners in Energy implementation period for the program to best support these actions as Falcon Heights continues to implement this plan in subsequent years. The Energy Action Team also identified specific communication tools, financing options and community partners as a part of this plan. These potential partners and communication organizations have not yet agreed to be a part of this work but are mentioned in each strategy to be considered.

A Connected and Educated Community

Through these comprehensive high-level strategies, Falcon Heights will foster a more connected and more educated community. By addressing energy burdens, enhancing building efficiencies and embracing renewable energy, the city will create a sustainable and resilient environment for all its residents. United by a common goal, the people of Falcon Heights will not only improve their own lives but also set an inspiring example for communities everywhere.

Focus Area 1:

Alleviating Energy Burden on Homeowners and Renters

The City of Falcon Heights understands that energy costs can be a significant burden, especially for those with limited incomes and inefficient homes. The City will launch a series of strategic actions aimed at easing high energy burden and ensuring that all residents can afford to keep their homes warm and lights on.



Strategy 1: Conduct Energy Outreach in Schools

Falcon Heights Elementary School will be encouraged to integrate energy education into their curriculum, teaching students about conservation and efficiency. These young ambassadors can take their knowledge home, sharing energy-saving tips and resources with their families.

Actions:	Partnerships / Resources:
A) Identify school and teacher partnerships and work with those partners to understand classroom needs.	Teachers, School Board, City of Falcon Heights, Empowered Schools (see action 1D)
B) Develop materials and activities that support appropriate energy engagement according to school partners.	Partners in Energy, City of Falcon Heights, Xcel Energy student toolkit
C) Ask school library or other entities to host educational events regarding energy efficiency / conservation and renewable energy.	Elementary school library and University of Minnesota libraries
D) Encourage partnering with “EmPowered Schools” program to Neighboring School Districts	Empoweredschools.org, Falcon Heights Elementary School, Roseville School District
E) Utilize the Minnesota GreenStep School Program to show students that their school is leading the way in energy conservation and reducing environmental impacts.	MN GreenStep School Program: https://sites.google.com/umn.edu/mngreenstepschools/home , Falcon Heights Elementary School, City of Falcon Heights
Communication:	Direct communication with elementary school and City of Falcon Heights
Timeline:	1–6 months

Strategy 2: Develop Neighborhood Energy Liaisons

Local liaisons, equipped with energy knowledge, will play a crucial role in bridging the gap between resources and residents. These trusted neighborhood figures will provide personalized guidance on energy-saving practices and available support programs, focusing on equity and inclusion.

Actions:	Partnerships / Resources:
A) Call for community volunteers by the City.	Community Engagement Commission (CEC), Environment Commission, City of Falcon Heights
B) Provide Xcel Energy and supporting energy resources to the volunteers to share with their neighbors / associations.	Neighborhood Liaisons at CEC, Homeowner Associations, City of Falcon Heights, Partners in Energy
C) Develop resources for volunteers to share with neighbors (e.g., template emails, National Night Out activities, NextDoor posts, website content, etc.).	Neighborhood Liaisons at CEC, City of Falcon Heights, Partners in Energy, Falcon Heights GreenCorps Member
Communication:	City of Falcon Heights website / newsletter, handouts, emails, social media
Timeline:	1–6 months

Strategy 3: Increase Access to Renter Resources

To support renters, the City will promote access to various Xcel Energy programs and resources, including assistance programs for energy bills and weatherization services. The City will ensure that renters are well-informed and can easily access the help they need.

Actions:	Partnerships / Resources:
A) Provide renters with information about applicable energy rebates	Xcel Energy, City of Falcon Heights, resident groups, Multi-family building owners/managers, Falcon Heights GreenCorps Member
B) Raise awareness of assistance programs for those renters who are affected by a higher energy burden or lower-income household.	Xcel Energy, City of Falcon Heights, census data, resident advocacy groups, food shelves
Communication:	City of Falcon Heights direct to renter community
Timeline:	1–6 months

Strategy 4: Promote Home Energy Squad Visits

An emphasis on free home energy audits will empower residents to identify inefficiencies in their homes. Armed with this information, they will be able to take steps to reduce their energy consumption and costs. They may also become more aware of available rebates and other incentives.

Actions:	Partnerships / Resources:
A) Promote home energy assessments	Partners in Energy, City of Falcon Heights, Xcel Energy
B) Showcase residents who have had home energy assessments and made improvements in their home as a result.	City communications, Partners in Energy
Communication:	Events, CEC, Environment Commission, NextDoor website or other websites
Timeline:	6-12 months

Strategy 5: Provide Accessible Energy Communication

Developing clear and accessible communication channels will be vital. The City of Falcon Heights will establish partnerships with local media and/or community organizations to disseminate information about energy resources, ensuring that all residents are aware of the support available to them.

Actions:	Partnerships / Resources:
A) Create an Energy Action Hub on the City of Falcon Heights' website to disseminate information about energy resources.	Partners in Energy, City of Falcon Heights, Falcon Heights GreenCorps Member
B) Establish partnerships with community organizations and/or Falcon Heights specific publications to bring awareness to residents.	Park Bugle (nonprofit community newspaper), City of Falcon Heights, Falcon Heights Church
C) Include energy educational resources on the City of Falcon Heights email newsletter.	City of Falcon Heights
Communication:	City communications
Timeline:	6-12 months

Strategy 6: Highlight Energy Saving and Clean Energy Testimonials

Promoting positive experiences that residents have had with the home assessments and other energy projects could increase their demand. The City of Falcon Heights will encourage residents to share their testimonials and experiences publicly to inspire more residents and business owner to participate.

Actions:	Partnerships / Resources:
A) Showcase positive testimonials in the City's newsletter, blog and articles in local media.	Park Bugle, Partners in Energy, City of Falcon Heights
B) Postcard mail out campaign of testimonials from residents to other residents,	Partners in Energy, City of Falcon Heights
C) Postcard mail out campaign of testimonials from business owners to other businesses.	Partners in Energy, City of Falcon Heights
D) Share testimonials at St Paul Chamber of Commerce meetings.	Energy Action Team members, St Paul Chamber of Commerce, Environment Commission
Communication:	Post card mail outs, newsletters, emails, blogs, and presentation
Timeline:	6–12 months

Strategy 7: Develop and Sustain Partnerships that Support Community Energy Equity Goals

Developing relationships with key partners will help reach Falcon Heights energy and equity goals while helping community members thrive.

Actions:	Partnerships / Resources:
A) Connect with Commonwealth Terrace Cooperative (CTC) to Improve Living Conditions through energy projects for Student Housing	CTC, Xcel Energy, U of MN,
B) Form partnership with neighboring city councils to coordinate energy equity projects that are mutually beneficial	City of Falcon Heights, St. Paul, Roseville, Lauderdale
Communication:	Energy Action Team, City Communications
Timeline:	12-24 months

Focus Area 2:

Enhancing Energy Efficiencies in Buildings

Improving energy efficiency in buildings will be another cornerstone of Falcon Heights' strategy. The City's approach will combine regulatory measures, incentives, and outreach to create a culture of energy efficiency across all types of buildings.



Strategy 1: Support Energy Improvements

To encourage landlords to invest in energy efficient upgrades, the City will tie energy improvements in rental properties to deductions in rental license fees. This will make it financially beneficial for landlords to improve living conditions for tenants.

Actions:	Partnerships / Resources:
A) Create and promote City incentives and/or recognition for energy efficient multi-family buildings.	City of Falcon Heights, Partners in Energy
B) Review and revise City code to remove barriers to more energy efficient multi-family buildings.	City of Falcon Heights, Planning Commission, Environment Commission, City Council
C) Support the adoption of standards requiring buildings larger than 5 units to periodically re-invest in energy efficient improvements that have a reasonable payback period.	City of Falcon Heights, City Council
D) Support incentives for retrofits and redevelopment of existing multi-family buildings to improve energy while respecting the historic integrity of buildings and communities.	City of Falcon Heights, City Council
Communication:	City communications
Timeline:	12–24 months

Strategy 2: Incentivize and Recognize Energy Efficiency Projects

The City of Falcon Heights will introduce creative motivations to motivate residents and businesses to reduce their energy consumption. E.g. Monthly drawings for gift cards, yard signs recognizing energy efficient homes and public acknowledgments

Actions:	Partnerships / Resources:
A) Be present at community events with resources and tips to encourage businesses and residents to reduce energy consumption.	City of Falcon Heights, Falcon Heights Elementary School, Senior Center, State Fair, Falcon Heights Farmers' Market
B) Request that homeowners who have made significant energy efficiency improvements temporarily display an energy conservation yard sign.	Partners in Energy, City of Falcon Heights
C) Publicly acknowledge homeowners and business owners in the City's email newsletter for energy conservation efforts.	Falcon Heights' Email Newsletter, Partners in Energy
Communication:	City website and e-newsletter, in-person community events
Timeline:	6-12 months

Strategy 3: Partner with the State Fair to Encourage Energy Projects

The annual State Fair can become a platform for promoting energy projects. Interactive exhibits and demonstrations could showcase innovative energy solutions, inspiring residents and visitors alike to adopt more sustainable practices.

Actions:	Partnerships / Resources:
A) Draft proposal to partner with State Fair to encourage joint energy projects.	Minnesota State Fair, City of Falcon Heights, Environment Commission
Communication:	City communications
Timeline:	6-12 months

Strategy 4: Encourage Efficient Electric Heating Technologies

To further enhance energy efficiency, Falcon Heights will encourage the adoption of electric heating options in buildings. Incentive programs and educational campaigns will highlight the long-term savings and environmental benefits of switching to cold climate heat pumps and heat pump rooftop units.

Actions:	Partnerships / Resources:
A) Create targeted outreach programs to educate business owners and owners of multi-family buildings about the benefits of electric heating options.	City of Falcon Heights, Partners in Energy, Falcon Heights GreenCorps Member
B) Host workshops and informational sessions to highlight benefits of adopting efficient electric heating technologies.	Owners/managers of multi-family buildings, City of Falcon Heights, Partners in Energy
C) Encourage building owners who have already installed air source heat pumps to share their success stories with other building owners through presentations, open houses and business networking events.	Owners/managers of multi-family buildings, City of Falcon Heights, Chamber of Commerce
D) Assist businesses and workforce to keep up to date on technological advances in building energy. Provide outreach to local businesses to assist in these educational efforts.	Owners/managers of multi-family buildings, City of Falcon Heights, Chamber of Commerce, Partners in Energy
E) Recommend energy improvements for rental properties during annual inspections. Provide an opportunity to educate building owners about energy improvements annually, giving updates on electrification technology and available incentives.	Owners/managers of multi-family buildings, City of Falcon Heights
Communication:	City communications, City e-newsletter
Timeline:	6–12 months

Strategy 5: Form Climate Action Partnership with the University of Minnesota

Partnering with the University of Minnesota could reduce carbon emissions. The City will seek collaboration with the University to reduce carbon in the atmosphere and add electric vehicle (EV) chargers.

Actions:	Partnerships / Resources:
A) Draft a proposal for collaboration between the City Council and the University of Minnesota and find a way forward.	City Council, University of Minnesota, Energy Action Team
B) Advocate for increasing EV charging infrastructure on and off campus.	University of Minnesota, Partners in Energy, EV toolkit, City of Falcon Heights
C) Encourage charging infrastructure on new developments and retrofits, especially multi-family buildings and businesses. Support the continued development of charging infrastructure for EVs.	University of Minnesota, Partners in Energy, EV toolkit, MF building owners/managers, City of Falcon Heights, Environment Commission, Planning Commission
Communication:	City communications to University of Minnesota
Timeline:	6-12 months

Strategy 6: Collaborate with Metro Transit

Work with Metro Transit to have electric buses on the Rapid Transit A Line and Route 121 to reduce GHG emissions. The City will make official requests and inquiries to Metro Transit to help make this possible.

Actions:	Partnerships / Resources:
A) Draft, send and follow up on a request to Metro Transit to have electric buses on routes.	City Council, Metro Transit, and Energy Action Team
Communication:	City communications to Metro Transit
Timeline:	12-24 months

Strategy 7: Reduce Costs of Home Energy Assessments for Residents

Create a program that would pay for residents to have complimentary or reduced cost home energy assessment visits. The City could eliminate any financial objection for residents.

Actions:	Partnerships / Resources:
A) Address economic barriers for residents who may be hard to reach or under-represented in the community and increase home energy assessment visits by promoting free visits.	Community Engagement Commission (CEC), Environment Commission, City of Falcon Heights
Communication:	City communications through CEC, City newsletter
Timeline:	6-12 months

Strategy 8: Showcase Existing Energy Projects in Homes and Businesses

Provide opportunities for tours of voluntary residents' homes or local businesses who have exemplary energy efficient integrations. These could also be showcased at a local energy fair. The City will encourage and support events like these to increase the adoption of energy efficient technologies.

Actions:	Partnerships / Resources:
A) Identify homes and businesses that have already undergone energy projects.	City of Falcon Heights, Partners in Energy
B) Recognize those who would wish to participate in open house tours and set up tour dates for groups to visit.	City of Falcon Heights, Resident volunteers
C) Host a local energy fair in Falcon Heights and encourage citizen and local business participation.	City of Falcon Heights, Partners in Energy, Business Partners
Communication:	City e-newsletter to residents
Timeline:	1–6 months

Focus Area 3:

Embracing Clean, Renewable Energy

In our quest for a sustainable future, Falcon Heights residents will also focus on clean, renewable energy. Our strategies will aim to make renewable energy accessible and practical for everyone in our community.



Strategy 1: Support a Group-Buy Solar Option

The City of Falcon Heights will support or organize a group-buy solar option, making it easier and more affordable for residents to install solar panels. By pooling their purchasing power, residents may access significant discounts on solar installations.

Actions:	Partnerships / Resources:
A) Contact and form a collaboration with Solar United Neighbors (SUN) to help residents and businesses bulk buy solar.	City of Falcon Heights, SUN
B) Pursue grants to assist with the installation of solar panels on homes and businesses. This financial support will make renewable energy a viable option for more residents, reducing the City's overall carbon footprint.	City of Falcon Heights
Communication:	City communications to SUN
Timeline:	12-24 months

Strategy 2: Solar Arrays on Future Buildings

The City will continue to lead by example, installing solar panels on future public buildings like what was done for City Hall as well as promote future buildings in the city to accommodate arrays where feasible.

Actions:	Partnerships / Resources:
A) Request proposals for solar installations on any future municipal buildings.	City of Falcon Heights
B) Partner with one or more solar installation companies to recommend to buildings in the City.	City of Falcon Heights and solar installation companies
C) Explore grants for installation of solar for businesses and buildings.	City of Falcon Heights, State and Federal grant programs
Communication:	City Staff to Solar Installation companies
Timeline:	12-24 months

Strategy 3: Promote Renewable Subscription and On-site Options for Residents

Existing Xcel Energy programs allow residents to install on-site as well as subscribe to renewable energy programs to support renewable energy. These programs can be especially helpful to renters and homeowners with shaded roofs families who cannot, or don't want to invest in on-site options.

Actions:	Partnerships / Resources:
A) Encourage subscription and on-site opportunities to residents during events and on the City website.	City of Falcon Heights, Partners in Energy, Xcel Energy
B) Share incentives for renewable energy options with renters through email and mailing campaigns.	Partners in Energy, Multi-family building owners/managers, resident groups
Communication:	City e-newsletter to residents, workshops, events, etc.
Timeline:	6-12 months

Strategy 4: Partner with the University of Minnesota to Encourage Renewable Energy

A partnership with the University will bring cutting-edge research and innovation to the community. Collaborative energy projects will benefit the City, providing new solutions and technologies to enhance sustainability.

Actions:	Partnerships / Resources:
A) Reach out to the University of Minnesota to form a collaboration centered on renewable energy technologies.	City of Falcon Heights, University of Minnesota, Partners in Energy
B) Partner with the University of Minnesota to help share incentives for renewable energy programs to multi-family building owners, residents and students.	University of Minnesota, Multi-family building owners/managers, Partners in Energy
Communication:	City communications to University of Minnesota
Timeline:	6-12 months

Strategy 5: Establish a Reliable Workforce in Renewable Energy Applications

Falcon Heights will establish support systems to help residents enter and access skilled workforce versed in current energy technologies that support the City's growing energy initiatives.

Actions:	Partnerships / Resources:
A) Host workshops to educate the community on renewable energy topics and resources while connecting professionals with residents and residents with training options.	Partners in Energy, Xcel Energy, public spaces/hosts, resident and business partners
B) Support and promote workforce opportunities in renewable energy industry	Xcel Energy, City of Falcon Heights, Partners in Energy, workforce partners
Communication:	City e-newsletter to residents, workshops, events
Timeline:	12-24 months

Energy Action Plan Impact

Achieving the energy efficiency and renewable energy targets laid out in this plan will result in increased energy efficiency program participation, greater electricity and natural gas savings, and an increase in avoided greenhouse gas emissions compared to a business as usual (BAU) scenario. Compared to the BAU scenario of 1,352 program participants between 2025 and 2030, the goal scenario projects an additional 384 participants in Xcel Energy DSM offerings over this time for a total of 1,736 participants (Table 7).

Table 7. Business as usual and goal scenario target participation in Xcel Energy DSM offerings, by sector, 2025–2030

Sector	Participation Count – Business as Usual	Participation Count – Goal Scenario	Plan Impact (Count)
Residential	1,164	1,524	360
Commercial & Industrial	188	211	24
Total	1,352	1,726	384

As a result of additional participation in Xcel Energy efficiency program offerings, residents and businesses will save energy. Electricity and natural gas savings can be compared by converting each fuel to the common denominator of million British thermal units (MMBtu). As a result of the energy action plan implementation, energy savings in Falcon Heights are modeled to increase by 52% in the goal scenario as compared to the BAU scenario (Table 8).

Table 8. Business as usual and goal scenario target first-year energy savings in Xcel Energy DSM offerings, by sector, 2025–2030

Sector	MMBtu Savings – Business as Usual	MMBtu Savings – Goal Scenario	Plan Impact (MMBtu Savings)
Residential	10,168	13,878	3,719
Commercial & Industrial	17,807	28,591	10,783
Total	27,975	42,469	14,493

These energy savings may translate into dollar savings for residents and businesses, which are estimated using sector-specific rates per kWh of electricity and per therm of natural gas. The projected increase in energy efficiency programs would result in an estimated 65% increase in dollar savings community-wide from first-year energy savings.

Table 9. Business as usual and goal scenario target dollar savings from first-year energy efficiency savings, by sector, 2025–2030

Sector	Dollar Savings – Business as Usual	Dollar Savings – Goal Scenario	Plan Impact (Dollar Savings)
Residential	\$92,256	\$126,290	\$34,034
Commercial & Industrial	\$179,622	\$321,424	\$141,803
Total	\$271,878	\$447,715	\$175,837

Taken together, this increase in program participation for energy efficiency offerings, as well as ongoing participation in renewable energy offerings, will result in a 34% increase in avoided greenhouse gas emissions community-wide compared to BAU (Table 10).

Table 10. Business as usual and goal scenario greenhouse gas emissions avoidance from energy efficiency and renewable energy program participation, by sector, 2025–2030

Sector	Greenhouse Gas Avoided – Business as Usual (MTCO ₂ e)	Greenhouse Gas Avoided – Goal Scenario (MTCO ₂ e)	Plan Impact (MTCO ₂ e)
Residential	1,229	1,414	194
Commercial & Industrial	907	1,439	532
Total	2,126	2,853	726

Greenhouse Gas Community Goal Equivalencies

The greenhouse gas goal number equivalencies are equal to the following according to estimates from the EPA⁶:



**1.1 Million Gallons of
Gasoline Burned**



**1 Million Lbs. of Coal
Burned**



**165 Thousand tree
seedlings grown for
10 years**

⁶ US EPA, OAR. *Greenhouse Gas Equivalencies Calculator*. 28 Aug. 2015, <https://www.epa.gov/energy/greenhouse-gas-equivalencies-calculator>.



HOW WE STAY ON COURSE

This Energy Action Plan is a living document. Goals and strategies will be assessed and refined as needed based on data and community staff capacity.

Data and Reporting

Partners in Energy will provide biannual progress reports with metrics of success and overall progress toward goals for Xcel Energy rebates and programs. These reports will be available publicly and shared with both the community and Energy Action Team.

If available, ad hoc participation reports for specific Xcel Energy programs (e.g., Home Energy Squad) can be provided to measure success of campaigns and to determine if we need to change course.

Project Management and Tracking

Partners in Energy will host regular project management check-in calls with staff to ensure we stay on course to achieve our strategies.

If necessary, an implementation check-in meeting with the Energy Action Team can be convened to assess progress toward goals and discuss strategy refinement.

Energy Action Team Commitment

The Energy Action Team formed to create this plan will support implementation by participating in the strategies that they are passionate about and by connecting the City to networks and resources that they uniquely have access to.

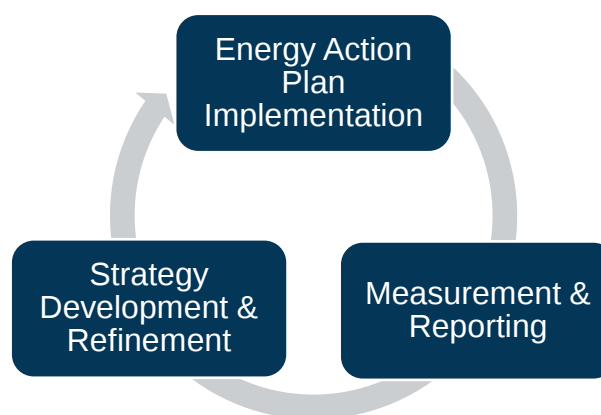
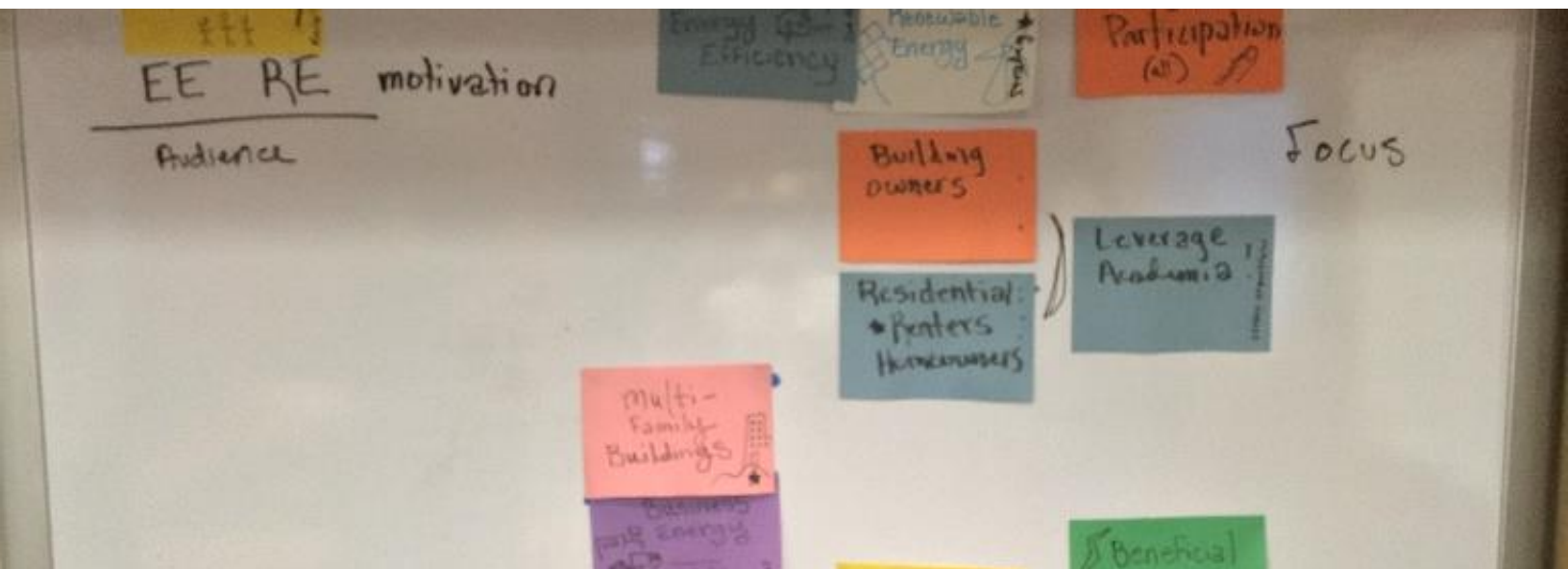


Figure 12. Actions and Tracking



APPENDIX A: IMPLEMENTATION WORK PLAN

This appendix gives additional detail for each strategy, including the implementation team and tasks, timeline, and goals. This appendix will serve as a work plan for the Energy Action Team and Partners in Energy.



APPENDIX B: BASELINE ENERGY ANALYSIS

Data were provided by Xcel Energy for all Falcon Heights premises for 2021–2023. Xcel Energy provides electric and natural gas service to the community. The data helped the Energy Action Team understand energy use and opportunities for energy conservation and renewable energy in Falcon Heights. Data included in this section establishes a baseline against which progress toward goals will be compared in the future.

Electricity and Natural Gas Premises

As of 2023, there were 2,413 distinct premises in Falcon Heights (Table 11). Most premises are residential (2,113), followed by commercial and industrial (283) and finally municipal buildings (17).

Table 11. Premise counts by sector, 2021–2023

Sector	2021	2022	2023	Average
Residential	1,985	2,113	2,113	2,070
Commercial & Industrial	280	279	283	281
Municipal	17	17	17	17
Total	2,282	2,409	2,413	2,368

Electricity and Natural Gas Consumption and Trends by Sector

In an average year, Falcon Heights consumes about 29 million kWh of electricity and 2.3 million therms of natural gas community-wide

Table 12). Total energy consumption increased by 8.4% over the baseline period, stemming from a 4.6% increase in electricity consumption and 10.2% increase in natural gas consumption over the baseline period.

Table 12. Annual energy consumption by sector and fuel type, 2021–2023

Fuel Type	Sector	2021	2022	2023	Average
Electricity (kWh)	Residential	12,936,232	13,060,714	12,989,092	12,995,346
	Commercial & Industrial	15,591,597	16,149,072	16,827,067	16,189,245
	Municipal	156,347	172,349	179,618	169,438
	Total	28,684,176	29,382,135	29,995,777	29,354,029
Natural Gas (therm)	Residential	1,076,235	1,287,519	1,177,128	1,180,294
	Commercial & Industrial	1,052,794	1,170,143	1,165,722	1,129,553
	Municipal	6,088	10,494	9,110	8,564
	Total	2,135,117	2,468,156	2,351,960	2,318,411
Total (MMBtu)	Residential	151,762	173,315	162,032	162,370
	Commercial & Industrial	158,478	172,115	173,986	168,193
	Municipal	1,142	1,637	1,524	1,434
	Total	311,382	347,067	337,542	331,997

Electricity and natural gas consumption often vary in accordance with weather patterns. Hotter summers indicate a greater need for cooling, which may correlate with increased electricity use for space cooling. The need for cooling is measured in cooling degree days (CDD). Colder winters indicate a higher need for heating, which may correlate with increased natural gas usage for space heating. The need for heating is measured in heating degree days (HDD). The coldest winter over the baseline period occurred in 2022, which correlated with the highest annual natural gas consumption in the community (Table 13).

Table 13. Degree days in Falcon Heights, 2021–2023

	2021	2022	2023
Cooling Degree Days	1,184	1,049	1,232
Heating Degree Days	6,678	7,812	6,565

Greenhouse Gas Emissions and Trends

In Falcon Heights, overall energy-related greenhouse gas emissions, as measured in metric tons of carbon dioxide equivalent (MTCO_{2e}), increased in 2023 compared to 2021 by about 3%

Table 14). To calculate energy-related emissions in Falcon Heights, preliminary and third-party verified emissions factors from Xcel Energy's Upper Midwest Fuel Mix were used, as well as a standard emissions factor for natural gas consumption (Table 15). As Xcel Energy completes third-party verification for its latest grid emissions factors, the emissions factors used to estimate greenhouse gas emissions may change slightly.

Table 14. Energy-related greenhouse gas emissions in MTCO₂e by sector and fuel type, 2021–2023

Fuel Type	Sector	2021	2022	2023	Average
Electricity emissions (MTCO₂e)	Residential	3,703	3,626	3,299	3,543
	Commercial & Industrial	4,463	4,483	4,274	4,407
	Municipal	45	48	46	46
	Total	8,210	8,157	7,619	7,995
Natural Gas emissions (MTCO₂e)	Residential	5,712	6,833	6,247	6,264
	Commercial & Industrial	5,587	6,210	6,187	5,995
	Municipal	32	56	48	45
	Total	11,331	13,099	12,482	12,304
Total Energy-Related Emissions (MTCO₂e)	Residential	9,414	10,459	9,547	9,806
	Commercial & Industrial	10,050	10,693	10,461	10,401
	Municipal	77	104	94	92
	Total	19,541	21,255	20,101	20,299

Table 15. Emissions factors used to calculate energy-related greenhouse gas emissions, 2021–2023⁷

Fuel Type	2021	2022	2023
Electricity Emissions Factor (lbs/MWh)	631	612	560
Natural Gas Emissions Factor (MTCO ₂ e/Dth)	0.05307	0.05307	0.05307

⁷ Xcel Energy 2022. Carbon Dioxide Emission Intensities, <https://www.xcelenergy.com/staticfiles/xcelresponsive/Environment/Carbon/Carbon-Emission-Intensities-Info-Sheet.pdf>

Energy Costs

In an average year, all premises in Falcon Heights spent a collective total of \$6.2 million on fuel costs for both electricity and natural gas (Table 16). Falcon Heights residents accounted for 46% of the total spend in an average year (\$2.9 million), business customers made up more than half of the total at 53.5% (\$3.3 million), while the municipal sector made up the remaining 0.5% (\$30,000). Residential premises spent an annual average of \$1,384 per premise on fuel costs; commercial and industrial premises spent \$11,973 per premise; and municipal premises spent \$1,734 on average.

Table 16. Annual energy costs by sector and fuel type, 2021–2023

Fuel Type	Sector	2021	2022	2023	Average	Average Annual Cost Per Premise
Electricity	Residential	\$1,666,640	\$1,850,931	\$1,943,769	\$1,820,447	\$879
	Commercial & Industrial	\$1,942,398	\$2,569,858	\$2,697,491	\$2,403,249	\$8,634
	Municipal	\$18,354	\$23,584	\$24,226	\$22,055	\$1,297
	Total	\$3,627,392	\$4,444,373	\$4,665,486	\$4,245,750	-
Natural Gas	Residential	\$711,950	\$1,300,086	\$1,121,104	\$1,044,380	\$504
	Commercial & Industrial	\$607,201	\$1,131,086	\$1,049,379	\$929,222	\$3,339
	Municipal	\$3,451	\$9,968	\$8,843	\$7,421	\$437
	Total	\$1,322,602	\$2,441,140	\$2,179,326	\$1,981,023	-
Total	Residential	\$2,378,590	\$3,151,017	\$3,064,873	\$2,864,827	\$1,384
	Commercial & Industrial	\$2,549,599	\$3,700,944	\$3,746,870	\$3,332,471	\$11,973
	Municipal	\$21,805	\$33,552	\$33,069	\$29,475	\$1,734
Total		\$4,949,994	\$6,885,513	\$6,844,812	\$6,226,773	

Energy Burden

Energy burden is the percentage of income that residents spend on energy. In Falcon Heights, residents who own their homes and make 30% or less of the area median income (AMI) spend up to 24% of their household income on energy costs (Table 17). In the same AMI group, residents who rent their homes are estimated to spend up to 10% of their household income on energy costs. Energy burden is higher for residents in owner-occupied housing compared to renters in Falcon Heights.

Table 17. Energy burden by unity occupancy and area median income⁸

Percent of Area Median Income	Energy Burden		Household Count	
	Own	Rent	Own	Rent
0–30%	24%	10%	52	263
30–60%	10%	4%	166	301
60–80%	6%	2%	86	104
80–100%	6%	2%	123	86
100%+	2%	2%	831	110
Total	2%	1%	1,258	864

⁸ Source: Department of Energy Low-Income Energy Affordability Data Tool

Program Participation and Savings

Residents and businesses in Falcon Heights are already participating in energy efficiency offerings from Xcel Energy, which result in energy savings for residents and commercial customers. While fewer commercial and industrial premises participated in these programs during the baseline period, their participation resulted in larger overall savings per premise.

Over the baseline period, the residential sector saved an average of 35,374 kWh annually and 15,660 therms from 200 participants on average annually (Table 18). The income-qualified residential sector saved an average of 517 kWh and 63 therms from two participants on average.

Table 19). Finally, the commercial and industrial sector saved an average of 186,183 kWh and 23,326 therms from 32 participants on average (Table 20).

Table 18. Annual residential sector participation in and savings from Xcel Energy efficiency offerings, 2021–2023

Residential Program	2021			2022			2023		
	Count	Savings (kWh)	Savings (therms)	Count	Savings (kWh)	Savings (therms)	Count	Savings (kWh)	Savings (therms)
Home Energy Audit	5	0	0	19	0	0	29	0	0
Home Energy Squad	5	3258	318	10	6368	275	19	8056	571
HomeSmart	6	0	0	8	0	0	8	0	0
Insulation Rebate	10	1801	3384	4	474	1104	8	2269	3085
Refrigerator Recycling	15	12260	0	4	4305	0	3	2147	0
Residential HVAC	89	26492	11058	93	16619	13888	80	18543	11657
Residential Saver's Switch	21	24	0	43	45	0	3	3	0
Smart Thermostat	34	1674	920	36	598	165	47	950	55
Whole Home Efficiency	0	0	0	1	235	499	0	0	0
Total	185	45,509	15,680	218	28,644	15,931	197	31,968	15,368

Table 19. Annual income-qualified participation in and savings from Xcel Energy residential efficiency offerings, 2021–2023

Income-Qualified Residential Program	2021			2022			2023		
	Count	Savings (kWh)	Savings (therms)	Count	Savings (kWh)	Savings (therms)	Count	Savings (kWh)	Savings (therms)
Home Energy Savings Program	1	1,065	0	0	0	0	2	79	156
Low-Income Home Energy Squad	0	0	0	1	408	18	1	0	15
Multi-Family Energy Savings Program	0	0	0	0	0	0	0	0	0
Total	1	1,065	0	1	408	18	3	79	171

Table 20. Annual commercial and industrial program participation in and savings from Xcel Energy efficiency offerings, 2021–2023

Commercial & Industrial Program	2021			2022			2023		
	Count	Savings (kWh)	Savings (therms)	Count	Savings (kWh)	Savings (therms)	Count	Savings (kWh)	Savings (therms)
Custom Efficiency	0	0	0	0	0	0	1	0	8,430
Data Center Efficiency	0	0	0	0	0	0	0	0	0
Energy Design Assistance	0	0	0	1	356,667	17,820	0	0	0
HVAC+R Efficiency	2	1,761	142	6	0	6,741	49	38,496	4,568
Lighting Efficiency	2	76,608	0	1	682	0	1	3,891	0
Multi-Family Building Efficiency	5	63,274	3,133	0	0	0	1	0	0
Saver's Switch for Business	1	2	0	0	0	0	0	0	0
Small Business Lighting	2	8,181	0	0	0	0	1	5,104	0
Smart Thermostats for Business	6	1,933	385	10	1,950	385	0	0	0
Total	18	151,759	3,660	18	359,299	24,946	53	47,491	12,998

Renewable Energy Support

There is existing support for renewable energy in Falcon Heights, with 241 residents, 10 commercial and industrial customers and 6 municipal buildings supporting renewable energy through either subscriptions or on-site solar (Table 21, Table 22). At the time of the planning process, 2023 Renewable*Connect and Renewable*Connect Flex data were not available.

Table 21. Xcel Energy renewable energy subscription program participation and electricity subscribed in Falcon Heights, 2022 and 2023

	Residential	Commercial & Industrial	Municipal
Renewable*Connect & Renewable*Connect Flex® (2022)			
Subscriber Count	180	0	0
Total Annual Electricity Subscribed (kWh)	818,449	0	0
Community Solar Gardens – Solar*Rewards® Community (2023)			
Subscriber Count	25	5	6
Total Annual Electricity Subscribed (kWh)	169,924	180,904	55,508
Total Xcel Energy Subscription Renewable Energy Support			
Subscriber Count	205	5	6
Total Annual Electricity Subscribed (kWh)	988,373	180,904	55,508

Table 22. Xcel Energy on-site solar program support in Falcon Heights, 2023

On-Site Solar – Solar*Rewards® and Net-Metering (2023)⁹	Residential	Commercial & Industrial
Subscriber Count	44	8
Total Electricity Capacity (kW)	316	742

⁹ Source: Xcel Energy 2023 Community Energy Report for Falcon Heights



APPENDIX C: METHODOLOGY FOR MEASURING SUCCESS

As part of implementation support, Partners in Energy will provide biannual progress reports for Xcel Energy participation and savings data for Falcon Heights. All goals will be measured against the Falcon Heights three-year baseline of 2021–2023 data unless otherwise noted.

The following section defines the three-year baseline against which progress is measured, including Xcel Energy programs included in the baseline.

Community-Wide Goal

Falcon Heights will increase energy savings by 52% and avoid an additional 34% of community-wide greenhouse gas emissions by 2030 through additional participation in energy efficiency programs and on-going renewable energy participation. This amounts to an additional 14,000 MMBtu of energy savings and 700 additional MTCO₂e of greenhouse gas emissions avoided.

Focus Area Goals

Alleviating Energy Burden on Homeowners and Renters: Residential Energy Efficiency

- Engage 248 residents annually in Xcel Energy's energy efficiency programs.
- Save 2,292 MMBtu of energy annually, for a total of 13,751 MMBtu saved through residential energy efficiency program participation between 2025 and 2030.

This goal will be measured by comparing actual program participation against the business as usual (BAU) scenario. Total goal progress will be measured from January 2025 through December 2030. *Table 23* identifies annual program participation targets and total energy efficiency savings to meet this goal. These targets are based on current Xcel Energy programs and estimated savings. If Xcel Energy offers new programs for residents, these will be included in this calculation at the discretion of the City of Falcon Heights and Partners in Energy.

Table 23. Annual residential energy efficiency participation and total savings from select Xcel Energy offerings, 2025–2030

Program	Annual BAU Participation	Annual Participation Target	Total Participants, 2025–2030	Total Energy Savings, 2025–2030 (MMBtu)
Efficient New Home Construction	0	1	6	86
Home Energy Audit	18	23	136	-
Home Energy Squad	11	21	128	665
Insulation Rebate	7	12	74	2,599
Residential Heating and Cooling ¹⁰	87	112	674	9,957
Refrigerator Recycling	7	7	44	128
Residential Saver's Switch	22	22	134	0
Smart Thermostat	39	49	294	314

Alleviating Energy Burden on Homeowners and Renters: Income-Qualified Residential Energy Efficiency

- Engage 6 income-qualified residents annually in Xcel Energy energy efficiency programs.
- Save a total of 116 MMBtu through income-qualified residential energy efficiency program participation between 2025 and 2030.

This goal will be measured by comparing actual program participation against the BAU scenario. Total goal progress will be measured from January 2025 through December 2030. Table 24 identifies annual program participation targets and total energy efficiency savings to meet this goal. These targets are based on current Xcel Energy income-qualified programs and estimated savings. If Xcel Energy offers new income-qualified programs for residents, these will

¹⁰ Xcel Energy filed a new Triennial DSM plan in 2021, which resulted in some programs being reorganized and renamed. The Residential HVAC group now includes Residential Cooling, Residential Heating, Residential Heating and Cooling, and Water Heater Rebate.

be included in this calculation at the discretion of the City of Falcon Heights and Partners in Energy.

Table 24. Annual income-qualified residential energy efficiency participation and total savings from select Xcel Energy offerings, 2025–2030

Program	Annual BAU Participation	Annual Participation Target	Total Participants, 2025–2030	Total Energy Savings, 2025–2030 (MMBtu)
Home Energy Savings Program	1	2	12	78
Low Income Home Energy Squad	1	3	16	38
Low Income Multi-family Building Efficiency	0	1	6	-

Enhancing Energy Efficiencies in Buildings: Business Energy Efficiency

- Engage 42 commercial & industrial customers annually in Xcel Energy energy-efficiency programs.
- Save 4,765 MMBtu annually for a total of 28,591 MMBtu saved through commercial & industrial energy efficiency program participation between 2025 and 2030.

This goal will be measured by comparing actual program participation against the BAU scenario. Total goal progress will be measured from January 2025 through December 2030.

Table 25 identifies annual program participation targets and total energy efficiency savings to meet this goal. These targets are based on current Xcel Energy commercial and industrial programs and estimated savings. If Xcel Energy offers new commercial and industrial programs for businesses, these will be included in this calculation at the discretion of the City of Falcon Heights and Partners in Energy.

Table 25. Annual commercial and industrial energy efficiency participation and total savings from select Xcel Energy offerings, 2025–2030¹¹

Program	Annual BAU Participation	Annual Participation Target	Total Participants, 2025–2030	Total Energy Savings, 2025–2030 (MMBtu)
Business Energy Assessments	0	1	6	4,816
Custom Efficiency	0	1	2	1,686
Energy Design Assistance	0	1	4	10,496
Efficiency Controls	2	2	10	5,524
HVAC+R Efficiency	19	23	138	3,105
Lighting Efficiency	1	3	20	1,385
Multi-Family Building Efficiency	2	2	12	1,058
Saver's Switch for Business	0	0	2	0
Small Business Lighting	1	3	18	272
Smart Thermostats for Business	5	7	44	248

Embracing Clean, Renewable Energy

- Retain residential participants in Xcel Energy's renewable energy subscription programs, Renewable*Connect and Renewable*Connect Flex.
- Save 687 MTCO₂e of greenhouse gas emissions.

This focus area will be measured by comparing actual program participation in Renewable*Connect and Renewable*Connect Flex against the BAU scenario. No increase in participation was projected for this goal between January 2025 and December 2030.

Table 26 identifies the 2030 participation and kWh target to meet this goal. These targets are based on current participation and subscriptions to Renewable*Connect and Renewable*Connect Flex. If Xcel Energy offers renewable subscription programs for

¹¹ The sum of total Custom Efficiency and Energy Design Assistance participants does not add to the annual participation target over the goal period due to rounding.

residents, these will be included in this calculation at the discretion of the City of Falcon Heights and Partners in Energy.

Table 26. Annual renewable energy subscription participation and total GHG savings 2025–2030

Program	Baseline Residential Participants	Baseline kWh Subscribed	Target Residential Participants in 2030	Total Greenhouse Gas Emissions Saved, 2025–2030 (MTCO ₂ e)
Renewable*Connect Flex	189	733,692	189	646
Renewable*Connect ¹²	14	46,650	14	41
Total	203	780,342	203	687

¹² As of 2024, Renewable*Connect is at capacity and not accepting new subscribers



APPENDIX D: XCEL ENERGY'S PARTNERS IN ENERGY PLANNING PROCESS

About Xcel Energy's Partners in Energy

Xcel Energy is an electric and natural gas utility that provides the energy that powers millions of homes and businesses across eight Western and Midwestern states. Each community Xcel Energy serves has its own unique priorities and vision for its energy future. The energy landscape is dynamically changing with communities leading the way in setting energy and sustainability goals. To continue to innovatively support their communities, Xcel Energy launched Partners in Energy in the summer of 2014 as a collaborative resource with tailored services to complement each community's vision. The program offerings include support to develop an energy action plan or electric vehicle plan, tools to help implement the plan and deliver results, and resources designed to help each community stay informed and achieve their outlined goals.

Plan Development Process

The content of this plan is derived from a series of planning workshops held in the community with a planning team committed to representing local energy priorities and implementing plan strategies.

The planning process **began with an open house** at City Hall where the people came to give input into the plan's vision and strategy. The open house also served as a place for residents to ask questions about the Partners in Energy Program, Xcel Energy's goals, and what resources and support will be provided for the plan. There was also a community energy survey in English, Spanish, and Somali that launched at that time to seek similar input into the plan.

The Energy Action Team, made up of Environment Commission members, residents, and city staff, then met for a **workshop** to digest the community's input, survey responses, and look at the community's energy baseline data. They also shaped the vision and focus areas of the plan.

The team then met for a **virtual meeting** to hear about utility programs and more community energy survey results and review workshop outcomes.

A **second open house** set at the Falcon Heights Spring Together Event, showcased the community energy data, invited community input while engaging families, youth, and the business community.

Finally, the Energy Action Team came together for a **workshop** that rounded out the planning effort by bringing together a full picture of the community's input, developed strategies, and discussed the implementation of the plan.



Partners in Energy Process for Success



Resources from Xcel Energy for Implementation

Focus Area	Strategy	Action Items	2024	2025	2025	2025	2025	2026
			Q4	Q1	Q2	Q3	Q4	Q1
Alleviating energy burden for homeowners and renters	1) Conduct Energy Outreach in Schools	A Identify school and teacher partnerships and work with those partners to understand classroom needs.						
		B Develop materials and activities that support appropriate energy engagement according to school partners						
		C Ask school library or other entities to host educational events regarding energy efficiency / conservation and renewable energy						
		D Encourage partnering with "EmPowered Schools" program to Neighboring School Districts						
		E Utilize the Minnesota GreenStep School Program to show students that their school is leading the way in energy conservation and reducing environmental impacts						
	2) Develop Neighborhood Energy Liaisons	A Call for community volunteers by the City						
		B Provide Xcel Energy and supporting energy resources to the volunteers to share with their neighbors / associations						
		C Develop resources for volunteers to share with neighbors (e.g., template emails, National Night Out activities, NextDoor posts, website content, etc.)						
	3) Increase Access to Renter Resources	A Provide renters with information about applicable energy rebates						
		B Raise awareness of assistance programs for those renters who are affected by a higher energy burden or lower-income household						
	4) Promote Home Energy Assessments	A Promote home energy assessments						
		B Showcase residents who have had home energy assessments and made improvements in their home as a result						
	5) Provide Accessible Energy Communication	A Create an Energy Action Hub on the City of Falcon Heights' website to disseminate information about energy resources						
		B Establish partnerships with community organizations and/or Falcon Heights specific publications to bring awareness to residents						
		C Include energy educational resources on the City of Falcon Heights email newsletter						
	6) Highlight Energy Saving and Clean Energy Testimonials	A Showcase positive testimonials in the City's newsletter, blog and articles in local media						
		B Postcard mail out campaign of testimonials from residents to other residents						
		D Postcard mail out campaign of testimonials from business owners to other businesses						
		D Share testimonials at St Paul Chamber of Commerce meetings						
	7) Develop and Sustain Partnerships that Support Community Energy Equity Goals	A Connect with Commonwealth Terrace Cooperative (CTC) to Improve Living Conditions through energy projects for Student Housing						
		B Form partnership with neighboring city councils to coordinate energy equity projects that are mutually beneficial						
Enhancing Energy Efficiencies in Buildings	1) Support Energy Improvements	A Create and promote City incentives and/or recognition for energy efficient multi-family buildings						
		B Review and revise City code to remove barriers to more energy efficient multi-family buildings						
		C Support the adoption of standards requiring buildings larger than 5 units to periodically re-invest in energy efficient improvements that have a reasonable payback period						
		D Support incentives for retrofits and redevelopment of existing multi-family buildings to improve energy while respecting the historic integrity of buildings and communities						
	2) Incentivize and Recognize Energy Efficiency Projects	A Be present at community events with resources and tips to encourage businesses and residents to reduce energy consumption						
		B Request that homeowners who have made significant energy efficiency improvements temporarily display an energy conservation yard sign						
		C Publicly acknowledge homeowners and business owners in the City's email newsletter for energy conservation efforts						
	3) Partner with the State Fair to Encourage Energy	A Draft proposal to partner with State Fair to encourage joint energy projects						
	4) Encourage Efficient Electric Heating Technologies	A Create targeted outreach programs to educate business owners and owners of multi-family buildings about the benefits of electric heating options						
		B Host workshops and informational sessions to highlight benefits of adopting efficient electric heating technologies						
		C Encourage building owners who have already installed air source heat pumps to share their success stories with other building owners through presentations, open houses and business networking events						
		D Assist businesses and workforce to keep up to date on technological advances in building energy. Provide outreach to local businesses to assist in these educational efforts						
		E Recommend energy improvements for rental properties during annual inspections. Provide an opportunity to educate building owners about energy improvements annually, giving updates on electrification technology and available incentives						
	5) Form Climate Action Partnership with U of M	A Draft a proposal for collaboration between the City Council and the University of Minnesota and find a way forward						
		B Advocate for increasing EV charging infrastructure on and off campus						
		C Encourage charging infrastructure on new developments and retrofits, especially multi-family buildings and businesses. Support the continued development of charging infrastructure for Evs						
	6) Collaborate with Metro Transit	A Draft, send and follow up on a request to Metro Transit to have electric buses on Route 121 and on the Rapid Transit A Line						
	7) Reduce Costs of Home Energy Assessments for Residents	A Address economic barriers for residents who may be hard to reach or under-represented in the community and increase home energy assessment visits by promoting free visits						
	8) Showcase Existing Energy Projects in Homes and Businesses	A Identify homes and businesses that have already undergone energy projects						
		B Recognize those who would wish to participate in open house tours and set up tour dates for groups to visit						
		C Host a local energy fair in Falcon Heights and encourage citizen and local business participation						
Embracing Clean, Renewable Energy	1) Support a Group-Buy Solar	A Contact and form a collaboration with Solar United Neighbors (SUN) to help residents and businesses bulk buy solar						
		B Pursue grants to assist with the installation of solar panels on homes and businesses. This financial support will make renewable energy a viable option for more residents, reducing the City's overall carbon footprint						
	2) Solar Arrays on Future Buildings	A Request proposals for solar installations on future municipal buildings						
		B Partner with one or more solar installation companies to recommend to buildings in the City.						
		C Explore grants for installation of onsite solar on businesses and buildings						
	3) Promote Renewable Subscription and On-site Options for Residents	A Encourage subscription and on-site opportunities to residents during events and on the City website						
		B Share incentives for renewable energy options with renters though email and mailing campaigns						
	4) Partner with the University of Minnesota to Encourage Renewable Energy	A Reach out to the University of Minnesota to form a collaboration centered on renewable energy technologies						
		B Partner with the University of Minnesota to help share incentives for renewable energy programs to multi-family building owners, residents and students						
	5) Establish a Reliable Workforce in Renewable Energy Applications	A Host workshops to educate the community on renewable energy topics and resources while connecting professionals with residents and residents with training options						
		B Support and promote workforce opportunities in renewable energy industry						

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

MINUTES
August 14, 2024 at 7:00 P.M.

A. CALL TO ORDER: 7:03 PM

B. ROLL CALL: GUSTAFSON_X_ LEEHY_X_ MEYER_X_

WASSENBERG ____ MIELKE_X_

STAFF PRESENT: LINEHAN_X_ VAN DER WERFF_X_ OLSON_X_

C. APPROVAL OF AGENDA

Councilmember Mielke moves consent agenda item G3 to Policy Item H2

Councilmember Mielke motions to approve the amended agenda;
Approved 4-0

D. PRESENTATION

E. APPROVAL OF MINUTES:

1. July 24, 2024 City Council Regular Meeting Minutes
2. July 24, 2024 City Council Special Workshop Meeting Minutes

Councilmember Leehy motions to approve the minutes;
Approved 4-0

F. PUBLIC HEARINGS:

G. CONSENT AGENDA:

1. General Disbursements through 08/08/24: \$656,010.63
 - a. Payroll through 07/31/24: \$27,879.94
 - b. Wire Payments through 07/31/24: \$16,717.46
2. Appointment of Wesley Goldberg to the Parks and Recreation Commission
3. ~~Acceptance of Metropolitan Council Livable Communities Act (LCA) Pre-Development Grant Program Award for Amber Flats~~
4. Surplus Public Works F-350 to Midway Ford
5. Fourth Amendment to Joint Cooperation Agreement with Ramsey County Housing and Redevelopment Authority
6. Letter of Support for MetCouncil's Charging & Fueling Infrastructure Discretionary Grant Program Application
7. Final Pay Estimate for the Larpenteur Avenue Lighting Project

Administrator Linehan asks the Council for permission to administratively update the resolution numbers to match consent agenda items after Consent Agenda Item 3 was moved to Policy Items.

Councilmember Meyer motions to approve the consent agenda;
Approved 4-0

H. POLICY ITEMS:

1. Tennis Recycling Contract Renewal

Linehan states Falcon Heights receives great recycling rates from Tennis Sanitation and residents are very educated about recycling. In the last couple of contract extensions, there were small price increases. The contract is set to end on December 31, 2024, and if both parties agree to extend contracted services, there will be an increase of \$0.50 in 2025 and another \$0.50 in 2026. A substantial increase, but not nearly as high of an increase compared to other suburbs, and still very competitive. Staff completed an analysis of city recycling contract costs in other suburban cities and even with the increases, Falcon Heights will have the next-to-lowest price. Therefore, staff recommends approving the contract extension.

Mielke wonders if recyclable items listed in the contract are current, as it does not match Ramsey County's list of acceptable recycling items. Linehan agrees and says this list is from 2016, as that is when the original contract was signed; it does not align with what Ramsey County accepts.

Councilmember Leehy wonders if we should update the language in the contract to not include an itemized list as it changes yearly. Council agrees. It should state that recyclable items accepted should align with Ramsey County's list. Linehan adds there is wiggle room in the contract to update that language. He believes Ramsey County's list would be the default list. Gustafson wants to provide staff authorization to make the language more generic, and not include a detailed list.

Councilmember Meyer motions to authorize the City Administrator to execute all necessary documents, add the changes to the City Fee Schedule and update contract language;
Approved 4-0

2. Acceptance of Metropolitan Council Livable Communities Act (LCA) Pre-Development Grant Program Award for Amber Flats

Mielke explains she moved the item to allow for discussion and to see if awarding the grant could be delayed without losing it. She is aware City Staff is working with Amber Union on City Code compliance. She wants to ensure all residents can live in a safe environment and are treated with dignity and feels this is currently not the case for residents of Amber Union.

Councilmember Meyer agrees, saying he has received emails from tenants and would not feel comfortable awarding this grant. He acknowledges there is not a lot of leverage for the City, but sees this as an opportunity to have a conversation. He wonders if there would be consequences if the grant award gets tabled.

Linehan explains he got the opinion from the City Attorney on this issue and notes this is not given by right or guaranteed and there is some discretionary spending for the City. If this pass-through applicant is not in good standing with the City, we could withhold the money. He provides the Council with two options. They could decide not to award the grant or table the item to allow the developer to make corrections. There is no set deadline for the acceptance of the grant, but he would recommend not to table it too far in advance if there is consideration to accept it in the future.

Leehy wonders if we could accept the grant, but hold the funds until the developer complies. Linehan answers it's possible but he would double-check with the city attorney. He believes a better option would be to table and make a later determination.

Leehy is comfortable with tabling the item as their deadline to comply is in 10 days.

Gustafson agrees. If this gets tabled for 2 weeks, that allows the Buhl time to comply with City Code. He wants to ensure it's possible as Amber Flats and Amber Union are different entities but owned by the same company.

Linehan agrees and says he consulted the City Attorney to ensure this would not cause issues. He explains if the organization receiving the funds is not in good standing with the City, one could make a case as to why funds are being withheld. He recommends tabling it to the first meeting in September to allow enough time for staff to check on compliance. Council agrees.

Linehan will discuss with the MET Council and update the Council if there is a set deadline.

Councilmember Mielke motions to table the Acceptance of Metropolitan Council Livable Communities Act (LCA) Pre-Development Grant Program Award for Amber Flats to The Council Meeting of September 11, unless staff learns otherwise;
Approved 4-0

I. INFORMATION/ANNOUNCEMENTS:

Mielke gives a shout out to Nicole Porter, a resident on the State Fair Task Force for helping design the State Fair Neighbor Guide. She had a great time at Night to Unite. The Environment Commission did not meet last Monday because there was no quorum.

Meyer thanks Ramsey County Sheriff's Office for coming out to Night to Unite. He thanks Public Works for stopping by as well. He is looking forward to the State Fair.

Leehy was pleased to see the State Fair Neighborhood Guide. She also had a great time at Night to Unite. She enjoyed chatting with young residents and encouraged participation. The Community Engagement Commission will next meet in September.

Gustafson also had a great time at Night to Unite. He was thankful for Public Works stopping by with ice cream. He thanks the staff for their work with the State Fair Neighborhood Guide. Lastly, he encourages assisting with school supplies.

Linehan echoes comments for Night to Unite. Staff and Councilmembers were allowed to ride along with RCSO deputies. He apologizes for the surprise ice cream from Public Works, but staff felt like it was a nice way for them to get involved. City Staff is getting ready for the State Fair, they got the guide out, and Public Works will be staking signs and putting up barricades. New this year, there will be more markings and "no parking in between signs" in front of driveways. This was a big issue and inconvenience for everyone in the neighborhood. This could be expanded if successful. State Fair will put out extra garbage cans and they are also offering "Be Nice to the Neighborhood" signs again. They will also add portable restrooms to Curtiss Field. Staff has issued 20 pedicab licenses. There are also new parking permits. Instead of dash passes there will be hanging tags from the rearview mirror. This is per recommendation from the traffic enforcement officer. Public Works is shaving trip hazards in the Northome neighborhood and trimming low-hanging branches. The contractor was sandblasting monument signs and then they will get painted throughout the city. Staff is hopeful they will be ready before the State Fair. The Planning Commission will be having a public hearing on City Code updates at their next meeting. The State Fair Task Force will meet next week. Mielke notes the gazebo at Curtiss Field is used for smoking a lot, despite the no smoking signs, and wonders if there could be an extra garbage can.

J. COMMUNITY FORUM:

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

K. ADJOURNMENT: 7:43 PM

Councilmember Leehy motions to adjourn the meeting;
Approved 4-0

Randall C. Gustafson, Mayor

Dated this 11th day of September, 2024

Jack Linehan, City Administrator

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

MINUTES

Wednesday, August 14, 2024
7:30 P.M.

A. CALL TO ORDER: 7:48 PM

B. ROLL CALL: GUSTAFSON_X__ LEEHY_X__
MEYER_X__ MIELKE_X__ WASSENBERG__

STAFF PRESENT: LINEHAN_X__ VAN DER WERFF_X_ OLSON_X_

C. POLICY ITEMS:

1. 2025 Proposed Budget: Workshop #1
 - a. General Fund Budget Priorities

Administrator Linehan provides an overview of the proposed general fund budget and says he is looking for Council feedback so staff can refine the budget. September 30th is the deadline to accept the preliminary levy. He explains this can be lowered before adopting the actual levy at the end of the year, but it cannot be increased according to state statutes. He notes that not all numbers are known yet. In revenue, they are still waiting on valuations and fiscal disparities in Ramsey County, which usually comes at the end of August. There are some unknown costs in expenses as well, such as police costs.

Finance Director Olson provides an overview of how the fiscal disparities are calculated. It is a distribution throughout Minnesota but can make a big difference.

Linehan explains for every \$10k in general fund expense there is a .4% levy increase, which means \$6 per year to median home property tax. That does not take any revenue into account. The final values of properties, determined by the county, also play a big role in revenue. He also notes some commercial properties in Falcon Heights petitioned their appraisal values and got them lowered.

2025 proposed General Fund
Revenue

- \$3,722,388 - 5.95% increase in revenue
 - o Increase of 9.2 % in ad valorem taxes.
 - o Series 2017 debt service will fall off.
 - o Councilmember Leehy wonders about the MPCA grant. Another increase in revenue is the MPCA grant, which will be utilized for the Climate Action Plan.
 - o Linehan notes, that over the past years, the city has budgeted conservatively in permit revenue, but the actual came out a lot higher.
 - o Other small revenues are licenses.

Expenditures

- \$3,722,388 - Increase of 6.23%
 - Linehan explains this proposed as a balanced budget.
 - There is a placeholder for police services of \$1.7 million. The final numbers are unknown. New Brighton continues to show interest in a contract with Falcon Heights in 2025, but a multi-year contract is more beneficial to them. Linehan continues to have contract conversations with St. Anthony Village, but not much progress has been made for more concrete numbers and staffing remains an issue. Linehan is hopeful to have more concrete numbers by September.
 - Other contract increases are a 2.25% increase with the St. Paul Fire Department and a 7% increase with MetroINET, the city's IT vendor.
 - Cost of Living Adjustment (COLA), proposing a 3% to 4% increase. Linehan points out that many department salaries are drawn from different funds. He shows the different budget impacts for 3% and 4% increases. Current salary surveys show other cities are doing 3% increases. Councilmember Mielke thought it matched state COLA increases. Leehy points out that the salaries in Falcon Heights were very low, and the city is trying to catch up. Linehan adds Falcon Heights is a non-union, so no one is there to negotiate the salaries. Council suggests 3.5%.
 - Staffing Changes. Linehan explains the accountant is doing activities that justify a job reclassification from part-time to full-time, and has the opportunity to apply for similar jobs in the area with higher pay and this is for succession planning as well.
 - Special initiatives from staff:
 - Increase of \$22k for boulevard tree planting. The City will have a Green Corps member complete a tree inventory. Staff is also looking out for grant opportunities. Mayor Gustafson wonders about depreciation. Olson says that does not need to be considered for trees. Linehan explains if it is \$25k each year it should be in the general fund expense. If it's a one-time big expense it could be coming from the capital fund. Mielke notes that this is a big topic of discussion for the Environment Commission.
 - Increase of \$20k for website redesign. Linehan points out the current contract is expiring. This allows staff to put out an RFP and create a more accessible website.
 - Increase of \$15k for class & compensation study. Linehan explains this has never been done in Falcon Heights, there are no clear salary ranges or job descriptions. It is needed for the Pay Equity Requirement that is due in 2026.
 - Increase of \$4k for municipal code online. A low-cost option to move to a searchable online city code.

Linehan shows preliminary data for levy comparison and points out that the levy impact is not accurate compared to other cities from 2024 as current numbers are not known. Proposing an increase of \$116 per household per year. He then moves on to city tax rate history. In 2008 and 2009 the city received good pricing on policing, which explains the lower rates. Lately, it increased primarily due to the increased cost of policing.

Olson notes the city was spending money out of reserves and almost went bankrupt to lower taxes for a couple of years. Linehan notes that the trend was reversed later and all funds have reserves built up now, but tax rates now are higher than they were prior to 2018.

Councilmember Meyer wonders if this takes increased valuation into account. Olson explains the calculation of the tax capacity as there is relief from the legislatures. The homestead credit has increased. He provides the calculation for the homestead credit. It helped the city some, but as property values increase you lose out on some of the homestead credit.

Mielke wonders about annexing and at what point can the city not be a stand-alone city anymore. Olson explains the city never went through with annexing, but it has been discussed before. He has observed Falcon Heights as a gracious, caring city, and a great place to work. He stated the staff and council always looking out for the city's welfare.

Linehan looks back at levy comparison with other cities. Falcon Heights remains in line with other cities. He likes to look at the dollar amount and how it impacts the bottom line for households.

Mielke wonders about staff development. Linehan notes that this is increased across the board.

Linehan received a lobbyist proposal, with a flat fee of \$40k. It would not be for next year's budget but could be a future potential. The League of Minnesota Cities (LMC) lobbies, but does not represent individual cities at the state legislature. Mielke points out a lobbyist mentioned to her that he had previously engaged the city regarding single-hauler waste collection. The council agrees it's beneficial because Falcon Heights does not receive taxes from 2/3rds of the city.

Linehan allows the council to provide initiatives.

Mielke wonders about the budget for the Council to attend LMC annual conference. She points out rewriting ordinances to allow for individual rental unit inspections; this requires increased staffing and city license fees. Linehan answers it can be increased when the Council discusses the City Fee Schedule. He is not expecting a big increase in revenue but it would offset the fire marshal cost.

Mielke suggests paying commissioners a stipend, which would allow more people to be able to be a commissioner and create more diversity. It would roughly cost \$18k - \$20k. She also suggests adding a youth commissioner as an add-on and not making them part of the full commission number to allow them to work with their schedule. Leehy likes this idea and notes it's great to add a youth commissioner. Linehan wonders for budget purposes to add \$20k. Leehy also proposes an annual acknowledgment of the commissions. The council believes that would benefit the city.

Linehan polls the group for a levy increase direction. The Council discusses future assessments and PMPs. Meyer points out for revenue purposes, Roseville has an aggressive sales tax on THC products. Linehan notes the Planning Commission will

have a specialized attorney attend to explain more about the cannabis regulations. Falcon Heights has been following state guidelines.

Linehan explains the future schedule for the budget workshops.

Leehy wonders about discussions for the budget for the park. Linehan notes council will discuss capital at a future workshop that'll include park renovations.

D. ADJOURNMENT: 9:10 PM

Councilmember Mielke motions to adjourn;
Approved 4-0

DISCLAIMER: City Council Workshops are held monthly as an opportunity for Council Members to discuss policy topics in greater detail prior to a formal meeting where a public hearing may be held and/or action may be taken. Members of the public that would like to make a comment or ask questions about an item on the agenda for an upcoming workshop should send them to mail@falconheights.org 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 11th day of September, 2024

Jack Linehan, City Administrator

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PACKET: 03180 AUG 23 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
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01-00161	ANCHOR PAPER COMPANY					
I-10748601-00		BATH TISSUE/HAND TOWELS	281.13			
8/23/2024	APBNK	DUE: 8/23/2024 DISC: 8/23/2024		1099: N		
		BATH TISSUE/HAND TOWELS		101 4131-70110-000	SUPPLIES	281.13
=== VENDOR TOTALS ===			281.13			
=====						
01-03137	CENTAURI SYSTEMS LLC					
I-202408238932		REFUND - DOUBLE PAYMENT	206.93			
8/23/2024	APBNK	DUE: 8/23/2024 DISC: 8/23/2024		1099: N		
		REFUND - DOUBLE PAYMENT		101 32210-000	BUILDING PERMITS	206.93
=== VENDOR TOTALS ===			206.93			
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01-06030	OLSON,ROLAND					
I-202408238933		FLEX REIMB	90.14			
8/23/2024	APBNK	DUE: 8/23/2024 DISC: 8/23/2024		1099: N		
		FLEX REIMB		101 21712-000	MEDICAL FLEX SAVINGS PAY	74.82
		FLEX REIMB		601 21712-000	MEDICAL FLEX SAVINGS PAY	13.52
		FLEX REIMB		602 21712-000	MEDICAL FLEX SAVINGS PAY	1.80
=== VENDOR TOTALS ===			90.14			
=====						
01-06466	SYLVA CORPORATION INC					
I-33301		RED MULCH/FOREST PRODUCTS	1,662.60			
8/23/2024	APBNK	DUE: 8/23/2024 DISC: 8/23/2024		1099: N		
		RED MULCH/FOREST PRODUCTS		101 4141-87120-000	FACILITIES & GROUND MAIN	1,662.60
=== VENDOR TOTALS ===			1,662.60			
=== PACKET TOTALS ===			2,240.80			

PACKET: 03183 AUGUST 28 PAYBLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

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01-00875	BHE	COMMUNITY SOLAR, LLC				
I-12124607		SOLAR GARDEN ELECT JULY	1,630.89			
8/28/2024	APBNK	DUE: 8/28/2024 DISC: 8/28/2024		1099: N		
		SOLAR GARDEN ELECT JULY		101 4137-85025-000	SOLAR ELECTRIC	1,630.89
=== VENDOR TOTALS ===			1,630.89			
=====						
01-05422	BP					
I-202408288937		FUEL	1,428.02			
8/28/2024	APBNK	DUE: 8/28/2024 DISC: 8/28/2024		1099: N		
		FUEL FOR GAS CANS		101 4141-74000-000	MOTOR FUEL & LUBRICANTS	465.96
		FUEL		101 4132-74000-000	MOTOR FUEL & LUBRICANTS	851.96
		FUEL		602 4602-74000-000	FUEL & LUBRICANTS	110.10
=== VENDOR TOTALS ===			1,428.02			
=====						
01-05451	MADISON	NATIONAL LIFE INS CO I				
I-1644042		LTD AND STD INSURANCE SEP[T	129.71			
8/28/2024	APBNK	DUE: 8/28/2024 DISC: 8/28/2024		1099: N		
		LTD AND STD INSURANCE SEP[T		101 4112-89000-000	MISCELLANEOUS	129.71
=== VENDOR TOTALS ===			129.71			
=====						
01-05792	MAINSTREET	DESIGNS				
I-202408288938		BANNERS FOR STREET LIGHT POLE	525.00			
8/28/2024	APBNK	DUE: 8/28/2024 DISC: 8/28/2024		1099: N		
		BANNERS FOR STREET LIGHT POLES		419 4419-92500-000	LARPENTEUR STREET LIGHTS	525.00
=== VENDOR TOTALS ===			525.00			
=====						
01-05582	MENARDS					
I-202408288936		BENCH SUPPLIES/WOOD/LUBRICANT	788.35			
8/28/2024	APBNK	DUE: 8/28/2024 DISC: 8/28/2024		1099: N		
		P[ARK BENCH SUPP[LIES		101 4141-70100-000	SUPPLIES	126.76
		LUBRICANT FOR TRKS/ WOOD		101 4132-70120-000	SUPPLIES	637.58
		STRIPPING DISK		419 4419-92008-000	CITY MONUMENT SIGNS	24.01
=== VENDOR TOTALS ===			788.35			

PACKET: 03183 AUGUST 28 PAYBLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS		P.O. #		
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01-06488	SCOTT, FERNANDO					
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I-202408288935		REFUND LICENSE APP FEE	25.00			
8/28/2024	APBNK	DUE: 8/28/2024 DISC: 8/28/2024		1099: N		
		REFUND LICENSE APP FEE		101 32140-000	MISC BUSINESS LICENSE	25.00
=== VENDOR TOTALS ===			25.00			
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01-00935	ST PAUL REGIONAL WATER SERVICE					
=====						
I-202408288939		H2O AND SS	154.57			
8/28/2024	APBNK	DUE: 8/28/2024 DISC: 8/28/2024		1099: N		
		H2O		101 4131-85040-000	WATER	80.76
		SS		601 4601-85075-000	CITY BUILDINGS SANITARY	22.24
		H2O		101 4141-85040-000	WATER	37.08
		SS		601 4601-85075-000	CITY BUILDINGS SANITARY	14.49
=== VENDOR TOTALS ===			154.57			
=====						
01-07432	TOFT'S OUTDOOR SUPPLY					
=====						
I-4429		TREE AND BRUSH DISPOSAL	110.00			
8/28/2024	APBNK	DUE: 8/28/2024 DISC: 8/28/2024		1099: N		
		TREE AND BRUSH DISPOSAL		101 4134-84010-000	TREE TRIMMING	110.00
=== VENDOR TOTALS ===			110.00			
=====						
01-05784	UPPER CUT TREE SERVICES					
=====						
I-6073		TREE BRUSH FROM PARK PROJECT	650.00			
8/28/2024	APBNK	DUE: 8/28/2024 DISC: 8/28/2024		1099: N		
		TREE BRUSH FROM PARK PROJECT		101 4134-84040-000	STORM DAMAGE	650.00
=== VENDOR TOTALS ===			650.00			
=== PACKET TOTALS ===			5,441.54			

PACKET: 03185 SEP 3 PAYABLES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS		P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION	
=====							
01-00153 ADVANCED COATING SYSTEMS							
I-213880		MONUMENT COATING RUST PREVENT	9,600.00				
9/03/2024	APBNK	DUE: 9/03/2024 DISC: 9/03/2024		1099: N			
		MONUMENT COATING RUST PREVENTG		419 4419-92008-000	CITY MONUMENT SIGNS	9,600.00	
=== VENDOR TOTALS ===			9,600.00				
=====							
01-00028 ALLSTREAM							
I-20823414		EMERGENCY LANDLINE CITY HALL	119.13				
9/03/2024	APBNK	DUE: 9/03/2024 DISC: 9/03/2024		1099: N			
		EMERGENCY LANDLINE CITY HALL		101 4116-85010-000	TELEPHONE	119.13	
=== VENDOR TOTALS ===			119.13				
=====							
01-03089 CASH							
I-202409038944		CERTIFIED MAIL USPS	22.88				
9/03/2024	APBNK	DUE: 9/03/2024 DISC: 9/03/2024		1099: N			
		CERTIFIED MAIL AND LARGE FLAT		101 4112-70500-000	POSTAGE	12.92	
		CERTIFIED PAY AS GO PAYMENTS		414 4414-89000-000	MISC:TIF ADMIN FEES RAMS	9.96	
=== VENDOR TOTALS ===			22.88				
=====							
01-03204 CENTRAL WOOD PRODUCTS							
I-506929		DIRT/SOD DISPOSAL BENCH AREA	80.00				
9/03/2024	APBNK	DUE: 9/03/2024 DISC: 9/03/2024		1099: N			
		DIRT/SOD DISPOSAL BENCH AREA		101 4141-87120-000	FACILITIES & GROUND MAIN	80.00	
=== VENDOR TOTALS ===			80.00				
=====							
01-03117 CITY OF LITTLE CANADA							
I-20591		2ND QTR BLD INSPECTOR MILEAGE	461.63				
9/03/2024	APBNK	DUE: 9/03/2024 DISC: 9/03/2024		1099: N			
		2ND QTR BLD INSPECTOR MILEAGE		101 4117-81210-000	BUILDING INSPECTORS	461.63	
=== VENDOR TOTALS ===			461.63				
=====							
01-05538 GRANICUS							
I-189059		WEBSITE MAINT/HOSTING/LIC FEE	4,676.87				
9/03/2024	APBNK	DUE: 9/03/2024 DISC: 9/03/2024		1099: N			
		WEBSITE MAINT/HOSTING/LIC FEE		101 4116-85060-000	WEB SITE	4,676.87	
=== VENDOR TOTALS ===			4,676.87				

PACKET: 03185 SEP 3 PAYABLES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05153	HOME DEPOT CRC/GECF					
I-202409038943		WEED WHIP HEADS WITH CORD	135.88			
9/03/2024	APBNK	DUE: 9/03/2024 DISC: 9/03/2024		1099: N		
		WEED WHIP HEADS WITH CORD		101 4141-70100-000	SUPPLIES	135.88
=== VENDOR TOTALS ===			135.88			
=====						
01-05440	LOFFLER COMPANIES, INC					
I-4786967		COPIER COLOR CHRGS AUG OVERAG	391.61			
9/03/2024	APBNK	DUE: 9/03/2024 DISC: 9/03/2024		1099: N		
		COPIER CHRGS -COLOR AUG OVERAG		101 4112-87000-000	REPAIR OFFICE EQUIPMENT	391.61
=== VENDOR TOTALS ===			391.61			
=====						
01-05908	METRO-INET					
I-2135		ADOBE SUBSCRIPTION	142.00			
9/03/2024	APBNK	DUE: 9/03/2024 DISC: 9/03/2024		1099: N		
		ADOBE SUBSCRIPTION		101 4116-85070-000	TECHNICAL SUPPORT	142.00
=== VENDOR TOTALS ===			142.00			
=====						
01-06030	OLSON,ROLAND					
I-202409038940		MILEAGE REIMBURSEMENT	57.22			
9/03/2024	APBNK	DUE: 9/03/2024 DISC: 9/03/2024		1099: N		
		MILEAGE REIMBURSEMENT		101 4113-86010-000	MILEAGE	57.22
I-202409038941		FLEX REIMB	97.60			
9/03/2024	APBNK	DUE: 9/03/2024 DISC: 9/03/2024		1099: N		
		FLEX REIMB		101 21712-000	MEDICAL FLEX SAVINGS PAY	81.01
		FLEX REIMB		601 21712-000	MEDICAL FLEX SAVINGS PAY	14.64
		FLEX REIMB		602 21712-000	MEDICAL FLEX SAVINGS PAY	1.95
=== VENDOR TOTALS ===			154.82			
=====						
01-06024	ON SITE SANITATION					
I-1769380		PORTABLE TOILET/SANITIZERS CU	127.15			
9/03/2024	APBNK	DUE: 9/03/2024 DISC: 9/03/2024		1099: N		
		PORTABLE TOILET/SANITIZERS CUR		601 4601-85080-000	PORTABLE TOILET PARKS	127.15
=== VENDOR TOTALS ===			127.15			

PACKET: 03185 SEP 3 PAYABLES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS		P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
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01-05374	TENNIS SANITATION LLC					
=====						
I-4027716		RECYCLING AUG	9,446.75			
9/03/2024	APBNK	DUE: 9/03/2024 DISC: 9/03/2024		1099: N		
		RECYCLING AUG		206 4206-82030-000	RECYCLING CONTRACTS	9,446.75
=====						
I-4027717		SWMT AND CEC CHRGS AUG	66.50			
9/03/2024	APBNK	DUE: 9/03/2024 DISC: 9/03/2024		1099: N		
		SWMT AND CEC CHRGS AUG		101 4131-87010-000	CITY HALL MAINTENANCE	66.50
=====						
=== VENDOR TOTALS ===			9,513.25			
=====						
01-05870	XCEL ENERGY					
=====						
I-202409038942		ELECT	45.16			
9/03/2024	APBNK	DUE: 9/03/2024 DISC: 9/03/2024		1099: N		
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	33.48
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	11.68
=====						
=== VENDOR TOTALS ===			45.16			
=====						
=== PACKET TOTALS ===			25,470.38			

PACKET: 03187 SEP 4 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-00209	ADVANTAGE SIGNS AND GRAPHICS					
I-V0824-157		STATE FAIR SIGNS	382.50			
9/04/2024	APBNK	DUE: 9/04/2024 DISC: 9/04/2024		1099: N		
		STATE FAIR SIGNS		101 4132-75100-000	STREET SIGNS	382.50
I-V0824-243		STATE FAIR SIGNS	170.00			
9/04/2024	APBNK	DUE: 9/04/2024 DISC: 9/04/2024		1099: N		
		STATE FAIR SIGNS		101 4132-75100-000	STREET SIGNS	170.00
		=== VENDOR TOTALS ===	552.50			
=====						
01-00161	ANCHOR PAPER COMPANY					
I-10752087-00		BATH TISSUE HAND TOWELS	183.60			
9/04/2024	APBNK	DUE: 9/04/2024 DISC: 9/04/2024		1099: N		
		BATH TISSUE HAND TOWELS		101 4131-70110-000	SUPPLIES	183.60
I-10752087-01		BATH TISSUE HAND TOWELS	62.87			
9/04/2024	APBNK	DUE: 9/04/2024 DISC: 9/04/2024		1099: N		
		BATH TISSUE HAND TOWELS		101 4131-70110-000	SUPPLIES	62.87
		=== VENDOR TOTALS ===	246.47			
=====						
01-05115	GOPHER STATE ONE CALL					
I-4080391		LOCATES	94.50			
9/04/2024	APBNK	DUE: 9/04/2024 DISC: 9/04/2024		1099: N		
		LOCATES		601 4601-88030-000	LOCATES	94.50
		=== VENDOR TOTALS ===	94.50			
=====						
01-05264	JOEL SMITH HEATING & AIR CONDI					
I-36886		ROOD TOP FURNACE REPAIRS	433.00			
9/04/2024	APBNK	DUE: 9/04/2024 DISC: 9/04/2024		1099: N		
		ROOD TOP FURNACE REPAIRS		101 4131-87010-000	CITY HALL MAINTENANCE	433.00
		=== VENDOR TOTALS ===	433.00			
=====						
01-05665	METROPOLITAN COUNCIL					
I-1176966		METROPOLITAN COUNCIL	63,338.36			
9/04/2024	APBNK	DUE: 9/04/2024 DISC: 9/04/2024		1099: N		
		OCT WASTE WATER SVC		601 4601-85060-000	METRO SEWER CHARGES	63,338.36
		=== VENDOR TOTALS ===	63,338.36			

PACKET: 03187 SEP 4 PAYABLES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS		P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05794	MINNESOTA EQUIPMENT					

I-p30197		JD GAS CAP	36.59			
9/04/2024	APBNK	DUE: 9/04/2024 DISC: 9/04/2024		1099: N		
		JD GAS CAP		101 4132-87000-000	REPAIR EQUIPMENT	36.59
=== VENDOR TOTALS ===			36.59			
=====						
01-06002	NINENORTH					

I-2024-128		MUNICIPAL MEETINGS/AUG/WEB ST	770.18			
9/04/2024	APBNK	DUE: 9/04/2024 DISC: 9/04/2024		1099: N		
		MUNICIPAL MEETINGS/AUG/WEB STR		101 4116-85050-000	CABLE TV	770.18
=== VENDOR TOTALS ===			770.18			
=====						
01-05870	XCEL ENERGY					

I-202409048945		ELECT	49.78			
9/04/2024	APBNK	DUE: 9/04/2024 DISC: 9/04/2024		1099: N		
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	38.10
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	11.68
=== VENDOR TOTALS ===			49.78			
=== PACKET TOTALS ===			65,521.38			

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

PAY PERIOD ENDING 8/31/2024
DIRECT DEPOSIT EFFECTIVE DATE 8/26/2024

EMP #	NAME	AMOUNT
0 J022	RANDALL C GUSTAFSON	293.07
01-0023	MELANIE M LEEHY	262.05
01-0027	ERIC G MEYER	262.05
01-0028	JAMES J WASSENBERG	262.05
01-0029	PAULA MIELKE	262.05
01-1006	JACK LINEHAN	3,057.73
01-1027	KELLY A NELSON	2,666.92
01-1029	ELKE VAN DER WERFF	1,779.05
01-1136	ROLAND O OLSON	3,282.06
01-1162	ALYSSA LANDBERG	1,327.21
01-1028	HANNAH B LYNCH	2,982.01
01-1167	DAVID S SIMONS	1,779.37
01-1168	DEAN T POPE	1,725.88
01-1033	DAVE TRETSVEN	2,065.72
01-1143	COLIN B CALLAHAN	2,939.16
01-2278	KENDALL J MOORE	48.76

TOTAL PRINTED: 16 24,995.14

8-26-2024 12:32 PM PAYROLL CHECK REGISTER
PAYROLL NO: 01 City of Falcon Heights

PAGE: 1
PAYROLL DATE: 8/26/2024

EMP #	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
1184	NEIS, ADRIAN J	R	8/26/2024	276.32	093419

8-26-2024 12:32 PM PAYROLL CHECK REGISTER
PAYROLL NO: 01 City of Falcon Heights

PAGE: 2
PAYROLL DATE: 8/26/2024

*** REGISTER TOTALS ***

REGULAR CHECKS:	1	276.32
DIRECT DEPOSIT REGULAR CHECKS:	16	24,995.14
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	17	25,271.46

*** NO ERRORS FOUND ***

** END OF REPORT **

WIRE PAYMENTS

Aug 31 Payroll

Fed With	8,895.87
St With	1,614.31
Pera	5,102.89
ICMA	400.00

16,013.07

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Meeting Date	September 11, 2024
Agenda Item	Consent G2
Attachment	N/A
Submitted By	Kelly Nelson Administrative Services Director / Deputy Clerk

Item	Approval of City License(s)
Description	The following individuals/entities have applied for a <u>Massage Therapy</u> license for 2024. Staff have received the necessary documents for licensure. 1. Oriental Kung Fu Massage; Rongmei Amy Chen
	N/A
Attachment(s)	N/A
Action(s) Requested	Staff recommends approval of the City license applications contingent on background checks and fire inspections as required.

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Meeting Date	September 11, 2024
Agenda Item	Consent G3
Attachment	Resignation Letter; Resolution 24-45
Submitted By	Kelly Nelson, Administrative Services Director/Deputy Clerk

Item	Resignation of Randi Lundell from the Parks and Recreation Commission
Description	Randi Lundell was appointed to the Parks and Recreation Commission in October 2022 and has been a great addition. Staff would like to thank Randi for her time spent on the Parks and Recreation Commission!
Budget Impact	N/A
Attachment(s)	• Resignation letter from Randi Lundell • Resolution 24-45 Resignation of Randi Lundell from Parks and Recreation.
Action(s) Requested	Staff recommends approval of attached resolution, accepting the resignation of Randi Lundell from the Parks and Recreation Commission.

From: Randi Lundell
To: Kelly Nelson
Subject: Resignation Letter
Date: Monday, August 26, 2024 9:05:58 AM

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

Hi Kelly,

I am going to need to resign my position on the Parks & Rec Commission because this coming year I've taken on some additional responsibilities and need to cut out evening meetings. So, this note officially communicates my resignation from the commission.

I've really enjoyed working with you and the other members of the Parks & Rec council. You do an excellent job and I wish you all the best in your future efforts to conserve the Falcon Heights park system.

I also hope you get some traction on the Community Park building renovation. I've appreciated what you've done so far and look forward to seeing what develops in the future.

Warm regards,
Randi

Randi Lundell, PhD

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

September 11, 2024

No. 24-45

**RESOLUTION ACCEPTING THE RESIGNATION OF RANDI LUNDELL FROM THE
FALCON HEIGHTS PARKS AND RECREATION COMMISSION**

WHEREAS, the City appointed Randi Lundell as a member of the City of Falcon Heights Parks and Recreation Commission in 2022; and

WHEREAS, on August 26, 2024 Randi Lundell communicated her intent to resign her duties from the Parks and Recreation Commission effective immediately;

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

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

Moved by:

Approved by: _____
Randall C. Gustafson
Mayor

GUSTAFSON
MEYER
LEEHY
WASSENBERG
MIELKE

_____ In Favor
_____ Against

Attested by: _____
Jack Linehan
City Administrator

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Meeting Date	September 11, 2024
Agenda Item	Consent G4
Attachment	Resolution 24-46
Submitted By	Elke van der Werff, Administrative and Communications Coordinator

Item	Resignation of Zach Lindstrom from the Community Engagement Commission
Description	Zach Lindstrom was appointed to the Community Engagement Commission in June of 2022 and has been a great addition. He also was the recipient of the 2023 Neal Kwong Citizen Award, which recognizes outstanding youth leaders, volunteers, and citizens in their work here in Falcon Heights. Staff wants to thank Zach for his time and efforts and wishes him well while attending college.
Budget Impact	N/A
Attachment(s)	Resolution 24-46 Resignation of Zach Lindstrom from Community Engagement Commission
Action(s) Requested	Staff recommends approval of attached resolution, accepting the resignation of Zach Lindstrom from the Community Engagement Commission.

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

September 11, 2024

No. 24-46

**RESOLUTION ACCEPTING THE RESIGNATION OF ZACH LINDSTROM FROM
THE FALCON HEIGHTS COMMUNITY ENGAGEMENT COMMISSION**

WHEREAS, the City appointed Zach Lindstrom as a member of the City of Falcon Heights Community Engagement Commission in 2022; and

WHEREAS, Zach Lindstrom communicated his intent to resign his duties from the Community Engagement Commission effective immediately;

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

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

Moved by:

Approved by: _____
Randall C. Gustafson
Mayor

GUSTAFSON
MEYER
LEEHY
WASSENBERG
MIELKE

_____ In Favor
_____ Against

Attested by: _____
Jack Linehan
City Administrator

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Meeting Date	September 11, 2024
Agenda Item	Consent G5
Attachment	Resignation Letter; Resolution 24-47
Submitted By	Hannah Lynch, Community Development Coordinator

Item	Resignation of Emma Kostecki from the Environment Commission
Description	Emma Kostecki was appointed to the Environment Commission in 2022 and has been an amazing asset to the Commission. She has provided valuable insight and perspective as University of Minnesota student and has always been happy and willing to go above and beyond in her efforts. Staff wants to thank Emma for her time and efforts and wishes her well in all future endeavors.
Budget Impact	N/A
Attachment(s)	• Resignation letter from Emma Kostecki • Resolution 24-47 Resignation of Emma Kostecki from the Environment Commission
Action(s) Requested	Staff recommends approval of attached resolution, accepting the resignation of Emma Kostecki from the Environment Commission.

From: [Emma Kostecki](#)
To: [Hannah B. Lynch](#)
Subject: Official Resignation from Environment Commission
Date: Wednesday, August 28, 2024 9:04:56 AM

You don't often get email from emma.kostecki@gmail.com. [Learn why this is important](#)

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

Dear Hannah,

I am writing to officially resign from my position as a student representative on the Falcon Heights Environment Commission, effective immediately. It has been a pleasure to serve this community and be part of something like this during my time in Minnesota!

Thank you for the opportunity to be part of the commission, I wish everyone continued success and all my best.

Thank you and sincerely,

Emma Kostecki

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

September 11, 2024

No. 24-47

**RESOLUTION ACCEPTING THE RESIGNATION OF EMMA KOSTECKI FROM
THE FALCON HEIGHTS ENVIRONMENT COMMISSION**

WHEREAS, the City appointed Emma Kostecki as a member of the City of Falcon Heights Environment Commission in 2022; and

WHEREAS, Emma Kostecki communicated her intent to resign her duties from the Environment Commission effective immediately;

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

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

Moved by:

Approved by: _____
Randall C. Gustafson
Mayor

GUSTAFSON
MEYER
LEEHY
WASSENBERG
MIELKE

_____ In Favor
_____ Against

Attested by: _____
Jack Linehan
City Administrator

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Meeting Date	September 11, 2024
Agenda Item	Consent Agenda G6
Attachment(s)	Proposal; Resolution
Submitted By	Jack Linehan, City Administrator

Item	Request for Action on Amendment to TIF District No. 1-3
Description	In 2003, the City established Development District No. 1 under Minnesota Statutes Sections 469.124 through 469.134, which includes TIF District No. 1-3. This TIF District was created for the purpose of financing improvements and developments within the City. The City now proposes to amend the TIF Plan by removing one specific parcel, identified as Lot 2, Block 1, Falcon Heights Town Square (Senior Apartments) from the TIF District. As of August 1, 2024, this parcel was fully paid on the TIF Note. The proposed amendment is necessary because, as of August 1, 2024, the tax increment revenue generated by the Parcel is no longer subject to a qualifying pay-as-you-go contract or note. This requires the City to remove the Parcel from the TIF District under Minnesota Statutes Section 469.1763 Subd. 4(b)(2) prior to the end of the year. As the removal is statutorily required, no public hearing is necessary under Minnesota Statutes Section 469.175 Subd. 4.
Budget Impact	There is no short-term impact
Attachment(s)	Resolution 24-48
Action(s) Requested	The City Council is requested to adopt the proposed resolution to amend the TIF Plan for TIF District No. 1-3 and authorize the City Administrator to proceed with the necessary notifications.

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

HELD: September 11, 2024

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 called and held at the City Hall, on September 11, 2024, at 7:00 P.M.

The following members of the Council were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. 24-48

RESOLUTION AMENDING THE BOUNDARIES OF TIF DISTRICT NO. 1-3 AND
AMENDING THE TIF PLAN THEREFOR

A. WHEREAS, pursuant to Minnesota Statutes, Section 469.124 through 469.134, the City of Falcon Heights (the "City") formed Development District No. 1 (the "Development District") and adopted a development program therefor; and

B. WHEREAS, pursuant to Minnesota Statutes 469.174 through 469.1799, as amended (the "Act"), the City created the Tax Increment Financing District No. 1-3 (the "TIF District") within the Development District, and has adopted a tax increment financing plan therefor (the "TIF Plan"); and

C. WHEREAS, the City proposes to eliminate one parcel, identified as Lot 2, Block 1, Falcon Heights Town Square (the "Parcel"), from the TIF District; and

D. WHEREAS, the City proposes by this resolution to amend the TIF Plan to remove the Parcel from the TIF District; and

E. WHEREAS, pursuant to Minnesota Statutes, Section 469.1763, Subd. 4(b)(2), the City is required to remove the Parcel from the TIF District because as of August 1, 2024, the tax increment revenue of the Parcel is no longer subject to a qualifying pay-as-you-go contract and note, therefore, the holding of a public hearing is not required by Minnesota Statutes, Section 469.175, Subd. 4; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Falcon Heights, the TIF Plan for Tax Increment Financing District No. 1-3 is hereby amended to remove the Parcel and the City Administrator is authorized and directed to notify the Ramsey County

Property Tax and Elections Director pursuant to Minnesota Statutes 469.175, Subdivision 4, clause (e).

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

and the following voted against same:

Adopted this 11th day of September, 2024.

Mayor

Attest: _____
City Administrator

STATE OF MINNESOTA
COUNTY OF RAMSEY
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 of said City, duly called and held on the date therein indicated, insofar as such minutes relate to the amending of the City's TIF District No. 1-3 and the TIF Plan therefor.

WITNESS my hand as such City Administrator of the City Council of the City of Falcon Heights, Minnesota this ___ day of September, 2024.

City Administrator

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Meeting Date	September 11, 2024
Agenda Item	Policy H-1
Attachment	See below.
Submitted By	Hannah Lynch, Community Development Coordinator

Item	City Code Amendments Including Authorizing Accessory Dwelling Units, Modifying Parking Minimums, and General Code Amendments
Description	The City Code frequently needs updates as issues are raised and code is enforced by Staff. Staff and the Planning Commission have drafted amendments to City Code regarding accessory dwelling units, parking minimums, and other general amendments for review and discussion by City Council. The Planning Commission held a public hearing, preceded by proper posted and published notice, at their regular meeting on August 27 before voting to recommend approval of the changes to City Council. Two residents appeared at the public hearing. One resident (John Duncan, 1753 Albert) was opposed to accessory dwelling units being permitted due to concerns over an increase in density, increase in population, and the possibility of tall garages changing the face of the City. Another resident (Kent McCoy, 1463 Iowa) was in support of accessory dwelling units and would be looking to put one on the top of his garage. He did have questions over the height permitted for garages with ADUs. Changes of Note to City Code Include: • Addition of the accessory dwelling units - This was added into City Code due to multiple requests from residents over the past year. ○ Permitted on a lot with a single-family residence ○ Either ADU or SFR needs to be inhabited by the property owner ○ No more than one ADU permitted on a property ○ Not required to have additional parking outside of what is required for a SFR ○ Can be located in a separate building, in the SFR, or in a garage ○ Home occupations can take place in an ADU ○ If renting the ADU, must comply with all rental housing regulations as listed in Building chapter of City Code ○ **The City did receive a letter of support from the Saint Paul Area Association of Realtors in support of ADUs noting the inclusion of them in a City can: ▪ Increase property values

	▪ Increase the availability of rental housing ▪ Make rental housing in the community more affordable ▪ Provide the owner with additional income ▪ Serve as housing for aging parents, caretakers, or kids • Parking Minimums ○ Multifamily properties – Changed to one parking space per unit, and 1.25 spaces per multifamily dwelling unit with ten or less spaces that abut no street parking • Trash Cans – Currently City Code states they cannot be seen from the road. Updated to state they can be placed behind the front line of the home. This would allow them to be seen from the street. After a review of the city, roughly 80% of the city is in violation of the current requirement. • Fall-out shelters and guesthouses removed from City Code. • Updated building chapter to include ADU permitting requirements for rentals and for vacant structures
Budget Impact	None.
Attachment(s)	• Public Hearing Notice – Posted • Public Hearing Notice – Newspaper • Newspaper Affidavit of Publication • Letter of Support – Saint Paul Area Association of Realtors • Ordinance 24-04 Amending Chapter 113 of the Falcon Heights City Code • Ordinance 24-05 Amending Chapter 105 of the Falcon Heights City Code • Ordinance 24-06 Amending Chapter 38 of the Falcon Heights City Code • Summary Ordinance 24-04 Amending Chapter 113 of the Falcon Heights City Code • Summary Ordinance 24-05 Amending Chapter 105 of the Falcon Heights City Code • Summary Ordinance 24-06 Amending Chapter 38 of the Falcon Heights City Code
Action(s) Requested	Staff requests City Council discuss the drafted amendments. The Planning Commission recommends City Council make a motion to: (1) Approve Ordinance and Summary Ordinance 24-04 Amending Chapter 113 of the Falcon Heights City Code (2) Approve Ordinance and Summary Ordinance 24-05 Amending Chapter 105 of the Falcon Heights City Code (3) Approve Ordinance and Summary Ordinance 24-06 Amending Chapter 38 of the Falcon Heights City Code

CITY OF FALCON HEIGHTS, MINNESOTA

PUBLIC HEARING NOTICE

NOTICE IS HEREBY GIVEN, that the Falcon Heights Planning Commission at its regular meeting at 7:00 p.m. on August 27, 2024, in the City Hall Council Chambers, 2077 W. Larpenteur Ave, will hold a public hearing to consider updating City Code to allow accessory dwelling units, modify parking requirements, clarify language, and address other minor inconsistencies and necessary corrections.

The proposed updates will be available upon request no later than Friday, August 23, 2024. It will also be available on the City's website at www.falconheights.org. If you have any questions regarding the public hearing, please contact Hannah Lynch, Community Development Coordinator, at 651.792.7600 or hannah.b.lynch@falconheights.org.

Dated: August 15, 2024

Hannah Lynch, Community Development Coordinator

City of Falcon Heights, Minnesota

CITY of FALCON HEIGHTS
PUBLIC HEARING NOTICE

Notice is hereby given that the Falcon Heights Planning Commission at its regular meeting at 7:00 p.m. on August 27, 2024, in the City Hall Council Chambers, 2077 W. Larpenteur Ave, will hold a public hearing to consider updating City Code to allow accessory dwelling units, modify parking requirements, clarify language, and address other minor inconsistencies and necessary corrections.

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**AFFIDAVIT OF PUBLICATION
STATE OF MINNESOTA
COUNTY OF RAMSEY**

Kayla Tsuchiya, being duly sworn on oath, says:
that she is, and during all times herein state has been,
Inside Sales Representative of Northwest Publication,
LLC., Publisher of the newspaper known as the Saint
Paul Pioneer Press, a newspaper of General circulation
within the City of St. Paul and the surrounding Counties
of Minnesota and Wisconsin including Ramsey and
Kanabec. That the notice hereto attached was cut from
the columns of said newspaper and was printed and
published therein on the following date(s):

Saturday, August 17, 2024

Monday, August 19, 2024

Newspaper Ref./AD Number#: 71521120

Client/Advertiser: City of Falcon Heights

Kayla Tsuchiya

Kayla Tsuchiya (Aug 19, 2024 11:51 CDT)

AFFIANT SIGNATURE

**Subscribed and sworn to before me this
19th day of August, 2024**

True Lee



True Lee (Aug 19, 2024 11:59 CDT)

NOTARY PUBLIC

Ramsey County, MN

My commission expires January 31, 2025

**CITY of FALCON
HEIGHTS
PUBLIC HEARING
NOTICE**

Notice is hereby given
that the Falcon Heights
Planning Commission at
its regular meeting at
7:00 p.m. on August 27,
2024, in the City Hall
Council Chambers, 2077
W. Larpenteur Ave, will
hold a public hearing to
consider updating City
Code to allow accessory
dwelling units, modify
parking requirements,
clarify language, and
address other minor
inconsistencies and
necessary corrections.

The proposed updates
will be available upon
request no later than
Friday, August 23,
2024. It will also be
available on the City's
website. If you have any
questions regarding the
public hearing, please
contact Hannah Lynch,
Community Development
Coordinator, at
651.792.7600 or
hannah.b.lynch@falconh
eights.org.



TRUE LEE
NOTARY PUBLIC
STATE OF MINNESOTA
MY COMMISSION EXPIRES
JANUARY 31, 2025



August 13, 2024

Honorable Mayor Gustafson and Falcon Heights City Council,

The Saint Paul Area Association of Realtors® (SPAAR) is a member organization representing approximately 8,000 Realtors® who live and work in 12 counties and nearly 200 municipalities east of the Mississippi, including Falcon Heights. SPAAR and its members are dedicated to helping build better communities. SPAAR members support property rights and efforts to increase housing inventory, including Falcon Heights adoption of the Accessory Dwelling Unit (ADU) ordinance.

Part of building stronger, more prosperous communities is offering current and future residents an abundance of housing options at prices they can afford. For several years now, the United States, and Minnesota, have endured a housing crisis. Fewer and fewer homes are available to buy or rent and prices continue to rise, this makes housing less accessible to more and more people. This is why SPAAR supports Falcon Heights's adoption of this ADU ordinance.

ADUs have a multitude of benefits not just for their owners, but for the community. ADUs can...

- Increase property values
- Increase the availability of rental housing
- Make rental housing in the community more affordable
- Provide the owner with additional income
- Serve as housing for aging parents, caretakers, or kids

ADUs have many benefits for both individual owners and the communities where they are located. Residents in Ramsey County understand this. In a poll SPAAR conducted in 2023, 65% of voters in Ramsey County had a very or somewhat favorable view of ADUs. SPAAR is hopeful that Falcon Heights will adopt the Accessory Dwelling Unit ordinance with this in mind.

I look forward to continuing to work with you and your staff on public policy initiatives to best serve the housing needs of residents in your community. If SPAAR, our members, or I can be of any assistance, please do not hesitate to contact me at any time.

Best regards,

Amy Peterson
2024 President - Saint Paul Area Association of Realtors®
763-242-6741
Amy@RealtorAmy.com

ORDINANCE NO. 24-04

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

**AN ORDINANCE AMENDING CHAPTER 113 OF THE FALCON HEIGHTS CITY
CODE ALLOWING ACCESSORY DWELLING UNITS, UPDATING PARKING
MINIMUMS, AND GENERAL ADMINISTRATIVE EDITS**

THE CITY COUNCIL OF FALCON HEIGHTS ORDAINS:

SECTION I. The following definitions in Section 113-3 of the City Code of Falcon Heights, Minnesota, are hereby added, amended to read, or deleted as follows (Deletions are shown with a strikethrough. Additions are underlined):

Accessory building means a subordinate building, ~~or a portion of the main building,~~ which is located on the same lot as the main building and the purpose of which is clearly incidental to that of the principal building.

Accessory dwelling unit means a second dwelling unit contained within a single-family dwelling or within a detached building located on the same lot as a single-family dwelling. This definition includes accessory dwelling units constructed in connection with a private garage, a private garage converted into an accessory dwelling unit, or a newly constructed detached building located on the same lot as a single-family dwelling.

Dwelling, ~~multiple multifamily, or apartment building,~~ means a residential building, or portion of a building, ~~contained~~ containing two three or more dwelling units which may or may not be served by a common entrance.

~~Dwelling, seasonal,~~ ~~means a residential building not capable of yearround occupancy due to nonwinterized construction or inadequate nonconforming yearround on-site sewer treatment systems.~~

Dwelling, single-family, means a dwelling designed exclusively for and occupied by one family.

Dwelling unit, accessory. See accessory dwelling unit.

Family means an individual or two or more persons each related by blood, marriage, domestic partnership, adoption, or foster care arrangement living together as a single housekeeping unit, or group of not more than four persons not so related, maintaining a common household, ~~exclusive of servants.~~

Garage, private, means a detached ~~one-story~~ accessory building or portion of the principal building, including a carport, which is used primarily for the storing of passenger vehicles, trailers, recreational vehicles, or farm trucks.

Governing body means the city council of the City of Falcon Heights, Minnesota.

Home occupation ~~means any gainful occupation or profession, engaged in by the occupant only, of a dwelling and carried on within a dwelling unit and not in any accessory building.~~ means an occupation carried on in a dwelling unit by the resident thereof, provided that the use is limited in extent and incidental and secondary to the use of the dwelling unit for residential purposes and does not change the character thereof.

SECTION II. Section 113-174(d) of the City Code of Falcon Heights, Minnesota, is hereby amended to add a new subsection (16) to read as follows (Deletions are shown with a strikethrough. Additions are underlined):

(16) Accessory dwelling units as provided in section 113-240.

SECTION III. Section 113-177(g)(2) of the City Code of Falcon Heights, Minnesota is hereby amended to read as follows (Deletions are shown with a strikethrough. Additions are underlined):

(2) Maximum principal building height two stories or 254-feet, except as provided by section 113-243 of this chapter. Accessory buildings are subject to section 113-240.

SECTION IV. Section 113-178(g)(2) of the City Code of Falcon Heights, Minnesota is hereby amended to read as follows (Deletions are shown with a strikethrough. Additions are underlined):

(2) Maximum principal building height two stories or 254-feet, except as provided by section 113-243 of this chapter, three stories or 35 feet maximum allowed by CUP or PUD. Accessory buildings are subject to section 113-240(f).

SECTION V. Section 113-209(f)(3) of the City Code of Falcon Heights, Minnesota is hereby amended to read as follows (Deletions are shown with a strikethrough. Additions are underlined):

(3) The following prepared by LHB for lot 1, block 1:

Architectural site plan w/landscape layout dated August 18, 2014;

First floor plan dated August 18, 2014;

Yard storage building - Color option 1 dated July 28, 2014 or yard storage building - Color option 2 dated August 18, 2014;

Exterior elevations - Color option 1 dated August 18, 2014 or exterior elevations - Color option 2 dated July ~~***~~28, 2014.

SECTION VI. Subsection (e), (f) and (o) of Section 113-240 of the City Code of Falcon Heights, Minnesota are hereby amended to read as follows (Deletions are shown with a strikethrough. Additions are underlined):

- (e) *Yard setbacks; building locations.* The corner side yard setback for accessory buildings, including garages and accessory dwelling units, shall adhere to the setback requirement for principal buildings as described in section 113-174(e)(2) (20 percent of the lot width). The rear yard and interior side yard setbacks shall be those required for garages and accessory buildings on interior lots. Lots smaller than 75 feet wide shall have a minimum corner side yard setback requirement of not less than fifteen feet. Garages on these lots may be located closer than 15 feet from the corner side lot line if the vehicular access door does not face the side street. In no case shall a garage or other accessory building be located within the corner side yard.
- (f) *Height limitations.* No accessory building in a residential district shall exceed the height of the principal building. No detached garage in a residential district shall exceed 15 feet in height, unless it contains an accessory dwelling unit. A detached garage containing an accessory dwelling unit may not exceed two stories or 25 feet in height, whichever is lesser in height.
- (o) *Prohibited use.* No accessory building or structure shall be used for living purposes or as a dwelling unit, unless it is an authorized accessory dwelling unit under this chapter.

SECTION VII. Section 113-240 of the City Code of Falcon Heights, Minnesota is hereby amended to add a new subsection (u) to read as follows (Deletions are shown with a strikethrough. Additions are underlined):

- (u) Accessory dwelling units. Accessory dwelling units shall conform to the following standards where allowed as a permitted accessory use:
 - (1) An accessory dwelling unit shall be located on a lot occupied by a single-family dwelling.
 - (2) No more than one accessory dwelling unit shall be allowed on a lot.
 - (3) Either the principal dwelling unit or the accessory dwelling unit shall be owner-occupied and both dwelling units shall be under unified ownership. The accessory dwelling unit may not be sold independently of the principal dwelling unit and may not be a separate tax parcel.
 - (4) An accessory dwelling unit may be attached to, detached from, or internal to a single dwelling unit building. Accessory dwelling units attached or internal to a single dwelling unit building must be fully separated from the principal dwelling unit by means of a wall or floor and have a separate entrance than the principal dwelling unit. The separating wall may have a door connecting the accessory dwelling unit to the principal dwelling unit.
 - (5) Only one unit, either the accessory dwelling unit or principal dwelling unit, may be rented at one time. For the purposes of this provision, a “rented” accessory dwelling

unit is one that is being occupied by a person or persons other than the family occupying the principal dwelling unit. ~~Rented accessory dwelling units must comply with all provisions outlined in chapter 105, article iv.~~

- (6) The accessory dwelling unit must comply with all current Minnesota State Building Code provisions as they apply to single family dwelling buildings.
- (7) An accessory dwelling unit shall be assigned a unique address identifier to differentiate it from the principal dwelling. All accessory dwelling units shall be identified by “Unit A” following the primary property address. It shall be the responsibility of the property owner to inform the United States Postal Service (USPS) of the new address.
- (8) A detached accessory dwelling unit may be located above a detached garage or within a separate, existing or newly constructed, accessory building meeting the standards for accessory buildings established in this section.
- (9) Home occupations meeting the definitions and requirements of section 113-391 are permitted in accessory dwelling units.
- (10) Dimensional standards for all accessory dwelling units shall conform to the following guidelines:
 - a. The maximum height of an accessory dwelling unit shall meet the requirements as set forth in section 113-240(f).
 - b. An accessory dwelling unit shall include at least 250 square feet of living area, up to a maximum of 1000 square feet of living area, but in no case shall an accessory dwelling unit exceed 75% of the principal dwelling’s four-season living area (exclusive of the accessory dwelling unit). For the purposes of this provision, “living area” shall include kitchen areas, bathrooms, living rooms, bedrooms (including the closet with defines the bedroom), and other rooms, and shall exclude utility rooms, hallways, entryways, storage areas, and garages.
 - c. An accessory dwelling unit shall not occupy more than 40 percent of the area of a required rear yard.
 - d. An accessory dwelling unit must meet all setback standards as outlined in section 113-174.
 - e. An accessory dwelling unit shall include a maximum of two bedrooms.
 - f. All accessory dwelling units shall meet the standards for principal buildings; notwithstanding this requirement, detached accessory dwelling units shall not be located closer to the front property line than the principal building.
- (11) The entryway to a detached accessory dwelling unit shall be connected to a street or alley frontage with an improved walkway.
- (12) An accessory dwelling unit shall be constructed so as to be compatible with the existing principal dwelling, as well as the surrounding neighborhood in terms of design, form, height, materials, and landscaping.

SECTION VIII. Section 113-310(1)(b) of the City Code of Falcon Heights, Minnesota is hereby amended to read as follows (Deletions are shown with a strikethrough. Additions are underlined):

- b. At least two ~~and not more than four~~ parking spaces are required for each dwelling unit. At least one of the parking spaces must be enclosed.

SECTION IX. Section 113-310(2)(e) of the City Code of Falcon Heights, Minnesota is hereby amended to read as follows (Deletions are shown with a strikethrough. Additions are underlined):

- e. Off-street parking spaces required (one space equals 350 square feet) shall be as follows for:

Multiple-family dwellings. At least ~~two~~one parking spaces per dwelling unit except that ~~two~~one and one-half~~quarter~~ parking spaces per dwelling unit are required for multiple units of ten or less that abut no parking (on street curb) zones. ~~At least one-half of the required spaces shall be enclosed unless the property abuts an alley. (Garage requirements may be waived for apartment projects designed and intended for occupancy by low income families.)~~ Electric vehicle charging stations may be counted toward satisfying minimum off-street parking space requirements. In the event the final calculation of parking spaces includes half a parking space, the total number of parking spaces should be rounded up.

SECTION X. Section 113-313 of the City Code of Falcon Heights, Minnesota is hereby deleted in its entirety.

SECTION XI. Section 113-314(b) of the City Code of Falcon Heights, Minnesota is hereby amended to read as follows (Deletions are shown with a strikethrough. Additions are underlined):

- (b) *Parking for seating facilities.* In stadiums, sport arenas, churches and other places of public assembly, in which patrons or spectators occupy benches, pews or other similar seating facilities, each ~~2420~~ inches of such seating facilities shall be counted as one seat for the purpose of determining requirements for off-street parking facilities under this chapter.

SECTION XII. Section 113-315(c) of the City Code of Falcon Heights, Minnesota is hereby amended to read as follows (Deletions are shown with a strikethrough. Additions are underlined):

- (c) *Signs.* No signs shall be located in any parking area except as necessary for orderly operation of traffic movement and/or electric vehicle charging, and such signs shall not be a part of permitted advertising space. Signs shall conform to zoning district regulations.

SECTION XIII. Section 113-315(r) of the City Code of Falcon Heights, Minnesota is hereby amended to read as follows (Deletions are shown with a strikethrough. Additions are underlined):

- (r) *Off-street parking requirements.* Off-street parking spaces required (one space equals 350 square feet) shall be as follows unless the city determines, based upon a professional analysis of parking for any specific use, that a reasonable parking ratio for such use should be otherwise:
- (1) One- and two-family residences. At least two ~~Two~~ spaces per dwelling unit, ~~but not to exceed four per unit.~~ Accessory dwelling units used in conjunction with a single-family residence are not required to have additional parking added to the standard single-family residence parking requirement.
 - (2) Multiple-family dwellings. At least ~~two~~ one parking spaces per dwelling unit except that 2 1/2 one and one-quarter parking spaces per dwelling unit are required for multiple units of ten or less that abut no parking (on street curb) zones. ~~At least one half of the required spaces shall be enclosed. (Garage requirements may be waived for apartment projects designed and intended for occupancy by low income families.)~~ In the event the final calculation of parking spaces includes half a parking space, the total number of parking spaces should be rounded up.
 - (3) Churches, theaters, auditoriums, mortuaries, and other places of assembly. One space for each ~~three~~ five seats or for each ~~five~~ ten feet of pew length. Based upon maximum design capacity.

SECTION XIV. Section 113-369(b) of the City Code of Falcon Heights, Minnesota is hereby amended to read as follows (Deletions are shown with a strikethrough. Additions are underlined):

- (b) No cellar, garage, recreational vehicle or trailer, basement with unfinished exterior above or accessory building shall be used at any time as a dwelling unit; unless authorized as an accessory dwelling unit under this chapter.

SECTION XV. Section 113-370(b)(6) of the City Code of Falcon Heights, Minnesota is hereby amended to read as follows (Deletions are shown with a strikethrough. Additions are underlined):

- (6) In single-family residential districts (R-1), closed refuse or garbage containers, so long as they are stored in a side yard, adjacent to the residence, and shall not be placed in the front yard of the residence. ~~not visible from the street.~~

SECTION XVI. Section 113-378 of the City Code of Falcon Heights, Minnesota is hereby deleted in its entirety.

SECTION XVII. Section 113-379 of the City Code of Falcon Heights, Minnesota is hereby deleted in its entirety.

SECTION XVIII. Section 113-391(d)(6) of the City Code of Falcon Heights, Minnesota is hereby amended to read as follows (Deletions are shown with a strikethrough. Additions are underlined):

- (6) No home occupation shall be permitted within an accessory building, unless the accessory building is permitted as an accessory dwelling unit (as defined in this chapter).

SECTION XIX. Section 113-392 of the City Code of Falcon Heights, Minnesota is hereby amended to read as follows (Deletions are shown with a strikethrough. Additions are underlined):

No cellar, garage, tent, trailer, basement, or unfinished home or accessory building, shall be used as a dwelling unit, unless it is an authorized accessory dwelling unit under this chapter.

SECTION XX. Effective date. This ordinance is effective immediately upon its passage and publication.

ADOPTED this _____ day of _____ 2024, by the City Council of Falcon Heights, Minnesota.

CITY OF FALCON HEIGHTS

BY: _____
Randall C. Gustafson, Mayor

ATTEST:

Jack Linehan, City Administrator

ORDINANCE NO. 24-05

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

**AN ORDINANCE AMENDING CHAPTER 105 OF THE FALCON HEIGHTS CITY
CODE ALLOWING ACCESSORY DWELLING UNITS**

THE CITY COUNCIL OF FALCON HEIGHTS ORDAINS:

SECTION I. Section 105-1(a) of the City Code of Falcon Heights, Minnesota, is hereby amended to read as follows (Deletions are shown with a strikethrough. Additions are underlined):

- (a) *Purpose.* The placement of numbers indicating correct addresses on all principal structures and accessory dwelling units within the city is deemed to be in the interests of health, welfare and safety of its residents. Properly numbered structures will allow for identification for police and fire protection purposes.

SECTION II. The definition of “rental dwelling” in Section 105-87 of the City Code of Falcon Heights, Minnesota, is hereby amended to read as follows (Deletions are shown with a strikethrough. Additions are underlined):

Rental dwelling means any single-family dwelling, accessory dwelling unit, duplex dwelling or triplex dwelling, which is rented for more than four consecutive months in any calendar year. Rental dwelling does not include Minnesota Department of Health–licensed rest homes, convalescent care facilities, nursing homes, hotels, motels, managed home-owner associations, cooperatives, or on-campus college housing.

SECTION III. Section 105-89 of the City Code of Falcon Heights, Minnesota, is hereby amended to add a new subsection (9) to read as follows (Deletions are shown with a strikethrough. Additions are underlined):

- (9) If property contains an accessory dwelling unit, property owner must reside on the property and verify their permanent residency in either the single-family residence or accessory dwelling unit on the property.

SECTION IV. The definition of “vacant properties” in Section 105-120 of the City Code of Falcon Heights, Minnesota, is hereby amended to read as follows (Deletions are shown with a strikethrough. Additions are underlined):

Vacant Properties means a property with a building or buildings constructed or reconstructed for a business or residential purpose that is unoccupied. This definition does not

include an uninhabited accessory dwelling unit, unless both the accessory dwelling unit and single-family residence are unoccupied.

SECTION V. Effective date. This ordinance is effective immediately upon its passage and publication.

ADOPTED this _____ day of _____ 2024, by the City Council of Falcon Heights, Minnesota.

CITY OF FALCON HEIGHTS

BY: _____
Randall C. Gustafson, Mayor

ATTEST:

Jack Linehan, City Administrator

ORDINANCE NO. 24-06

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

**AN ORDINANCE AMENDING CHAPTER 38 OF THE FALCON HEIGHTS CITY
CODE REGARDING REFUSE CONTAINER PLACEMENT**

THE CITY COUNCIL OF FALCON HEIGHTS ORDAINS:

SECTION I. Section 38-21(b) of the City Code of Falcon Heights, Minnesota, is hereby amended to read as follows (Deletions are shown with a strikethrough. Additions are underlined):

- (b) *Placing of nondisposable containers.* Where alleys are ~~plotted~~ platted and open for traffic, nondisposable containers shall be placed at the rear of the property adjoining the alley. Where no such alley exists, nondisposable containers shall be ~~placed at a point that is reasonably accessible to the front of the house.~~ stored in a side yard, adjacent to the residence, and shall not be placed in the front yard of the residence.

SECTION II. Effective date. This ordinance is effective immediately upon its passage and publication.

ADOPTED this _____ day of _____ 2024, 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. 24-04

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

**AN ORDINANCE AMENDING CHAPTER 113 OF THE FALCON HEIGHTS CITY
CODE ALLOWING ACCESSORY DWELLING UNITS, UPDATING PARKING
MINIMUMS, AND GENERAL ADMINISTRATIVE EDITS**

NOTICE IS HEREBY GIVEN that, on September 11, 2024, Ordinance No. 24-04 was adopted by the City Council of the City of Falcon Heights, Minnesota.

NOTICE IS FURTHER GIVEN that, because of the lengthy nature of Ordinance No. 24-04, the following summary of the ordinance has been prepared for publication.

NOTICE IS FURTHER GIVEN that the ordinance adopted by the City Council does the following:

- Authorizes accessory dwelling units as permitted accessory uses in residential zoning districts on lots with one existing single-family residence;
- Revises minimum parking requirements for multifamily dwellings;
- Authorizes trash bins to be located to the side of a residence, behind the front line of the residence;
- Addresses other general updates to Chapter 113 for clarity, grammatical edits, and removal of out-of-date items.

A printed copy of the whole ordinance is available for inspection by any person during the City's regular office hours at the City of Falcon Heights, 2077 Larpenteur Ave. W., Falcon Heights, MN 55113.

APPROVED for publication by the City Council of the City of Falcon Heights, Minnesota this 11th day of September, 2024.

CITY OF FALCON HEIGHTS

BY: _____
Randall C. Gustafson, Mayor

ATTEST:

Jack Linehan, City Administrator

SUMMARY ORDINANCE NO. 24-05

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

**AN ORDINANCE AMENDING CHAPTER 105 OF THE FALCON HEIGHTS CITY
CODE ALLOWING ACCESSORY DWELLING UNITS**

NOTICE IS HEREBY GIVEN that, on September 11, 2024, Ordinance No. 24-05 was adopted by the City Council of the City of Falcon Heights, Minnesota.

NOTICE IS FURTHER GIVEN that, because of the lengthy nature of Ordinance No. 24-05, the following summary of the ordinance has been prepared for publication.

NOTICE IS FURTHER GIVEN that the ordinance adopted by the City Council does the following:

- Adds accessory dwelling units to the definition of rental dwelling;
- Requires property owners of accessory dwelling units to reside on the property and verify their permanent residency in either the single-family residence or accessory dwelling unit on the property;
- Clarifies the definition of a vacant property to not include accessory dwelling units unless both the accessory dwelling unit and the single-family residence are unoccupied.

A printed copy of the whole ordinance is available for inspection by any person during the City's regular office hours at the City of Falcon Heights, 2077 Larpenteur Ave. W., Falcon Heights, MN 55113.

APPROVED for publication by the City Council of the City of Falcon Heights, Minnesota this 11th day of September, 2024.

CITY OF FALCON HEIGHTS

BY: _____
Randall C. Gustafson, Mayor

ATTEST:

Jack Linehan, City Administrator

SUMMARY ORDINANCE NO. 24-06

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

**AN ORDINANCE AMENDING CHAPTER 38 OF THE FALCON HEIGHTS CITY
CODE REGARDING REFUSE CONTAINER PLACEMENT**

NOTICE IS HEREBY GIVEN that, on September 11, 2024, Ordinance No. 24-06 was adopted by the City Council of the City of Falcon Heights, Minnesota.

NOTICE IS FURTHER GIVEN that, because of the lengthy nature of Ordinance No. 24-06, the following summary of the ordinance has been prepared for publication.

NOTICE IS FURTHER GIVEN that the ordinance adopted by the City Council does the following:

- Allows residential trash bins to be stored in a side yard, adjacent to the residence, but not in the front yard of the residence.

A printed copy of the whole ordinance is available for inspection by any person during the City's regular office hours at the City of Falcon Heights, 2077 Larpentour Ave. W., Falcon Heights, MN 55113.

APPROVED for publication by the City Council of the City of Falcon Heights, Minnesota this 11th day of September, 2024.

CITY OF FALCON HEIGHTS

BY: _____
Randall C. Gustafson, Mayor

ATTEST:

Jack Linehan, City Administrator

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Meeting Date	September 11, 2024
Agenda Item	Policy H2
Attachment	See below.
Submitted By	Hannah Lynch, Community Development Coordinator / City Planner

Item	Climate Action Plan Consultant Recommendation
Description	In January 2023, the City of Falcon Heights declared a climate crisis and authorized the City to take action to develop a climate action plan to work toward a carefully planned transition to a clean energy economy. The Minnesota Pollution Control Agency (MPCA) developed a grant program for projects that develop or implement plans of action that enable local jurisdictions to adapt to extreme weather events and a changing climate. The City was notified in July 2024 of their selection for one of these grants in the amount of \$46,075.00 with a City match in the amount of \$2,469.00, for a total budget of \$48,544 for a full climate action plan. Staff contacted three different consulting firms for proposals for the Climate Action Plan: WSB, Great Plains Institute, and paleBLUEDot. WSB and paleBLUEDot's proposals are attached. Great Plains Institute, after discussing internally, cannot currently take on other action plans. After review of the proposals, Staff recommends acceptance of paleBLUEDot's proposal for the City's Climate Action Plan.
Budget Impact	City Match of \$2,469
Attachment(s)	- Climate Action Plan Proposal from WSB - Climate Action Plan Proposal from paleBLUEDot - Resolution 24-49 Accepting paleBLUEDot Proposal And Authorizing City Administrator To Enter Into Contract With paleBLUEDot For Climate Action Plan
Action(s) Requested	Staff recommends adoption of the following motion: Motion to approve Resolution 24-49 Accepting paleBLUEDot Proposal And Authorizing City Administrator To Enter Into Contract With paleBLUEDot For Climate Action Plan

WSB**Falcon Heights Climate Plan
Draft Proposed Budget****Mar-24**

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

Summarize results to present to Commission and Council

Writing the Climate Plan

\$13,000

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

Review outline with staff

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

Incorporate best practices from other communities

Make edits to plan based on Commission/Council input

Finalization of Plan

\$4,500

Light design/branding and formatting

Submit final deliverable to staff with light design and branding

Total

\$48,500



Proposal for Services City of Falcon Heights Climate Action Plan

August 16, 2024

Revised September 11, 2024

Submitted By:



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Cover Letter

Hannah B. Lynch
Community Development Coordinator / Planner
City of Falcon Heights
2077 West Larpentour Avenue
Falcon Heights, MN 55113

Subject: Request for Proposal for City of Falcon Heights Climate Action Plan

Dear Hannah :

We are excited at the prospect of working with the City of Falcon Heights in the development of the City's Climate Action Plan. This is a visionary process to ultimately empower the community in ensuring a climate resilient and sustainable future. Our interest in this project is straight forward: this project's scope and intent is deeply aligned with the mission, experience, and passion of paleBLUEDot - climate action planning is all we do.

We see a future that is authentically sustainable, carbon neutral, and that supports equity and a higher quality of life for all. We believe the challenges we face in making that transition are, in fact, powerful opportunities to enhance livability, economic vitality, and equity. We believe the path to that future is arrived at through a process of collaboration, inquiry, and creativity. Being a part of that future is paleBLUEDot's only mission. As a result, you will find this team to provide high quality service energetically delivered within a flexible fee structure.

A certified Minnesota W/SBE firm, paleBLUEDot has one of the most extensive and recent portfolios of sustainability action planning, GHG assessments, and climate planning within Minnesota and the Midwest. Ted Redmond, project manager and project lead, brings 30 years of experience working with municipalities, counties, and state agencies on significant public planning projects, including over 60 Community Sustainability and Climate Planning Projects as well as GHG inventory efforts for communities and NGO's in the United States, Canada, United Kingdom, and The Netherlands. Colleen Redmond brings a unique capacity for facilitating youth dialogue, and interactive "climate action design thinking" adult and youth workshops that provide the City with additional community engagement avenues.

We are grateful for this opportunity to share information with the City. We've assembled this draft proposal to give the city detailed information on how we would typically suggest a community like Falcon Heights develop a Climate Action Plan and to share what we believe the appropriate budget for this project may be. Should you have any questions about our draft proposal, or wish to explore options further, please feel free to contact me at any time at the phone number or email address to the right.

Sincerely
paleBLUEDot



Ted Redmond
Principal, Vice President



Our mission is to hasten the transition to an authentically sustainable, no carbon economy and to elevate the public discourse.

paleBLUEDot Certifications / Affiliations



Team Contact

Ted Redmond
2515 White Bear Avenue, A8
Suite 177
Maplewood, MN 55109

612-669-7056
tredmond@paleBLUEDot.llc

Firm Profile

The paleBLUEdot team has extensive consulting experience with relevance to the skill set and services required by the City of Falcon Heights Climate Action Plan project. Our team functions as a collaborative, interactive team with fluid cross-discipline engagement promoting creative exchange.



paleBLUEdot, a Minnesota LLC and S/WBE Certified Business and listed as a State of Minnesota Targeted Group Business and a Metropolitan Council Underutilized Business. paleBLUEdot is a sustainability, climate action, carbon management, and renewable energy consultancy firm established in 2014. Our mission is to support the transition to a low-carbon economy through an array of sustainability assessment, consultancy, and planning services, and through education that increases awareness and enhances public dialogue.

Serving this dual mission of consultancy and education, paleBLUEdot's principals represent a unique blend of professional expertise: Colleen Redmond, President, is an accomplished educator, a curriculum designer, and Design Thinking consultant and leads the firm's education and awareness outreach programs. Ted Redmond, Vice President, is a registered architect with over 30 years of practice providing assessment, programming, sustainability, and design services for well over 100 local, state and Federal projects

paleBLUEdot has extensive climate, carbon, and renewable energy planning experience from the scale of individual sites to community-wide efforts. Within the last three years alone, paleBLUEdot has completed over 60 relevant community planning efforts including sustainability plans, climate vulnerability studies, vulnerable population assessments, climate action and adaptation plans, renewable energy potential studies and master plans, heat island mitigation plans, and tree canopy and green infrastructure carbon sequestration master plans.

About Our Name

It all started with the amazing words of Carl Sagan. After seeing the 1990 photo taken by the Voyager I spacecraft, Mr. Sagan penned his thoughts, both poignant and profound, that, for us, capture the essence of our seemingly vast and indestructible planet. In his memorable and moving words, Mr. Sagan tells us that, while we may feel omnipotent and universally superior, in the cosmic scheme of things, we are but, "...a mote of dust suspended in a sunbeam." These words, though, also give us hope and remind us how, even though our planet may be small and lost among the billions of other galaxies, it is still our home, our "pale blue dot".

Mr. Sagan's words continue each day to inspire us here at paleBLUEdot and move us into action. We know our planet is both immensely fragile and infinitely precious. A love and fear for this wondrous Earth has spurred us to create avenues of environmental and social change for individuals and to build awareness of our impact on each other and our tiny planet. We work to provide effective and practical ways for each of us to make a meaningful positive impact on our precious world. Carl Sagan called us all to "...preserve and cherish that pale blue dot...", and we believe, through the efforts of us all, we can do just that.

Image: NASA

Understanding and Approach

Project Understanding: The purpose of the City of Falcon Heights Climate Action Plan project is to create a comprehensive and innovative plan to guide decision making, policy, and program development to meet the City’s greenhouse gas (GHG) emission reduction and climate resilience goals. The vision established by the plan will outline how the City can equitably achieve climate action. The vision will be inspiring while the strategies that support it will be actionable in nature. The strategies should cover a variety of themes such as natural resources conservation and restoration, energy production and consumption, climate change, resilience, and local governance.

Delivering services in support of innovative sustainability, energy, and climate action plans is paleBLUEDot’s sole mission. Our project approach has been designed through our numerous planning efforts to deliver robust and effective Climate Action Plans. Based on our project experience, we’ve observed that successful planning efforts support:

- Grounding in data and science
- Leveraging broad stakeholder wisdom
- Recognizing community needs
- Transitioning into action

The paleBLUEDot project approach described in this proposal is based on these observations and our experience in crafting successful climate plans. Our approach includes:

Baseline Research and Documentation (Grounding in data and science):

The paleBLUEDot team believes the best Climate Action Plans must begin with a clear understanding of the community’s existing climate and sustainability indicators, vulnerabilities, and opportunities. With a strong understanding of a community’s “baseline” conditions, effective and meaningful goal setting can occur, rooted not only in a vision for the future, but also an understanding of the present. Once clear goals are established, action planning can take place to establish over arching strategies and detailed actions to achieve those goals.

Collaborative Planning (Leveraging broad stakeholder wisdom):

The paleBLUEDot climate planning effort is characterized by a strong collaborative approach in which the ultimate plan is co-developed by our team, the City and representatives from the community. We’ve found this highly collaborative approach to be key in developing plans which are more readily embraced and implemented to make progress on community climate goals. Our team continuously review and draw inspiration from sustainability and climate action plans produced around the country. Our ACTIONFinder tool enables that inspiration and best practice exposure inform the collaborative development of each of our climate plans.

Inclusive Community Engagement (Recognizing community needs):

Meaningful community engagement provides outlets for the local community and its residents to speak and participate, as well as to feel heard, understood, and valued. To achieve this, paleBLUEDot collaborates with our clients to design and implement a community engagement process that empowers all stakeholders, particularly under-represented and vulnerable communities, residents, businesses, institutions and other stakeholders will be provided with opportunities to become actively involved in the development and planning of the community’s long-range plan and evaluation of climate and other environmental issues.

Implementation Tools (Transitioning into action):

Successful climate action plans are long-range documents which need to guide action over time. More than other municipal plans, climate action plans seek to influence and guide community wide action – climate action implementation is for everyone. Many communities struggle with the transition from planning to successful implementation. To support our clients in “hitting the ground running” our project approach includes a significant amount of tools to support implementation of the completed plan.

A detailed description of our project approach and proposed scope of services is provided in the next section.

Scope of Services

paleBLUEDot's project approach and community engagement approach, described below, have been specifically built around the City's priorities. Our scope of services includes extensive assessment of existing conditions in the community, development of the Falcon Heights Climate Action Plan, development of implementation support tools, and robust community engagement. The following is our proposed scope of services in response to the RFP:

Project Kickoff

Successful project launch through a kick-off meeting to confirm relevant past and current studies and data from the City; reaffirm project goals and objectives; confirm project scope, methodology, and schedule; and identify respective project contacts. The Team will also begin identifying engagement groups as outlined in the engagement section of this proposal. At, or following, the kick-off meeting, paleBLUEDot will provide a Climate Action Plan on-boarding questionnaire and data request to support straightforward data request and collection as well as providing the team with an opportunity to rapidly "get up to speed" on existing relevant city policies and programs.

City Interaction: Kick-off meeting

Deliverables: Review of City data/reports and relevant policies; paleBLUEDot Climate Action Plan On-Boarding questionnaire and data request.

Baseline Research and Documentation

paleBLUEDot believes effective, meaningful, and community specific climate action planning is grounded in robust data collection and assessment of community existing conditions metrics. Establishing comprehensive baseline data is a necessary element that provides a point from which to inventory what you have before you set out to improve it, and from there, aid in identifying and establishing strategies, and measuring the progress of them. The broader the baseline data available, the more effective goalsetting and action planning can be. As such, the paleBLUEDot climate action planning project approach includes a robust assessment of community existing conditions and baseline indicators.

The Baseline Research and Documentation portion of the climate action planning effort will culminate in a Climate Action Baseline Assessment and Strategic Goal Recommendations report. This document will summarize community baseline indicators and conditions and will put forth preliminary goal and strategy recommendations for consideration as foundation to beginning the development of the Climate Action Plan.

The document will also provide preliminary GHG reduction modeling associated with the preliminary goal recommendations. The Climate Action Baseline Assessment and Strategic Goal Recommendations report will include all sectors anticipated in the Climate Action Plan including: Buildings and Energy, Transportation and Land Use, Waste Management, Water and Wastewater, Local Food and Agriculture, Greenspace and Trees, Health and Safety / Climate Adaptation, and Climate / Sustainable Economy sectors. The community indicators and existing conditions assessed and summarized are outlined next.



Example Climate Action Baseline Assessment and Strategic Goal Recommendations report

Scope of Services

Baseline Research and Documentation (continued)

Vulnerability Assessment

The paleBLUEDot team will develop a Vulnerability Assessment and Climate Hazards Report for the City of Falcon Heights. The assessment will include a review of the current and projected climate change impacts the City should anticipate, a review of climate change risk/hazards, and an identification of vulnerable populations within the community and possible impacts and risks associated with projected climate change for the region. paleBLUEDot will begin the Vulnerability Assessment with a review of relevant studies and data for the region.

The paleBLUEDot team will map the vulnerable populations within the City. These assessments will provide a basis for understanding vulnerabilities and resources which will support the decision making process needed for identifying and prioritizing climate adaptation measures to be included in the final Climate Action Plan. The Vulnerability Assessment will align with Climate Risk and Adaption Framework and Taxonomy (CRAFT) methodologies. The Assessment will focus on city-wide vulnerabilities with a particular focus on climate vulnerable populations to ensure all populations benefit from proposed implementation measures.

Broad Climate Change Impacts and Risk Factors

The paleBLUEDot team will identify and summarize the broad climate change metrics already experienced, projected climate change impacts, and risk factors at a regional level. Data on the region will be collected from the US National Climate Assessment as well as the NOAA Integrated Sciences and Assessments Centers, NOAA Great Lakes Regional Integrated Sciences and Assessments (GLISA), University of Michigan Graham Climate Institute, National Oceanic and Atmospheric Administration, USDA Climate Hubs, USDA Forestry Service, and FEMA. State of State specific data will be collected and summarized from State and National agencies, and regional university data sources. In addition, detailed climate projections based on National Center for Atmospheric Research will be developed for the City of Falcon Heights.

Climate Risk Factors

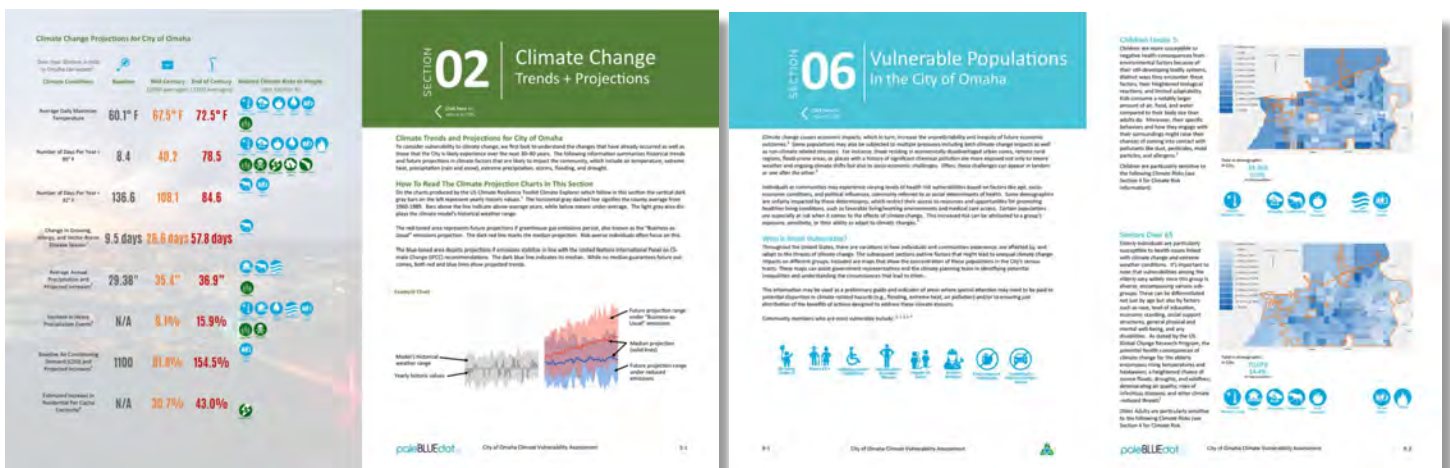
The paleBLUEDot team will identify and quantify the primary climate risk factors facing the City of Falcon Heights. Hazards will be assess for current risk level (probability x consequence) of the hazard, as well as the relevant sectors, asset class, or services that are expected to be most impacted by the hazard. The risk factors to be quantified will include: Future climate projections and impacts, Flood data, risk, and histories, Air Quality considerations, Food Environment and Food Access considerations, Population health data and characteristics, and Energy resilience and cost burden.

Quantifying City Vulnerability

By overlaying the data and mapping of vulnerable populations with that of the climate risk factors and community resources, the paleBLUEDot team will describe in detail the specific vulnerabilities for the City. The “order of magnitude” for each risk as well as the areas within the city of vulnerability to each risk will be identified, quantified, and mapped.

Identification of Metrics, Indicators, and Sources

paleBLUEDot will include an appendix with data sources and links to publicly available metrics and indicators which can be drawn from for the establishment progress measurements for the strategies and actions included in the final plan. Please see “Strategy and Action Measurement and Metrics” under Climate Action Plan for more.



Example Vulnerability Assessment

Scope of Services

Baseline Research and Documentation (continued)

Greenhouse Gas Inventory

Greenhouse gas (GHG) inventory data for any given year should be understood to be a simple “snapshot”. Emissions can vary year-to-year based on changing weather patterns and behaviors. Long-range GHG emissions forecasting is not possible to do effectively with a single year of existing inventory data. To support improved long-range forecasting, the paleBLUEdot team suggests producing annual Community-wide and Municipal Operations GHG inventories for three subject years including 2015, 2019, and 2023 (years modeled will be finalized based on data availability). The development of the GHG inventory will be facilitated by the paleBLUEdot Citywide Integrated Inventory and Reduction Modeling Tool which has been developed and refined through our past GHG modeling on dozens of inventories and plans.

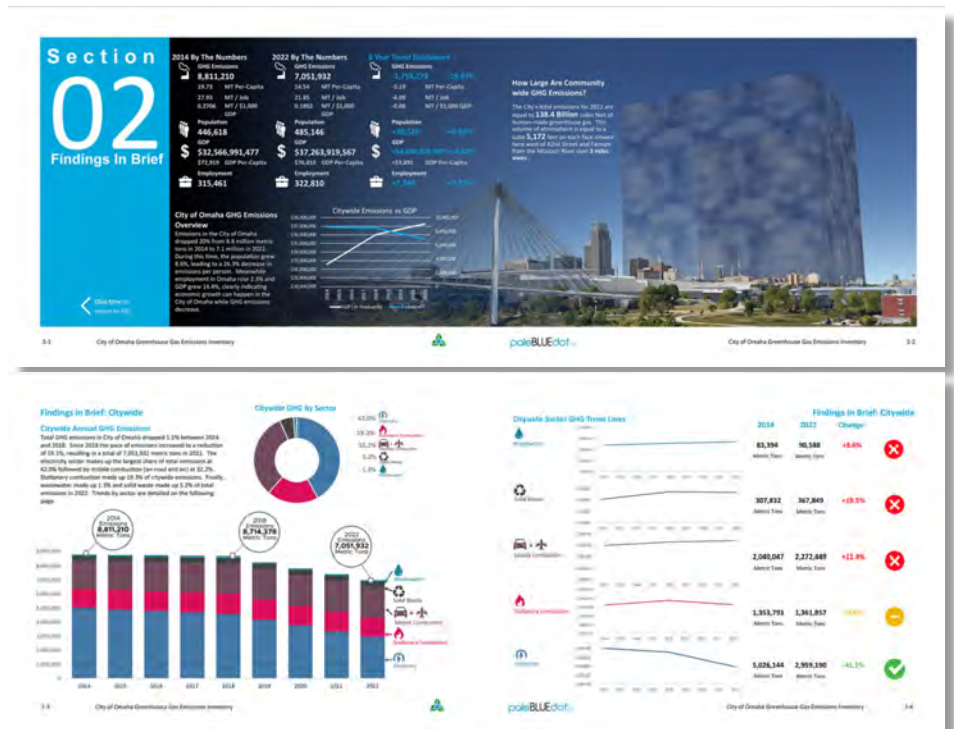
The paleBLUEdot team will lead data collection for the inventory effort. The data collection will include collection of two types of data: raw use/activity data (energy use, transportation mileage and VMT, etc) as well as emission factor data. Emission factor data will support the development of appropriate community-specific emissions factors which can then be applied to the raw use/activity data to calculate community appropriate GHG emissions by category. Emission factor data includes items such as utility-specific emissions profiles or regional eGRID values.

GHG Emissions Forecasting for 2030, 2040, and 2050

Our team will complete long-range GHG emissions modeling using the paleBLUEdot Citywide Integrated Inventory and Reduction Modeling Tool's forecasting module. This forecast will be a “business as usual” forecast scenario to anticipate future emissions for the City of Falcon Heights assuming no further emissions reductions actions are taken. We will build the forecast scenario to anticipate emissions changes through 2050 in each of the inventory emission categories as well as total emissions. This forecast will provide a valuable tool for the City in designing and prioritizing GHG emissions reductions strategies as well as supporting the measurement of strategy reduction success. The forecast will be based on a range of variables as data is available, including: population projections, projected climate change impacts including Cooling Degree Day and Heating Degree Day projections, projected emissions factor changes, and anticipated federal vehicle fuel efficiency standards (e.g., CAFE).

GHG Report and Calculations Summary

paleBLUEdot will prepare a Greenhouse Gas Inventory Report summarizing the methodology and findings of the city-wide inventory and municipal operations emissions assessment. The inventory report will be used as a foundation for GHG emission reduction modeling of select Climate Action Plan strategies. Please see “Reduction Potential” under Sustainability Plan for more.



Example GHG Inventory Summary report.

Scope of Services

Baseline Research and Documentation (continued)

Renewable Energy Potentials

In support of development of effective renewable energy goalsetting and to establish strategies addressing renewable energy development, paleBLUEDot will conduct a city-wide rooftop, ground mounted, and “carport” (also known as structured canopy) solar pv potentials study including economic and environmental benefits with a focus on the equity potential of renewable energy - both potential for serving low income communities as well as equitable economic development. The intent of this document is to provide a high-level estimate of renewable energy potential so that the planning team will be empowered to create near and long-term renewable energy targets and implementation strategies based on community specific opportunity that can be both visionary and achievable.



Example Renewable Energy Potentials report.

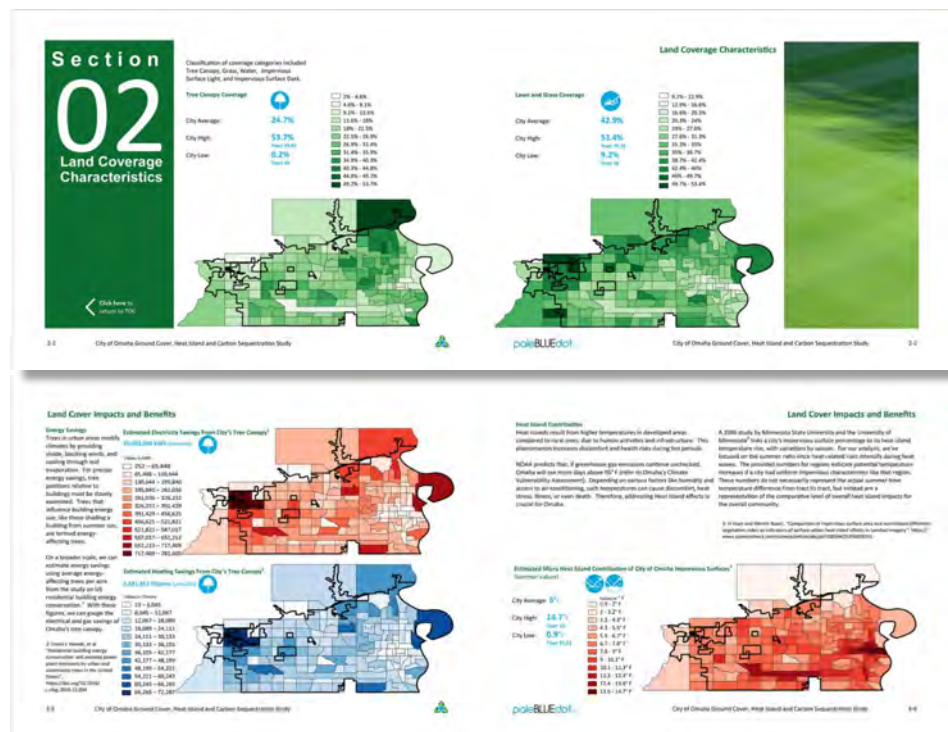
City-Wide Ground Cover, Tree Canopy, and Carbon Sequestration Baseline

paleBLUEDot will conduct a baseline assessment of City-wide ground cover and tree canopy conditions to support high quality resilience and adaptation goal setting and action exploration for ground cover conditions. This baseline will be an expansion of information currently available through existing documents including any street tree inventories or forestry management plans already established by the city. This assessment will use the USDA iTree Canopy tool to review a broad range of ground cover conditions (grass, water, wetland, impervious surfaces, tree canopy) city-wide as well as by census tract. All baseline data will be generated by census tract with a standard error (SE) of 2% or less. Estimates will be made for annual carbon sequestration rates, carbon stock, stormwater runoff and green infrastructure uptake, pollution absorption rates (CO, O3, NO2, SO2, particulate pollution), estimated electricity and natural gas savings due to tree canopy, and tree canopy economic value. Ground cover characteristics will be linked to census tract level demographic data to support understanding of impacts on and potentials for the city's vulnerable populations. The study will include an illustration long-range tree canopy goal with an estimate of new trees required annually to meet the illustrated goal.

Heat Island / Micro Heat Island Characteristics

Within the ground cover study, paleBLUEDot will conduct a baseline assessment of city-wide heat island characteristics and conditions. The existing baseline will identify impervious surface conditions and coverage (sidewalks, roadway, parking, and building) and compile the data in subcategories of “light” and “dark” conditions. Baseline calculations will be made to estimated overall heat island contribution coefficient by census tract.

The intent of this study will be to begin identifying links between ground cover characteristics, climate change impacts, and resilience opportunities so that the planning team will be empowered to establish ground cover, heat island, and tree canopy goals based on community specific data.



Example Ground Cover, Tree Canopy, Carbon Sequestration and Heat Island report.

Scope of Services

Baseline Research and Documentation (continued)

Additional Community Indicators

The following are additional community indicators that will be reviewed for inclusion in the Climate Action Baseline Assessment and Strategic Goal Recommendations report:

Baseline Buildings and Energy Metric

paleBLUEDot will create summary of existing building and energy metrics within the community including community wide residential, commercial /industrial energy use profiles, identification of existing high performance Certified LEED, Certified Net Zero, and ENERGY STAR Certified building stock. We will create scenario illustrations of example total community-wide residential and commercial building stock energy efficiency potential as those that could be achieved through strategies including building energy benchmarking, commercial energy audits, commercial retro-commissioning, residential weatherization programs, community wide LED light replacement energy savings or others.

Baseline Energy and Housing Burden

“Energy Burden” and “Housing Burden” are the percentages of household income that goes toward energy costs and housing costs respectively. Households with high energy burden (over 6%) or high housing burden (over 30%) tend to have higher vulnerabilities to environmental, climate, and social impacts. Carefully designed energy and transportation actions in Climate Action Plans can help mitigate these issues. paleBLUEDot will collect, analyze, and summarize existing Falcon Heights community energy and housing burden indicators. Our work will draw from multiple data sources including the state, county, US Department of Energy, and the US Census Bureau.

Baseline Walk Score/ Bike Score Heat Mapping

paleBLUEDot will access walkability and bikeability baseline data and heat maps developed by Walk Score, People For Bikes, and others as available. A community’s walkability and bikeability are key to understanding the current baseline and opportunities for advancing transportation sustainability. Additionally, understanding differences in walkability from neighborhood to neighborhood can help to highlight equity and empowerment opportunities.

Public Transit Benefit Mapping Baseline

Understanding the current baseline social and economic benefits of public transit, mapped across the City, provides a solid foundation for prioritizing transit related investments and identification of effective strategies for reduced VMT and increased walkability and livability. paleBLUEDot will access data through AllTransit which draws from General Transit Feed Specification Data (GTFS), a national dataset assembled for all transit stops, routes, and frequency. Using the tool, we will capture information on: Overall Transit Performance, Transit metrics, and Transit gap mapping of census tracts where the transit service is less than typical for similar areas in the US.

Housing and Transit Affordability Baseline

Housing affordability is widely recognized as a key metric of economic, social, and even environmental sustainability of a community. The traditional measure of affordability recommends that housing cost no more than 30% of household income. However, that benchmark fails to take into account transportation costs, which are typically a household’s second-largest expenditure and are deeply intertwined housing conditions. Using the H+T Index Tool we will capture housing and transit affordability metrics city-wide.

Scope of Services

Baseline Research and Documentation (continued)

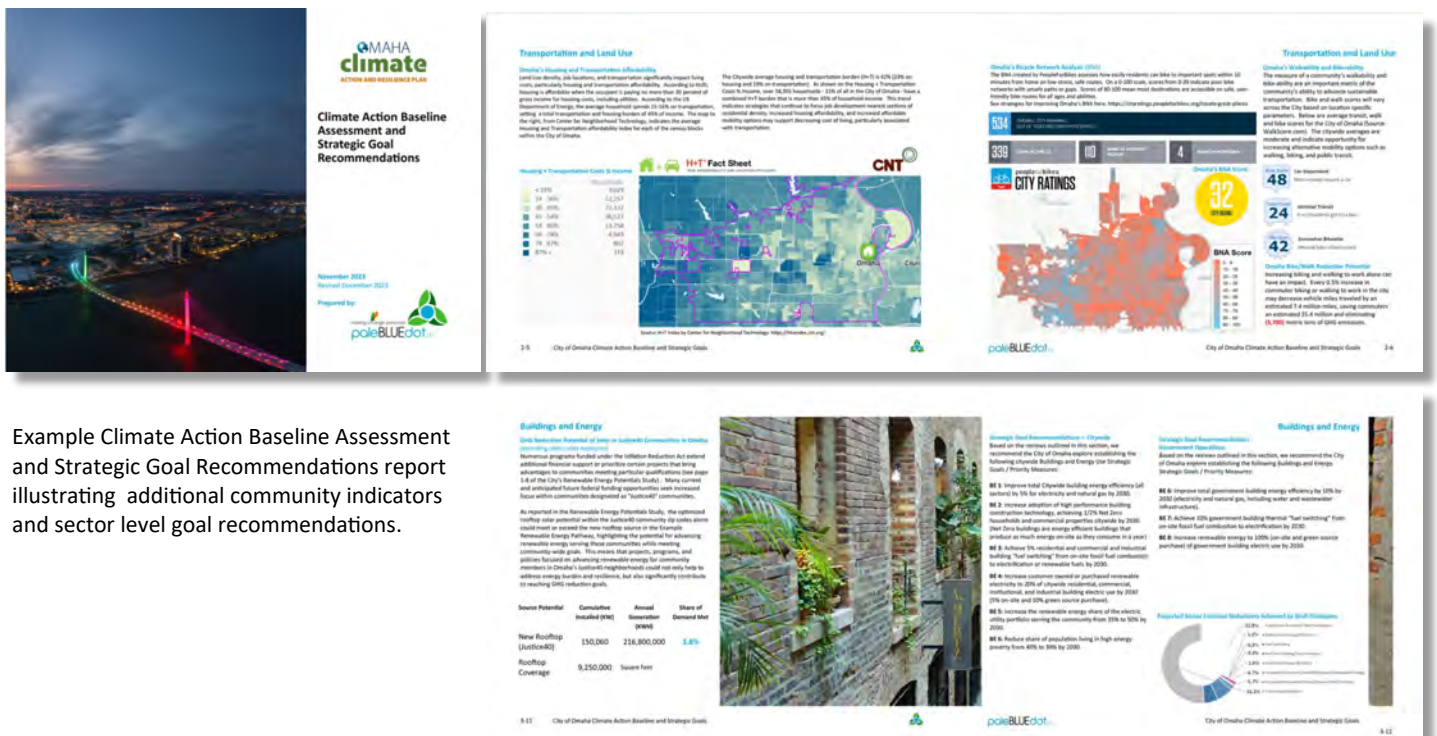
Climate Action Baseline Assessment and Strategic Goal Recommendations Report

As noted, The Baseline Research and Documentation portion of the climate action planning effort will culminate in a Climate Action Baseline Assessment and Strategic Goal Recommendations report. This document will summarize community baseline indicators and conditions, include illustrations of example GHG emission reduction and sustainability strategies, and will put forth preliminary goal and strategy recommendations for consideration as foundation to beginning the development of the Climate Action Plan.

The Climate Action Baseline Assessment and Strategic Goal Recommendations report as well as all of the other process documents created in this initial Baseline Research and Documentation phase are intended to provide as much community-specific data as possible to support a robust, collaborative planning effort. As process documents, they should not be seen as final documents, but understood as extensive research in order to help the planning team understand “where the community is at” and to begin to understand links between potential goals, outcomes, and the order-of-magnitude efforts necessary to achieve them.

City Interaction: Data Analysis and Baseline Review Meeting(s), assist in data collection (limited staff involvement anticipated)

Deliverables: Climate Action Baseline Assessment and Strategic Goal Recommendations to include indicators and preliminary goal recommendations for all plan sectors; Vulnerability Assessment report, GHG Emissions Forecast, Renewable Energy Potentials report (electronic documents). NOTE: as planning process documents, a detailed review and revision of the Climate Action Baseline Assessment and Strategic Goal Recommendations document and related study documents is not included in paleBLUEdot’s project schedule or fee.



Example Climate Action Baseline Assessment and Strategic Goal Recommendations report illustrating additional community indicators and sector level goal recommendations.



Scope of Services

Climate Action Plan Development

The paleBLUEDot team proposes to develop a Climate Action Plan which integrates broad Climate Action strategies and actions along with both climate mitigation (greenhouse gas reduction) as well as climate adaptation measures for the City of Falcon Heights. The primary goal for the Climate Action Plan is to identify cost effective strategies and detailed actions to address the City's sustainability and climate action goals. Effective strategies can meet these goals while improving quality of life, increasing community equity, building prosperity, and enhancing community resilience. The Climate Action Plan planning effort should focus on prioritizing strategies and actions to ensure that the final plan will be achievable. The actions included in the final implementation plan should be vetted as the actions most likely to achieve success towards the community's goals while being appropriate for the City of Falcon Heights specifically.

The Climate Action Plan should provide a format to coordinate the City's initiatives and department activities to achieve consistency with the community's climate goals while providing metrics for measuring progress. An effective Climate Action Plan must also recognize that long-range success will be achieved only through community-wide buy-in and should include an identification of actions to facilitate community education, communication, and positive behavior change.

Collaborative Approach

The paleBLUEDot team believes that the most effective Climate Action plans come from a highly collaborative process. Our approach for developing climate action strategies and actions for the City of Falcon Heights will be built around a collaborative and interactive process. We will work with the City to finalize the assembly of a Climate Action Plan Team who will work collaboratively with the paleBLUEDot team in the exploration, creation, review, refinement, and prioritization of climate action goals, strategies, and detailed actions.

Through our collaborative approach, the final Climate Action Plan will be informed by regional and national best practices, but rooted in a deep understanding of the City of Falcon Heights community and municipal operations. We propose a Climate Action Plan team of 20-40 individuals assembled from key City staff, City commissions, and community representatives. paleBLUEDot will facilitate the work of the team and development of the plan's goals, strategies, and actions over a series of up to seven workshop sessions. Please see "Planning Team Engagement" for more.

Goalsetting – Climate Mitigation, Adaptation, and Resilience Targets

The paleBLUEDot team will work with the City of Falcon Heights and the Climate Action Plan Team to establish sector level goals. Sector goals are anticipated to address broad Climate Action Plan considerations as well as both climate adaptation and climate mitigation (such as emissions reduction and renewable energy targets). The research and documentation compiled in the Baseline Research and Documentation effort culminating in the Climate Action Baseline Assessment and Strategic Goal Recommendations report detailed on previous pages will provide a foundation for the team's in this work.

Final goals will be collaboratively established with the Climate Action Plan team. To support this critical next step, we will provide a survey of community-wide Climate Action, greenhouse gas emissions reduction, and climate adaptation goals from peer cities in the state and region. Data on comparable communities will come from our team's recent and on-going 40+ regional community GHG inventories, as well as comparable community data collected from the C40 Community Comparison Dashboard, CDP Cities Reporting Dataset, and the Global Covenant of Mayors Data Dashboard. All of these efforts will allow us to assess and present a range of goals for the Climate Action Plan team and City to consider as a foundation for their collaborative consensus building on the goals appropriate for the City of Falcon Heights.

City Interaction: Planning Team Goalsetting Workshop meeting(s)

Deliverables: Draft Sector Goals Document (electronic document)

Scope of Services

Climate Action Plan Development (continued)

Strategy and Action Development

The process to develop Falcon Heights specific measures will use the previously described Climate Action Baseline Assessment and Strategic Goal Recommendations report and will include an identification of existing regional measures. Our team will also sharing our extensive national measures database and Best Practices. Honing City of Falcon Heights specific measures will happen through collaborative Climate Action Plan Team efforts outlined in the “Planning Team Engagement” section of this proposal. Our process for defining climate action strategies and actions includes:

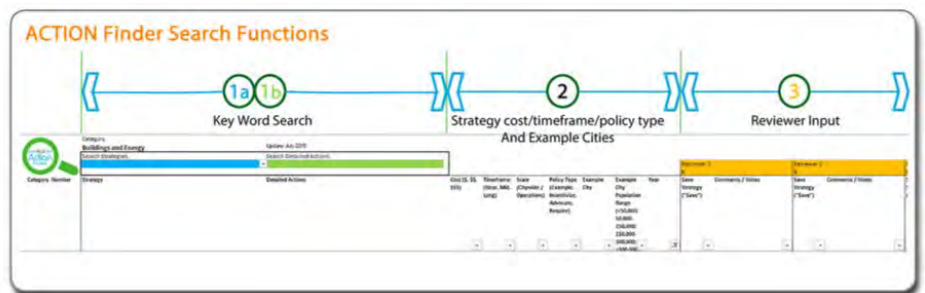
Regional and National Strategy Review

Through our Climate Action and climate action planning work with communities, paleBLUedot believes collaboratively developing community-specific strategies with the broad stakeholders represented in the Climate Action Plan Team is the most effective planning process. We also understand, however, it can be difficult for Climate Action Plan Team members to know where to begin. Climate Action Plans encompass such a broad range of considerations in our communities that the task of exploring what may even be possible can seem insurmountable. We’ve discovered that simply being able to see what others have done before us can ignite a community’s own ideas and give clarity to how a community wishes to approach their own solutions. This led us to create the ACTIONFinder tool.

The ACTIONFinder tool is a robust database of municipal Climate Action Plan strategies and actions from across the United States. The over 4,000 strategies and actions included in the ACTIONFinder come from cities large and small from nearly every region of the country. The ACTIONFinder is designed as a searchable, collaborative tool to support Climate Action Plan Teams and stakeholder groups in exploring a range of strategies and actions as they work to visualize what would be most effective and appropriate for their own community.

Using this tool, paleBLUedot will develop a national strategy best practice summary of actions organized by Climate Action Plan sector and an identification of action recommendations for inclusion in the final Climate Action Plan. The action review summary and recommendations will support the Climate Action Plan Team workshop process, please see “Planning Team Engagement” for more.

paleBLUedot ACTIONFinder Tool and instruction booklet screenshots



		A	B	C	D	E	F	G	H	I	J	K	L	M
				Climate Economy	12/4/2024									
				Search Strategies	Search Detailed Actions									
				Strategic Goals	Detailed Actions	Cost (\$, \$\$, \$\$\$)	Timeframe (Near, Mid, Long)	Scale (Citywide, Operational, Regional)	Policy Type (Example, Incentive, etc.)	Example City	Example City Population	Year	Reviewer 1 Team Member 2	
				CE 1	Leverage the economic development opportunities of the Green Economy	Leverage Community Development Block Grants from the Department of Housing and Urban Development, or HUD, to invest in resilient and equitable communities			Citywide	Advocate	Minnesota Menu of Strategies	>300,000	 ACTION Finder Tool Manual	
				CE 2	Leverage the economic development opportunities of the Green Economy	Conduct a Climate Economy Economic Development Assessment to identify economic development potential of climate adaptation, climate mitigation, and energy action planning.			Citywide	Advocate	Minnesota Menu of Strategies	>300,000		
				CE 3	Leverage the economic development opportunities of the Green Economy	Develop job training programs focused on building resiliency- solar construction, weatherization, etc			Citywide	Advocate	Minnesota Menu of Strategies	>300,000		
				CE 4	Leverage the economic development opportunities of the Green Economy	Conduct a Community-Wide Renewable Energy Potentials Study for the City. Study should identify economic development opportunities as well as economic savings/impacts of expansion of renewable energy infrastructure within the City.			Citywide	Advocate	Minnesota Menu of Strategies	>300,000		
				CE 5	Leverage the economic development opportunities of the Green Economy	Foster small business and green business development, particularly those which increase renewable energy, climate mitigation and adaptation resources within the community			Citywide	Advocate	Minnesota Menu of Strategies	>300,000		
				CE 6	Enhance community resilience through economic resilience	Conduct a planning effort focused on identifying economic vulnerabilities and opportunities, especially those affecting the city's vulnerable populations. Identify economic resilience strategies and strengthen public-private economic communications, especially with targeted group businesses (minority-owned, veteran owned, economically disadvantaged, etc.)			Citywide	Advocate	Minnesota Menu of Strategies	>300,000		

Scope of Services

Climate Action Plan Development (continued)

Strategy and Action Quantification and Evaluation

For each recommended City of Falcon Heights Climate Action Plan strategies and actions, paleBLUEDot and the Climate Action Plan Team will conduct a range of analyses to inform the selection of measures to be included in the Climate Action Plan. Specifically, review will include:

Reduction Potential

Our team will analyze the draft portfolio of strategies for their GHG reduction potential, their contribution to one or more GHG reduction targets, and impacts on key metrics like energy use and vehicle miles traveled. GHG reduction modeling will use the Citywide Integrated Inventory and Reduction Modeling Tool described in the GHG Inventory section above. This tool enables our team to directly integrate all strategy level GHG reduction potentials with City specific existing GHG data and Business as Usual forecasts.

Action Screening Criteria

To assist in the refinement and prioritization of strategies and actions on which the Climate Action Plan should focus, paleBLUEDot will work with the Climate Action Plan Team to identify specific criteria for screening, reviewing, and prioritizing actions to be developed for the plan. Action screening criteria may include considerations such as community support, co-benefits, feasibility, and community capacity for implementation. The process of determining City of Falcon Heights screening criteria will begin by reviewing paleBLUEDot's database of Action Screening Criteria used by communities throughout the region. From this initial database review, the Team will be empowered to narrow and define action screening criteria of their own, ultimately building a consensus on the criteria against which potential actions should be measured.

Social Equity

Measures may be reviewed for compatibility with the City's social equity goals. Additional Social Equity "filters" may be collaboratively developed between the City, Climate Action Plan Team, and paleBLUEDot. This interactive review process will also look to identify potential additional measures focused specifically on Social Equity strategies compatible with the Climate Action Plan goals.

Prioritization

Once we have the comprehensive list of potential strategies and actions evaluated, they will be reviewed with the Climate Action Plan Team through a collaborative workshop session for prioritization and refinement. These lists will form the basis of the draft Climate Action Plan as well as review and input by City Staff, the Climate Action Plan Team, and the Community Engagement effort outlined in our "Community Engagement" section of this proposal.

City Interaction: Update in team progress meeting(s); Climate Action Plan workshop sessions

Deliverables: Use of paleBLUEDot ACTIONFinder tool for regional and national best practice review (electronic document), Action Screening Criteria, Draft Climate Action Plan (goals, strategies, and detailed actions list) (electronic document)

Scope of Services

Climate Action Plan Development (continued)

Strategy and Action Measurement and Metrics

Establishing appropriate metrics to measure and track progress against sector goals is key to supporting the implementation of a Climate Action Plan. Indicators used in tracking progress need to be appropriate to the goal, up-to-date, readily available, easily understood, and repeatable. As the climate action strategies and detailed actions are finalized, the paleBLUEDot team will establish recommended metrics against which progress can be measured throughout the plan implementation phase. As indicated in the Existing Conditions section of this proposal, paleBLUEDot will identify metrics, indicators, and data sources which the City can draw from to establish desired metrics for progress tracking.

Cost Benefit Analysis

The paleBLUEDot Citywide Integrated Inventory and Reduction Modeling Tool includes a cost benefit analysis module. The module is linked to tool's GHG reduction modeling modules which calculate the community-wide energy consumption and emissions reductions resulting from the strategic goals developed for the Climate Action Plan. The tool can then be used for community-wide cumulative cost benefit calculations using the modeled raw energy consumption savings, and modeled / rule-of-thumb investments related to key strategic goals such as energy savings, distributed renewable installations, EV adoption, and waste reduction. The resulting calculations can then be broken down to present the total projected cost benefit based on Climate Action Plan sector (Transportation, Buildings, and waste management sectors only) or community sector (residential sector, commercial sector). These cumulative community-side cost and savings projections and should be understood as order-of-magnitude projections. Detailed costs and return on investment estimates for individual actions is not included in the planning effort.

Cost benefit calculations will also include a calculation for a localized social cost of carbon. This social cost of carbon will enable the cost benefit analysis to also include a projection for the value of the avoided carbon impacts associated with the Climate Action Plan GHG reductions. The localized social cost of carbon will be calculated using the City's current GHG emissions as calculated in the GHG inventory in combination with modeled county-level climate change cost impacts on agriculture, energy costs, labor productivity, property crime, and violent crime to arrive at a localized cost of carbon impacts on a per metric ton basis.

Climate Action Plan Finalization

paleBLUEDot will develop a Draft Climate Action Plan and will lead a review with the Climate Action Plan Team. The draft plan document will be provided to the City to support a review by key City Staff. To support an effective review and finalization process, paleBLUEDot anticipates receiving a single consolidated review document from the city which provides a unified, consensus direction on draft plan refinement desired. While city staff and planning team reviews are occurring, paleBLUEDot will support a review process with the broader community as outlined in the Engagement section of this proposal. This public review period will include a preliminary review with the City Council as coordinated with City of Falcon Heights project management staff. Following the review period, the paleBLUEDot team will revise the Draft Climate Action Plan goals, strategies, and actions based on the input received, develop a final Climate Action Plan document with plan narratives, graphics, charts, and figures.

City Interaction: Community Engagement Meetings; City Board review presentation (as desired/directed); City staff participation in Climate Action Plan Team workshops, Consolidation of Draft Climate Action Plan staff review comment consensus into a single consolidated review document.

Deliverables:

Final Climate Action Plan narrative report with Climate Action Goals, Strategies, and Actions;
Public presentation overviewing the Draft Climate Action Plan goals, strategies, and actions;
Supporting documents, data, and calculations gathered or created in the course of this effort;



Scope of Services

Implementation Support Tools

Once a Climate Action Plan is finalized and approved by City Council, we find that transitioning to the implementation phase can be a bit overwhelming, challenging, and a time consuming transition for many City governments. “Changing gears” from planning into initiating action within the City government structure, residents, and businesses can be challenging and difficult to quickly build the momentum needed to sustain long-term action. As a mission driven practice, it is important to paleBLUEDot to do all we can to help our clients to “hit the ground running.” To help with that, we are offering a number of implementation support tools for use by City staff as well as by residents and businesses. Below are the Implementation Tools proposed:

Implementation Matrix

paleBLUEDot will provide an excel based implementation matrix tool for use by City staff in tracking and monitoring the implementation progress of all Climate Action Plan strategies and actions. The Implementation Matrix will include information on implementation responsibilities by city department. The Matrix will include space for annual dashboard/scorecard staff reporting on action status and performance data reporting to provide a transparent process to monitor and update progress of the Climate Action Plan actions.

To support ease of use and collaboration by many City staff, the Matrix will be a highly searchable database enabling searches by Climate Action Plan sector, climate action strategy grouping, department/staff responsible for implementation, and by key word/phrase. The Implementation Matrix will also retain any notes and comments which were made by all Climate Action Plan Team members during the planning phase so that City staff will have ready access to those records. The Matrix will also include, where applicable, an identification of other communities that have similar actions included in their climate or Climate Action plan – enabling City staff to identify peer communities who may be contacted in the future to share implementation observations and lessons learned.

Example Municipal Policies and Ordinances (pro bono)

Most Climate Action Plans include actions which ultimately require the development of a City policy or ordinance in order to implement fully. paleBLUEDot has found that the development of policies and ordinances can frequently be made easier if the City department responsible for developing the policy has access to successful example policies or other “best practice” guidance. To support the City in “hitting the ground running” with respect to policy and ordinance development, paleBLUEDot will research, identify, and curate example policies and ordinances for actions in the final CAP plan which require policy or ordinance development (unless, of course, examples are not yet available). paleBLUEDot will create a webpage resource for the City will all of the example policies and ordinances organized by Climate Action Plan sector.

City Implementation Team Support (pro bono)

paleBLUEDot will prepare and provide a recommended City Implementation Team structure to support on-going city implementation efforts. This will include an outline of recommended team structure, intent, and mission as well as the development of preliminary team meeting agendas outlining the potential annual team focus and process supporting plan implementation. The structure will include a recommended approach for on-going Climate Action Plan implementation cost and staffing needs identification and integration into the City’s annual budgeting process.



paleBLUEDot example Policy and Ordinance Resource

Scope of Services

Implementation Support Tools (continued)

City Policy Alignment Review Tool (pro bono)

paleBLUEdot will provide a memorandum tool to support review of proposed city actions, policies, and ordinances against the goals and actions of the Climate Action Plan. The intent of the tool is to be considered as a review mechanism used consistently to support city council and commission motion considerations. The tool will enable actions to be understood in relation to their support or alignment with the Climate Action Plan during consideration. Through use of the tool consideration of the goals, strategies, and actions of the Climate Action Plan can begin to be integrated into all of the city's policy decisions.

Project Management and Communications

Project Management, Accessibility, and Responsiveness.

The paleBLUEdot team project lead will be Ted Redmond, who will manage the team's efforts on a day-to-day basis. Ted will function as the communication point of contact assuring that team communications are maintained, shared, and acted upon. Ted will lead regular progress updates and project management meetings with City's Project Manager throughout the project timeframe (via phone or in-person). In addition, Ted will be accessible to the City of Falcon Heights via phone, email and text message on a daily basis as needed by the City. All phone calls and e-mails will be responded to within one business day of receipt.

Managing Climate Action Plan Team Communications

paleBLUEdot will support on-going engagement and exchange of information to the Climate Action Plan Team through a project team website. The team website will include all existing conditions reports developed; meeting agendas, records, and content; access to the ACTIONFinder tool; and additional resources supporting team members efforts.

Presentations

paleBLUEdot will collaborate with the City in finalizing the plan for presentations, however, we preliminarily anticipate up to three presentations to the City Council. The first presentation is recommended at an interim period following the development of the Climate Action Baseline Assessment and Strategic Goal Recommendations report. The second presentation is recommended as a review of the Draft Climate Action Plan, with the third occurring as a final Climate Action Plan presentation. The paleBLUEdot team proposes to work with the City staff to finalize the intent and schedule of these presentations.



Scope of Services

Planning Team Engagement

We anticipate working with the City to establish a Climate Action Plan team who will work collaboratively with the paleBLUEDot team in the exploration, creation, review, refinement, and prioritization of mitigation and adaptation strategies. We anticipate a Climate Action Plan team of 20-40 individuals or more assembled from key City staff and commissions; associated public agencies like the County, school district, representatives from vulnerable populations, under represented community members, community residents, the business community, and environmental groups. Assembly of this planning team should focus on supporting the City's equity, inclusion, and engagement goals.

Our proposed plan for climate action plan team engagement, to be reviewed and refined with the City includes up to six sessions over the timeframe of the project. Below is a summary of these sessions:

- 1: CAP Team Introduction/ Kickoff Meeting (In person or virtual) for Project Kick-off to review project scope, process, goals and expectations, timeline, and to confirm Steering Committee engagement.
- 2: CAP Sub-Team / Sector Goal Setting Meeting (virtual recommended or in person optional) for team collaboration and preliminary consensus development on sector level strategic goals.
- 3: Four Action Development Workshop sessions (virtual):

Workshop A: Goal Setting finalization, collaboratively establish action evaluation criteria; initial team discussions on potential actions to achieve goals; train Climate Action Plan team on paleBLUEDot ACTION Finder tool.

Inter-meeting activity: Sub-teams use ACTION Finder tool to explore potential strategies and actions; Sub-teams to consider range of possible action screening criteria and develop recommended shortlist of criteria.

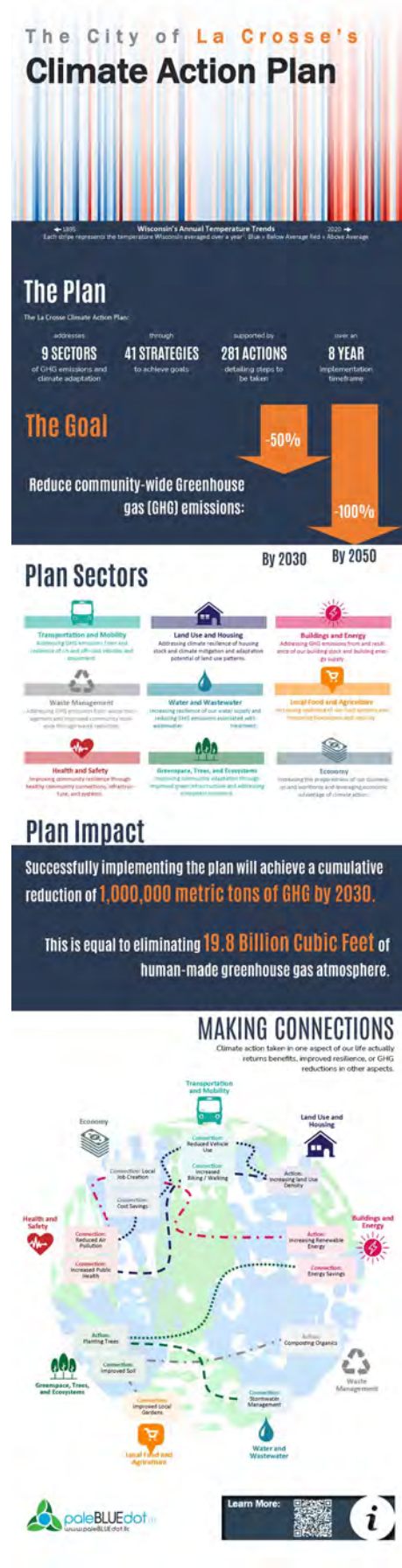
Workshop B: Climate Action Plan Sub Teams report on potential strategy review; Climate Action Plan Team "brainstorming" additional community specific measures and strategies; Climate Action Plan Team collaboration for identification of action priorities.

Inter-meeting activity: Climate Action Plan Sub-Teams explore development of additional strategies and actions based on Climate Action Plan Team discussion in workshop B.

Workshop C: Climate Action Plan Sub Teams evaluation of shortlisted actions based on action screening criteria. Finalization of prioritized strategies and actions.

Inter-meeting activity: paleBLUEDot to develop final draft Climate Action Plan

- 4: Meeting to review Draft Climate Action Plan (In person or virtual).



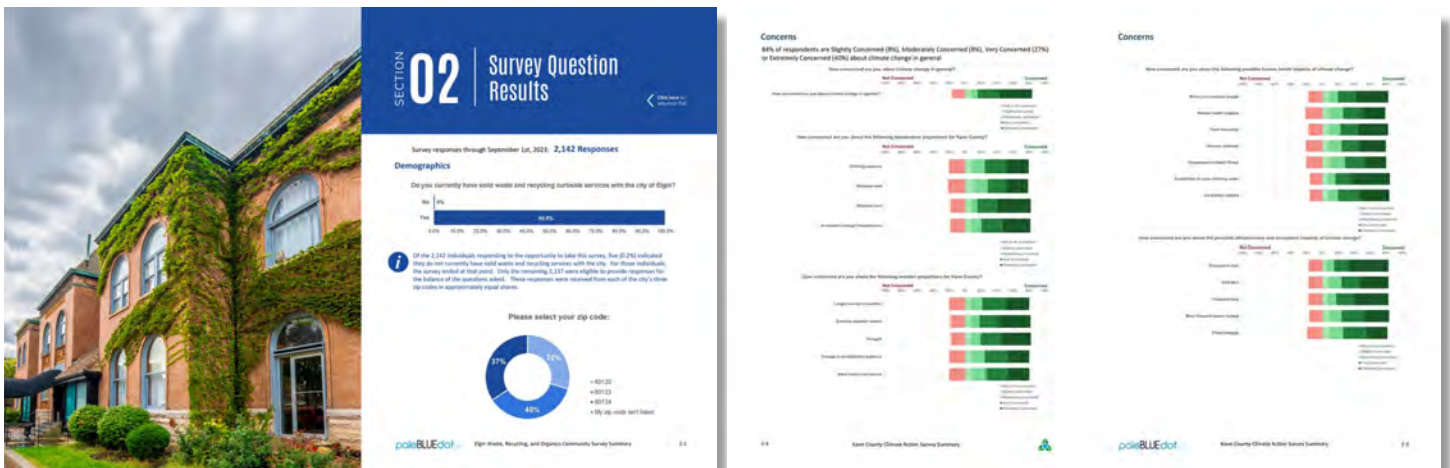
Example Infographic

Scope of Services

Community Engagement

The paleBLUEdot community engagement approach will focus on community-wide input and equity input. The engagement effort will occur in two phases, the first phase will coincide with the initial planning efforts and will seek broad community input. The second phase will occur once a draft plan has been created and will seek input on the draft plan itself. The following is an overview of our proposed community engagement process:

On-Line Surveys: To expand the opportunity for community input and involvement, the paleBLUEdot team will develop an on-line survey which can be distributed as linked content for the City's social media channels as well as inclusion in other City communications. The focus of this survey will be to explore community awareness of climate change issues, collect input on concerns, interests, and ideas for addressing sustainability goals. Following the development of a draft plan, a second survey webpage will be developed to provide all community members the opportunity to provide detailed plan feedback. paleBLUEdot will develop a Survey Summary Report following each survey, including a summary of survey "themes" or findings and a summary of responses to all survey questions.



Public Information Campaign: The paleBLUEdot team will support an on-going public communication campaign through the development of a Social Media kit. The kit will be provided to City communications staff and Climate Action Plan Team members for use in promoting the planning process and engagement opportunities to the public. The Social Media kit may include information for the City website, content for newsletters and email communications, and example posts for social media accounts. In addition, paleBLUEdot will develop flyers, posters, or brochures appropriate to support community outreach meetings.

Infographics

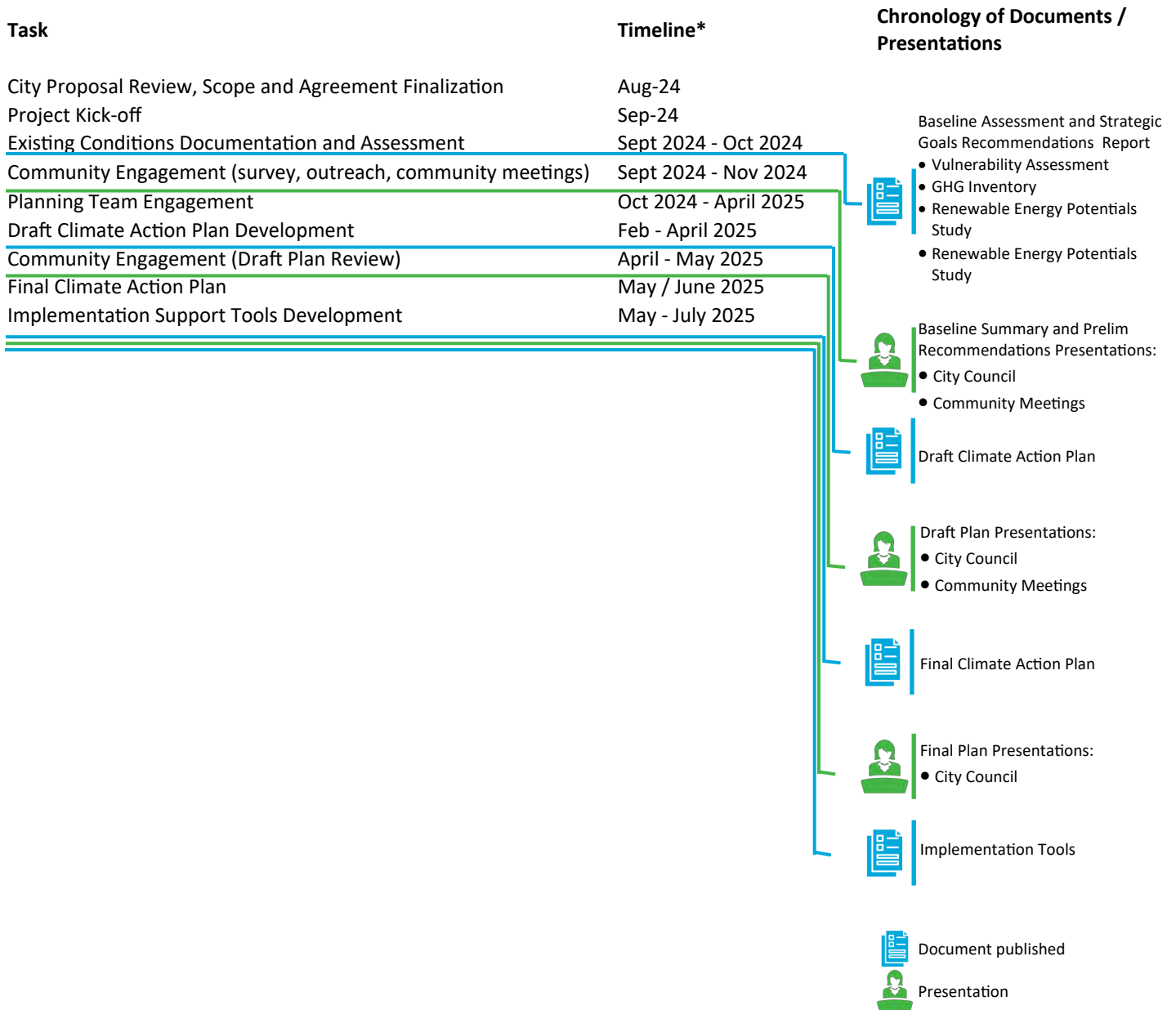
paleBLUEdot will develop a series of infographics which summarize the findings of the GHG Analysis, Climate Risk and Vulnerability Assessment, and additional baseline documentation. The intent of the infographics will be to support communication of data to the public through the workshop sessions, focus group discussions, social media, and public website. The infographics will also be used in the engagement of the CAP Project Team.

Community Project Webpage: paleBLUEdot will create and host a public project webpage to support ready access to project information, documents, and surveys. The webpage will be active coinciding with the release of the initial public input survey and maintained through project completion. The project webpage, hosted on www.paleBLUEdot.illc will also provide access to the full Draft Climate Action Plan when available and provide a venue for public review and commenting on the draft plan.

Community Engagement Meetings: These meetings are designed to provide an inclusive, responsive, diverse, feasible strategic engagement process to provide access by all key stakeholders across sectors, geographies, cultures, and interests. paleBLUEdot will facilitate up to two in-person community engagement meetings during the development of the plan and up to two following the issue of the Draft Plan. One meeting in each phase may be a hybrid in-person / online meeting recorded and made available online for flexible participation by community members.

Proposed Project Timeline

As a highly integrated project effort between the paleBLUEDot team and the City of Falcon Heights, we recommend a project scheduling discussion at the project kick-off meeting to finalize the project timeline. Our team will manage the project scope to assure that project tasks are completed within the mutually agreed upon project schedule. Below is our team’s preliminary recommendation for the Climate Action Plan project schedule and a chronology of documents and presentations as described in detail in the Scope of Services section of this proposal. This proposed schedule is based on our team’s extensive Climate Action Planning experience and is designed to support authentic community engagement and a quality final Climate Action Plan document.



* Schedule will be finalized with City Staff and Climate Action Plan Team at project initiation.



Qualifications - Firm Experience

The paleBLUEDot team has extensive consulting experience relevant to the Falcon Heights Climate Action Plan project, including Sustainability and Climate Action Plans, Climate Vulnerability Assessments, Climate Adaptation Plans, Renewable Energy Action Plans, Sustainability Baseline Assessments, and Tree Canopy and Carbon Sequestration Plans. Our work spans 22 States and our project experience within the last six years alone includes:

(40+) Community Sustainability, Climate, and Energy Action Planning Projects (partial list)

City of Albert Lea Climate Action and Adaptation Plan Albert Lea, MN	Town of Hartford Climate Action Plan Hartford, VT	Village of Peterborough Renewable Energy Plan Peterborough, NH
City of Bloomington Climate Action and Adaptation Plan Bloomington, IN	City of La Crosse Climate Action Plan La Crosse, WI	Polk County Climate Action Plan Des Moines, IA
City of Burnsville Sustainability Plan Burnsville, MN	City of New Brighton Climate Action Plan New Brighton, MN	Village of Skokie Sustainability Plan Skokie, IL
City of Dubuque Climate Action and Adaptation Plan Dubuque, IA	Village of Northbrook Climate Action Plan Northbrook, IL	City of Warren 100% Clean Energy Master Plan Warren, MN
City of Edina Climate Action Plan Edina, MN	City of Omaha Climate Action Plan Omaha, NE	City of Waukeez Sustainability Plan Waukeez, IA

(45+) GHG Inventories (partial list)

City of Ames Greenhouse Gas Inventory 2014, 2016, 2018	City of Duluth Climate Vulnerability Assessment and Adaptation Framework
City of Chattanooga Greenhouse Gas Inventory 2008, 2013, 2018	City of Faribault Climate Vulnerability Assessment Faribault, MN
City of Richfield GHG Emissions Inventory and CAP Implementation Analysis	Kane County Climate Vulnerability Assessment Geneva, IL

(50+) Vulnerability Assessments (partial list)

City of La Farge Community Risks and Resilience Review La Farge, WI
Leech Lake Band of Ojibwe Community Climate Vulnerability Assessment
State of Nebraska Climate Risk Assessment and Adaptation Framework Plan

Climate, Sustainability, and Energy Clients

Municipal Clients

Akeley, MN	Maplewood, MN
Albert Lea, MN	Marion, AL
Ames, IA	Middlebury, VT
Apple Valley	Morris, MN
Bloomington, IN	Mountain Iron, MN
Brainerd, MN	New Brighton, MN
Brooklyn Park, MN	North Mankato, MN
Burnsville, MN	Northbrook, IL
Chattanooga, TN	Northfield, MN
Chisholm, MN	Oakdale, MN
Crookston, MN	Omaha, NE
Dallas, TX	Omaha-Council Bluffs
Dubuque, IA	Oshkosh, WI
Duluth, MN	Peterborough NH
Eagan, MN	Ranier, MN
Eau Claire, WI	Richfield, MN
Edina, MN	Roseville, MN
Elgin, IL	Saint Charles, MN
Elk River, MN	Skokie, IL
Fairfax, MN	St Louis Park, MN
Faribault, MN	Tuskegee, AL
Fitchburg, WI	Warren, MN
Glen Ellyn	Waukeez, IA
Granite Falls, MN	West Des Moines, IA
Hartford, VT	Winnebago, MN
Kelliher, MN	Winthrop, MN
La Crosse, WI	Wise, VA
LaFarge, WI	Woodbury, MN

County Clients

Addison County, VT	Grant County, MN
Hennepin County, MN	Otter Tail County, MN
Kane County, IL	Polk County, IA
Ramsey County, MN	Pope County, MN
Becker County, MN	Stevens County, MN
Clay County, MN	Traverse County, MN
Douglas County, MN	Wilkin County, MN

State Clients

State of Minnesota
State of Missouri
State of Montana
State of Nebraska

Tribal Clients

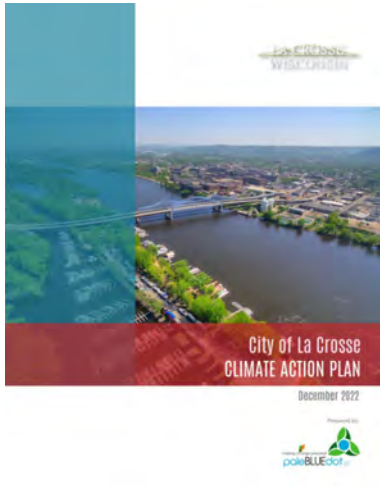
Leech Lake Band of Ojibwe
Shakopee
Mdewakanton Sioux Community
White Earth Nation

Work Samples

For samples of paleBLUEDot team work, please scan the QR code, or go to:
<https://palebluedot.llc/falconheights-examples>



Qualifications - Firm Experience



City of La Crosse, WI - Beginning in 2021, paleBLUEDot worked with the City of La Crosse to develop its first Climate Action Plan. The plan builds on the City's 2009 Sustainability Plan, reviewing the success of the actions completed through that plan implementation and expanding the scope of implementation to include new focus areas, technologies, and educational strategies. The development of the plan is rooted in significant community-specific research including Greenhouse Gas Inventories, Climate Vulnerability Assessment, Community-Wide Ground Cover and Carbon Sequestration Study, Renewable Energy Potential Assessment, and a broad Sustainability Baseline Assessment.

The effort includes extensive community engagement with a particular focus on reaching underrepresented and vulnerable populations, creating a highly equitable engagement process. The team is also implementing a Youth Engagement effort to facilitate equitable engagement of youth in the development of the plan.

Reference Contact

Kuhlman, Lewis
Environmental Planner, City of La Crosse
Phone: 608-789-7361
Email: kuhlmanl@cityoflacrosse.org

Timeframe of Plan Research

September 2021 - February 2022

Timeframe of Plan Development

March 2022 - December 2022



Village of Skokie, IL - paleBLUEDot was selected by the Village of Skokie to develop the 2022 update to the Village's Environmental Sustainability Plan. The plan includes both municipal organizational operations as community-wide scope. The planning effort included the development of GHG inventories, operational and community vulnerability assessments, community-wide renewable energy potential assessment, community-wide ground cover, carbon sequestration, and heat island study, and broad sustainability baseline assessment of the community. The planning effort included was designed around an in-depth collaborative planning process with Village staff and community stakeholders.

Reference Contact

Elizabeth Zimmerman
Assistant to the Public Works Director
Phone: 847 933-8427
Email: Elizabeth.Zimmerman@skokie.org

Timeframe of Plan Research

March 2022 - May 2022

Timeframe of Plan Development

May 2022 - November 2022



City of Omaha, NE - The City of Omaha selected paleBLUEDot to develop its first Climate Action and Resilience Plan (CARP). The planning began in 2023 and is scheduled for completion in 2024. The final plan will outline a pathway for the city to achieve carbon neutrality by 2050 with interim goals established for 2030 and 2040. The planning effort included extensive baseline condition research and documentation including GHG inventories, climate vulnerability assessment, and a heat island and carbon sequestration study. The planning is being coordinated with the Omaha-Council Bluffs Comprehensive Climate Action Plan for which the CARP's baseline research and goal recommendations established the foundation. The planning effort was paid for through the US EPA's Climate Pollution Reduction Grant.

Reference Contact

Marco Floreani
Deputy Chief of Staff for Economic Development and Development Services
Phone: 402 444-5035
Email: marco.floreani@cityofomaha.org

Timeframe of Plan Research

March 2023 - November 2023

Timeframe of Plan Development

November 2023 - December 2024
(scheduled)

Qualifications - Firm Experience



City of New Brighton, MN - In 2022 and 2023, paleBLUEdot worked with the City of New Brighton to develop the City's first Climate Adaptation Plan. The plan was developed in conjunction with the City's Energy Action Plan supported by Xcel Energy. The final plan supports the City's goals of achieving municipal operations and community-wide GHG emission reductions and increase community resilience to climate change. The planning effort included the development of GHG inventories, operational and community vulnerability assessments, community-wide renewable energy potential assessment, community-wide ground cover, carbon sequestration, and heat island study, and broad sustainability baseline assessment of the community. The planning effort included was designed around an in-depth collaborative planning process with city staff and community stakeholders.

Reference Contact

Craig Schlichting
Director of Community Assets and Development
Phone: 612-638-2056
Email: craig.schlichting@newbrightonmn.gov

Timeframe of Plan Research

July 2022 - December 2022

Timeframe of Plan Development

January 2023 - October 2023



City of Edina, MN - paleBLUEdot completed a climate and sustainability plan for the City of Edina. The plan includes both municipal organizational operations as community-wide scope. The planning effort included the development of GHG inventories, renewable energy potentials study, ground cover tree canopy and carbon sequestration assessment, and broad sustainability baseline assessments. The planning effort included robust community engagement as well as an in-depth collaborative planning process with City staff and community stakeholders. The plan meets the Global Covenant of Mayor's requirements.

Reference Contact

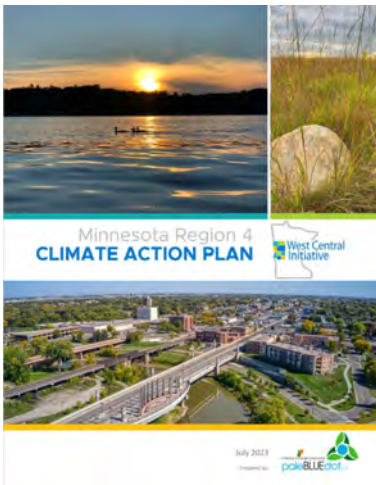
Grace Hancock
Sustainability Coordinator, City of Edina
Phone: 952-826-1621
Email: GHancock@edinamn.gov

Timeframe of Plan Research

February 2021 - April 2021

Timeframe of Plan Development

May 2021 - January 2022



Minnesota Region 4 - paleBLUEdot was engaged by West Central Initiative to develop a climate action plan guiding initiatives throughout the seven county West Central Minnesota Region. The plan establishes a pathway for the region to reduce GHG emissions 40% by 2030 and to achieve carbon neutrality by 2050. The final plan includes a quick-start guide of top recommended initiatives as well as a menu of actions for county and municipal governments to select from in crafting coordinated, localized implementation plans. The planning effort included extensive baseline research and foundational documentation.

Reference Contact

Mark Kaelke
Assistant Community Planner,
West Central Initiative
Phone: 218-998-1633
Email: mark@wcif.org

Timeframe of Plan Research

May 2022 - November 2022

Timeframe of Plan Development

December 2022 - July 2023

Qualifications - Firm Experience

Other Recent Plans (partial list)

Maplewood, MM (population: 41,000) - paleBLUEdot has executed multiple projects supporting the City of Maplewood's sustainability and climate action efforts since 2016. Engagements for the City include: Climate Adaptation Plan; Climate Vulnerability Assessment; GHG Inventory Baseline and Annual Update (2016- present); GHG Reduction Action Recommendations. In 2020 paleBLUEdot worked with the City of Maplewood to develop the City's first Climate Adaptation Plan. The plan addresses climate adaptation and sustainability goals in eight sectors including: Climate Health and Safety, Extreme Heat and Weather, Air Quality, Water Quality and Flooding, Greenspace and Ecosystem Health, Local Food and Agriculture, Climate Economy, and Adaptation Capacity

City of Albert Lea, MN (population 18,000) - paleBLUEdot has executed multiple projects supporting the City of Albert Lea's sustainability and climate action efforts since 2016. Engagements for the City include: Climate Vulnerability Assessment; GHG Inventory Baseline; and a community wide Renewable Energy Potentials Study and Master Plan. In 2020 paleBLUEdot worked with the City of Albert Lea to develop the City's first Climate Action Plan. The plan addresses climate mitigation, adaptation and sustainability goals in eight sectors including: Buildings and Energy, Transportation, Waste Management, Water and Wastewater, Local Food and Agriculture, Greenspace and Trees, Climate Health and Safety, and Climate Economy.

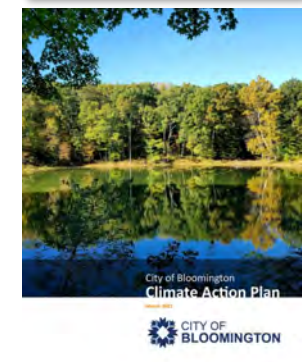
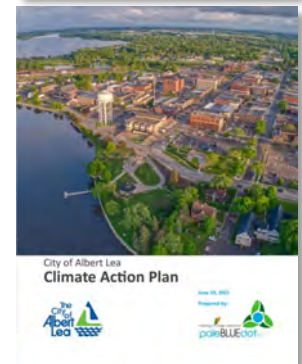
Town of Hartford, VT (population 10,000) -paleBLUEdot completed a Climate Action Plan for the Town of Hartford. The plan includes both municipal organizational operations as community-wide scope. The planning effort included the development of municipal operation and community-wide vulnerability assessments, GHG inventories, and broad sustainability baseline assessment of the community. The planning effort included was designed around an in-depth collaborative planning process with City staff and community stakeholders. The plan meets the Global Covenant of Mayor's requirements.

City of Dubuque, Iowa (population: 58,000)

The project, executed in 2019 and 2020, developed a comprehensive community wide and municipal operations mitigation and adaptation plan. The effort included extensive community engagement with a particular focus on reaching underrepresented and vulnerable populations, creating a highly equitable engagement process. The team also designed and implemented a Youth Engagement effort to facilitate equitable engagement of youth in the development of the plan, as well as in designing processes to empower youth to remain engaged and active in the climate action effort through the implementation phase.

City of Bloomington, Indiana (population: 80,000)

In 2020 and 2021, paleBLUEdot worked with the City of Bloomington to develop the City's first Climate Action Plan. The plan support's the City's goals of achieving municipal operations and community-wide GHG emission reductions by 2030. The City also engaged paleBLUEdot to assist with establishing and organizing the City's CAP Implementation team and the creation of implementation and monitoring tools for use in integrating Climate Action within City operations.



Qualifications - Firm Experience

Recent Greenhouse Gas Inventories (partial list)

City of Maplewood, MN - paleBLUEDot completed a Baseline Community-wide GHG Inventory and City Operations GHG Assessment for the City in 2016. paleBLUEDot has since provided annual updates for community-wide and City operations for the City of Maplewood for years 2016 through the present. The work included the development of reduction recommendations which were incorporated the City's Comprehensive Plan. The inventories will also serve as the basis for the City's pending Climate Action Plan.

City of Ames, IA - paleBLUEDot, teamed with Orange Environmental, developed Community-wide and Municipal Operations GHG Inventories for the City of Ames. The GHG inventory includes annual assessments for years 2014, 2016, and 2018. The inventory was completed in conjunction with the City's Climate Vulnerability Assessment for which paleBLUEDot was retained. The inventory includes a long-range Business-as-usual emissions forecast as well as emissions comparison to a wide range of regional peer communities. The inventories were developed in accordance to the GHG Protocol for Cities and Global Covenant of Mayor's requirements.

Village of Northbrook, IL - paleBLUEDot completed a Community-wide GHG Inventory and City Operations GHG Assessment. The GHG inventory includes annual assessments for years 2010, 2014, and 2018. The inventory was completed in conjunction with the City's Climate Action Plan for which paleBLUEDot was retained. Following the completion of the Village's Climate Action Plan, paleBLUEDot has provided annual GHG inventory updates for every year since 2020.

Town of Hartford, VT -paleBLUEDot completed a Community-wide GHG Inventory and Town Operations GHG Assessment for the Town of Hartford Vermont. The GHG inventory includes annual assessments for years 2010, 2014, and 2018. The inventory was completed in conjunction with the City's Climate Action Plan for which paleBLUEDot has been retained. The inventory includes a long-range Business-as-usual emissions forecast as well as emissions comparison to a wide range of regional peer communities. The inventories were developed in accordance to the GHG Protocol for Cities and Global Covenant of Mayor's requirements..

City of Chattanooga, TN - paleBLUEDot was selected to develop a community-wide GHG inventory for the City of Chattanooga. The GHG inventory includes annual assessments for years 2013, 2016, and 2019. The inventory was completed in conjunction with the City's Climate Action Plan for which paleBLUEDot has been retained. The inventory includes a long-range Business-as-usual emissions forecast as well as emissions comparison to a wide range of regional peer communities. The inventories were developed in accordance to the GHG Protocol for Cities and Global Covenant of Mayor's requirements.

Polk County Conservation, IA - paleBLUEDot developed a baseline GHG inventory for Polk County Conservation (PCC) government operations for the years 2013, 2017, and 2021. The inventories were completed in conjunction with the development of PCC's Sustainability Plan which paleBLUEDot completed in 2023.



Qualifications - Firm Experience

Recent Renewable Energy Potential Studies (partial list)

Leech Lake Band of Ojibwe Solar Master Plan - This assessment establishes a Solar Energy Master Plan for all primary Tribal facilities (70 sites). This Master Plan effort will, for all subject tribal government facilities: 1) collect annual energy use data, calculate EUI and performance evaluation against ENERGY STAR/ B3 peers 2) evaluate the viability of solar pv 3) develop a detailed solar pv concept design, calculate annual energy generation possible, and develop preliminary project budgets 4) develop a Solar PV Master Plan report summarizing all findings, identifying Tribal economic development potential of solar pv development, and propose a solar implementation plan for Tribally owned facilities.

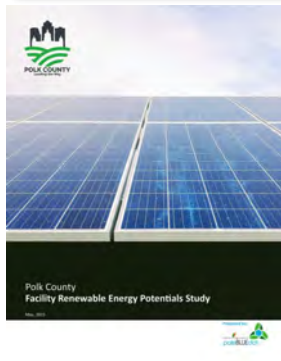
Re-Energize Maplewood!, City of Maplewood - this community solar master plan is the first step towards Maplewood's Comprehensive Plan renewable energy goals and builds on the City's *Energize Maplewood!* energy action plan. This assessment includes:

- Providing solar feasibility, benefits, and funding information follow-up to homes and businesses who previously participated (100 homes, 20 businesses)
- Review of city facilities energy use history and energy action plan recommendations in support of achieving Net Zero.
- Physical site review for renewable energy characteristics, solar obstruction study, and physical plant overview.
- Development of concept renewable energy plan for all facilities and development of long-range renewable energy transition plan
- Expanding the program for residents through outreach and renewable energy concept development for low-income manufactured home communities (3 community sites)
- Assessing the solar pv feasibility community wide and Identifying the top 40 solar sites in the City, development of site-specific solar feasibility, benefits, and funding information.

Ramsey County Parks and Recreation Net Zero Master Plan – review of county facilities energy use history and energy action plan recommendations in support of achieving Net Zero. Physical site review for renewable energy characteristics, solar obstruction study, and physical plant overview. Development of concept renewable energy plan for all facilities. Site assessments included rooftop, ground mount, and parking/carport feasibility assessment for 31 sites with installation capacities from 25 KW to 1.1 GW and over 147 million KWH in annual generation. Master Plan report including month-by-month energy generation potential, 20 year annual energy generation projection, comparison against site annual electric use, and development of long-range renewable energy transition plan including project definitions, budgets, financing options, economic payback projections, environmental payback projections, and prioritized scheduling.

Solar Ready Albert Lea; Solar Master Plan, City of Albert Lea - This study supports the City of Albert Lea in determining the feasibility of solar energy for all primary government facilities located within the City (15 sites). This plan, for all subject City/County/School district facilities: 1) collected annual energy use data, calculated EUI and performance evaluation against ENERGY STAR/ B3 peers 2) evaluated the viability of solar pv (rooftop, ground mount, parking/carport) 3) developed a detailed solar pv concept design, calculate annual energy generation possible, and develop preliminary project budgets 4) developed a project report summarizing all findings, identifying local economic development potential of solar pv development, and include a proposed solar implementation plan for City owned facilities.

County Operations Solar Master Plan, Polk County - review of county facilities energy use history and energy action plan recommendations in support of achieving Net Zero. Physical site review for renewable energy characteristics, solar obstruction study, and physical plant overview. Development of concept renewable energy plan for all facilities. Site assessments included rooftop, ground mount, and parking/carport feasibility assessment for 31 sites with installation capacities from 10 KW to 2.1 MW and over 12 million KWH in annual generation.





Qualifications - Firm Experience

Recent Climate Vulnerability Assessments (partial list)

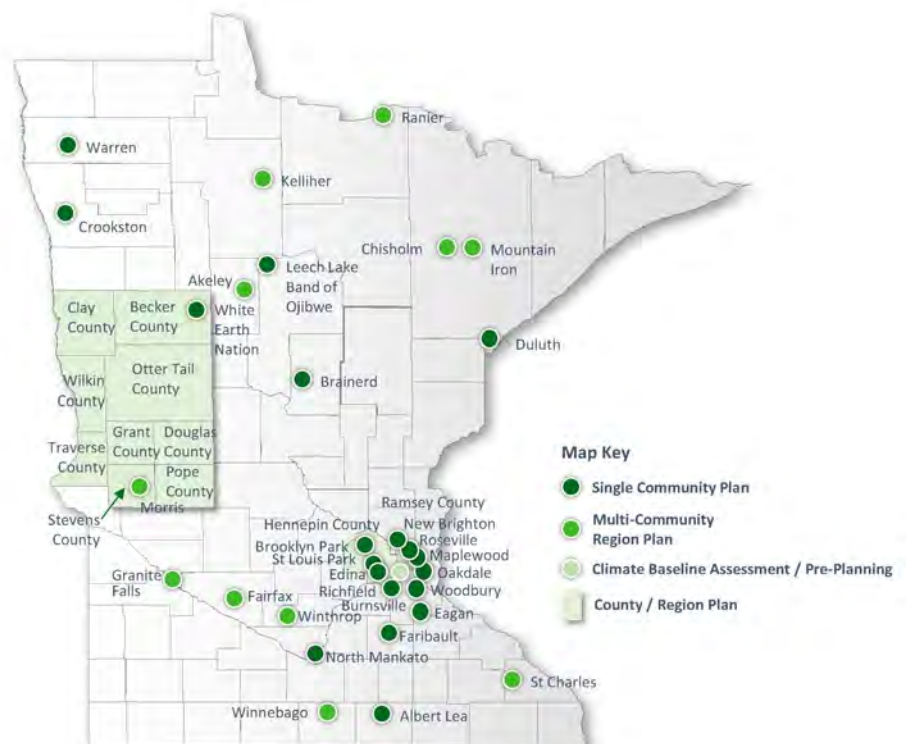
City of Dubuque, IA - paleBLUEDot completed a Climate Vulnerability Assessment for the City of Dubuque. A broad range of climate impacts and risks were identified and assessed for the community. Vulnerable populations were identified, quantified, and mapped. Climate risks were then quantified against the community specific characteristics, demographics, and geographic distribution. Climate risks were then organized and prioritized based on the specific vulnerabilities of the community. The Climate Vulnerability Assessment was completed in conjunction with the City's Climate Action Plan for which paleBLUEDot has been retained.

City of Bloomington, IN - paleBLUEDot completed a community Climate Vulnerability and Risk Assessment for the City of Bloomington. The assessment established current and future climate projections and impacts and identified community vulnerabilities to anticipated climate change impacts. The assessment mapped vulnerable populations city-wide and established a wide range of climate vulnerability metrics. Community-wide climate hazards and risks were then catalogued and prioritized based on Climate Risk and Adaptation Framework and Taxonomy (CRAFT) methodologies and the requirements of the Global Covenant of Mayors. The Climate Vulnerability Assessment was completed in conjunction with the City's Climate Action Plan for which paleBLUEDot has been retained.

Village of Northbrook, IL - paleBLUEDot completed a community Climate Vulnerability and Risk Assessment for the Village of Northbrook. A broad range of climate impacts and risks were identified and assessed for the community. Vulnerable populations were identified, quantified, and mapped. Climate risks were then quantified against the community specific characteristics, demographics, and geographic distribution. Community-wide climate hazards and risks were then catalogued and prioritized based on Climate Risk and Adaptation Framework and Taxonomy (CRAFT) methodologies and the requirements of the Global Covenant of Mayors. The Climate Vulnerability Assessment was completed in conjunction with the City's Climate Action Plan for which paleBLUEDot has been retained.

Vulnerability Assessment, Sustainability, Climate, and Energy Plan Experience in Minnesota

The map to the right illustrates paleBLUEDot's work with communities throughout Minnesota



Qualifications - Resumes



Ted Redmond
Principal

Project Role:

Lead / Project Manager

Ted will be the project team lead, responsible for final paleBLUEdot deliverables.

Location: Minnesota

Community Leadership (partial)

City of Maplewood
Environment and Natural
Resource Commissioner

Climate Reality Project,
Leadership Corps Member

Education

Bachelor of Architecture, with
Honors, University of Detroit

Recent Speaking and Training Engagements

University of Michigan, Great
Lakes Adaptation Forum 2018:
*"Beyond Borders: Low-Cost
Opportunities for Engaging
Limited-Resourced Communities
in Climate Action Planning"*

Michigan State University:
*"Climate Vulnerability and
Climate Action Opportunities for
the City of Lansing"*

4th Annual National Adaptation
Forum, Madison, WI:
*"Minnesota Adaptation
Toolkit –case study review of a
scalable project approach for
rapid vulnerability assessments"*

2019 Annual Missouri SEMA
conference, St Louis, MO:
*"Climate Vulnerability And
Adaptation Approaches for
Missouri Emergency Managers"*

2019 ASES Conference,
Minneapolis, MN: *"Maximizing
Value of Climate Actions Forum"*

City of New Berlin, WI
*"Potential for Renewable Energy
in New Berlin"*

Ted has over 27 years of experience leading planning efforts for local governments. Ted also has experience facilitating public engagement and input processes, both as a professional consultant as well as through his many years as a community volunteer leader. He has an expertise in delivering community sustainability, vulnerability and adaptation, Greenhouse Gas, energy, and water consumption Inventories and Reduction Action Plans. His recent experience includes over 60 community climate assessments and planning efforts and 13 non-governmental organizations.

Ted is also a national solar pv technical expert for the US Department of Energy. His work with the DOE includes technical assistance for community driven solar projects nationally as well as serving as a national solar technology trainer for architects and engineers.

Relevant Experience

(50+) Community and NGO Climate Vulnerability, GHG Inventory, Adaptation and Action Plans (partial list):

City of Maplewood

Community Sustainability Planning including:
Climate Vulnerabilities Assessment;
Climate Adaptation and Action Plan;
City-Wide Sustainable Energy potentials study
and target goal setting;
Community-Wide Tree Inventory and
Sequestration Potentials Study;
Greenhouse Gas Inventory & Reduction Plan
Maplewood, MN

City of Eau Claire

City-Wide Net Zero Guide;
GHG Calculator/Scenario Planning Tools:
Land Use and Land Development Impact
Travel and Transportation Impact
Building and Infrastructure Impact
Eau Claire, WI

Town of Hartford

Climate Vulnerabilities Assessment; Renewable
Energy Potentials Study; Climate Action Plan
Hartford, VT

City of Albert Lea

Climate Vulnerabilities Assessment; Climate
Adaptation Action Plan; City Wide Renewable
Energy Planning
Albert Lea, MN

Registrations and Affiliations (partial)

Registered Architect, State of Minnesota
Climate Action Reserve
Climate Adaptation Knowledge Exchange
American Society of Adaptation
Professionals
US EPA ENERGY STAR Partner

Addison County

County-Wide Climate Action Plan
Middlebury, VT

City of Dubuque

Climate Vulnerable Population Assessment;
Climate Action Plan
Dubuque, IA

City of Bloomington

Climate Risk and Vulnerability Assessment;
Climate Action Plan
Bloomington, IN

Village of Northbrook

Climate Risk and Vulnerability Assessment;
Climate Action Plan
Northbrook, IL

City of Burnsville

Climate Vulnerable Population Assessment;
Climate Adaptation Plan; Sustainability Plan
Burnsville, MN

City of Edina

Climate Vulnerable Population Assessment;
GHG Inventory; Climate Action and
Adaptation Plan (in progress)
Edina, MN

City of Omaha

Climate Action and Resilience Plan
Omaha, NE

City of Chattanooga

Community Greenhouse Gas Inventory,
Forecasting, and Climate Mitigation
Recommendations Report
Chattanooga, TN

State of Minnesota, MPCA

Climate Adaptation Goals and Menu of Strategies
for Minnesota Communities
St Paul, MN

Qualifications - Resumes



**Colleen
Redmond**
Principal

Project Role:

Engagement and Education

Colleen will support the design and implementation of the community engagement effort, and the final communications and educational content to be used in the climate action plan.

Location: Minnesota

Colleen has twenty-six years of educational experience including nine years expertise in curriculum development and implementation of gifted education. Colleen is accomplished in designing and executing youth educational programming in the classroom and across a variety of age groups. In addition, Colleen has coordinated and participated in multiple design thinking initiatives both in the classroom and with district staff members.

Relevant Experience

Youth Engagement, Public Education Communication support on (30+) Sustainability, Community GHG Inventory, Climate Vulnerability, Adaptation and Action Plans (partial list):

City of Dubuque

Youth Climate Action Design
Thinking Engagement
Dubuque, IA

Avenues for Homeless Youth

Youth Design Thinking
Engagement
Minneapolis, MN

City of Edina

Youth Climate Action Design
Thinking Engagement
Edina, MN

City of Bloomington

Climate Risk and
Vulnerability Assessment;
Climate Action Plan
Bloomington, IN

Town of Hartford

Hartford, VT

City of La Crosse

Youth Climate Action
Design Thinking
Engagement
La Crosse, WI

City of Maplewood

Maplewood, MN

City of Duluth

Duluth, MN

City of Albert Lea

Albert Lea, MN

City of Faribault

Faribault, MN

City of Brainerd

Brainerd, MN

City of Brooklyn Park

Brooklyn Park, MN

City of Crookston

Crookston, MN

City of St Louis Park

St Louis Park, MN

Village of Northbrook

Climate Risk and Vulnerability
Assessment; Climate Action Plan
Northbrook, IL

City of Omaha

Omaha, NE

City of Burnsville

Burnsville, MN

City of Granite Falls

Granite Falls, MN

City of Morris

Morris, MN

City of Faribault

Faribault, MN

Leech Lake Band of Ojibwe

Cass Lake, MN

City of Mountain Iron

Mountain Iron, MN

Additional Experience

Curriculum Development and Implementation - Gateway Program ISD 833

Programming Specialist - District 833 Gifted Education Department

Design Thinking Team, ISD 833

Design Thinking Process Coach/Facilitator - ISD 833 Summer Design Challenge

Community Climate Awareness Program Development and Implementation
MPCA State Fair Sustainability Stage

City of Maplewood Energize Maplewood Community Engagement

Youth Engagement, Avenues for Homeless Youth, City of Minneapolis

Climate Committee Bailey Elementary School

Community Engagement Gifted Education ISD 833

Lead Teacher ISD 833 Gifted and Talented

Leadership Team ISD 833 Gateway

Education, Affiliations, and Honors

Master of Education - Educational Leadership

Gifted Education Certificate - St. Thomas University

Minnesota Education Association

Minnesota Educators of the Gifted and Talented

National Association for Gifted Children

2015 Nominee Minnesota Teacher of the Year

2016 Nominee Presidential Award for Excellence in Math and Science Teaching

Qualifications - Resumes



**Sophia
Pechaty**

Project Role:

Research Specialist

Sophia supports the paleBLUEDot team with team facilitation and research assistance underpinning the development of plan strategies and city-wide existing conditions research.

Location: New York

Sophia is a recent college graduate committed to regenerative environmental justice that centers communities on the frontlines of the climate crisis. She is excited by work that is rooted in reciprocal relationships with the natural world, and driven by values of access to clean water, air, and greenspace as basic rights. She is particularly interested in the design and lived experience of urban spaces, which exist at the intersection of countless social issues, interests, and opportunities for innovation in climate resilience. She has supported environmental and social justice organizations in a variety of roles, always with an eye towards practicality, narrative, and optimism as essential tools in imagining better systems. Sophia's recent experience with paleBLUEDot includes tree canopy and ground cover research as well as generating vulnerability and baseline maps for climate action plans for Kane County IL, West Des Moines IA, and Omaha NE.

Education

Wellesley College, BA in Peace and Justice Studies and Global Portuguese Studies
(Cum Laude graduate of Class of 2022)



Ben Heck

Project Role:

Research Specialist

Ben supports the paleBLUEDot team with research assistance underpinning the development of plan strategies.

Location: Minnesota

Ben is a recent college graduate in Psychology and double minor in Cognitive Science and Philosophy. Ben has been a research assistant supporting the paleBLUEDot team since 2018. Ben's experience also includes being a staff advisor for the College of Education and Human Service Professions and the UMD providing advisory services on General/Cognitive psychology and statistics.

Ben's recent experience with paleBLUEDot includes strategy research support as well as tree canopy and ground cover data research for the City of Burnsville Sustainability Plan, Village of Northbrook Climate Action Plan, the City of Edina Climate Action Plan, Minnesota Region 4 Climate Action Plan, City of Falcon Heights Climate Action Plan, and the Kane County Climate Action Plan.

Education

University of Minnesota Duluth, B.A.Sc (2022)

Fee Proposal

As noted in our Cover Letter, paleBLUEDot exists as a mission-driven organization solely to advance sustainability and climate action. As a result, you will find us a flexible, responsive, collaborative team providing high quality service energetically delivered and within a flexible fee structure. The paleBLUEDot team proposes a lump sum fee for services. Fees will be billed monthly for the team's time spent towards progress on each item. The proposed lump sum fee for each service, including anticipated reimbursable expenses, are as follows:

Basic Services	Fee
Project Kick-off	\$3,144
Research, Existing Conditions Documentation:	\$10,000
Vulnerability Assessment	
GHG Inventory and Forecasting	
Renewable Energy Potentials Study	
Ground Cover, Tree Canopy, and Carbon Sequestration Study	
Baseline Assessment and Strategy Recommendations	
Climate Action Plan Development and Finalization	\$15,000
Community Engagement, Presentations, and Planning Team Facilitation	\$14,400
Project Management	\$6,000
Basic Services Total:*	\$48,544

*Fee Proposal Assumptions and Considerations:

Engagement and management costs include the following meeting and presentation assumptions: up to 6 planning team meetings (up to 2 in-person and 4 video conference), up to 3 commission meetings (2 in-person and 1 video conference), up to 3 city council meetings (2 in-person and 1 video conference), up to 4 community presentation/input meetings (in person), and approximately monthly management/coordination phone calls or video conference meetings with city staff as needed (up to a total of 9). paleBLUEDot understands that the City will provide meeting spaces for all staff, plan team, community meetings, and other project meetings and does not include expenses associated with securing meeting space.

Fees include all budgeted expenses including travel required for proposed in-person meetings and presentations, incidental printing and supplies for planning team meetings, and community workshops. All final deliverables are anticipated to be electronic documents, minimizing the environmental impact of paper use, and reimbursable expenses. Printed copies may be requested as an additional reimbursable expense.

Document review period for the draft plan includes a single round of review and edits. paleBLUEDot anticipates receiving a single [consolidated review](#) document from the city which provides a unified, consensus direction on draft plan refinement desired for plan finalization. A detailed review and revision of all foundational and process documents including the Climate Action Plan Baseline Assessment and Strategic Goal Recommendations document, planning team agendas, and planning team process webpage is not included in paleBLUEDot's project schedule or fee. Additional reviews may be provided as an additional reimbursable expense and may require schedule adjustments. paleBLUEDot's proposal assumes timely and clear direction, information, and decisions will be received relative to data requests or mutually agreed upon document reviews as necessary for the paleBLUEDot team to perform the Scope of Services.

Language translation of process documents, final documents, and community meetings is not included unless detailed in the project approach but can be provided as an additional reimbursable expense and may require schedule adjustments.

Fee proposal assumes City acceptance of paleBLUEDot insurance coverage, adjusted to increase General Liability coverage to \$2 million. Additional insurance coverage is available as an additional cost. If requested, paleBLUEDot will issue Certificate of Insurance statements noting the City as "Additional Insured" using insurance carrier's standard additional insured language. (Insurance levels and additional insured endorsement language clarified with city via email dated September 10th, 2024).

Fee proposal assumes invoice payments are received via check or direct bank payment. Payments by credit card may be accepted only with the addition of a Credit Convenience Fee charge applied to each invoice equal to all applicable fees charged credit processor(s). Credit Convenience Fees shall be an additional service expense in addition to paleBLUEDot costs outlined above.



Prepared by:



2515 White Bear Ave, A8
Suite 177
Maplewood, MN 55109

Contact:

Ted Redmond
tredmond@paleBLUEDot.llc

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

September 11, 2024

No. 24-49

**RESOLUTION ACCEPTING PALEBLUEDOT PROPOSAL AND AUTHORIZING CITY
ADMINISTRATOR TO ENTER INTO CONTRACT WITH PALEBLUEDOT FOR CLIMATE
ACTION PLAN**

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

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

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

WHEREAS, the City applied for and was awarded a grant in the amount of \$46,075 with a \$2,469 City match for a Climate Action Plan from the Minnesota Pollution Control Agency; and

WHEREAS, paleBLUEdot submitted a proposal for a Climate Action Plan in the amount of \$48,544; and

WHEREAS, Staff recommends the City hire paleBLUEdot to conduct and author the Falcon Heights Climate Action Plan.

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

1. Funding from the Minnesota Pollution Control Agency's Local Climate Action Grant is accepted in the amount of \$46,075 by the City Council of the City of Falcon Heights and the City Administrator is authorized to sign documents related to this.
2. The proposal from paleBLUEdot for the Climate Action Plan in the amount of \$48,544 is accepted by the City Council of the City of Falcon Heights.
3. The City Council of the City of Falcon Heights approves the Professional Services Agreement with paleBLUEdot, LLC.

ADOPTED this 11th day of September, 2024 by the City Council of Falcon Heights, Minnesota.

Moved by:

Approved by: _____
Randall Gustafson
Mayor

GUSTAFSON _____ In Favor
LEEHY
MEYER _____ Against
WASSENBERG
MIELKE

Attested by: _____
Jack Linehan
City Administrator

PROFESSIONAL SERVICES AGREEMENT

AGREEMENT made this _____ day of _____, 2024, by and between the **CITY OF FALCON HEIGHTS**, a Minnesota municipal corporation (“City”) and **PALE BLUE DOT, LLC, DBA paleBLUEdot**, a Minnesota limited liability company (hereinafter referred to as “Consultant”).

IN CONSIDERATION OF THEIR MUTUAL COVENANTS, THE PARTIES AGREE AS FOLLOWS:

1. SCOPE OF SERVICES. The City retains Consultant for professional engineering services for preparation of a Climate Action Plan (“Project”).

2. CONTRACT DOCUMENTS. The following documents shall be referred to as the "Contract Documents," all of which shall be taken together as a whole as the contract between the parties as if they were set verbatim and in full herein:

- A. This Professional Services Agreement;
- B. City’s Climate Action Plan workplan attached as Exhibit A
- B. Insurance Certificate(s) approved by the Consultant;
- C. Consultant’s Proposal dated August 16, 2024, revised September 11, 2024, (“Proposal”)

In the event of conflict among the provisions of the Contract Documents, the order in which they are listed above shall control in resolving any such conflicts, with Contract Document “A” having the first priority and Contract Document “D” having the last priority.

3. COMPENSATION. Consultant shall be paid by the City for the services in accordance with the rates set forth in the Proposal. Compensation shall not exceed \$48,544.00 Dollars, inclusive of expenses.

4. DOCUMENT OWNERSHIP. Upon payment in full for services performed, all reports, plans, models, software, diagrams, analyses, and information generated in connection with performance of this Agreement shall be the property of the City. The City may use the information for its purposes.

5. CHANGE ORDERS. All change orders, regardless of amount, must be approved in advance and in writing by the City. No payment will be due or made for work done in advance of such approval.

6. COMPLIANCE WITH LAWS AND REGULATIONS. In providing services hereunder, Consultant shall abide by all statutes, ordinances, rules and regulations pertaining to the provisions of services to be provided.

7. STANDARD OF CARE. Consultant shall exercise the same degree of care, skill, and diligence in the performance of the services as is ordinarily possessed and exercised by a professional Consultant under similar circumstances. No other warranty, expressed or implied, is included in this Agreement. City shall not be responsible for discovering deficiencies in the accuracy of Consultant's services.

8. INDEMNIFICATION. Consultant shall indemnify and hold harmless the City, its officers, agents, and employees, of and from any and all claims, demands, actions, causes of action, including costs and attorney's fees, arising out of or by reason of the execution or performance of the services provided for herein and further agrees to defend at its sole cost and expense any action or proceeding commenced for the purpose of asserting any claim of whatsoever character arising hereunder.

9. INSURANCE.

A. Consultant shall secure and maintain such insurance as will protect Consultant from claims under the Worker's Compensation Acts, and from claims for bodily injury, death, or property damage which may arise from the performance of services under this Agreement. Such insurance shall be written for amounts not less than:

Commercial General Liability	\$2,000,000 each occurrence/aggregate
Professional Liability	\$1,000,000 each claim

The insurance coverages may be provided by a single policy or by a combination of policies, including umbrella or excess liability policies.

B. City and its officers, employees and agents shall be named Additional Insured on the above CGL and Auto liability policies.

C. The Consultant also agrees to maintain, at Consultant's expense, Professional Liability Insurance coverage insuring Consultant against damages for legal liability arising from a negligent act, error or omission in the performance of professional services required by this Agreement during the period of Consultant's services and for one (1) year following the date of final completion of its services. The professional liability insurance coverage shall provide limits of at least \$1,000,000 per claim and an annual aggregate. Coverage under such policy may not be subject to a deductible not to exceed \$200,000 per occurrence.

D. Prior to commencement of any work under this Agreement, Consultant will provide the City with certificates of insurance evidencing the required insurance coverage in a form acceptable to City. All policies of insurance shall contain a provision or endorsement that the coverage afforded will not be cancelled or reduced in limits by endorsement for any reason without

at least 15 days prior written notice to the City of the intent to cancel. Consultant shall provide the City with evidence that such coverage will be renewed or replaced upon termination with insurance that complies with these provisions. Such evidence of insurance shall be in the form of the City Certificate of Insurance, and shall contain sufficient information to allow the City to determine whether there is compliance with these provisions. At the request of the City, Consultant shall, in addition to providing such evidence of insurance, promptly furnish Manager with a complete (and if so required, insurer-certified) copy of each insurance policy intended to provide coverage required hereunder. All such policies shall be endorsed to require that the insurer provide at least fifteen (15) days' notice to the City prior to the effective date of policy cancellation and nonrenewal. On Certificate of Insurance, Consultant's insurance agency shall certify that he/she has Error and Omissions coverage.

E. All policies of insurance required under this paragraph shall be issued by financial responsible insurers licensed to do business in the State of Minnesota, and all such insurers must be acceptable to the City. Such acceptance by the City shall not be unreasonably withheld or delayed. An insurer with a current A.M. Best Company rating of at least A:VII shall be conclusively deemed to be acceptable. In all other instances, the City shall have fifteen (15) business days from the date of receipt of Consultant's evidence of insurance to advise Consultant in writing of any insurer that is not acceptable to the City. If the City does not respond in writing within such fifteen (15) day period, Consultant's insurer(s) shall be deemed to be acceptable to the City.

F. The City shall, at any time during the period of this Agreement, have the right to require that Consultant secure any additional insurance, or additional feature to existing insurance, as the City may reasonably require for the protection of its interests or those of the public. In such event Consultant shall proceed with due diligence to make every good faith effort to promptly comply with such additional requirement(s).

10. INDEPENDENT CONTRACTOR. The City hereby retains Consultant as an independent contractor upon the terms and conditions set forth in this Agreement. Consultant is not an employee of the City and is free to contract with other entities as provided herein. Consultant shall be responsible for selecting the means and methods of performing the work. Consultant shall furnish any and all supplies, equipment, and incidentals necessary for Consultant's performance under this Agreement. City and Consultant agree that Consultant shall not at any time or in any manner represent that Consultant or any of Consultant's agents or employees are in any manner agents or employees of the City. Consultant shall be exclusively responsible under this Agreement for Consultant's own FICA payments, workers compensation payments, unemployment compensation payments, withholding amounts, and/or self-employment taxes if any such payments, amounts, or taxes are required to be paid by law or regulation.

11. SUBCONTRACTORS. Consultant shall not enter into subcontracts for services provided under this Agreement without the express written consent of the City. Consultant shall comply with Minnesota Statutes § 471.425. Consultant must pay subcontractors for all undisputed services provided by subcontractors within ten (10) days of Consultant's receipt of payment from City. Consultant must pay interest of one and five-tenths percent (1.5%) per month or any part of

a month to subcontractors on any undisputed amount not paid on time to subcontractors. The minimum monthly interest penalty payment for an unpaid balance of One Hundred Dollars (\$100.00) or more is Ten Dollars (\$10.00).

12. CONTROLLING LAW/VENUE. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota. In the event of litigation, the exclusive venue shall be in the District Court of the State of Minnesota for Hennepin County Minnesota.

13. MINNESOTA GOVERNMENT DATA PRACTICES ACT. Consultant must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to (1) all data provided by the City pursuant to this Agreement, and (2) all data, created, collected, received, stored, used, maintained, or disseminated by Consultant pursuant to this Agreement. Consultant is subject to all the provisions of the Minnesota Government Data Practices Act, including but not limited to the civil remedies of Minnesota Statutes Section 13.08, as if it were a government entity. In the event Consultant receives a request to release data, Consultant must immediately notify City. City will give Consultant instructions concerning the release of the data to the requesting party before the data is released. Consultant agrees to defend, indemnify, and hold City, its officials, officers, agents, employees, and volunteers harmless from any claims resulting from Consultant's officers', agents', City, partners', employees', volunteers', assignees' or subcontractors' unlawful disclosure and/or use of protected data. The terms of this paragraph shall survive the cancellation or termination of this Agreement.

14. COPYRIGHT. Consultant shall defend actions or claims charging infringement of any copyright or software license by reason of the use or adoption of any software, designs, drawings or specifications supplied by it, and it shall hold harmless the City from loss or damage resulting therefrom.

15. PATENTED DEVICES, MATERIALS AND PROCESSES. If the Contract requires, or the Consultant desires, the use of any design, devise, material or process covered by letters, patent or copyright, trademark or trade name, the Consultant shall provide for such use by suitable legal agreement with the patentee or owner and a copy of said agreement shall be filed with the City. If no such agreement is made or filed as noted, the Consultant shall indemnify and hold harmless the City from any and all claims for infringement by reason of the use of any such patented designed, device, material or process, or any trademark or trade name or copyright in connection with the services agreed to be performed under the Contract, and shall indemnify and defend the City for any costs, liability, expenses and attorney's fees that result from any such infringement.

16. RECORDS. Consultant shall maintain complete and accurate records of hours worked and expenses involved in the performance of services.

17. ASSIGNMENT. Neither party shall assign this Agreement, or any interest arising herein, without the written consent of the other party.

18. WAIVER. Any waiver by either party of a breach of any provisions of this Agreement shall not affect, in any respect, the validity of the remainder of this Agreement.

19. ENTIRE AGREEMENT. The entire agreement of the parties is contained herein. This Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous agreements presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein.

20. OWNERSHIP OF DOCUMENTS Project specific original (non PDF) engineering documents, drawings, modeling, and specifications prepared by the Consultant as part of the Scope of Services shall become the property of the City when the Consultant has been compensated for all Services rendered, provided, however, that Consultant shall have the unrestricted right to their use. Consultant shall provide original documents created during Services rendered to the City upon request after project completion. Consultant shall, however, retain its rights in its standard drawing details, specifications, data bases, computer software, and other proprietary property. Rights to intellectual property developed, utilized, or modified in the performance of the Scope of Services shall become the property of the City. Reuse or modification to the reports, plans, models, software, diagrams, analyses, and information generated in connection with performance of this Agreement by City without the Consultant's written approval shall be at the City's sole risk and without liability to Consultant.

21. NON-DISCRIMINATION. During the performance of this Agreement, the Consultant shall not discriminate against any employee or applicants for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation or age. The Consultant shall post in places available to employees and applicants for employment, notices setting forth the provision of this non-discrimination clause and stating that all qualified applicants will receive consideration for employment. The Consultant shall incorporate the foregoing requirements of this paragraph in all of its subcontracts for program work, and will require all of its subcontractors for such work to incorporate such requirements in all subcontracts for program work. The Consultant further agrees to comply with all aspects of the Minnesota Human Rights Act, Minnesota Statutes 363.01, et. seq., Title VI of the Civil Rights Act of 1964, and the Americans with Disabilities Act of 1990.

22. SURVIVAL. All express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.

23. NOTICES. Any notice given under this Agreement shall be deemed given on the third business day following the date the same is deposited in the United States Mail (registered or certified) postage prepaid, addressed as follows:

If to City:

City of Falcon Heights
2077 Larpentour Ave. W.

Falcon Heights, MN 55113
Attention: City Administrator

If to Consultant:

Pale Blue Dot, LLC
2515 White Bear Avenue, A8
Suite 177
Maplewood, MN 55109
Attn: Tim Redmond

24. TERMINATION. This Agreement may be terminated by the City for any reason or for convenience upon written notice to the Consultant. In the event of termination, the City shall be obligated to the Consultant for payment of amounts due and owing including payment for services performed or furnished to the date and time of termination.

Dated: _____, 2024.

CITY OF FALCON HEIGHTS

BY: _____

Randy Gustafson

Its: Mayor

ATTEST: _____

Jack Linehan

Its: City Administrator

Dated: _____, 2024.

PALE BLUE DOT, LLC, DBA paleBLUEDot

By: _____

[print name]

Its _____ [title]

EXHIBIT “A”
To
Professional Service Agreement
City’s Climate Action Workplan

(see following pages)

Project title:

City of Falcon Heights – Climate Action Plan

Project description, deliverable(s), workplan tasks and subtasks**Project description (maximum 250 words):**

In January 2023, the City of Falcon Heights, MN declared a climate crisis with a resolution acknowledging current and future changes to climate and the need for rapid action to address those changes. This resolution authorized the City, and gave support, to develop a Climate Action Plan with help from community input and professional consultation. Falcon Heights has long been a leading City in adopting environmental policies and projects, and commits to working for a just transition and climate mobilization effort by moving forward with a Climate Action Plan. Falcon Heights expects the outcome of a Climate Action Plan to assist the City with equitably planning for a climate-friendly future while also working to decrease our greenhouse gases and increase the sustainable and renewable nature of current energy use within the City. The City's 2040 Comprehensive Plan lists many strong goals for the future, including reducing carbon emissions by 80% by 2030, securing 50% of the community's electric energy from renewable energy sources by 2030 (including 10% from local renewable energy resources), and increasing participation of low- and moderate-income housing in energy efficiency programs so 80% of these buildings have completed deep energy efficiency retrofits by 2030. Establishing a Climate Action Plan will allow the City to focus on and establish what is specifically needed to reach these goals, and allow the City to prepare adequately for the future. Our hope is that this plan will allow us to reach or exceed these goals.

Project deliverables:

Climate Action Plan for the City of Falcon Heights – to include existing conditions, goals, strategies; also will include a survey which will be sent to residents, work sessions and engagement opportunities for residents and council members; design and branding

Workplan:**Task 1 of 6:** Project Management**Subtask 1a:** Public / Staff / Commission Meetings

Brief description of activities involved: Coordinate meetings to check-in with staff; prep for meetings with staff; manage meeting notes; schedule meetings/work sessions/engagement; compile slides and other materials for Commission and Council work sessions and agenda meetings.

Subtask 1b: Ensure project is on time and on budget.

Brief description of activities involved: Manage time and costs; provide receipts of all work completed; ensure meetings are scheduled and prepared for in a timely manner.

Task 2 of 6: Research, Analysis, and Info Gathering

Brief description of activities involved: Scan best practices from similar communities; review City existing conditions; meet with key staff and elected leaders to gather information; facilitate Regional Indicators Initiative Greenhouse Gas Inventory; analyze GHG reduction scenarios based on data.

Task 3 of 6: Commission / Council Facilitation

Brief description of activities involved: Design work sessions with staff guidance; facilitate work sessions with Commission and Council; provide overview of draft plan to Commission and Council; support staff conversations/communications with commissioners/councilors; assist with meetings for priority conversations requiring additional support or subject matter expertise; review proposed plan with Council/Commission during work session; present final plan during agenda meeting with Council for review and approval.

Task 4 of 6: Community / Stakeholder Engagement

Brief description of activities involved: Draft survey; facilitate gathering input on survey; support staff dissemination of survey; analyze survey results; summarize results to present to Commission and Council.

Task 5 of 6: Writing Climate Plan / Finalization of Plan

Brief description of activities involved: Draft plan outline to align on key priorities, goals, and strategies with city leaders; review outline with staff; based on community input via survey and other methods, calibrate plan goals, strategies, and actions; incorporate best practices from other communities; make edits to plan based on Commission/Council input; light design/branding/formatting; submit final deliverable to staff with light design and branding.

Task 6 of 6: Final Report and Project Deliverables

Subtask 6a: Submit Grant Final Report

Brief description of activities involved: Will provide a final grant project report using the MPCA template approximately one month prior to the end of the grant agreement on June 30, 2025, or at completion of the project, whichever occurs first. Will respond promptly to any requests by the MPCA authorized representative for additional information and/or corrections to the report.

Timeframe: May-June 2025

Subtask 6b: Submit Project Deliverables

Brief description of activities involved: Will provide electronic files of all project deliverables to the MPCA authorized representative prior to the end of the grant agreement on June 30, 2025, or at the completion of the project, whichever occurs first.

Timeframe: May-June 2025

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Meeting Date	September 11, 2024
Agenda Item	Policy H3
Attachment	See below.
Submitted By	Hannah Lynch, Community Development Coordinator

Item	Acceptance of Metropolitan Council Livable Communities Act (LCA) Pre-Development Grant Program Award for Amber Flats
Description	The City of Falcon Heights and Buhl Larpenteur West, LLC have received a grant from the Metropolitan Council's Livable Communities Act Pre-Development Grant program for the Amber Flats project at 1644 Snelling Avenue in the amount of \$204,000. City Council approved Resolution 24-30 on April 10, 2024 which allowed staff to apply for the grant. The City and Buhl Larpenteur West, LLC (the developer of the Amber Flats project) prepared a grant application for final design concepts and a final stormwater management plan. The City received notice of approval of the grant award in July of 2024.
Budget Impact	The grant is in the amount of \$204,000. This grant and related activity are not forecasted to have direct impact on the budget. It is a pass-through grant which will be directed to Buhl Larpenteur West, LLC for development activities at Amber Flats.
Attachment(s)	• Resolution 24-50 Authorizing Metropolitan Livable Communities Act Grant Agreement for Amber Flats • Resolution 24-51 Approving Subgrant Agreement with Buhl Larpenteur West, LLC for Metropolitan Livable Communities Act Grant Funds for Amber Flats • Metropolitan Livable Communities Act Grant Agreement • Metropolitan Livable Communities Demonstration Pre-Development Grant Program, Sub-Grant Agreement
Action(s) Requested	Staff recommends a motion to approve Resolutions 24-50 and 24-51 to accept the award from the Metropolitan Council's Livable Communities Act, enter into a subgrant agreement with Buhl Larpenteur West, LLC for the distribution of the grant funds, and grant authority to the City Administrator to sign all documents related to accepting the grant.

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

September 11, 2024

No. 24-50

**RESOLUTION AUTHORIZING METROPOLITAN LIVABLE COMMUNITIES ACT
GRANT AGREEMENT FOR AMBER FLATS**

WHEREAS, the City of Falcon Heights ("City") applied for the Pre-Development Grant Program funds through the Metropolitan Livable Communities Act Fund and was awarded \$204,000 ("Grant Funds") to assist with architectural design and development of a stormwater management plan of the Buhl Larpenteur West, LLC ("Buhl") development of a multifamily rental housing facility which includes 96 affordable apartments ("Project") within the City;

WHEREAS, the City has been awarded the Grant Funds for the Project and, as a condition of funding, is required to enter into the Metropolitan Livable Communities Act Grant Agreement attached hereto ("Grant Agreement");

WHEREAS, the City agrees to the terms and obligations contained in the Grant Agreement and desires to enter into the Grant Agreement;

WHEREAS, the City has the institutional, managerial and financial capability to ensure adequate administration of the Project;

WHEREAS, the City will comply with all applicable laws and regulations as stated in the Grant Agreement governing the Grant Funds;

WHEREAS, the City will require that Buhl execute the necessary grant documents as a condition of release of the Grant Funds for the Project; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Falcon Heights, Minnesota, that the Grant Agreement is hereby in all respects approved and that the Mayor and City Administrator are hereby authorized to execute the Grant Agreement on behalf of the City and to carry out, on behalf of the City, the City's obligations thereunder.

ADOPTED this 11th day of September, 2024 by the City Council of Falcon Heights, Minnesota.

Moved by:

Approved by: _____
Randall C. Gustafson
Mayor

GUSTAFSON
LEEHY
MEYER
MIELKE
WASSENBERG

_____ In Favor
_____ Against

Attested by: _____
Jack Linehan
City Administrator

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

September 11, 2024

No. 24-51

**A RESOLUTION APPROVING SUBGRANT AGREEMENT WITH BUHL LARPEN-
TEUR WEST, LLC FOR METROPOLITAN LIVABLE COMMUNITIES ACT GRANT FUNDS FOR
AMBER FLATS**

WHEREAS, Buhl GTA, LP, limited partnership (“Buhl”) is proposing to construct a 92-unit multi-family rental housing project (“Project”) to be located at 1644 Larpenteur Ave W., Falcon Heights; and

WHEREAS, the City has previously applied for and received a Metropolitan Livable Communities Act grant from the Metropolitan Council in the amount of \$204,000.00 in connection with the Developer’s construction of the Project, and approved execution of a grant agreement for the grant on September 11, 2024; and

WHEREAS, the City and Buhl must enter into a subgrant agreement to fund part of the cost of the project; and

WHEREAS, the City will disburse grant funds in response to written payment requests submitted by Buhl upon receipt of the funds from the Metropolitan Council.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Falcon Heights, Minnesota, that the subgrant agreement documents with Buhl are hereby in all respects approved to be issued to Buhl for final authorization and signatures.

ADOPTED this 11th day of September, 2024 by the City Council of Falcon Heights, Minnesota.

Moved by:

Approved by: _____
Randall C. Gustafson
Mayor

GUSTAFSON _____ In Favor
LEEHY _____
MEYER _____ Against
MIELKE _____
WASSENBERG _____

Attested by: _____
Jack Linehan
City Administrator

GRANTEE: City of Falcon Heights	GRANT NO. SG-21179
PROJECT: Amber Flats Affordable Housing	
GRANT AMOUNT: \$204,000	CYCLE: 2024 - Round 1
COUNCIL ACTION: June 12, 2024	EXPIRATION DATE: June 30, 2026

METROPOLITAN LIVABLE COMMUNITIES ACT GRANT AGREEMENT

THIS GRANT AGREEMENT (“Agreement”) is made and entered into by the Metropolitan Council (“Council”) and the Municipality, County or Development Authority identified above as “Grantee.”

WHEREAS, Minnesota Statutes section 473.251 creates the Metropolitan Livable Communities Fund, the uses of which fund must be consistent with and promote the purposes of the Metropolitan Livable Communities Act (“LCA”) and the policies of the Council’s Metropolitan Development Guide; and

WHEREAS, Minnesota Statutes sections 473.251 and 473.253 establish within the Metropolitan Livable Communities Fund a Livable Communities Demonstration Account and require the Council to use the funds in the account to make grants or loans to municipalities participating in the Local Housing Incentives Program under Minnesota Statutes section 473.254 or to Counties or Development Authorities to fund the initiatives specified in Minnesota Statutes section 473.25(b) in Participating Municipalities; and

WHEREAS, the Grantee is a Municipality participating in the Local Housing Incentives Account program under Minnesota Statutes section 473.254, a County, or a Development Authority; and

WHEREAS, the Council allocated a portion of its Livable Communities Demonstration Account funds to a Livable Communities Act Pre-Development Grant Program to help Municipalities implement community development objectives; and

WHEREAS, the Grantee seeks funding in connection with an application for Livable Communities Act Pre-Development Grant Program funds submitted in response to the Council’s notice of availability of grant funds for the “Funding Cycle” identified above and will use the grant funds made available under this Agreement to help fund the “Pre-Development Project” within the “Project Area” as described in the application; and

WHEREAS, the Council awarded Livable Communities Act Pre-Development Grant Program funds to the Grantee with the understanding that the Pre-Development Project described in the application will proceed to completion in a timely manner and all grant funds will be expended prior to the “Expiration Date” identified above.

NOW THEREFORE, in reliance on the above statements and in consideration of the mutual promises and covenants contained in this Agreement, the Grantee and the Council agree as follows:

I. DEFINITIONS

1.01. Definition of Terms. The terms defined in this section have the meanings given them in this section unless otherwise provided or indicated by the context.

- (a) ***Council Action.*** “Council Action” means the action or decision of the governing body of the Metropolitan Council, on the meeting date identified at Page 1 of this Agreement, by which the Grantee was awarded Livable Communities Act Pre-Development Grant Program funds.
- (b) ***County.*** “County” means Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington Counties.
- (c) ***Development Authority.*** “Development Authority” means a statutory or home rule charter city, a housing and redevelopment authority, an economic development authority, or a port authority in the Metropolitan Area.
- (d) ***Future Development Project.*** “Future Development Project” means the future development project described in the Grantee’s application for Livable Communities Act Pre-Development Grant Program funds that through its design and execution will deliver benefits such as housing, connections, and/or jobs to the region. The Future Development Project for which the grant funds were awarded must be undertaken within the Project Area. The Future Development Project may recognize or acknowledge regional park lands and regional trails that cross through or are located adjacent to the Project Area, but the Pre-Development Project may not include regional park lands.
- (e) ***Metropolitan Area.*** “Metropolitan Area” means the seven-county metropolitan area as defined by Minnesota Statutes section 473.121, subdivision 2.
- (f) ***Municipality.*** “Municipality” means a statutory or home rule charter city or town participating in the Local Housing Incentives Account Program under Minnesota Statutes section 473.254.
- (g) ***Participating Municipality.*** “Participating Municipality” means a statutory or home rule charter city or town which has elected to participate in the Local Housing Incentive Account program and negotiated affordable and life-cycle housing goals for the Municipality pursuant to Minnesota Statutes section 473.254.
- (h) ***Pre-Development Project.*** “Pre-Development Project” means the grant-funded activities for which funding is requested in the Grantee’s application for Livable Communities Act Pre-Development Grant Program funds.
- (i) ***Project Area.*** “Project Area” means the specific geographic area (or areas) within which the Future Development Project must be undertaken and within which the Pre-Development Project will be conducted as described in the Grantee’s application. The Project Area cannot include regional park lands. The Project Area may include regional trails that cross through

or are located adjacent to the Project Area, but neither the Future Development Project nor the Pre-Development Project may provide for the alteration or elimination of any regional park lands or trails.

II. GRANT FUNDS

2.01. Source of Funds. The grant funds made available to the Grantee under this Agreement are from the Livable Communities Demonstration Account of the Metropolitan Livable Communities Fund. The grant funds are derived from the property tax authorized by Minnesota Statutes section 473.253, subdivision 1, and are not from State or federal sources.

2.02. Grant Amount. The Council will grant to the Grantee the “Grant Amount” identified at Page 1 of this Agreement. The Council’s obligation to prepay or reimburse the Grantee for eligible grant-funded expenditures shall not exceed the Grant Amount. Notwithstanding any other provision of this Agreement, the Grantee understands and agrees that any reduction or termination of Livable Communities Demonstration Account funds made available to the Council may result in a like reduction in the Grant Amount made available to the Grantee.

2.03. Authorized Use of Grant Funds. The Grant Amount made available to the Grantee under this Agreement shall be used only for the purposes and activities described in the application for Livable Communities Act Pre-Development Grant Program funds. A Pre-Development Project summary (“Project Summary”) that describes eligible uses of the grant funds as approved by the Council is attached to and incorporated into this Agreement as Attachment A. Aerial photography or drawings that identify the specific location(s) within the Pre-Development Project boundaries or the Site(s) for which grant funds must be used is attached to and incorporated into this Agreement as Attachment B. Grant funds must be used to fund the initiatives specified in Minnesota Statutes section 473.25(b), in a Participating Municipality.

2.04. Ineligible Uses. Grant funds must be used for eligible costs directly associated with the Pre-Development Project activities for which the Council awarded grant funds. A detailed list of ineligible and eligible costs is available from the Community Development/Metropolitan Transportation Services Finance and Administration Department. Grant funds also shall not be used by the Grantee or others to supplant or replace: (a) grant or loan funds obtained for the Pre-Development Project from other sources; or (b) Grantee contributions to the Pre-Development Project, including financial assistance or other resources of the Grantee; or (c) funding or budgetary commitments made by the Grantee or others prior to the Council Action, unless specifically authorized in Attachment A. The Council shall bear no responsibility for cost overruns which may be incurred by the Grantee or others in the implementation or performance of the Pre-Development Project activities. The Grantee agrees to comply with any “business subsidy” requirements of Minnesota Statutes sections 116J.993 to 116J.995 that apply to the Grantee’s expenditures or uses of the grant funds.

2.05. Restrictions on Loans. The Grantee shall not use the grant funds to make loans to any subgrantee, subrecipient, or contractor and the Grantee shall not permit any subgrantee, subrecipient, or contractor to use the grant funds for loans to any subrecipient at any tier. The requirements of this Section 2.05 shall be included in all subgrant and subrecipient agreements, and contracts.

2.06. Pre-Development Project Changes. The Grantee must promptly inform the Council in writing of any significant changes to the Pre-Development Project activities described or identified in Attachments A and B. Failure to inform the Council of any significant changes to the Pre-Development Project or significant changes to grant-funded Pre-Development Project activities, and use of grant funds for ineligible or unauthorized purposes, may jeopardize the Grantee's eligibility for future LCA awards. Grant funds will not be disbursed prior to Council approval of significant changes to the Pre-Development Project or to the grant-funded activities described or identified in Attachments A and B.

2.07. Budget Variance. The Grantee may reallocate up to twenty percent (20%) of the Grant Amount among the grant-funded activities, provided: (a) the grant funds may be used only for Pre-Development Project activities for which the Council awarded the grant funds; (b) the reallocation does not significantly change the Pre-Development Project deliverables; and (c) the Grantee receives written permission from Council staff prior to reallocating any grant funds. Council staff may administratively approve budget reallocation requests that exceed twenty percent (20%) of the Grant Amount only if the reallocation does not significantly change the Pre-Development Project deliverables. Notwithstanding the aggregate or net effect of any variances, the Council's obligation to provide grant funds under this Agreement shall not exceed the Grant Amount identified at Page 1 of this Agreement.

2.08. Loss of Grant Funds. The Grantee agrees to remit to the Council in a prompt manner: any unspent grant funds, including any grant funds that are not expended prior to the Expiration Date identified at Page 1 of this Agreement; any grant funds that are not used for the authorized purposes; and any interest earnings described in Section 2.11 that are not used for the purposes of implementing the grant-funded Pre-Development Project activities described or identified in Attachments A and B. For the purposes of this Agreement, grant funds are "expended" prior to the Expiration Date if the Grantee pays or is obligated to pay for expenses of eligible grant-funded Pre-Development Project activities that occurred prior to the Expiration Date and the eligible expenses were incurred prior to the Expiration Date. Unspent or unused grant funds and other funds remitted to the Council shall revert to the Council's Livable Communities Demonstration Account for distribution through application processes in future Funding Cycles or as otherwise permitted by law.

2.09. Payment Requests and Disbursements. Except for prepaid grant funds disbursed under Section 2.10, the Council will disburse grant funds in response to payment requests submitted by the Grantee through the Council's online grants management system and reviewed and approved by the Council's authorized agent. The Council will make the final determination whether the expenditures are eligible for reimbursement under this Agreement and verify the total amount requested from the Council. Reimbursement of any cost does not constitute a waiver by the Council of any Grantee noncompliance with this Agreement.

The Council shall disburse grant funds for all grant-eligible expenditures within thirty-five (35) days of the receipt of satisfactory documentation from the Grantee. **NOTWITHSTANDING THE PROVISIONS OF SECTIONS 2.09 AND 2.10, THE COUNCIL WILL NOT DISBURSE ANY GRANT FUNDS TO THE GRANTEE UNLESS THE GOVERNING BODY OF THE GRANTEE (OR THE PARTICIPATING MUNICIPALITY WITHIN WHICH THE PRE-DEVELOPMENT PROJECT IS LOCATED) HAS ADOPTED A FAIR HOUSING POLICY AS REQUIRED BY SECTION 5.12.**

2.10 Prepayment of Grant Funds. If requested by the Grantee, the Council will disburse to the Grantee a prepayment of up to \$50,000 or 50 percent of the Grant Amount, whichever amount is less. The Council will make this prepayment within 35 days after the Grantee submits to the Council both a copy of an executed subrecipient agreement or contract between the Grantee and its subrecipient(s) or contractor(s)/consultant(s), and an invoice for prepayment. Each subrecipient agreement or contract must clearly identify: the name of the subrecipient, contractor, or consultant; the date the subrecipient agreement or contract was executed; the grant-eligible activity or activities for which the grant funds will be used; the cost per hour or cost per unit; the quantity of service or goods; the total cost of the service or deliverables; and the type of service rendered or deliverables provided. The Council will disburse the balance of the Grant Amount on a reimbursement or cost-incurred basis under Section 2.09. As part of the Final Report required under Section 3.03, the Grantee will submit documentation showing: the service or deliverables paid for with prepaid grant funds were completed or provided; the actual cost of those service or deliverables; and how any interest income from prepaid grant funds was used.

2.11. Interest Earnings. If the Grantee earns any interest or other income from the grant funds received from the Council under this Agreement, the Grantee will use the interest earnings or income only for the purposes of implementing the Pre-Development Project activities described or identified in Attachments A and B.

III. ACCOUNTING, AUDIT AND REPORT REQUIREMENTS

3.01. Accounting and Records. The Grantee agrees to establish and maintain accurate and complete accounts and records relating to the receipt and expenditure of all grant funds received from the Council. Notwithstanding the expiration and termination provisions of Sections 4.01 and 4.02, such accounts and records shall be kept and maintained by the Grantee for a period of six (6) years following the completion of the Pre-Development Project activities described or identified in Attachments A and B or six (6) years following the expenditure of the grant funds, whichever occurs earlier. Accounting methods shall be in accordance with generally accepted accounting principles.

3.02. Audits. The above accounts and records of the Grantee shall be audited in the same manner as all other accounts and records of the Grantee are audited and may be audited or inspected on the Grantee's premises or otherwise by individuals or organizations designated and authorized by the Council at any time, following reasonable notification to the Grantee, for a period of six (6) years following the completion of the Pre-Development Project activities or six (6) years following the expenditure of the grant funds, whichever occurs earlier. Pursuant to Minnesota Statutes section 16C.05, subdivision 5, the books, records, documents and accounting procedures and practices of the Grantee that are relevant to this Agreement are subject to examination by the Council and either the Legislative Auditor or the State Auditor, as appropriate, for a minimum of six (6) years.

3.03. Report Requirements. The Grantee will report to the Council on a semi-annual basis by January 31 (for the period July 1 through December 31) and July 31 (for the period January 1 through June 30) of each calendar year during the term of this Agreement. The Grantee reports shall describe the status of the Pre-Development Project activities described or identified in Attachments A and B. The reports shall also describe the project spending for the current reporting period and projected spending for future reporting periods. The Grantee must complete and submit to the Council a Final Report before the final disbursement of grant funds will be approved. The form and content of the

Final Report will be determined by the Council. These reporting requirements shall survive the expiration or termination of this Agreement.

IV. AGREEMENT TERM

4.01. Term and Closeout. This Agreement is effective (the “Effective Date”) upon execution of this Agreement by the Council. Unless terminated pursuant to Section 4.02, this Agreement expires on the “Expiration Date” identified at Page 1 of this Agreement. Failure of the Grantee to timely execute this Agreement does not extend the Expiration Date. The Grantee has 120 calendar days after the Expiration Date to provide documentation and information necessary to closeout this Agreement and receive disbursements for eligible grant-funded Pre-Development Project activities as prescribed in Section 2.03. If the Grantee fails to provide necessary documentation and information during this 120-day closeout period, the Grantee shall not be eligible to receive any unpaid grant funds and the Council will not disburse any unpaid grant funds to the Grantee. This 120-day closeout period does not extend any Grantee reporting deadlines established in this Agreement or authorize the Grantee to expend or commit any grant funds after the Expiration Date. **ALL GRANT FUNDS NOT EXPENDED BY THE GRANTEE AND REQUESTED FOR REIMBURSEMENT PRIOR TO THE END OF THE TERM SHALL REVERT TO THE COUNCIL.**

4.02. Termination. This Agreement may be terminated by the Council for cause at any time upon fourteen (14) calendar days’ written notice to the Grantee. Cause shall mean a material breach of this Agreement and any amendments of this Agreement. If this Agreement is terminated prior to the Expiration Date, the Grantee shall receive payment on a pro rata basis for eligible Pre-Development Project activities described or identified in Attachments A and B that have been completed prior to the termination. Termination of this Agreement does not alter the Council’s authority to recover grant funds on the basis of a later audit or other review and does not alter the Grantee’s obligation to return any grant funds due to the Council as a result of later audits or corrections. If the Council determines the Grantee has failed to comply with the terms and conditions of this Agreement and the applicable provisions of the Metropolitan Livable Communities Act, the Council may take any action to protect the Council’s interests and may refuse to disburse additional grant funds and may require the Grantee to return all or part of the grant funds already disbursed.

4.03. Amendments and Extension. The Council and the Grantee may amend this Agreement by mutual agreement. Amendments or an extension of this Agreement shall be effective only on the execution of written amendments signed by authorized representatives of the Council and the Grantee. If the Grantee needs a change to the Future Development Project, additional time within which to complete the grant-funded activities, a change in the budget, or a change in grant-funded activities the Grantee must submit to the Council **AT LEAST NINETY (90) CALENDAR DAYS PRIOR TO THE EXPIRATION DATE**, a complete, written amendment request. All requirements must be met for a request to be considered complete. **THE EXPIRATION DATE MAY BE EXTENDED, BUT THE PERIOD OF ANY EXTENSION(S) SHALL NOT EXCEED ONE (1) YEAR BEYOND THE ORIGINAL EXPIRATION DATE IDENTIFIED AT PAGE 1 OF THIS AGREEMENT.**

V. GENERAL PROVISIONS

5.01. Equal Opportunity. The Grantee agrees it will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, gender identity,

marital status, status with regard to public assistance, familial status, membership or activity in a local civil rights commission, disability, sexual orientation, or age and will take affirmative action to insure applicants and employees are treated equally with respect to all aspects of employment, rates of pay and other forms of compensation, and selection for training.

5.02. Conflict of Interest. The members, officers, and employees of the Grantee shall comply with all applicable state statutory and regulatory conflict of interest laws and provisions.

5.03. Liability. Subject to the limitations provided in Minnesota Statutes chapter 466, to the fullest extent permitted by law, the Grantee shall defend, indemnify, and hold harmless the Council and its members, employees, and agents from and against all claims, damages, losses, and expenses, including but not limited to attorneys' fees, arising out of or resulting from the conduct or implementation of the Pre-Development Project activities funded by this grant, except to the extent the claims, damages, losses, and expenses arise from the Council's own negligence. Claims included in this indemnification include, without limitation, any claims asserted pursuant to the Minnesota Environmental Response and Liability Act (MERLA), Minnesota Statutes chapter 115B, the federal Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA) as amended, United States Code, title 42, sections 9601 *et seq.*, and the federal Resource Conservation and Recovery Act of 1976 (RCRA) as amended, United States Code, title 42, sections 6901 *et seq.* This obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which otherwise would exist between the Council and the Grantee. The provisions of this section shall survive the expiration or termination of this Agreement. This indemnification shall not be construed as a waiver on the part of either the Grantee or the Council of any immunities or limits on liability provided by Minnesota Statutes chapter 466, or other applicable state or federal law.

5.04. Acknowledgments and Signage. The Grantee will acknowledge the financial assistance provided by the Council in promotional materials, press releases, reports and publications relating to the Pre-Development Project and the Future Development Project. The acknowledgment will contain the following or similar language:

Funding support for this project was provided by the Metropolitan Council Metropolitan Livable Communities Fund.

Until the Future Development Project is completed, the Grantee shall ensure the above acknowledgment language, or alternative language approved by the Council's authorized agent, is included on all signs (if any) located at the Future Development Project or construction sites that identify project funding partners or entities providing financial assistance for the Future Development Project. The acknowledgment and signage should refer to the "Metropolitan Council" (not "Met Council" or "Metro Council").

5.05. Permits, Bonds and Approvals. The Council assumes no responsibility for obtaining any applicable local, state, or federal licenses, permits, bonds, authorizations, or approvals necessary to perform or complete any Pre-Development Project activities described or identified in Attachments A and B.

5.06. Subgrantees, Contractors and Subcontractors. The Grantee shall include in any subgrant, contract or subcontract for Pre-Development Project activities appropriate provisions to ensure subgrantee, contractor, and subcontractor compliance with all applicable state and federal laws and this Agreement. Along with such provisions, the Grantee shall require that contractors and subcontractors performing work covered by this grant comply with all applicable state and federal Occupational Safety and Health Act regulations.

5.07. Stormwater Discharge and Water Management Plan Requirements. To the extent appropriate, the Pre-Development Project should include consideration of stormwater discharge and water management plan requirements in federal and state laws, the Council's *2040 Water Resources Policy Plan*, and the local water management plan(s) for the jurisdiction(s) within which the Project Area is located.

5.08. Authorized Agent. Payment requests, written progress reports, and correspondence submitted to the Council pursuant to this Agreement shall be directed to the Authorized Agent named below or their successor through the Council's online grants administration portal or to the below contact information:

Attn: Samuel F. Johnson
Metropolitan Council
CD & MTS Finance and Administration
390 Robert Street North
Saint Paul, Minnesota 55101-1805
samuel.johnson@metc.state.mn.us

5.09. Non-Assignment. Minnesota Statutes section 473.253, subdivision 2, requires the Council to distribute grant funds to eligible "municipalities," metropolitan-area counties, or "development authorities" for projects in municipalities participating in the Local Housing Incentives Account program. Accordingly, this Agreement is not assignable and shall not be assigned by the Grantee.

5.10. Authorization to Reproduce Images. The Grantee certifies that the Grantee: (a) is the owner of any renderings, images, perspectives, sections, diagrams, photographs or other copyrightable materials (collectively, "copyrightable materials") that are in the Grantee's application or are submitted to the Council as part of the grant application review process or after grant award, or that the Grantee is fully authorized to grant permissions regarding the copyrightable materials; and (b) the copyrightable materials do not infringe upon the copyrights of others. The Grantee agrees the Council has a nonexclusive royalty-free license and all necessary permissions to reproduce and publish the copyrightable materials for noncommercial purposes, including but not limited to press releases, presentations, reports, and on the internet. The Grantee also agrees the Grantee will not hold the Council responsible for the unauthorized use of the copyrightable materials by third parties.

5.11. Warranty of Legal Capacity. The individuals signing this Agreement on behalf of the Grantee and on behalf of the Council represent and warrant on the Grantee's and the Council's behalf respectively that the individuals are duly authorized to execute this Agreement on the Grantee's and the Council's behalf respectively and that this Agreement constitutes the Grantee's and the Council's valid, binding, and enforceable agreements.

5.12. Fair Housing Policy. If the Pre-Development Project will include a housing component, the governing body of the Grantee (or the Participating Municipality within which the Pre-Development Project is located) must have adopted a Fair Housing Policy. For the purposes of this section, the term “Fair Housing Policy” means a written statement regarding the Grantee’s commitment to fair housing that substantively includes at least the following elements: a purpose statement; procedures for responding to fair housing concerns and complaints; and a designated individual or staff position responsible for fair housing issues. A best practices guide, as well as a copy of a model local fair housing policy is available at: <https://metro council.org/Handbook/Files/Resources/Best-Practices/Fair-Housing-Policy-Guide.aspx>.

5.13. Counterparts. This Agreement may be executed in counterpart, each of which counterpart constitutes an original, but both of which together constitute one instrument.

5.14. Electronic Signatures. The electronic signatures of the Council’s and the Grantee’s authorized representatives shall be valid as the original signatures of the authorized representatives and shall be effective to bind the Council and the Grantee under this Agreement. This Agreement containing, or to which there is affixed, an electronic signature shall be deemed to (a) be “written” or “in writing”; (b) have been signed; and (c) constitute a record established and maintained in the ordinary course of business and an original written record when printed from electronic files. “Electronic signature” also means a manually signed original signature that is then transmitted by any electronic means, including without limitation a faxed version of an original signature or an electronically scanned and transmitted version (*e.g.*, via PDF) of an original signature. The Council’s or the Grantee’s failure to produce the original signature of any electronically transmitted signature shall not affect the enforceability of this Agreement.

This space intentionally left blank. Signature page follows.

IN WITNESS WHEREOF, the Grantee and the Council have caused this Agreement to be executed by their duly authorized representatives. This Agreement is effective on the date of final execution by the Council.

CITY OF FALCON HEIGHTS

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

Approved as to form:

By: _____

Title: _____

Date: _____

METROPOLITAN COUNCIL

By: _____
LisaBeth Barajas, Executive Director
Community Development Division

Date: _____

ATTACHMENT A

PRE-DEVELOPMENT PROJECT SUMMARY

This attachment comprises this page and the succeeding page(s) which contain(s) a summary of the Pre-Development Project described in the application for Livable Communities Demonstration Account program grant funds submitted in response to the Council's notice of availability of Livable Communities Act Pre-Development Grant Program funds for the Funding Cycle identified at Page 1 of this Agreement. The summary reflects the Pre-Development Project activities for which the Grantee was awarded grant funds by the Council Action, and may reflect changes in Pre-Development Project funding sources, changes in funding amounts, or minor changes in the proposed Pre-Development Project that occurred subsequent to application submission. The application is incorporated into this Agreement by reference and is made a part of this Agreement as follows. If the application or any provision of the application conflicts with or is inconsistent with the Council Action, other provisions of this Agreement, or the Pre-Development Project Summary contained in this Attachment A, the terms, descriptions, and dollar amounts reflected in the Council Action or contained in this Agreement and the Pre-Development Project Summary shall prevail. For the purposes of resolving conflicts or inconsistencies, the order of precedence is: (1) the Council Action; (2) this Agreement; (3) the Pre-Development Project Summary and Location(s); and (4) the grant application.

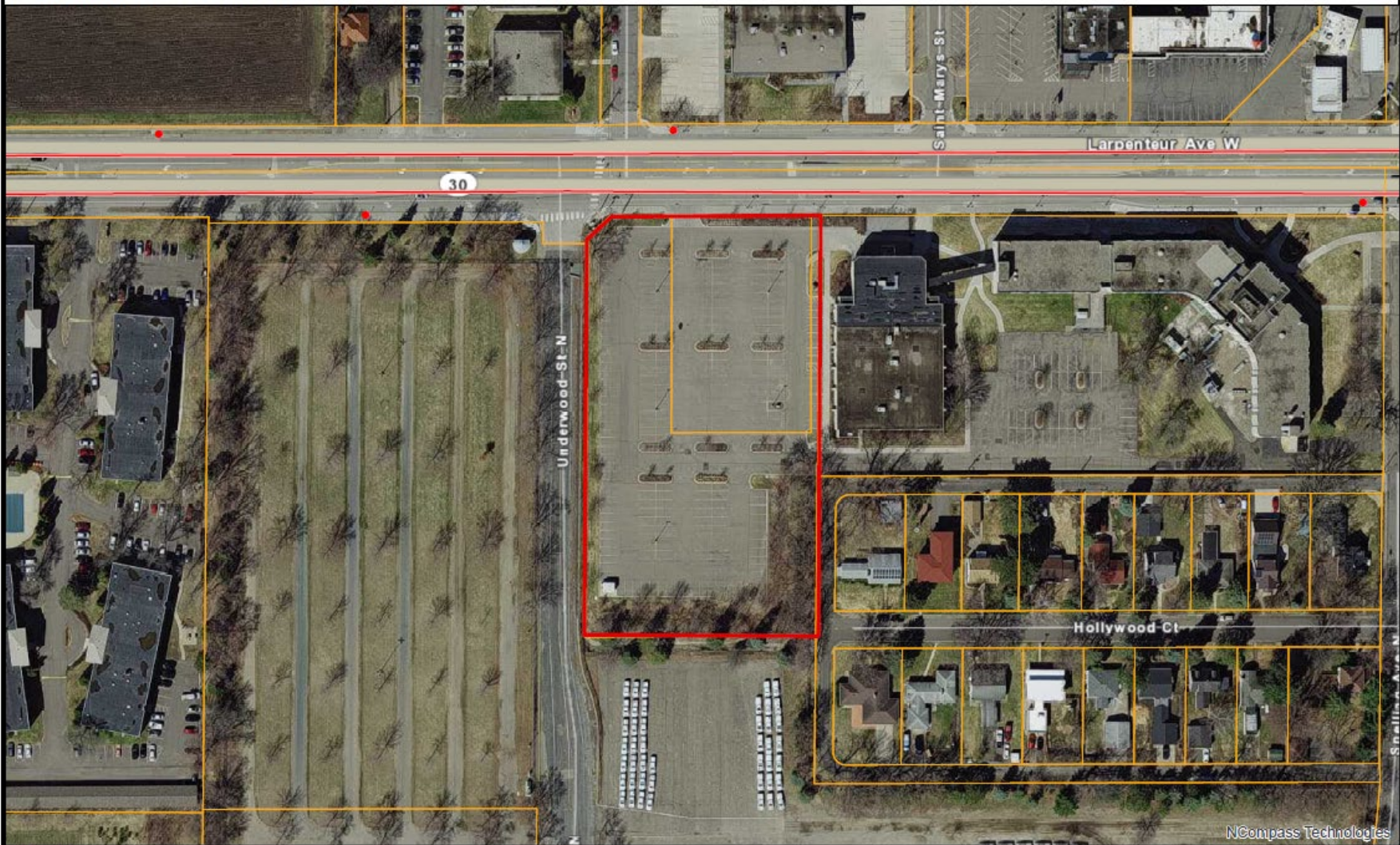
Grant Number: SG-21179
Type: LCA Pre-Development
Grantee: City of Falcon Heights
Project Name: Amber Flats Affordable Housing
Project Location: 1644 Larpenteur Ave
Council District: 10 – Peter Lindstrom

Project Detail	
Project Overview	The proposed project will turn a parcel that is currently a parking lot into an all-affordable development with a mix of unit sizes. The project proposes 92 units to be affordable at 60% AMI.
Use of funds	
Award Amount	Uses and Deliverables to be completed by the end of the grant term
\$204,000	Architectural Design: Final design concepts Development of stormwater management plan: Final stormwater management plan

ATTACHMENT B

PRE-DEVELOPMENT PROJECT LOCATION(S)

This attachment comprises this page and the succeeding page(s) which contain aerial photography or drawings that identify the specific location(s) within the Pre-Development Project boundaries or the Site(s) for which the Grantee must use the grant funds. The attached photography or drawings also may identify the types of eligible activities for which the grant funds must be used at specific locations within the Pre-Development Project boundaries or within the Site(s).



- TOD Area
- Project
- Parcels
- Active Transit Stops
- Transit Routes (All)

0 0.0125 0.025 0.05 0.075 0.1 Miles

Created: 4/18/2024
LandscapeLCA4



For complete disclaimer of accuracy, please visit
<https://giswebsite.metc.state.mn.us/gis/site/notice.aspx>



**METROPOLITAN LIVABLE COMMUNITIES DEMONSTRATION
PRE-DEVELOPMENT GRANT PROGRAM
SUB-GRANT AGREEMENT**

This Sub-Grant Agreement (the “Agreement”) is entered into on this _____ day of _____, 2024, by and between the **CITY OF FALCON HEIGHTS**, a Minnesota municipal corporation (hereinafter referred to as the “Sub-Grantor”) and **BUHL LARPEUR WEST, LLC** a Minnesota limited liability company (hereinafter referred to as the “Sub-Grantee”).

RECITALS

WHEREAS, the Metropolitan Council (hereinafter referred to as the “Grantor”) and the Sub-Grantor have entered into a Livable Communities Pre-Development Grant Agreement, Grant No. SG-21179 (hereinafter “Grant Agreement”); and

WHEREAS, the Sub-Grantee is the fee owner of property at 1644 Larpeur Avenue W., Falcon Heights (hereinafter referred to as “Project Location”); and

WHEREAS, the Sub-Grantor and Sub-Grantee enter into this Sub-Grant Agreement to fund part of the cost of a 92 unit apartment development at 60% of AMI with a building footprint of 24,194 square feet and four stories, designed to accommodate 64 sub-level parking stalls and 51 surface parking stalls (hereinafter referred to as the “Project”) at the Project Location and to define the obligations and rights of each under this Sub-Grant.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein, Sub-Grantor and Sub-Grantee do hereby agree as follows:

1. **GRANT AGREEMENT.** The Grant Agreement is incorporated herein by reference. If there are any inconsistencies or conflicts between this Sub-Grant Agreement and the Grant Agreement, the terms of the Grant Agreement shall control.
2. **SUB-GRANT.** The Sub-Grantor grants to the Sub-Grantee an amount not to exceed Two Hundred Four Thousand and No/100 Dollars (\$204,000.00) for the Project at the Project Location for the specified Project costs identified in the Grant Agreement.
3. **PAYMENT.** The Sub-Grantor will disburse grant funds in response to written payment requests submitted by the Sub-Grantee and reviewed and approved by the Sub-Grantor’s authorized agent. Sub-Grantor’s obligation to disburse funds to the Sub-Grantee is contingent upon receipt by the Sub-Grantor of the funds from the Grantor. Written payment requests shall be made using payment request forms, the form and content of which will be determined by the Sub-Grantor. Payment request and other reporting forms will be provided to the Sub-Grantee by the Sub-Grantor. The Sub-Grantor will disburse grant funds on a reimbursement basis or a “cost incurred” basis. The Sub-Grantee must provide with its written payment requests documentation that shows grant-funded Project activities have actually been completed. Subject to verification of each payment request form (and its documentation) and approval for consistency with this Sub-Grant Agreement, the Sub-Grantor will disburse a requested amount to the Sub-Grantee within thirty-five (35) days after receipt of a properly completed and verified payment request form.

4. **MISCELLANEOUS.**

a. **Authorized Representatives.**

The Sub-Grantor's Authorized Representative is:

City Administrator
2077 Larpenteur Ave. W.
Falcon Heights, MN 55113

The Sub-Grantee's Authorized Representative is:

b. **Assignment.** Sub-Grantee may neither assign nor transfer any rights or obligations under this Sub-Grant Agreement without the prior consent of the Sub-Grantor and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Sub-Grant Agreement, or their successors in office.

c. **Amendments.** Any amendment to this Sub-Grant Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.

d. **Waiver.** If the Sub-Grantor fails to enforce any provision of this Sub-Grant Agreement, that failure does not result in a waiver of the right to enforce the same or another provision of the Agreement in the future.

e. **Liability and Indemnification.** Sub-Grantee will indemnify, save, and hold the Sub-Grantor, its agents, and employees, harmless from any claims or causes of action, including attorney's fees incurred by the Sub-Grantor arising from the performance of this Sub-Grant Agreement by Sub-Grantee or Sub-Grantee's agents or employees. This clause will not be construed to bar any legal remedies Sub-Grantee may have for the Sub-Grantor's failure to fulfill its obligations under this Agreement. Sub-Grantee shall maintain such books and records as will satisfactorily demonstrate to Federal, State, Grantor's and Sub-Grantor's Auditors that Sub-Grantee has used the grant funds in accordance with the Grant Agreement and this Sub-Grant Agreement.

f. **State Audits.** Under Minn. Stat. § 16C.05, subd. 5, Sub-Grantee's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six (6) years from the end of this Sub-Grant Agreement.

g. **Government Data Practices.** Sub-Grantee and Sub-Grantor must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by Sub-Grantee under this Agreement, and as it applies to all data created, collected, received,

stored, used, maintained, or disseminated by Sub-Grantee under this Agreement. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either Sub-Grantee or the Sub-Grantor. If Sub-Grantee receives a request to release the data referred to in this clause, Sub-Grantee must immediately notify the Sub-Grantor. The Sub-Grantor will give Sub-Grantee instructions concerning the release of the data to the requesting party before the data is released.

h. **Governing Law, Jurisdiction, and Venue.** Minnesota law, without regard to its choice-of-law provisions, governs this Sub-Grant Agreement. Venue for all legal proceedings out of this Sub-Grant Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Hennepin County, Minnesota.

i. **Termination for Insufficient Funding.** The Sub-Grantor may immediately terminate this Sub-Grant Agreement if it does not obtain funding from the Grantor or if funding cannot be continued at a level sufficient to allow for the payment of the cleanup costs. Termination must be by written or fax notice to Sub-Grantee. The Sub-Grantor is not obligated to pay for any costs incurred after notice and effective date of termination. However, Sub-Grantee will be entitled to payment, determined on a pro rata basis, for costs incurred up to the date of termination to the extent that funds are available.

Dated: _____, 2024.

CITY OF FALCON HEIGHTS

BY: _____
Randy Gustafson, Mayor

AND _____
Jack Linehan, City Administrator/City Clerk

Dated: _____, 2024.

BUHL LARPENTEUR WEST, LLC

BY: _____

Name: _____

Its: _____

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Meeting Date	September 11, 2024
Agenda Item	Policy H4
Attachment(s)	Assessment Manual, Resolution 24-52
Submitted By	Jack Linehan, City Administrator

Item	Assessment Policy Amendment
Description	The City discussed amending our assessment policy at our June workshop to allow the City Council discretion to determine how to assess a property, whether it be per lineal foot (current), per parcel, or on an appraisal basis. The 2025 PMP project will include the full reconstruction of the streets within Falcon Woods, as well as a mill & overlay for E/W streets in Northome, and potentially alleyways. As the Falcon Woods neighborhood is not a traditional grid system and has no through traffic, engineering and the City Council have recommended we consider adopting an equalized per parcel assessment rather than a lineal foot method. Under this model, all properties would be assessed the same amount within the project area rather than a basis of how many lineal feet each parcel has. To do this, the City Council would need to adopt a resolution amending the assessment policy as shown.
Budget Impact	TBD
Attachment(s)	- Assessment Manual Amendment - Resolution 24-52
Action(s) Requested	Motion to approve Resolution 24-52 amending the City's Assessment Manual to reflect the changes as recommended.

City of Falcon Heights

Assessment Manual

Adopted June 13, 2007

Amended September 11, 2024

The purpose of this assessment manual is to set forth a guide to be utilized by the City of Falcon Heights when preparing assessment rolls, so as to assure uniform and consistent treatment of the affected properties. It is the general policy of the City of Falcon Heights to assess all affected properties according to this policy without regard to funding source.

Minnesota state law, chapter 429.010 and 429.111 provides that a municipality shall have the power to make public improvements such as sanitary sewers, storm sewers, water source and distribution facilities, street improvements including grading, curb and gutter, surfacing, sidewalks, street lighting, landscaping, and recreational facilities, etc. The various procedures that the municipality must follow including reports, notices and public hearings are well defined within the law.

The statute further provides that the cost of any improvement may be assessed upon property benefited by the improvement based upon the benefits received whether or not the property abuts on the improvement and whether or not any part of the cost of the improvement is paid from other funding sources. The law is not specific on how these benefits are to be measured or how the costs are to be apportioned, but rather makes it incumbent upon the municipality to determine with assistance of the city engineer, city attorney, appraisers or other qualified personnel, a fair and equitable method of cost sharing among the properties involved. It is the intent of this policy that the maximum value of an assessment be based on the highest and best use of property.

Throughout this manual, the total cost of an improvement shall include the construction cost plus all associated overhead costs. The total cost of the associated overhead for a public improvement project would typically include city administration, engineering, fiscal, legal, capital interest, and contingencies. The actual overhead costs incurred will be tracked and charged to the project.

The initiation of public improvement projects may happen in two different methods. The first method is by a petition of the affected property owners. The petition must be signed by the owners of not less than 35 percent of the frontage of the real property abutting the proposed improvements. The second method is to initiate the proceedings by city council direction, in which case no petition is needed. An outline of the public improvement process is provided in the appendix.

Any reference to land zoning in this manual shall mean the most current approved city zoning map available at the time. It should be emphasized that the special assessment methods and policies summarized herein cannot be considered as all-inclusive and that unusual circumstances may at times justify special consideration. If the city should determine that the application of these policies results in an assessment amount greater than the increase in market value to any property, the city may limit the assessment to the increase in market value regardless of policy. Also, any fixed cost data and rates will be adjusted periodically so as to reflect current costs.

I. Definitions

A. Assessment Units

The following definitions refer to the assessment units to be used when determining various assessment rates as described in the remaining sections of this manual.

1. Lot Unit

A lot unit is defined as a platted single family residential lot which, in accordance with Falcon Heights zoning and subdivision regulations, cannot be further subdivided.

2. Gross Area

The total area, in acres or square feet, of a lot or parcel of land including any easements. The gross area of a lot or parcel of land does not include any of the abutting right-of-way.

3. Front Footage

a. Single Frontage Lots

In platted areas, the front footage for purposes of front footage assessments shall be determined at the building setback line as described in the Falcon Heights zoning ordinance, and shall be measured parallel to the property line abutting the improvement.

b. Corner Lots

In the case of a street improvement project which abuts both sides of a corner lot, the lot shall be treated as an interior lot and the front footage shall be the long side of the lot. There will not be an additional assessment against corner lots for the side lot dimension. When the street improvement is only along the long side of the lot, the long side of the lot will be used for determination of assessable front footage. Projects along only the short side of the lot will not be assessed. If the property being assessed is a non-single family residential or tax-exempt parcel, both sides will be assessed.

For all other improvements such as sanitary sewer or water, the front footage shall be the footage established for the long side of the lot when both sides of the lot are being affected by the improvement. Where the proposed improvement project is only along the long side of a corner lot, the long side front footage shall be used for assessment purposes.

4. Residential Equivalent Assessment Rate

The residential equivalent assessment rate shall be based on a portion of the cost of the street construction for a typical residential street section. This residential equivalent assessment rate shall be determined by the city council **as per Section III** and based upon comparable project data available to the city.

B. General

1. **Petition**
Petition shall mean a written document presented to the city council for purposes of initiating a public improvement project. All signatures shall be accompanied by the address of each signator, the date of the signature and a printing of each signator's name. Only one signature per property is allowed. An example of the usual form of petition is included in the appendix.

2. **Total Project Cost**
Total project cost shall mean the final construction cost plus all associated overhead costs. Overhead costs shall include but not be limited to city administration, engineering, legal, fiscal, interest during construction, and land acquisition.

3. **Assessment Period**
The length of payment period on various types of improvement projects shall be as follows:

Sanitary sewer	10-15 years
Storm sewer	5-10 years
Street reconstruction	10-15 years
Street mill and overlay	5-7 years

In the case where several of the improvements listed above are included in the same project, the assessment period may be 10-15 years. In no event shall an assessment period exceed 15 years.

4. **Assessment Interest Rate**
The interest rate charged on assessments shall be set by the city council. Typically, the rate is set at about 2% over the general obligation bond rate used to fund the project. If no bond is issued for the improvement, the rate will be set at 2% over the projected general obligation rate as determined in consultation with the city's financial advisors.

5. **Municipal State Aid (MSA) Streets**
Municipal state aid streets are routes designated by the city council and approved by the commissioner of transportation for inclusion in the city's state aid system. All routes included begin and end on another municipal state aid road, county state aid road, or trunk highway and are eligible for the use of MSA construction funds.

6. **Municipal State Aid Construction Funds**
Municipal state aid construction funds are monies apportioned to the city from the state to be used for the construction of routes designated on the municipal state aid system. All construction funded with these monies must be done in accordance

with the MnDOT office of state aid design criteria.

7. Pending Assessment
An assessment is pending against a particular property if the city has determined that the property is benefited by a public improvement project which has been ordered or constructed, but for which an assessment has not yet been levied against the property.
8. Federal and State Highways
These streets are classified as expressways, freeways, and major arterials constructed and maintained by the Minnesota Department of Transportation. They carry large volumes of traffic at peak loading times. In Falcon Heights, Snelling Avenue is in this category. Assessments levied by the City of Falcon Heights will be based upon a residential equivalent assessment rate.
9. County State Aid Highways (CSAH)/County Road
These streets are classified as major and minor arterials and collectors constructed and maintained by the Ramsey County public works department. These streets typically carry high volumes of traffic at peak loading times. In Falcon Heights the streets in this category include Larpenteur Avenue, Hamline Avenue (north of Larpenteur), Fairview Avenue, Cleveland Avenue and Fulham Street (north of Larpenteur). Assessments levied by the City of Falcon Heights will be based upon a residential equivalent assessment rate.
10. Deleted and incorporated into #5
11. Collector Streets
Collector streets are those streets generally considered to collect traffic from specific areas of the city and convey it to arterial routes.
12. Residential Streets
This is the minimum street design acceptable as a public street within new subdivisions or developments. They carry relatively small volumes of local neighborhood traffic. The typical urban residential street is 30 feet wide with concrete curb and gutter and a 7-ton design. If the street is to be designated as a municipal state aid street, it must meet applicable MnDOT standards.
13. Alley
These are narrow paved surfaced driving areas constructed within city rights-of-way. They provide a means of ingress and egress to the rear of property. They are typically constructed to in accordance with current MnDOT standards.
14. Appurtenances
 - A. Pathways

Pathways (also known as sidewalks or trails) are pedestrian and bicycle facilities running along the sides of streets.

B. Street Lighting

Street lights are provided to create a safer environment by reducing the amount of dark areas in a neighborhood. They can also be installed to create a more aesthetically pleasing, consistent theme in a neighborhood. Costs for installing non-standard streetlights shall be 100% assessed to benefiting property owners.

C. Boulevard Trees

Boulevard trees are planted along roadways to provide shade and create an aesthetically pleasing appearance. The city is responsible for pruning and removing trees located in the rights-of-way, while individual property owners are responsible for trees located on private property.

D. Seeding/sodding

Boulevard restoration by seeding/sodding is included in the construction costs as part of street improvement projects.

II. **Assessment policy by project type**

A. Sealcoating

Sealcoating involves applying a thin coat of oil on the street and then laying gravel on top. Current city practice calls for this project to be performed every seven years. This type of project is considered routine maintenance and is funded without assessing benefiting property owners.

B. Mill and Overlay

Mill and overlay projects involve grinding the top few inches of roadway off and replacing it with a layer of asphalt. This type of repair can typically extend the life of the roadway by 15 years. Project costs will be calculated on a per-foot basis and assessments will be applied based on the property's front footage in the following manner:

1. Residential properties – 40% of the per foot cost multiplied by the total front footage **or divided per parcel.**
2. Commercial properties – 60% of the per foot cost multiplied by the total front footage **or divided per parcel.**
3. Tax-Exempt properties – 100% of the per foot cost multiplied by the total front footage **or divided per parcel.**

C. Roadway Reconstruction

Reconstruction projects are typically more comprehensive and performed every 30 years. This type of project involves totally removing the existing roadway, replacing the base materials, and oftentimes performing utility work (water, sewer, etc.) at the same time.

Project costs will be calculated on a per-foot basis and assessments will be applied based on the property's front footage in the following manner:

1. Residential properties – 40% of the per foot cost multiplied by the total front footage **or divided per parcel.**
2. Commercial properties – 60% of the per foot cost multiplied by the total front footage **or divided per parcel.**
3. Tax-Exempt properties – 100% of the per foot cost multiplied by the total front footage **or divided per parcel.**

D. Alleys

For the most part, alleys in the City of Falcon Heights serve a private residential purpose. As such, maintenance and repair of the alleys are the responsibility of the property owners. Project costs will be calculated on a per-foot basis and assessments will be applied based on the property's front footage in the following manner:

1. Residential properties – 90% of the per foot cost multiplied by the total front footage **or divided per parcel.**

For alleys which also serve non-residential purposes, a traffic study will be performed to determine the amount of traffic created by the non-residential users and the assessment amounts will be altered to reflect estimated usage. It is the intent of this policy to set the assessment amount as fairly as possible, using best engineering practices, for all benefiting property owners.

E. Sanitary Sewers

Periodically sanitary sewer systems need to be replaced or have major repairs conducted. Usually these repairs are coordinated to occur at the same time as road reconstruction projects to eliminate redundant road repairs. Sanitary sewer project costs will be calculated on a per-foot basis and assessments will be applied based on the property's front footage in the following manner:

1. Residential properties – 40% of the per foot cost multiplied by the total front footage **or divided per parcel.**
2. Commercial properties – 60% of the per foot cost multiplied by the total front footage **or divided per parcel.**
3. Tax-Exempt properties – 100% of the per foot cost multiplied by the total front footage **or divided per parcel.**

The City of Falcon Heights (or its contractors) will only conduct work in the public right-of-way. At the discretion of the city, work on private property may be performed but only after receiving a written request from the property owner and the entire cost of the private repair will be assessed to the benefiting property owner.

If a project is being completed on a public street, property owners on private streets receive a benefit of the improvement without having front footage on the public street. A traffic study may be performed to determine the amount of traffic created by the private street users and the assessment amounts will be altered to reflect estimated usage. It is

the intent of this policy to set the assessment amount as fairly as possible, using best engineering practices, for all benefiting property owners.

F. Storm Sewers

1. Definitions

A. Storm Sewer Trunk Facilities

Ponds

A basin or wetland constructed or naturally located within a permanent easement for the purpose of containing storm runoff. May be either a retention (permanent) pond, detention (temporary) pond, or a combination of both.

Pipe Network

A network of pipes ranging in size generally from 30 inches through 60 inches. The trunk pipe networks are designed to collect storm run-off from an area generally larger than 10 acres.

Channels

An open ditch conveyance network constructed within permanent easements for the purposes of transporting storm run-off.

B. Storm Sewer Lateral Facilities

A network of pipes ranging in size generally from 12 inches to 27 inches designed to collect storm run-off from a specified small area to a trunk facility. The lateral facilities also include street overland flow and inlet structures such as catch basins, manholes and flared end sections.

2. Determining Storm Sewer Assessment Rates

A. Storm Sewer Trunk Rates

Design and estimate of the total improvement cost of the ultimate trunk system needed to provide complete service to each property in the Service District considered.

B. Determine the base assessment rate by dividing the ultimate system cost previously described by the sum total of the following to determine the cost per square foot of the project:

- Gross area of Single Family residential properties.
- Gross area of multi-unit residential properties

- Gross area of commercial properties
- Gross area of tax-exempt properties

C. The assessment rate would be set as follows.

- Residential properties- 40% of the per square foot cost multiplied by the area of the parcel **or divided per parcel.**
- Multi-Unit residential and commercial properties- 60% of the per square foot cost multiplied by the area of the parcel **or divided per parcel.**
- Tax exempt properties- 100% of the per square foot cost multiplied by the area of the parcel **or divided per parcel.**

G. Sidewalks, trails and pathways

Off-street facilities provide a safe walking alternative for pedestrians. As such, the City of Falcon Heights recognizes the importance of these facilities and will construct them when possible. Project costs will be calculated on a per-foot basis and assessments will be applied based on the property's front footage in the following manner:

1. Residential properties – 25% of the per foot cost multiplied by the total front footage
2. Commercial properties – 40% of the per foot cost multiplied by the total front footage
3. Tax-Exempt properties – 100% of the per foot cost multiplied by the total front footage

III. Assessment Policies

A. **Basis for Assessment Determination (Per Parcel vs. Per Foot)**

The City Council shall have the discretion to determine the most appropriate method of assessment for public improvement projects, including whether to assess properties on a per parcel (unit) basis or by lineal foot. This decision will be made based on the specific circumstances of each project, including the nature of the improvement, the configuration of the affected properties, and the overall benefit received by each property.

In making this determination, the City Council may consider factors such as:

1. **Type of Improvement:** Certain improvements, such as street reconstruction or the addition of utilities, may have a more equitable assessment when calculated on a per foot basis, particularly where properties vary significantly in size and frontage.
2. **Property Configuration:** In areas where property sizes are relatively uniform, a per parcel assessment may be more appropriate to distribute costs evenly among all benefiting properties.
3. **Benefit Analysis:** The assessment method shall reflect the extent of the benefit received by each property. The City Council may use engineering reports, property

appraisals, or other professional evaluations to determine the most equitable assessment method.

4. **Precedent and Policy Consistency:** Where possible, the assessment method should be consistent with past practices in similar projects to ensure fairness and uniformity across the city.

Once the method of assessment is determined, the City Council will document the rationale for the decision and include this in the project records.

VI. HARDSHIP DEFERRAL OF ASSESSMENTS

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

July 25, 2007

No. 07-09

A RESOLUTION APPROVING A SPECIAL ASSESSMENT DEFERRAL POLICY

WHEREAS, the City of Falcon Heights uses special assessments in order to construct public infrastructure, such as streets, sewers, sidewalks, and other public facilities; and

WHEREAS, these assessments can sometimes cause a financial hardship to those on fixed incomes; and

WHEREAS, State of Minnesota Statute 435.19 allows cities to adopt policies allowing for the deferral of special assessments in certain circumstances; and

WHEREAS, the City of Falcon Heights currently has a policy but desires to amend it;

NOW, THEREFORE BE IT RESOLVED that the City of Falcon Heights hereby establish the standards and guidelines for determining the eligibility for special assessment deferrals:

1. In order to request a deferral of an assessment, the homeowner must request a deferment before the close of the public hearing adopting the special assessment roll. The request must be made on the form on file with the City of Falcon Heights; and
2. The deferral procedure shall apply only to property owned and occupied by persons 65 years of age or older, or retired by virtue of a permanent and total disability for whom it would be a hardship to make payments. Permanent and total disability shall have the same definition for purposes of assessment deferral as is used for social security purposes; and
3. The property must be the applicant's principal place of domicile and classified on the real estate tax rolls as the applicant's homestead; and
4. The applicant must submit federal income tax returns from the year prior to the assessment to verify that all sources of income do not exceed the low income limits (currently 80% of median income based on household size) for Ramsey County as established by the Department of Housing and Urban Development; and
5. No special assessment shall be deferred for a period longer than the time set by the City Council; and

6. Interest on deferred assessments shall be subject to and charged at the interest rate set by the city council on its resolution adopting the special assessment, and such interest shall accrue on said principal until the special assessment is paid in full; and
7. The option of the homeowner to defer the payment of special assessments shall terminate and all amounts accumulated and interest shall become due and payable upon the occurrence of any of the following events:
 - a. The sale, transfer, or subdivision of the property or any part thereof, or the property is in any way conveyed to another person;
 - b. The subject property loses its homestead status for any reason;
 - c. The death of the owner qualified for the deferral status unless a surviving spouse is eligible for benefits hereunder; or
 - d. If for any reason the City Council determines that there would be no hardship to require an immediate or partial payment of the deferred special assessment.

Moved by:

Approved by: _____

Susan L. Gehrz, Mayor
July 25, 2007

GEHRZ	4	In Favor
KUETTEL		
HARRIS	0	Against
LINDSTROM		
TALBOT - absent		

Attested by: _____

Justin Miller
City Administrator
July 25, 2007

Appendix Index

1. Typical Minnesota Statute 429 Improvement Project Process
2. Typical Petition Forms
3. Sample Resolutions
4. Deferral Forms

TYPICAL MINNESOTA STATUTE 429

IMPROVEMENT PROJECT PROCESS

1. Project Initiation
 - a. Petition of more than 35 percent of affected property owners.
 - b. City Council action.
2. Resolution ordering preparation of report on improvement and declaring adequacy of petition if appropriate.

Note: This resolution should be published in the official newspaper after adoption. Unless there is a challenge to the determination of adequacy within 30 days, the determination cannot be challenged in the future.

3. Engineer's Report
 - a. Feasibility of proposed improvement.
 - b. Whether improvements should be made as proposed or with other improvements.
 - c. Cost of improvement as recommended.
 - d. Need for improvements.
4. Resolution receiving the feasibility report and calling for hearing on the improvement.

Note: If 100% of affected property owners petition for the improvement, they may also waive their rights to this public hearing.
5. Notice of Public Hearing
 - a. Time and place of hearing
 - b. General nature of improvement
 - c. Estimated cost of improvement/assessment
 - d. Proposed area to be assessed.
 - e. Notice must be published twice (one week apart) in the official newspaper; three days must elapse between the last publication date and the hearing.
 - f. Notice must be mailed to owner of each parcel within the area to be assessed not less than ten days prior to the hearing.
6. Resolution ordering the improvement and preparation of plans and specifications.

Note: This action may be taken any time within 6 months after the public hearing. Beyond that a new public hearing must be held. If the project was initiated by petition of the owners of less than 35 percent of the frontage, this resolution must be adopted by at least a 4/5 vote.
7. Resolution approving the plans and specifications and ordering the advertisement for bids.

Note: If the estimated construction cost is under \$100,000 at least ten days must elapse

between the first advertisement and the bid opening. Over \$100,000 at least three weeks (21 days) must elapse.

8. Resolution accepting the bids and directing the Mayor and City Administrator to enter into a contract with the lowest responsible bidder must be done within one year of resolution ordering improvement.

9. Contractor/City paperwork prior to commencing construction.

- a. Issue Notice of Award and Contract
- b. Contractor resubmits signed notice of award, contract, performance bond and insurance documents.
- c. Pre-Construction Meeting
 - Discuss scheduling of construction
 - Staking
 - Conflicts with utilities
- d. Issue Notice to Proceed
- e. Contractor resubmits signed Notice to Proceed
- f. Construction begins

10. During construction phase, partial pay estimates and change orders are presented to the City Council for action.

11. Resolution determining cost to be assessed and ordering the preparation of proposed assessment roll.

12. City staff and City Engineer prepare and file assessment roll.

13. Notice of hearing on proposed assessment.

Note: Notice must be published one or more times in the official newspaper at least two weeks prior to the meeting. Notice must contain the following items:

- a. Date, time and place of hearing.
- b. General nature of the improvements.
- c. Area proposed to be assessed.
- d. Total amount of the proposed assessment.
- e. That the proposed assessment roll is on file with the Clerk.
- f. That written and oral objections will be considered.
- g. That no appeal of the amount of any assessment may be made unless a written objection signed by property owners is filed with the Clerk prior to the hearing or presented to the presiding officer at the hearing.
- h. That an appeal to district court may be made by serving notice upon the Mayor or Clerk within 30 days of the adoption of the assessment roll and filing such notice with the district court within 10 days after service upon the Mayor and Clerk.
- i. Whether the City has adopted any deferment ordinance or resolution and its basic substance.

j. Substance of Minnesota Statute 435.193 through 435.195.

Notice must be mailed to each parcel owner described on the Assessment roll not less than two weeks prior to the hearing.

14. In addition to the items listed above, the mailed notice must include the following:

- a. Amount to be assessed against the particular parcel.
- b. That the assessment amount may be prepaid and to whom.
- c. Whether partial prepayment has been authorized by ordinance.
- d. Time within which prepayment may be made without interest.
- e. Rate of interest to be accrued if assessment is not prepaid.

14. Public hearing and resolution adopting assessment roll.

15. Appeals to District Court.

Note: In order to appeal to district court, the property owner must serve notice upon the Mayor or City Clerk within 30 days of adoption of the assessment roll. They can only do this after having filed a written signed objection prior to the assessment hearing or having presented same to the presiding officer at the hearing. The notice of appeal must be filed with the Clerk of the district court within ten (10) days after service on the City.

City of Falcon Heights, Minnesota _____, 20 ____

To the City Council of Falcon Heights, Minnesota:

We, the undersigned, owners of not less than 35 percent in frontage of the real property abutting on _____ Street, between the _____ line of _____ Street and the _____ line of _____ Street hereby petition that such street is improved by _____ pursuant to Minnesota Statutes, Chapter 429.

Only one signature is allowed per household.

	DATE	SIGNATURE OF OWNER	PRINT NAME OF OWNER
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____

Examined, checked, and found to be in proper form and to be signed by the required number of owners of property affected by the making of the improvement petitioned for.

City Clerk

CITY OF FALCON HEIGHTS

RESOLUTION NO. 2008-01

September 28, 2008

**RESOLUTION ORDERING PREPARATION OF FEASIBILITY REPORTS
FOR XYZ STREET RECONSTRUCTION PROJECT**

WHEREAS, the Council has reviewed the street construction needs of XYZ Avenue in the City and has tentatively selected the segment of XYZ between Snelling and Hamline Avenues for reconstruction in 2006; and

WHEREAS, it is proposed to improve this section of City of Falcon Heights street system as described above by completing the following work: sidewalk construction, bituminous paving, concrete curb and gutter, storm sewer, and necessary appurtenances, and to assess the benefited property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Section 429.011 to 429.111:

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

1. The segment of XYZ Avenue between Snelling Avenue and Hamline Avenue is hereby approved for consideration of reconstruction.
2. The proposed improvements are referred to the City Engineer for study and she is instructed to report to the Council with all convenient speed, advising the Council in a preliminary way as to whether they should best be made as proposed or in connection with some other improvements, and the estimated cost of the improvements as recommended.

Whereupon said resolution was declared duly passed and adopted.

CITY OF FALCON HEIGHTS
RESOLUTION NO. 07-02
March 8, 2007

**RESOLUTION RECEIVING FEASIBILITY REPORT ON XYZ AVENUE
RECONSTRUCTION PROJECT AND ORDERING PUBLIC HEARINGS**

BE IT RESOLVED by the Council of the City of Falcon Heights as follows:

1. By resolution adopted January 25, 2006, the Council directed the City Engineer to prepare preliminary reports as to the feasibility of the proposed improvements:

XYZ Avenue (between Snelling and Hamline Avenues)

2. The City Engineer was also directed to include in the report the estimated cost of the proposed improvements. The preliminary report and cost estimates have been submitted and considered by the Council and are hereby approved and directed to be placed on file in the office of the City Administrator. The improvements proposed to be made in the general manner set forth in the report are designated as XYZ Drive Reconstruction.
 3. The Council shall meet at the City Hall, 2077 West Larpentour Avenue, in said City, on April 26, 2006 at 7:00 p.m. for the purpose of holding a public hearing on the proposed improvements under and pursuant to the provisions of Minnesota Statutes, Chapter 429, and the Administrator is hereby authorized and directed to cause notice of the time, place, and purpose of that meeting to be published twice in the official newspaper, *Roseville Review*, which publications shall be a week apart, and the second publication shall be not less than three days before the date of the hearing.
 4. The general nature, estimated cost and area proposed to be assessed for XYZ Avenue and Snelling Drive Reconstruction are determined to be as stated in the foregoing notice, as fully as though the same were separately set forth and resolved herein.
-

NOTICE OF HEARING ON ASSESSMENTS
FOR XYZ AVENUE
CITY OF FALCON HEIGHTS
RAMSEY COUNTY, MINNESOTA

NOTICE IS HEREBY GIVEN that the Council of the City of Falcon Heights, Minnesota, will meet in the Council Chambers of the City Hall, 2077 Larpenteur Avenue, in said City on Wednesday, February 28, 2007 at 7:00 o'clock p.m. to hear, consider, and pass upon any and all written or oral objections which may be offered with respect to the proposed special assessments for sanitary sewer service repairs completed as a part of the XYZ Reconstruction Project. The Council may adopt the proposed assessment at the hearing.

The proposed assessment roll is now on file and open to public inspection by all persons interested in the office of the City Administrator. The entire amount assessed against each parcel of land will be payable, unless prepaid, in ten (10) equal consecutive annual installments, the first of such installments to be payable with general taxes levied in 2007, collectible with such taxes during the year of 2008. The first installment will be payable with interest at the rate of 6.25 percent per annum on the entire assessment from the date of the resolution levying the same to December 31, 2007, and each subsequent installment will be payable with one year's interest at said rate on all unpaid installments, except that no interest will be charged if the entire assessment as to any parcel is paid at the office of the Treasurer within thirty (30) days from the date of adoption of the assessment roll.

The general nature of the XYZ Avenue Reconstruction Project now being assessed is for the reconstruction of private sanitary sewer services and necessary appurtenances.

The total cost of the improvement to be assessed is \$12,290.20

THE FOLLOWING PROPERTY IDENTIFICATION NUMBERS ARE PROPOSED TO BE ASSESSED:

000111000222	1397 XYZ
000222000333	1403 XYZ
000333000444	1405 XYZ
000444000555	1415 XYZ
000555000666	1443 XYZ

Oral or written objections by any property owner will be considered at the hearing.

An owner may appeal an assessment to district court pursuant to Minnesota Statute § 429.081 by serving notice of the appeal upon the Mayor or Administrator of the City within 30 days after the adoption of the assessment and filing such notice with the district court within ten (10) days after service upon the Mayor and Administrator. No appeal may be taken as to the amount of any assessment adopted unless a written objection signed by the affected property owners is filed with the City Administrator prior to the assessment hearing or presented to the presiding officer

at the hearing.

Pursuant to Minnesota Statute Section 435.193 to 435.195, the Council may, in its discretion, defer the payment of this special assessment for any homestead property owned by a person 65 years of age or older or retired by virtue of a permanent and total disability for whom it would be a hardship to make the payments. When deferment of the special assessment has been granted and is terminated for any reason provided in that law, all amounts accumulated plus applicable interest becomes due. Any assessed property owner meeting the requirements of that law and the resolution adopted under it may, within 30 days of the confirmation of the assessment, or upon reaching the age to become eligible for the deferment, apply to the City Administrator on the prescribed form for such deferment of payment of this special assessment on his property.

Dated: January 24, 2007

BY ORDER OF THE CITY COUNCIL

City Administrator

**CITY OF FALCON HEIGHTS
RESOLUTION NO. 07-03**

**RESOLUTION ORDERING THE RECONSTRUCTION OF
XYZ AVENUE**

WHEREAS, the City Council of Falcon Heights received the Feasibility report on December 14, 2005 and ordered a public hearing for the reconstruction of XYZ Avenue between Snelling Avenue and Hamline Avenue, and;

WHEREAS, ten days mailed notice and two weeks published notice was given;

NOW THEREFORE BE IT RESOLVED by the Council of the City of Roseville, Minnesota, that in accordance with the provisions of Minnesota Statutes, Chapter 429, as amended, the Council held a public hearing on January 25, 2006, to consider the proposed reconstruction of XYZ Avenue, consisting of the installation of bituminous paving, concrete curb and gutter, sanitary sewer service repair, drainage facilities, and necessary appurtenances on all that property abutting:

PID	Address
000111000222	1910 XYZ Avenue
000222000333	1444 XYZ Avenue
000444000555	1912 XYZ Avenue
000555000666	1913 XYZ Avenue

as described in the Notice of Hearings at a cost presently estimated at \$1,131,996.54 and substantially in accordance with the preliminary report as to the feasibility thereof which is now on file in the office of the City Manager; at which all persons desiring to be heard were given an opportunity to be heard thereon, and having considered the views of all interested persons, the Council does hereby determine and order that said improvement shall be constructed and financed and that all streets be constructed substantially as recommended in the feasibility report. The City Engineer for the project is directed to prepare and submit to the Council the final plans and specifications for the improvement.

**CITY OF FALCON HEIGHTS
RESOLUTION 07-04**

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS
AND ORDERING ADVERTISEMENT FOR BIDS
FOR XYZ AVENUE RECONSTRUCTION**

WHEREAS, pursuant to resolution passed by the City Council, the City Engineer has prepared plans and specifications for the reconstruction of XYZ Avenue between Snelling Avenue and Hamline Avenue, and has presented such plans and specifications to the Council for approval:

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

1. Such plans and specifications, copies of which are attached hereto, and made a part hereof, are hereby approved.
2. The City Administrator shall prepare and cause to be inserted in the *Roseville Review*, the official newspaper, and in the *Construction Bulletin*, an advertisement for bids upon the making of such approved plans and specifications. The advertisement for bids for XYZ Avenue Reconstruction shall be published as required by law, shall specify the work to be done, shall call the bids on the basis of cash payment for such work, shall state the date and time that the bids will be received by the City Administrator and City Engineer at which time they will be publicly opened in the City Hall by the City Engineer and subsequently be considered by the Council; and that no bids will be considered unless sealed and filed with the Administrator and accompanied by a cash deposit, certified check or bid bond payable to the City of Falcon Heights for ten percent of the amount of such bid.

CITY OF FALCON HEIGHTS
RESOLUTION No: 2007-05
April 12, 2006

AWARDING BIDS FOR XYZ AVE RECONSTRUCTION

WHEREAS, pursuant to advertisement for bids for the improvement, according to the plans and specifications thereof on file in the office of the Administrator of said City, said bids were received on Wednesday, March 22, 2006, at 3:00 p.m., opened and tabulated according to law and the following bids were received complying with the advertisement:

BIDDER	AMOUNT
Contractor A	\$837,872.05
Contractor B	\$856,341.41
Contractor C	\$862,949.65
Contractor D	\$992,212.92
Contractor E	\$1,055,872.81

WHEREAS, it appears that Contractor A is the lowest responsible bidder at the tabulated price of \$837,872.05 and

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

1. The Mayor and Administrator are hereby authorized and directed to enter into a contract with Contractor A, for \$837,872.05 in the name of the City of Falcon Heights for the above improvements according to the plans and specifications thereof heretofore approved by the City Council and on file in the office of the City Administrator.
2. The City Administrator is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids except the deposits of the successful bidder and the next lowest bidder shall be retained until contracts have been signed.

**CITY OF FALCON HEIGHTS
RESOLUTION NO. 2007-06**

**RESOLUTION DECLARING COST TO BE ASSESSED
RECEIVING PROPOSED SPECIAL
ASSESSMENT ROLL AND PROVIDING FOR HEARINGS
FOR THE HAMLINE/ HOYT RECONSTRUCTION PROJECT**

WHEREAS, contracts have been let and costs have been determined for the XYZ Avenue Reconstruction project on all that property adjacent to the road for the reconstruction of the street by the installation of bituminous paving, concrete curb and gutter, storm sewer, landscaping, utility repair, and necessary appurtenances; and

WHEREAS, the forgoing is in the area described in the legal notice relating to the original hearing on the improvements and the resolutions relating thereto, and the City will pay \$572,639.80 as its share of the cost. The cost to be specifically assessed is hereby declared to be \$16,819.82; and

BE IT RESOLVED by the Council of the City of Falcon Heights, that the proposed 2006 assessment roll for the XYZ Avenue reconstruction project now on file and open to public inspection in the office of the City Administrator is approved, and the Administrator is directed to publish and mail notices stating that the Council will meet to consider the proposed assessments on November 8, 2006, at the City Hall, 2077 Larpenteur Avenue W, in the City of Falcon Heights at 7:00 o'clock p.m.

The notices shall state the date, time, and place of the meeting, the general nature of said improvement, the area proposed to be assessed, the total amount of the proposed assessment, that the proposed assessment roll is on file with the Administrator, that written or oral objections thereto by any property owner will be considered, and shall contain such other provisions as may be required by law. The first installment will be payable with interest at the rate of 6.25 percent per annum on the entire assessment from the date of the resolution levying the same to December 31, 2006, and each subsequent installment will be payable with one year's interest at said rate on all unpaid installments, except that no interest will be charged if the entire assessment as to any parcel is paid at the office of the Treasurer within 30 days from the adoption of the assessment roll.

It shall be published in the official newspaper of the City at least once, and shall be mailed to the owner of each parcel described in the assessment roll, not less than two weeks prior to the date of said meeting. For the purpose of such mailed notice, owners of said parcels shall be those shown as such on the records of the County Treasurer. Every property owner whose name does not appear on such records (other than owners of property which is tax exempt or is taxed on a gross earning basis) shall be deemed to have waived such mailed notice unless he had requested in writing that the County Treasurer include his name on the records for this purpose.

APPLICATION FOR DEFERMENT OF SPECIAL ASSESSMENTS

To the City Council of the City of Falcon Heights, Ramsey County, Minnesota.

_____ (Applicant) being first duly sworn
deposes and states:

1. That Applicant is the owner of the following described real estate located in the City of Falcon Heights, Ramsey County, Minnesota:

_____.

2. Pursuant to Minn. Stat. S435.193, et. seq. and Falcon Heights Council Resolution 2007-09, Applicant requests deferral of the payment of special assessment for the _____ improvement.

3. In support of this request, Applicant represents as follows:

- a. Applicant is over 65 years of age;
- b. Applicant is permanently and totally disabled as follows: _____

_____.

c. Applicant's annual gross income plus tax-exempt income is \$ _____.

4. Applicant declares that the foregoing information is true and correct and agreed to immediately inform the Falcon Heights City Administrator should any of the foregoing information change, and agrees that if the deferral is granted, Applicant will immediately upon termination of the deferral pay to the City the deferred assessment with interest.

Dated: _____

Applicant

**CITY OF FALCON HEIGHTS
RESOLUTION NO. 2007-06**

**A RESOLUTION OF THE CITY OF FALCON HEIGHTS
APPROVING DEFERRED ASSESSMENTS**

WHEREAS, the Applicant has presented to the City Council an application for deferral special assessments pursuant to law; and

WHEREAS, the Applicant is over age 65, totally and permanently disabled and meets the other requirements for deferral of special assessments;

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

1. _____ (the Applicant) is hereby granted deferral of payment of special for the _____ Improvement on parcel number _____ on the following conditions:

2. That the conditions described in the application for deferral continue to exist.

3. This deferral shall terminate after a period of _____ years.

4. This deferral shall terminate upon:

a. Applicants death, provided that the spouse is otherwise not eligible for the benefits hereunder;

b. The sale, transfer or subdivision of the property or any part thereof;

c. If the property should, for any reason, lose its homestead status;

d. If for any reason the City Council determines that there would be no hardship to require immediate or partial payment.

2. Those sums otherwise due and payable for the special assessments shall accrue interest at the rate of _____%, which interest shall be paid with property taxes during the deferral period.

Done at a _____ meeting of the City Council of the City of Falcon Heights this _____ day of _____, 20____.

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

September 11, 2024

No. 24-52

**A RESOLUTION APPROVING AMENDMENTS TO THE CITY OF FALCON HEIGHTS
ASSESSMENT POLICY**

WHEREAS, the City of Falcon Heights has adopted an assessment policy to guide the preparation of assessment rolls and assure uniform and consistent treatment of affected properties; and

WHEREAS, Minnesota State Law Chapter 429.010 and 429.111 grants municipalities the power to make public improvements and assess the cost of those improvements to benefited properties; and

WHEREAS, the City Council, in consultation with the City Engineer, City Attorney, and other qualified personnel, periodically reviews and updates the assessment policy to ensure fair and equitable cost-sharing among affected properties; and

WHEREAS, the City has identified necessary amendments to the Assessment Policy, as indicated in red in the amended version of the City of Falcon Heights Assessment Manual, which reflect updated procedures, policies, and cost-sharing methods for public improvements; and

WHEREAS, these amendments will promote the effective management of public improvement projects, including street reconstruction, sanitary sewer, storm sewer, and related infrastructure projects within the City of Falcon Heights;

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Falcon Heights, Minnesota, that the amendments to the City of Falcon Heights Assessment Manual are hereby approved and adopted, effective immediately, and the amended manual shall govern the preparation and execution of future assessment rolls for public improvements within the city.

ADOPTED this 11th day of September, 2024 by the City Council of Falcon Heights, Minnesota.

Moved by:

Approved by: _____
Randall C. Gustafson
Mayor

GUSTAFSON
LEEHY
MEYER
MIELKE
WASSENBERG

_____ In Favor
_____ Against

Attested by: _____
Jack Linehan
City Administrator