

CITY OF FALCON HEIGHTS
Regular Meeting of the City Council
City Hall
2077 West Larpenteur Avenue
AGENDA - AMENDED
December 11, 2024 at 7:00 P.M.

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

MIELKE ____ WASSENBERG____

STAFF PRESENT: LINEHAN____
- C. APPROVAL OF AGENDA
- D. PRESENTATION
 - 1. Receiving the Feasibility Report and Ordering Public Hearing for the 2025 Pavement Management Program (PMP)
- E. APPROVAL OF MINUTES:
 - 1. October 9, 2024 City Council Meeting Minutes
 - 2. October 23, 2024 City Council Meeting Minutes
 - 3. November 6, 2024 City Council Workshop Minutes
- F. PUBLIC HEARINGS:
 - 1. 2025 Truth in Taxation and Budget Presentation
- G. CONSENT AGENDA:
 - 1. General Disbursements through: 12/04/24 \$34,870.82
Payroll through: 11/30/24 \$25,680.33
Wire Payments through: 11/30/24 \$16,059.50
 - 2. Approval of City License(s)
 - 3. Appointment of Campbell Knutson as City Attorney
 - 4. Appointment of Kelly & Lemmons as City Prosecutor
 - 5. Appointment of Creative Planning as City Auditor
 - 6. Appointment of Roseville Assistant City Engineer Erik Henriksen as City Engineer
 - 7. Approval of Setting 2025 Cost of Living Adjustment (COLA) at 3.5% For All City Employees
 - 8. Statutory Tort Limits Liability Coverage for the City in 2025
 - 9. Approval of the Northeast Youth and Family Services Cooperative Service Agreement for 2025
 - 10. Approval of the Tubman Legal Services Cooperative Agreement for 2025
 - 11. Approval of a Joint Powers Agreement with the City of Roseville for Engineering Services
 - 12. Reclassification of Part-Time Accountant Position to Assistant Finance Director
 - 13. Promotion of Alyssa Landberg to Assistant Finance Director
 - 14. Request to Close Fund 428 – Amber Union Project Fund and Transfer Balance to Parks / Public Works Capital Fund 403

15. Authorization of Inspection and Repairs for Plow Truck Units #18 and #16 Not to Exceed \$8,000

H: POLICY ITEMS:

1. Adoption of Ordinance 24-07 Amending Chapter 14 of the Falcon Heights City Code to Incorporate and Establish Regulations for Registering Cannabis and Hemp Businesses
2. Adoption of Ordinance 24-08 Amending Chapter 113 of the Falcon Heights City Code Allowing and Establishing Regulations for Cannabis Retail Establishments
3. Authorization of Service Order with Forest Lake Contracting Not to Exceed \$8,500 for Emergency Repair of Six Street Lights in the University Grove Neighborhood

I. INFORMATION/ ANNOUNCEMENTS:

J. COMMUNITY FORUM:

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

K. ADJOURNMENT:

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REQUEST FOR COUNCIL ACTION

Meeting Date	December 11, 2024
Agenda Item	Presentation D1
Attachment	Feasibility Report, Resolution
Submitted By	Erik Henriksen, City Engineer

Item	Receive Feasibility Report and Order Public Hearing for the 2025 Pavement Management Program, 25-01
Description	On October 9, 2024, the City Council ordered the preparation of a feasibility report for the 2025 Pavement Management Program, 25-01, to include the Falcon Woods neighborhood which includes Autumn St, Prior Ave N, Summer St, Moore St, Howell St N and Garden Ave, as well as the Northome neighborhood which includes California Ave W, Idaho Ave W, and Iowa Ave W for improvements. In accordance with City Council direction, a feasibility report has been prepared that details the proposed design, neighborhood impact, and estimated cost of the proposed 2025 Pavement Management Program. The feasibility report is attached. The next step in the process is for the Council to accept the feasibility report and to schedule a public hearing. A resolution receiving the feasibility report and ordering the public hearing for January 22, 2025, is attached. A portion of the 2025 PMP is proposed to be assessed. The approval of the attached resolution is required for the Minnesota Chapter 429 Assessment Process. At the public hearing on the January 22, 2025, the Council will need to take the following actions: • Hold Public Improvement Hearing. • Adopt Resolution Ordering Improvement and Preparation of Plans and Specifications for the 2025 Pavement Management Project.
Budget Impact	This project has the following funding sources from the State, City and property owners along the streets being considered for improvements: • Assessments levied in accordance with the City's assessment policy; • Municipal State Aid (MSA) funding through the State of Minnesota's gas tax; • Street infrastructure funds; and

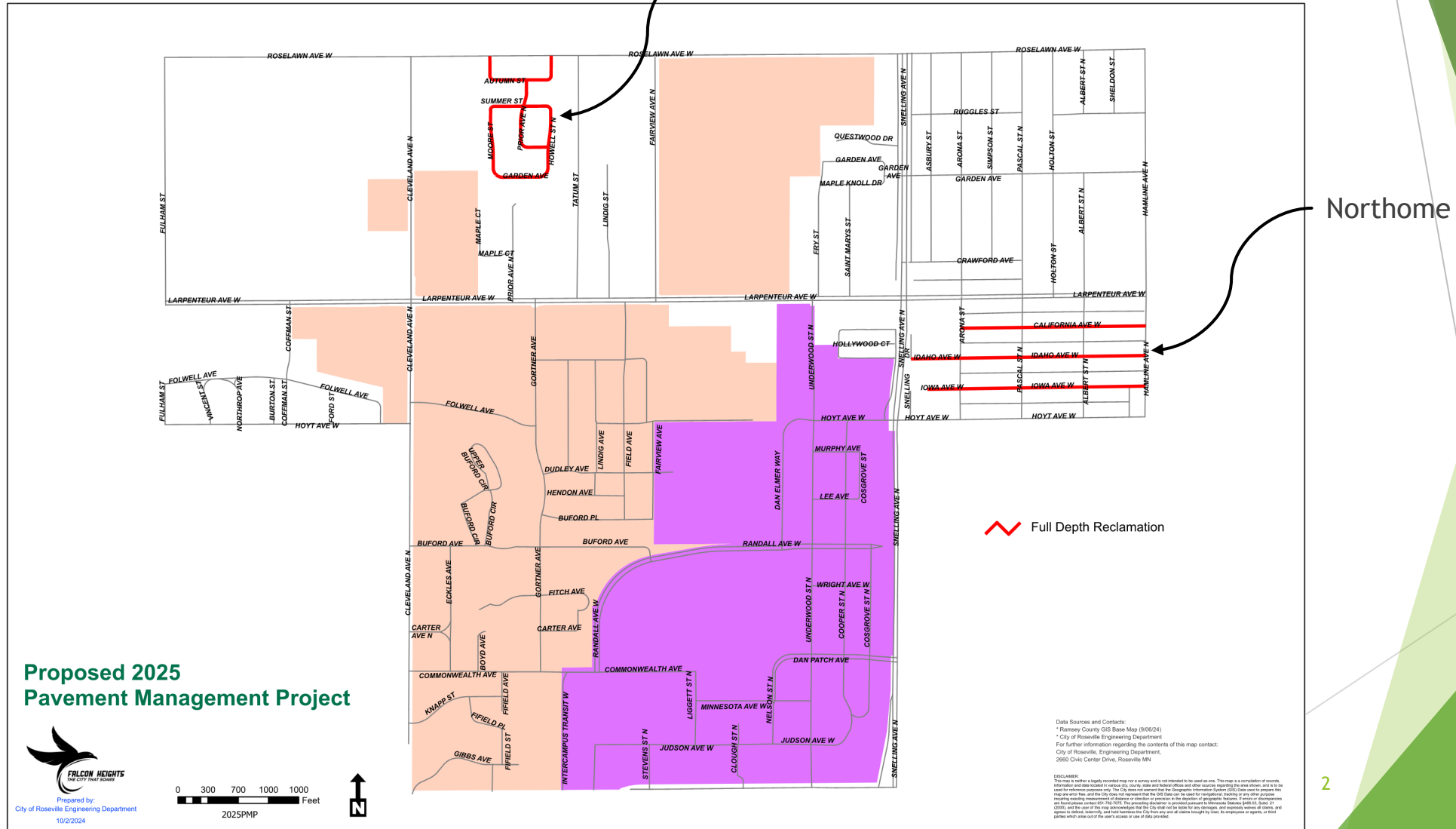
	Storm and sanitary utility funds for repairs needed to the existing utility system The Feasibility Report describes the costs and funding in more detail, and it is summarized in the table below: Falcon Woods Neighborhood: <table> <tr> <td>Assessments:</td><td>\$348,000</td></tr> <tr> <td>Local Street Fund:</td><td>\$271,000</td></tr> <tr> <td>MSA (gas tax):</td><td>\$271,000</td></tr> <tr> <td>Sanitary Sewer Fund:</td><td>\$ 54,000</td></tr> <tr> <td><u>Storm Sewer Fund:</u></td><td><u>\$155,000</u></td></tr> <tr> <td>Total Funding Estimate:</td><td>\$1,099,000</td></tr> </table> Northome Neighborhood: <table> <tr> <td>Assessments:</td><td>\$297,000</td></tr> <tr> <td>Local Street Fund:</td><td>\$309,000</td></tr> <tr> <td>MSA (gas tax):</td><td>\$309,000</td></tr> <tr> <td><u>Sanitary Sewer Fund:</u></td><td><u>\$ 16,500</u></td></tr> <tr> <td>Total Funding Estimate:</td><td>\$931,500</td></tr> </table>	Assessments:	\$348,000	Local Street Fund:	\$271,000	MSA (gas tax):	\$271,000	Sanitary Sewer Fund:	\$ 54,000	<u>Storm Sewer Fund:</u>	<u>\$155,000</u>	Total Funding Estimate:	\$1,099,000	Assessments:	\$297,000	Local Street Fund:	\$309,000	MSA (gas tax):	\$309,000	<u>Sanitary Sewer Fund:</u>	<u>\$ 16,500</u>	Total Funding Estimate:	\$931,500
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Attachment(s)	Feasibility Report Resolution 24-68																						
Action(s) Requested	Staff recommends adoption of the following motion: Adopt resolution to receive the 2025 Pavement Management Program Feasibility Report and Order Public Improvement Hearing set for January 22, 2025.																						



2025 Pavement Management Project (PMP)

December 11, 2024

Project Map



2025 PMP – Proposed Improvements

Falcon Woods

- ▶ Full Depth Reclamation
- ▶ Repave 3.5” New Asphalt
- ▶ Curb and Gutter Spot Replacement
- ▶ Trail Rehabilitation (not assessed)
- ▶ Spot Storm Repairs
- ▶ Stormwater BMP Improvements
- ▶ Spot Sanitary Repairs

Northome

- ▶ Full Depth Reclamation
- ▶ Repave 3.5” New Asphalt
- ▶ Curb and Gutter Spot Replacement
- ▶ Spot Sanitary Repairs

Public Agencies

- ▶ MnDOT
 - MSA funding and plan review
- ▶ City of Roseville
 - Engineering and construction services
- ▶ St. Paul Regional Water Services (SPRWS)
 - No improvements identified by SPRWS in any project area
- ▶ Capitol Region & Rice Creek Watershed Districts
 - Project does not trigger additional storm improvements
 - Erosion control permits from Capitol Region will be required
- ▶ Ramsey County
 - Project areas abut County ROW and will coordinate necessary permits

Private Utilities

City will coordinate any necessary relocations or improvements in conjunction with the project. These would be identified during the design process this winter. Private Utilities operating in the City right-of-way include:

- ▶ Xcel Energy
- ▶ Century Link (Lumen)
- ▶ Comcast
- ▶ MCI
- ▶ Zayo

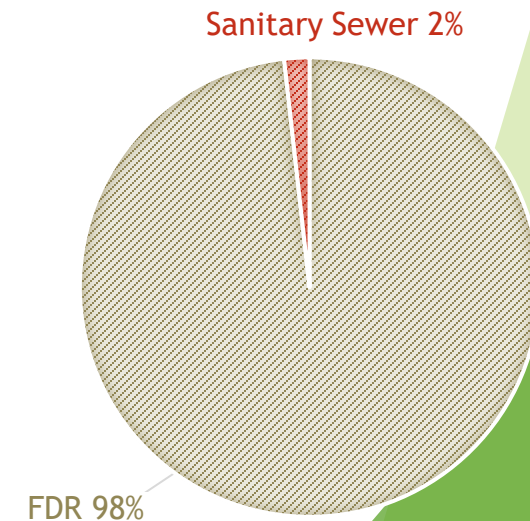
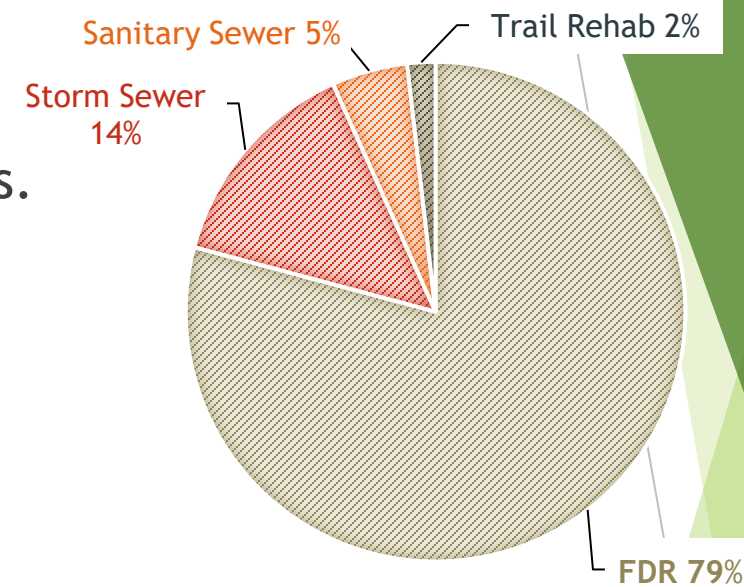
Project Cost Estimates

Total project cost for Falcon Woods is estimated at \$1,099,000, including contingency and engineering costs.

- ▶ Full Depth Reclamation (FDR): \$870,000
- ▶ Storm Sewer Costs: \$155,000
- ▶ Sanitary Sewer Costs: \$54,000
- ▶ Trail Rehabilitation: \$20,000

Total project cost for Falcon Woods is estimated at \$931,500 including contingency and engineering costs.

- ▶ Full Depth Reclamation (FDR): \$915,000
- ▶ Sanitary Sewer Costs: \$16,500



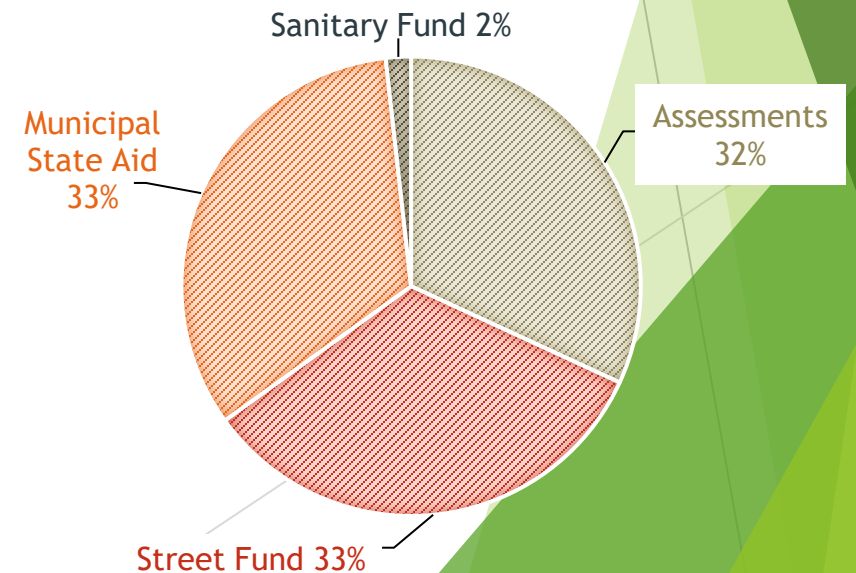
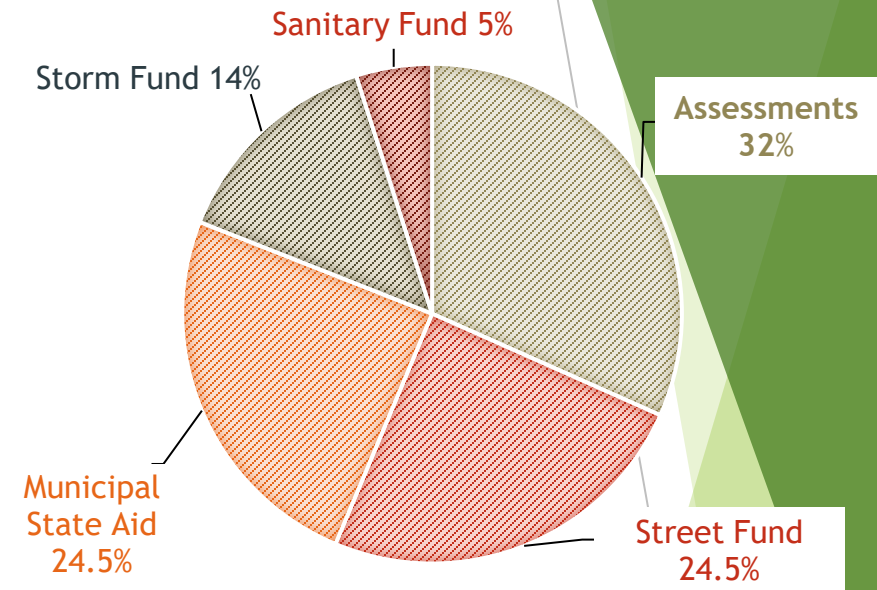
Project Funding

Funding for Falcon Woods comes from several sources

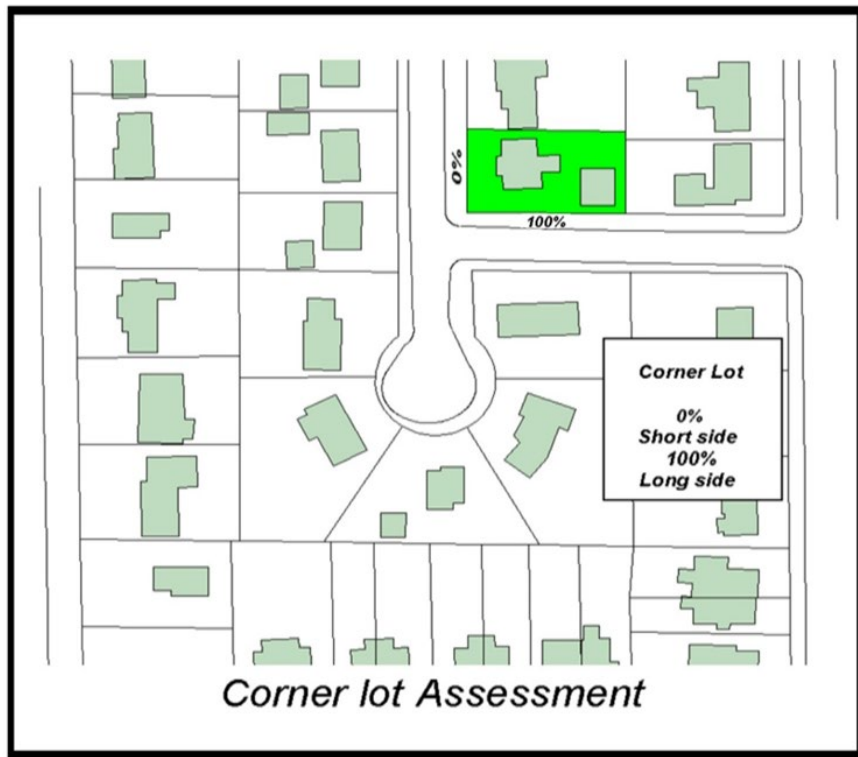
- ▶ Approximated Assessments: \$348,000
- ▶ Street Fund: \$271,000
- ▶ Municipal State Aid: \$271,000
- ▶ Storm Sewer Fund: \$155,000
- ▶ Sanitary Sewer Fund: \$54,000

Funding for Northome comes from several sources

- ▶ Approximated Assessments: \$297,000
- ▶ Street Fund: \$309,000
- ▶ Municipal State Aid: \$309,000
- ▶ Storm Sewer Fund: \$0
- ▶ Sanitary Sewer Fund: \$16,500

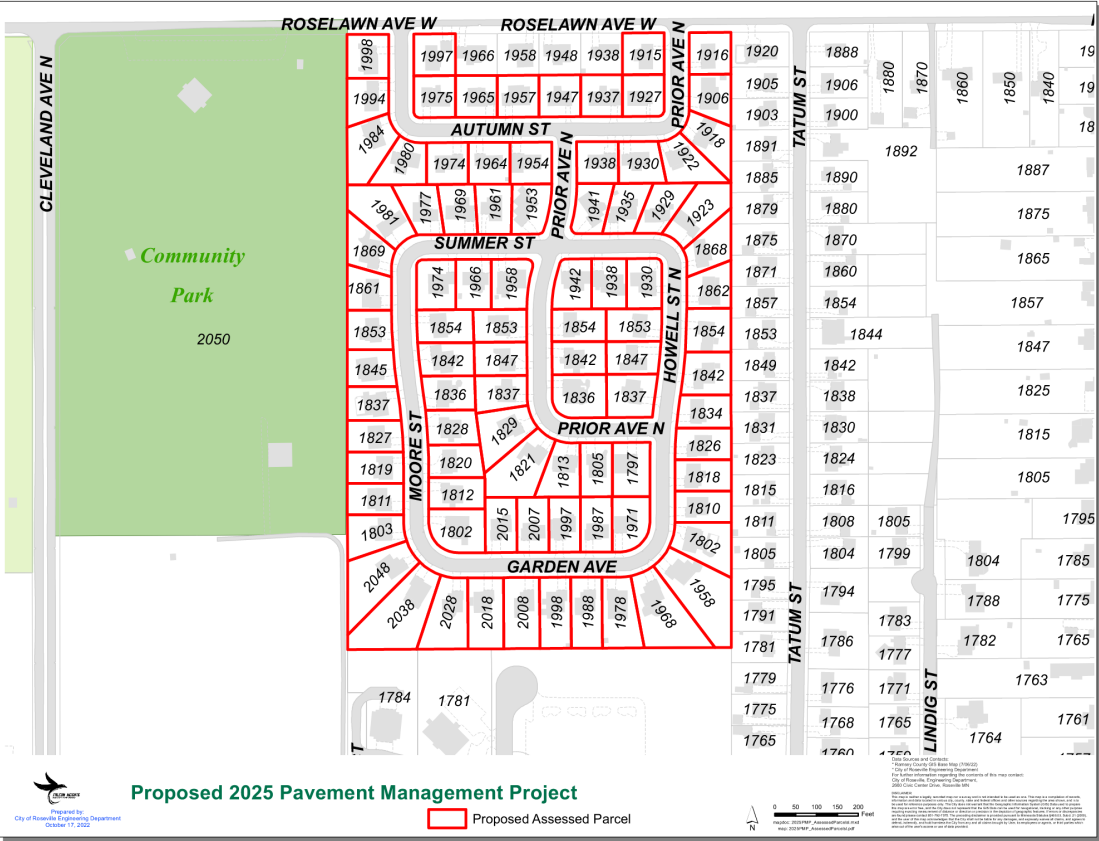


Assessment Policy

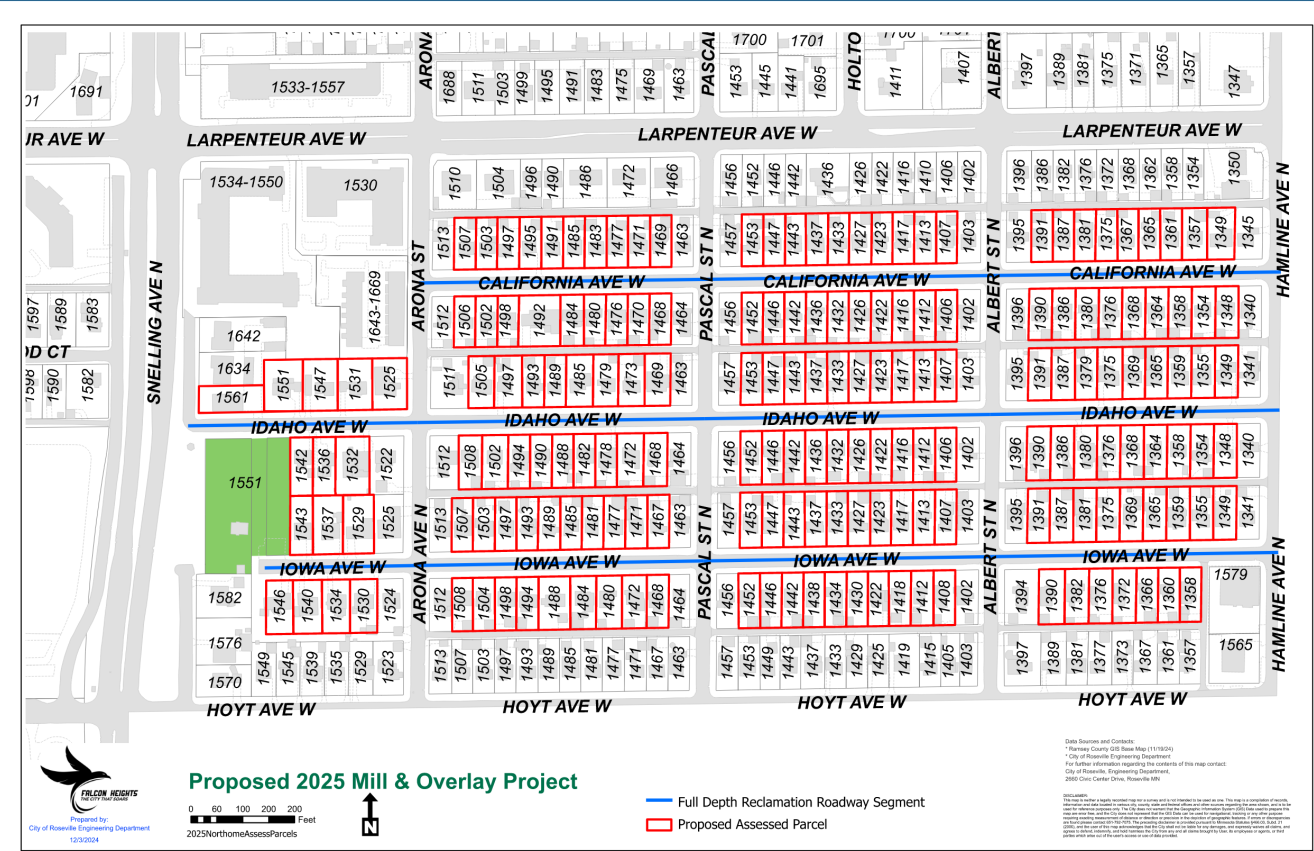


- ▶ All parcels are residential lots, assessed 40% of the improvement cost for streets.
- ▶ Streets are assessed by the front footage of each lot or by lot unit which is the assessable cost divided by parcels within a project area.
- ▶ When front footage assessments are used, residential corner lots are assessed 100% for the long side, 0% for the short side.
- ▶ 39 of the 221 parcels within the Northome project area are not assessed, as their adjacent side is the short side.

Assessments - Proposed Assessed Parcels



Falcon Woods



Northhome

Assessments - Proposed Estimate

Falcon Woods - Assessment Roll

- ▶ 90 Parcels
- ▶ Estimated Cost = \$870,000
- ▶ Assessable Amount = \$348,000
- ▶ Assessment/Parcel = \$3,850

Northome- Assessment Roll

- ▶ 182 Parcels
- ▶ Total Frontage = 11991 feet (2,239 non-assessable)
- ▶ Estimated Assessment Rate = \$30.53/ft
- ▶ Average Residential Assessment = \$1,635.00
- ▶ Approximate Residential Range = \$1,525 to \$2,750

Assessment Payment Options

- ▶ Pay part or all up-front interest free in first 30 days until
- ▶ Add to property taxes
 - First payment due in 2026 with property taxes
 - *Length of payment period and interest rate set by City Council
 - 10-15 years (FDR, reconstruction)
 - Interest rate at 2% above current rate of return on City's portfolio
- ▶ Hardship deferral
 - Homestead property
 - Age 65 or older, or retired by virtue of a disability
 - Payment would be a hardship based on tax returns
 - Assessment will accrue interest
 - Application available at City Hall

**This will be determined by City Council after assessment hearing (Fall 2025).*

Project Timeline*

Council actions are denoted with “CC” and will take place at a public meeting:

- ▶ January 22, 2025 - CC Improvement Hearing, Order Improvement, and Authorize Preparation of Plans and Specifications
- ▶ February 2025 - CC Approve Plans & Specifications, and Order Advertisement for Bid
- ▶ March 2025 - CC Accept Bids and Award Contract
- ▶ Spring/Summer 2025 - Begin Construction
- ▶ Fall 2025 - Substantial Completion
- ▶ October 2025 - CC Final Assessment Hearing
- ▶ Spring 2026 - Final Restoration and Punchlist

**Please note, this schedule is subject to change*

Requested Council Actions

Staff recommends City Council:

- ▶ Adopt resolution accepting the Feasibility Report and calling the public hearing for the project on January 22, 2025.



Feasibility Report

2025 Pavement Management Program Falcon Woods & Northome Pavement Management Project Project FH 25-01

Autumn Street, from Roselawn Avenue to Roselawn Avenue
Prior Avenue N, from Autumn Street to Howell Street North
Summer Street, from Moore Street to Howell Street N
Moore Street, from Summer Street to Garden Avenue
Howell Street N, from Summer Street to Garden Avenue
Garden Avenue, from Moore Street to Howell Street N
California Ave W, from Arona Street to Hamline Ave N
Idaho Ave W, from Snelling Ave N to Hamline Ave N
Iowa Ave W, from Curtis Field Park to Hamline Ave N

Prepared by: Erik Henricksen
City Engineer
City of Falcon Heights

I hereby certify that this feasibility report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

_____, P.E.
Licensed No. 59414

EXECUTIVE SUMMARY

This feasibility report has been prepared for the 2025 Pavement Management Project, FH 25-01. The project was initiated by council/staff as part of the City's Pavement Management Program. This report examines the proposed project including necessity, funding, estimated cost, cost effectiveness and overall feasibility of the project. A map showing the street locations can be found on Page 3.

Scope of Work

Falcon Woods Neighborhood (Full Depth Reclamation)

The Falcon Woods neighborhood, consisting of Autumn Street, Prior Avenue N, Summer Street, Moore Street, Howell Street N, and Garden Avenue, is proposed for pavement reclamation to address deficiencies in the pavement and base section of the roadways. This area is proposed for spot curb replacement, spot utility improvements, repair to select storm sewer manholes and catch basins, trail connection rehabilitation, and minor work in stormwater best management practices (BMP).

Northome Neighborhood (Full Depth Reclamation)

The Northome neighborhood, consisting of California Ave W, Idaho Ave W, and Iowa Ave W is also proposed for pavement reclamation to address deficiencies in the pavement and base section of the roadways. Spot curb replacement and repair to select sanitary sewer manholes are also proposed.

Project Cost

The total project cost is estimated to be \$2,030,500; with \$1,099,000 for the Falcon Woods Neighborhood and \$931,500 for the Northome Neighborhood. This also includes contingencies and overhead costs. Funding for the project will be provided through assessments from the benefitting properties, utility funds, street infrastructure funds, and Municipal State Aid (MSA) funds. A summary of the estimated project costs and funding sources by area are as follows:

Falcon Woods Neighborhood

Full Depth Reclamation Costs:	\$870,000
Storm Sewer Costs:	\$155,000
Sanitary Sewer Costs:	\$ 54,000
Trail Rehabilitations:	\$ 20,000

Funding:

Approximated Assessments:	\$348,000
Street Fund:	\$271,000
Municipal State Aid:	\$271,000
Storm Sewer Fund:	\$155,000
Sanitary Sewer Fund:	\$ 54,000

Northome Neighborhood

Full Depth Reclamation Costs:	\$915,000
Storm Sewer Costs:	\$ 0
Sanitary Sewer Costs:	\$ 16,500

Funding:

Approximated Assessments:	\$297,000
Street Fund:	\$309,000
Municipal State Aid:	\$309,000
Storm Sewer Fund:	\$ 0
Sanitary Sewer Fund:	\$ 16,500

Project Schedule

If this project is approved, the proposed project schedule is shown below. Council Action items are noted with a "CC":

CC Receive Feasibility Report and Set Improvement Hearing	December 11, 2024
Neighborhood Meeting	January, 2025
CC Improvement Hearing, Order Improvement, and Authorize Preparation of Plans & Specifications	January 22, 2025
CC Approve Plans & Specifications, and Order Advertisement for Bid	February 2025
Bid Opening	February 2025
CC Award Contract	March 2025
Construction Start	Summer 2025
Substantial Completion	Fall 2025
CC Set Assessment Hearing	October 2025
CC Assessment Hearing	October 2025

Recommendation

Based on the data within this report, the proposed 2025 Pavement Management Project, FH 25-01, is feasible, necessary, cost-effective and will benefit the City of Falcon Heights.



STREETS

Existing Conditions

Falcon Woods

The approximately 1.1 miles of streets in the Falcon Woods neighborhood were originally paved between 1960s and 1980s and the 1.2 miles of streets in the Northome neighborhood were originally paved between the 1940s and 1950s. The last time these street networks experienced substantial maintenance was in 2010 and 2011 when the streets underwent a sealcoat; which is a thin layer of aggregate placed over oil to help extend the life of the streets. All streets have an urban design with concrete curb and gutter and stormwater systems to convey drainage.

Autumn St, Prior Ave N, Summer St, Moore St, Garden Ave and Howell St N (Falcon Woods) are residential streets. They are 31 feet wide, with permitted parking allowed on both sides. The speed limit for these streets is 20 mph and staff are not aware of a speeding issue, nor have they received residents' comments about speeds. California Ave W, Idaho Ave W, and Iowa Ave W (Northome) are also residential streets. They are 31 feet wide, with parking allowed on both sides other than during the State Fair. The speed limit for these streets is 20 mph. Staff have received outreach from residents in this neighborhood regarding speeding along streets abutting the project area, such as Hoyt Ave to the south and Arona St, both outside the project limits. Neither project area has any striping or pavement markings that will be impacted by the project.

Because the streets being rehabilitated in both project areas are not official Municipal State Aid (MSA) routes, MSA traffic counts are not available. Falcon Woods has ingress/egress only from Roselawn Ave and experiences no cut-through traffic or other trip generators other than single family detached homes, thus the Average Daily Traffic (ADT) is reasonably assumed to be low. For flexible pavement design, the ADT was conservatively calculated at 900 for all streets in the neighborhood, based on trip generation rates for single-family detached housing (10 trips per day, 90 parcels in the neighborhood) from the Institute of Transportation Engineers (ITE) Manual. While the streets being rehabilitated in Northome also lack MSA counts, Arona St and Albert St, north/south connections between Larpenteur Ave and Hoyt Ave that collect traffic from the Northome project area, do have available count information. These count locations are positioned to collect traffic volumes generated from the Northome area, as well as any cut-through traffic. While they are not inclusive of every north south connection in the Northome area, it is reasonable to assume these are relatively characteristic of the ADT within the neighborhood, albeit conservative as there is likely cut-through being counted between Larpenteur Ave and Hoyt Ave. The average ADT between these counts is approximately 520. As a comparison to the methodology used to calculate the Falcon Woods ADT, each block within the project area has approximately 24 single-family detached homes, and based on the ITE Manual would be approximately 240.

Pavement condition scores were considered to determine the streets for the City's pavement management and capital improvements plan. Falcon Heights' pavement management system utilizes a pavement condition index (PCI) rating of 0 to 100. This rating is based on surficial pavement observations which identify key pavement defects such as fatigue cracking, rutting, thermal cracking, block cracking, potholes, raveling and weather, and edge cracking. Street

condition ratings are divided into three categories: “adequate” (66 to 100), “marginal” (36 to 65) and “problem” (0 to 35). The average PCI for Falcon Woods is 31. The average PCI for Northome is 32.

Falcon Heights contracted with a geotechnical engineering consultant to obtain geotechnical exploration in the Falcon Woods and Northome neighborhoods, these reports are attached in the Appendix. The observed pavement depth in the Falcon Woods area was generally 3.5 inches. Observed aggregate base ranged from 4 to 7 inches, which did contain some debris, including concrete and bituminous. The fill encountered below the base consisted of sandy soils, with seems of clay soils at three boring locations. The geotechnical report indicated the pavement distresses in the Falcon Woods area, and results of the subsurface explorations, indicate that the existing subgrade is generally sandy in nature and does not appear to be in need of major improvements yet the existing pavement has reached the end of its lifespan. The existing pavement sections are summarized in the table below:

Falcon Woods - Measured Existing Pavement Sections Table

Boring Location	Bituminous Pavement Thickness (in.)	Apparent Aggregate Base Thickness (in.)
ST-1	3.5	5
ST-2	3.5	7
ST-3	4	5
ST-4	4.5	5
ST-5	3	5.5
ST-6	3	5.5
ST-7	4	4

The observed pavement depth in the Northome area was generally 3.5 inches. The thicker pavement observed at C-4 from the table below was likely due to a roadway patch. Observed aggregate base ranged from 4.25 to 18.5 inches. The fill encountered below the base consisted of silty and clayey sand with variable amounts of gravel. The geotechnical report found the pavement cores analyzed were experiencing low to severe stripping, which represents the deterioration of the asphalt/aggregate bond in a bituminous pavement. When bituminous pavements exhibit moderate to severe degrees of stripping it is a key indicator the pavement has reached the end of its lifespan (8 of the 11 cores were moderate to severe). The existing pavement sections are summarized in the table below:

Northome - Measured Existing Pavement Sections Table

Boring Location	Bituminous Pavement Thickness (in.)	Apparent Aggregate Base Thickness (in.)
C-1	5	11
C-2	3.25	17.75
C-3	4	12

C-4	5.5	18.5
C-5	2.5	6.5
C-6	4	14
C-7	4.75	4.25
C-8	4.25	16
C-9	3.25	5.75
C-10	2	13
C-11	1.75	13.25

Proposed Improvements

Falcon Woods Proposed Improvements - Falcon Heights contracted with a geotechnical engineering consultant to obtain pavement borings throughout the project area. Based on the data and the minimal utility work required with this project, a full-depth reclamation is proposed. This would include grinding and mixing the existing pavement with the underlying base section. This strengthens the base of the roadway. Excess grounds are removed and a new, 3.5-inch asphalt section would be paved without changing the elevation of the roadway. Some areas may need subgrade correction if unsuitable soils are encountered. It has been identified that 35% of the curb requires replacement due to its condition (weathering, cracks, heaved panels impacting drainage, etc.). Cost for the street reconstruction is estimated at \$870,000.

Northome Proposed Improvements – Full depth reclamation of the pavement is also proposed as the method of pavement construction due to the findings of the geotechnical exploration, the OCI of the streets, and minimal utility work needed. Excess grounds are removed and a new, 3.5-inch asphalt section would be paved without changing the elevation of the roadway. Some areas may need subgrade correction if unsuitable soils are encountered. It has been identified that minor curb replacement is necessary due to its condition. Cost for the street reconstruction is estimated at \$915,000.

Trails

Existing Conditions

No trails are located within the Northome Neighborhood.

Falcon Woods has two bituminous pathways within the project area. An approximately 235 foot long, 8-foot wide, trail connects the Falcon Woods neighborhood to Prior Ave to the south off Garden Ave, and the second is an approximately 120 foot long, 5-foot wide, trail connects the neighborhood to the community park to the west off Moore St. These trails do not appear to be encumbered by a trail easement and any proposed improvements would require either trail easements or a temporary construction easement from the abutting property owners.

Proposed Improvements

The Moore St and Garden Ave trail connections are in need of rehabilitation as little maintenance has been performed since their installation in 1983. Given the 5-foot width and proximity of side-lot improvements (e.g. fencing, landscaping, etc.) associated with the Moore St connection, a reclaim machine or bituminous paving machine will not be a feasible rehabilitation option so the existing trail would need to be removed and replaced with a 5-foot concrete walk for constructability. The Garden Ave connection has adequate width and space for paving operations so the bituminous trail will be removed and a new path paved.

If any pathway is rehabilitated within this project, costs would not be assessed. This report assumes the funding would be split between Municipal State Aid and the Street Fund. Ongoing maintenance, including snow removal would be performed by the City.

Due to the constructability and encroachments near the Moore St connection that would need to be removed and relocated if paved (widened from 5-foot to 8-foot for paving operations), a 5-foot concrete walk is proposed, which matches the existing width of the connection. There are higher upfront costs associated with the installation of concrete versus paving bituminous, however the removal and relocation of encroachments due to widening the connection would cost the city more than the installation of concrete, and would have been more impactful with abutting property owners due to the small side-yards that currently exist. The Moore St connection is estimated to cost \$11,000 and the Garden Ave connection is estimated to be \$9,000. These estimated amounts include contingency and engineering/overhead costs.

Sanitary Sewer

Existing Conditions

The sanitary sewer system within the project areas were constructed in the 1950s and 1960s. Other than the south half of Falcon Woods, all of the sanitary pipe in Falcon Woods and Northome has been lined with Cure-In-Place-Pipe through the City's sanitary sewer rehabilitation program. This process creates a new pipe within the existing pipe. The south of Falcon Woods was televised and reviewed and the condition of the sanitary mains in this area were in good condition. The area has been identified as an area to continue to monitor for when the need arises to line the pipe based on the City's sanitary sewer rehabilitation program.

Proposed Improvements

Select sanitary sewer manholes in both project areas are proposed for minor rehabilitation work to include new, water-tight castings and lids, new concrete rings and installation of an inflow and infiltration barrier at the top of the manhole. These improvements are anticipated to reduce stormwater entering the sanitary sewer system, which increases downstream capacity and treatment costs. They will also reinforce the top of the manhole to prevent future settlements within the street. The cost estimates for these improvements are \$54,000 and \$16,500 in the Falcon Woods and Northome neighborhoods, respectively.

Stormwater and Drainage

Existing Conditions

The streets in both project areas are served by catch basins which collect water on the street and convey stormwater to the larger trunk system and downstream stormwater best management practices (BMPs), or stormwater ponds. Storm sewer structures within the Northome area were re-constructed when Arona St, Pascal St, and Albert St were rehabilitated in 2013 and are all pre-cast concrete. The Falcon Woods' storm sewer structures were constructed with various materials including brick and mortar, concrete barrel sections seated on top of pipe, and more conventional concrete structures (e.g. pre-cast concrete). The Falcon Woods stormwater that flows south drains into the U of M's Gortner Ave trunk system, and outlets into the Sarita Wetland on the campus.

The Northome project area conveys stormwater runoff to the north and south into the larger trunk systems located within Larpenteur Ave (flows headed north) and Hoyt Ave (flows headed south), which eventually cross the city line to St. Paul. The majority of the Falcon Woods neighborhood flows south to two existing stormwater BMPs located in the southwest and southeast corners of the neighborhood with a minor area in the northern portion of Falcon Woods routed north to Roselawn Ave.

Proposed Improvements

Based on staff inspection, no improvements are required within the Northome area due to the recent rehabilitation of all stormwater improvements, while in the Falcon Woods neighborhood deteriorated catch basins will be rehabilitated or replaced as part of the proposed project as well as the installation of two sump/baffle catch basins that are upstream of the two stormwater BMPs. These sump/baffle catch basins will reduce the amount of sediment and other deleterious material entering the stormwater ponds, reducing long-term maintenance costs and improving water quality. Additionally, the two stormwater BMPs will undergo replacement of flared end sections (inlets and outlets to the ponds) and minor removal of sediments and other deleterious material is proposed to improve the overall function and treatment of these BMPs. The cost estimate for these improvements is \$155,000.

As the proposed street improvements would disturb an area greater than one acre, the project is required by the Minnesota Pollution Control Agency (MPCA) to include a Storm Water Pollution Prevention Plan (SWPPP) and use erosion and sediment control best practices during construction, and obtain an MPCA Construction Permit. The Falcon Woods project sits within the Rice Creek Watershed District (drainage going to Roselawn), and the Capitol Region Watershed District (drainage going to the U of M), and the Northome neighborhood is wholly within the Capitol Region Watershed District. A Capitol Region Watershed District erosion and sediment control permit will be required, but a Rice Creek Watershed District erosion and sediment control permit will not be required as full depth reclamations are exempted.

The proposed improvements would not add enough impervious surface that would trigger either watershed district water quality or quantity requirements.

RIGHT-OF-WAY AND EASEMENTS

These project improvements are proposed within the existing right-of-way. No right-of-way acquisition is anticipated however as discussed under the “*Trails*” section of this report trail easements and/or temporary construction easements will be required for rehabilitation work associated with the Garden Ave and Moore St connections. While a grant of a temporary construction easement would allow the city to make the required repairs, a trail easement will also be pursued by staff in order to maintain in perpetuity the improvements. Upon execution of any permanent easements with the abutting property owners, the easements must be approved by City Council.

OUTSIDE AGENCY COORDINATION

The watermain system that services the project area is owned and operated by St. Paul Regional Water Services and they have indicated no improvements are planned for inclusion or coordination with this project.

The project area is within the Capitol Region Watershed District. Proposed improvements are not anticipated to warrant any stormwater requirements from the District.

During the design process, staff will do a Gopher State One Call for the project area to identify all small utility operators. The City will coordinate with small utilities to finalize relocates and other coordination items during design.

Lastly, any work abutting Ramsey County right-of-way (e.g. Hamline Ave) will coordinate the improvements and impacts during construction with the County and apply for all required permits.

ESTIMATED COSTS AND PROPOSED FUNDING

Proposed project costs for the 2025 PMP Improvement Project are summarized below. The cost estimate is based on recent construction projects of similar character and assumes that the proposed improvements would begin in 2025. All costs include 15% contingency, which considers unforeseen costs including inflation, unforeseen site conditions, etc., as well as 15% engineering costs such as geotechnical exploration and construction material testing, design, construction inspection, etc. Actual costs will be determined through competitive bids following final design for the project. The actual costs will be dependent upon the market conditions that exist at the time of the bidding.

The proposed street improvements are eligible for assessments according to the City of Falcon Heights Assessment Policy. Per City Policy, a portion of the street improvements will be assessed to the benefitting properties. Along with assessments, street costs will be financed through the Street Infrastructure Fund and Municipal State Aid. Typically, only roads that have been added to the City’s Municipal State Aid system (MSA) are eligible for funding through the City’s portion of state gas tax revenues. However, the City of Falcon Heights has a Certified Municipal State Aid Street system. As a result, the City can use MSA funds to pay for the City’s portion of the costs.

Storm sewer and sanitary sewer improvements will be funded from the appropriate infrastructure fund, and are not eligible for assessments.

	Estimated Cost	MSA	Street Infrastructure Funds	Assessments	Sanitary Sewer Fund	Storm Sewer Fund
Falcon Woods	\$870,000	\$271,000	\$271,000	\$348,000	\$54,000	\$155,000
Northome	\$915,000	\$309,000	\$309,000	\$297,000	\$16,500	-
Total	\$ 1,785,000	\$580,000	\$580,000	\$645,000	\$70,500	\$155,000

*Includes 15% Engineering & Contingency

If pathways are rehabilitated with this project in the Falcon Woods neighborhood, they will not be assessed based on past precedent. This report assumes the funding for pathway improvements would be split between Municipal State Aid Funding and the Street Infrastructure Fund (also included in the summary table above). This is consistent with past practice; the City did not assess for pathway replacement along Roselawn Ave in 2015 or the Ruggles connection in 2023. The table below shows the estimated costs with engineering & contingency and a funding breakdown for the pathway options.

	Estimated Cost	MSA	Street Infrastructure Funds	Assessments
Moore St Connection	\$11,000	\$5,500	\$5,500	-
Garden Ave Connection	\$9,000	\$4,500	\$4,500	-

*Includes 15% Engineering

PROPOSED ASSESSMENTS

Assessments will be levied to the benefitting properties as outlined in Minnesota State Statute Chapter 429 and the City's Assessment Manual, which is summarized below. The Northome neighborhood will utilize the front footage assessment unit. This neighborhood is a typical city-block layout with no curves or atypical front lot lines in which Falcon Heights has a precedent in using the front footage assessment unit. 39 of the 221 residential lots within the project area are corner lots and were assessed when Arona St, Pascal St, and Albert St were rehabilitated in 2013, which decreases the assessable frontage from 11,991 linear feet to 9,752 linear feet (LF). Based on the preliminary estimates this equates to an \$30.53/LF assessment, or an average of \$1635.00 per property. This average is slightly lower than historical ranges for full depth reclamation due to the high density of residential lots within the project area.

On September 11, 2024 the City Council approved an update to the Assessment Manual which clarified the basis for assessment determination. Based on this update, the Falcon Woods neighborhood will utilize the lot unit, or "per parcel" assessment determination, due to the atypical front lot lines and general unique layout of property frontage associated with the neighborhood. Based on preliminary estimates this equates to a \$3,850.00 assessment per parcel. This estimate is within historical ranges for full depth reclamation.

Assuming this project is completed by fall 2025, the final assessment amount would be determined at an assessment hearing in the fall of 2025 with a thorough review of the proposed assessments by the Council. The Council would also set the length of assessments and the interest rate at the hearing. In past projects, the assessments have been over 10 years for reconstruction projects at an interest rate 2% above the current rate of return on the City's portfolio.

PUBLIC INVOLVEMENT

The City hosted an open house for the Falcon Woods neighborhood on October 19, 2022 regarding the 2025 PMP project. This open house was attended by eight residents within the project area. A presentation was given that outlined the proposed improvements, project funding, assessments, and the proposed estimate at that time. Notes from this meeting indicate that the residents brought up the topic of sidewalks and where pedestrians walk as well as street light concerns. In October of 2024 the City provided additional information regarding the project to the Falcon Woods and Northome neighborhoods through the bi-annual newsletter.

The City will host a second neighborhood meeting in January 2025 prior to the improvement hearing scheduled on January 22, 2025. A presentation will be given regarding the proposed improvements, schedule, project funding, assessments and to gain additional feedback from the property owners. This will also be an opportunity to gain additional information from residents on potential improvements or known issues to be incorporated into the final design. Any additional comments or concerns raised at this meeting will be presented to Council on January 22, 2025.

PROPOSED PROJECT SCHEDULE

If this project is approved, the proposed project schedule is shown below. Council Action items are noted with a "CC":

CC Receive Feasibility Report and Set Improvement Hearing	December 11, 2024
Neighborhood Meeting	January, 2025
CC Improvement Hearing, Order Improvement, and Authorize Preparation of Plans & Specifications	January 22, 2025
CC Approve Plans & Specifications, and Order Advertisement for Bid	February 2025
Bid Opening	February 2025
CC Award Contract	March 2025
Construction Start	Summer 2025
Substantial Completion	Fall 2025
CC Set Assessment Hearing	October 2025

SUMMARY & RECOMMENDATIONS

Based on the information and analysis included in this report, the 2025 Street Rehabilitation Project, FH 25-01, is feasible, necessary and cost effective. The following is recommended:

1. The Falcon Heights City Council accept this feasibility study and report and order public hearing for January 22, 2025.
2. After receiving the appropriate staff reports, information and input from the public hearing, the City Council shall:
 - a. Determine whether to proceed with or reject the proposed public improvements;
3. Based on the outcome of the public hearing, the Council can order the proposed improvements and authorize the preparation of plans and specifications.

APPENDIX 1: OPINION OF PROBABLE COST

Falcon Woods - Streets				
STREET NAME	Estimate	15% Cont.	15% Eng.	Total
AUTUMN ST	\$157,897.50	\$23,684.63	\$23,684.63	\$205,266.75
PRIOR AVE	\$131,029.50	\$19,654.43	\$19,654.43	\$170,338.35
SUMMER, MOORE, GARDEN, HOWEL	\$379,960.50	\$56,994.08	\$56,994.08	\$493,948.65
			Total	\$869,553.75
Falcon Woods - Trails				
CONNECTION NAME	Estimate	15% Cont.	15% Eng.	Total
MOORE ST	\$8,514.00	\$1,277.10	\$1,277.10	\$11,068.20
GARDEN AVE	\$6,876.00	\$1,031.40	\$1,031.40	\$8,938.80
			Total	\$20,007.00
Falcon Woods - Storm				
STREET NAME	Estimate	15% Cont.	15% Eng.	Total
AUTUMN ST	\$12,900.00	\$1,935.00	\$1,935.00	\$16,770.00
PRIOR AVE	\$4,500.00	\$675.00	\$675.00	\$5,850.00
SUMMER, MOORE, GARDEN, HOWEL	\$113,000.00	\$9,450.00	\$9,450.00	\$131,900.00
			Total	\$154,520.00
Falcon Woods - Sanitary				
STREET NAME	Estimate	15% Cont.	15% Eng.	Total
AUTUMN ST	\$14,350.00	\$2,152.50	\$2,152.50	\$18,655.00
PRIOR AVE	\$3,550.00	\$532.50	\$532.50	\$4,615.00
SUMMER, MOORE, GARDEN, HOWEL	\$23,300.00	\$3,495.00	\$3,495.00	\$30,290.00
			Total	\$53,560.00

Northome - Streets				
STREET NAMES	Estimate	15% Cont.	15% Eng.	Total
IOWA AVE	\$235,575.00	\$35,336.25	\$35,336.25	\$306,247.50
IDAHO AVE	\$255,535.00	\$38,330.25	\$38,330.25	\$332,195.50
CALIFORNIA AVE	\$212,865.00	\$31,929.75	\$31,929.75	\$276,724.50
			Total	\$915,167.50
Northome - Sanitary				
STREET NAMES	Estimate	15% Cont.	15% Eng.	Total
IOWA AVE	\$3,550.00	\$532.50	\$532.50	\$4,615.00
IDAHO AVE	\$4,500.00	\$675.00	\$675.00	\$5,850.00
CALIFORNIA AVE	\$4,500.00	\$675.00	\$675.00	\$5,850.00
			Total	\$16,315.00

APPENDIX 2: DRAFT ASSESSMENT ROLLS

NORTHHOME DRAFT ASSESSMENT ROLL

Parcel ID	Building Number	Street Name	Street Suffix	Street Frontage (LF)	Assessment Rate (\$/LF)	Assessment Amount
222923210103	1391	IOWA	AVE	52	\$30.53	\$1,587.56
222923210014	1381	CALIFORNIA	AVE	50	\$30.53	\$1,526.50
222923210015	1375	CALIFORNIA	AVE	50	\$30.53	\$1,526.50
222923210076	1380	CALIFORNIA	AVE	54	\$30.53	\$1,648.62
222923210083	1379	IDAHO	AVE	53	\$30.53	\$1,618.09
222923210071	1354	CALIFORNIA	AVE	54	\$30.53	\$1,648.62
222923210111	1349	IOWA	AVE	54	\$30.53	\$1,648.62
222923210020	1349	CALIFORNIA	AVE	64	\$30.53	\$1,953.92
222923210105	1381	IOWA	AVE	54	\$30.53	\$1,648.62
222923210170	1390	IOWA	AVE	60	\$30.53	\$1,831.80
222923210098	1380	IDAHO	AVE	54	\$30.53	\$1,648.62
222923210165	1360	IOWA	AVE	50	\$30.53	\$1,526.50
222923210082	1387	IDAHO	AVE	54	\$30.53	\$1,648.62
222923210087	1359	IDAHO	AVE	54	\$30.53	\$1,648.62
222923210107	1369	IOWA	AVE	54	\$30.53	\$1,648.62
222923210089	1349	IDAHO	AVE	54	\$30.53	\$1,648.62
222923210016	1367	CALIFORNIA	AVE	50	\$30.53	\$1,526.50
222923210088	1355	IDAHO	AVE	54	\$30.53	\$1,648.62
222923210081	1391	IDAHO	AVE	54	\$30.53	\$1,648.62
222923210078	1390	CALIFORNIA	AVE	54	\$30.53	\$1,648.62
222923210018	1361	CALIFORNIA	AVE	50	\$30.53	\$1,526.50
222923210072	1358	CALIFORNIA	AVE	54	\$30.53	\$1,648.62
222923210075	1376	CALIFORNIA	AVE	54	\$30.53	\$1,648.62
222923210077	1386	CALIFORNIA	AVE	54	\$30.53	\$1,648.62
222923210110	1355	IOWA	AVE	54	\$30.53	\$1,648.62
222923210109	1359	IOWA	AVE	54	\$30.53	\$1,648.62
222923210108	1365	IOWA	AVE	54	\$30.53	\$1,648.62
222923210086	1365	IDAHO	AVE	54	\$30.53	\$1,648.62
222923210085	1369	IDAHO	AVE	53	\$30.53	\$1,618.09
222923210070	1348	CALIFORNIA	AVE	54	\$30.53	\$1,648.62
222923210106	1375	IOWA	AVE	54	\$30.53	\$1,648.62
222923210104	1387	IOWA	AVE	54	\$30.53	\$1,648.62
222923210167	1372	IOWA	AVE	55	\$30.53	\$1,679.15
222923210092	1348	IDAHO	AVE	54	\$30.53	\$1,648.62
222923210093	1354	IDAHO	AVE	54	\$30.53	\$1,648.62
222923210094	1358	IDAHO	AVE	54	\$30.53	\$1,648.62
222923210095	1364	IDAHO	AVE	54	\$30.53	\$1,648.62
222923210096	1368	IDAHO	AVE	54	\$30.53	\$1,648.62
222923210099	1386	IDAHO	AVE	54	\$30.53	\$1,648.62
222923210169	1382	IOWA	AVE	55	\$30.53	\$1,679.15
222923210168	1376	IOWA	AVE	55	\$30.53	\$1,679.15
222923210100	1390	IDAHO	AVE	54	\$30.53	\$1,648.62
222923210019	1357	CALIFORNIA	AVE	59	\$30.53	\$1,801.27
222923210017	1365	CALIFORNIA	AVE	50	\$30.53	\$1,526.50
222923210074	1368	CALIFORNIA	AVE	54	\$30.53	\$1,648.62

222923210073	1364	CALIFORNIA	AVE	54	\$30.53	\$1,648.62
222923210084	1375	IDAHO	AVE	56	\$30.53	\$1,709.68
222923210013	1387	CALIFORNIA	AVE	50	\$30.53	\$1,526.50
222923210164	1358	IOWA	AVE	50	\$30.53	\$1,526.50
222923210166	1366	IOWA	AVE	50	\$30.53	\$1,526.50
222923210097	1376	IDAHO	AVE	54	\$30.53	\$1,648.62
222923210012	1391	CALIFORNIA	AVE	50	\$30.53	\$1,526.50
222923210119	1432	IDAHO	AVE	50	\$30.53	\$1,526.50
222923210048	1416	CALIFORNIA	AVE	50	\$30.53	\$1,526.50
222923210147	1452	IOWA	AVE	50	\$30.53	\$1,526.50
222923210133	1417	IOWA	AVE	50	\$30.53	\$1,526.50
222923210129	1437	IOWA	AVE	50	\$30.53	\$1,526.50
222923210116	1416	IDAHO	AVE	50	\$30.53	\$1,526.50
222923210121	1442	IDAHO	AVE	50	\$30.53	\$1,526.50
222923210046	1406	CALIFORNIA	AVE	50	\$30.53	\$1,526.50
222923210055	1452	CALIFORNIA	AVE	50	\$30.53	\$1,526.50
222923210132	1423	IOWA	AVE	50	\$30.53	\$1,526.50
222923210049	1422	CALIFORNIA	AVE	50	\$30.53	\$1,526.50
222923210050	1426	CALIFORNIA	AVE	50	\$30.53	\$1,526.50
222923210065	1417	IDAHO	AVE	50	\$30.53	\$1,526.50
222923210038	1433	CALIFORNIA	AVE	50	\$30.53	\$1,526.50
222923210037	1437	CALIFORNIA	AVE	50	\$30.53	\$1,526.50
222923210042	1413	CALIFORNIA	AVE	50	\$30.53	\$1,526.50
222923210117	1422	IDAHO	AVE	50	\$30.53	\$1,526.50
222923210144	1438	IOWA	AVE	50	\$30.53	\$1,526.50
222923210114	1406	IDAHO	AVE	50	\$30.53	\$1,526.50
222923210047	1412	CALIFORNIA	AVE	50	\$30.53	\$1,526.50
222923210131	1427	IOWA	AVE	50	\$30.53	\$1,526.50
222923210060	1443	IDAHO	AVE	50	\$30.53	\$1,526.50
222923210064	1423	IDAHO	AVE	50	\$30.53	\$1,526.50
222923210120	1436	IDAHO	AVE	50	\$30.53	\$1,526.50
222923210062	1433	IDAHO	AVE	50	\$30.53	\$1,526.50
222923210035	1447	CALIFORNIA	AVE	50	\$30.53	\$1,526.50
222923210054	1446	CALIFORNIA	AVE	50	\$30.53	\$1,526.50
222923210053	1442	CALIFORNIA	AVE	50	\$30.53	\$1,526.50
222923210034	1453	CALIFORNIA	AVE	50	\$30.53	\$1,526.50
222923210052	1436	CALIFORNIA	AVE	50	\$30.53	\$1,526.50
222923210061	1437	IDAHO	AVE	50	\$30.53	\$1,526.50
222923210123	1452	IDAHO	AVE	50	\$30.53	\$1,526.50
222923210059	1447	IDAHO	AVE	50	\$30.53	\$1,526.50
222923210134	1413	IOWA	AVE	50	\$30.53	\$1,526.50
222923210130	1433	IOWA	AVE	50	\$30.53	\$1,526.50
222923210058	1453	IDAHO	AVE	50	\$30.53	\$1,526.50
222923210067	1407	IDAHO	AVE	50	\$30.53	\$1,526.50
222923210066	1413	IDAHO	AVE	50	\$30.53	\$1,526.50
222923210126	1453	IOWA	AVE	50	\$30.53	\$1,526.50
222923210127	1447	IOWA	AVE	50	\$30.53	\$1,526.50

222923210041	1417	CALIFORNIA	AVE	50	\$30.53	\$1,526.50
222923210036	1443	CALIFORNIA	AVE	50	\$30.53	\$1,526.50
222923210142	1430	IOWA	AVE	50	\$30.53	\$1,526.50
222923210143	1434	IOWA	AVE	50	\$30.53	\$1,526.50
222923210141	1422	IOWA	AVE	50	\$30.53	\$1,526.50
222923210115	1412	IDAHO	AVE	50	\$30.53	\$1,526.50
222923210145	1442	IOWA	AVE	50	\$30.53	\$1,526.50
222923210146	1446	IOWA	AVE	50	\$30.53	\$1,526.50
222923210138	1408	IOWA	AVE	50	\$30.53	\$1,526.50
222923210139	1412	IOWA	AVE	52	\$30.53	\$1,587.56
222923210043	1407	CALIFORNIA	AVE	50	\$30.53	\$1,526.50
222923210140	1418	IOWA	AVE	50	\$30.53	\$1,526.50
222923210063	1427	IDAHO	AVE	50	\$30.53	\$1,526.50
222923210135	1407	IOWA	AVE	50	\$30.53	\$1,526.50
222923210051	1432	CALIFORNIA	AVE	50	\$30.53	\$1,526.50
222923210128	1443	IOWA	AVE	50	\$30.53	\$1,526.50
222923210039	1427	CALIFORNIA	AVE	50	\$30.53	\$1,526.50
222923210118	1426	IDAHO	AVE	50	\$30.53	\$1,526.50
222923210040	1423	CALIFORNIA	AVE	50	\$30.53	\$1,526.50
222923210122	1446	IDAHO	AVE	50	\$30.53	\$1,526.50
222923220029	1506	CALIFORNIA	AVE	50	\$30.53	\$1,526.50
222923220115	1488	IOWA	AVE	75	\$30.53	\$2,289.75
222923220082	1471	IOWA	AVE	50	\$30.53	\$1,526.50
222923220037	1479	IDAHO	AVE	60	\$30.53	\$1,831.80
222923220012	1495	CALIFORNIA	AVE	50	\$30.53	\$1,526.50
222923220076	1497	IOWA	AVE	50	\$30.53	\$1,526.50
222923220016	1477	CALIFORNIA	AVE	50	\$30.53	\$1,526.50
222923220081	1477	IOWA	AVE	50	\$30.53	\$1,526.50
222923220079	1485	IOWA	AVE	50	\$30.53	\$1,526.50
222923220035	1489	IDAHO	AVE	50	\$30.53	\$1,526.50
222923220018	1469	CALIFORNIA	AVE	50	\$30.53	\$1,526.50
222923220028	1502	CALIFORNIA	AVE	50	\$30.53	\$1,526.50
222923220039	1469	IDAHO	AVE	50	\$30.53	\$1,526.50
222923220032	1505	IDAHO	AVE	60	\$30.53	\$1,831.80
222923220116	1494	IOWA	AVE	50	\$30.53	\$1,526.50
222923220117	1498	IOWA	AVE	50	\$30.53	\$1,526.50
222923220021	1468	CALIFORNIA	AVE	50	\$30.53	\$1,526.50
222923220013	1491	CALIFORNIA	AVE	50	\$30.53	\$1,526.50
222923220022	1470	CALIFORNIA	AVE	50	\$30.53	\$1,526.50
222923220026	1492	CALIFORNIA	AVE	96	\$30.53	\$2,930.88
222923220118	1504	IOWA	AVE	50	\$30.53	\$1,526.50
222923220111	1468	IOWA	AVE	50	\$30.53	\$1,526.50
222923220069	1494	IDAHO	AVE	50	\$30.53	\$1,526.50
222923220071	1508	IDAHO	AVE	55	\$30.53	\$1,679.15
222923220038	1473	IDAHO	AVE	60	\$30.53	\$1,831.80
222923220065	1478	IDAHO	AVE	50	\$30.53	\$1,526.50
222923220064	1472	IDAHO	AVE	60	\$30.53	\$1,831.80

222923220017	1471	CALIFORNIA	AVE	50	\$30.53	\$1,526.50
222923220015	1483	CALIFORNIA	AVE	50	\$30.53	\$1,526.50
222923220014	1485	CALIFORNIA	AVE	50	\$30.53	\$1,526.50
222923220024	1480	CALIFORNIA	AVE	51	\$30.53	\$1,557.03
222923220078	1489	IOWA	AVE	50	\$30.53	\$1,526.50
222923220009	1507	CALIFORNIA	AVE	50	\$30.53	\$1,526.50
222923220074	1507	IOWA	AVE	50	\$30.53	\$1,526.50
222923220080	1481	IOWA	AVE	50	\$30.53	\$1,526.50
222923220023	1476	CALIFORNIA	AVE	50	\$30.53	\$1,526.50
222923220027	1498	CALIFORNIA	AVE	50	\$30.53	\$1,526.50
222923220036	1485	IDAHO	AVE	60	\$30.53	\$1,831.80
222923220034	1493	IDAHO	AVE	50	\$30.53	\$1,526.50
222923220033	1497	IDAHO	AVE	65	\$30.53	\$1,984.45
222923220075	1503	IOWA	AVE	50	\$30.53	\$1,526.50
222923220066	1482	IDAHO	AVE	50	\$30.53	\$1,526.50
222923220067	1488	IDAHO	AVE	50	\$30.53	\$1,526.50
222923220112	1472	IOWA	AVE	55	\$30.53	\$1,679.15
222923220119	1508	IOWA	AVE	50	\$30.53	\$1,526.50
222923220114	1484	IOWA	AVE	60	\$30.53	\$1,831.80
222923220025	1484	CALIFORNIA	AVE	53	\$30.53	\$1,618.09
222923220010	1503	CALIFORNIA	AVE	50	\$30.53	\$1,526.50
222923220083	1467	IOWA	AVE	50	\$30.53	\$1,526.50
222923220063	1468	IDAHO	AVE	55	\$30.53	\$1,679.15
222923220070	1502	IDAHO	AVE	60	\$30.53	\$1,831.80
222923220077	1493	IOWA	AVE	50	\$30.53	\$1,526.50
222923220068	1490	IDAHO	AVE	50	\$30.53	\$1,526.50
222923220113	1480	IOWA	AVE	60	\$30.53	\$1,831.80
222923220011	1497	CALIFORNIA	AVE	50	\$30.53	\$1,526.50
222923220053	1531	IDAHO	AVE	80	\$30.53	\$2,442.40
222923220108	1540	IOWA	AVE	67	\$30.53	\$2,045.51
222923220056	1561	IDAHO	AVE	60	\$30.53	\$1,831.80
222923220106	1530	IOWA	AVE	65	\$30.53	\$1,984.45
222923220107	1534	IOWA	AVE	65	\$30.53	\$1,984.45
222923220109	1546	IOWA	AVE	60	\$30.53	\$1,831.80
222923220134	1532	IDAHO	AVE	79	\$30.53	\$2,411.87
222923220136	1542	IDAHO	AVE	53	\$30.53	\$1,618.09
222923220140	1537	IOWA	AVE	70	\$30.53	\$2,137.10
222923220139	1543	IOWA	AVE	53	\$30.53	\$1,618.09
222923220135	1536	IDAHO	AVE	53	\$30.53	\$1,618.09
222923220141	1529	IOWA	AVE	70	\$30.53	\$2,137.10
222923220054	1547	IDAHO	AVE	80	\$30.53	\$2,442.40
222923220052	1525	IDAHO	AVE	80	\$30.53	\$2,442.40
222923220055	1551	IDAHO	AVE	90	\$30.53	\$2,747.70
NOT ASSESSED (CORNER LOT - SHORT SIDE)						
222923220030	1512	CALIFORNIA	AVE	50	\$ -	\$ -
222923220120	1512	IOWA	AVE	50	\$ -	\$ -
222923220072	1512	IDAHO	AVE	65	\$ -	\$ -

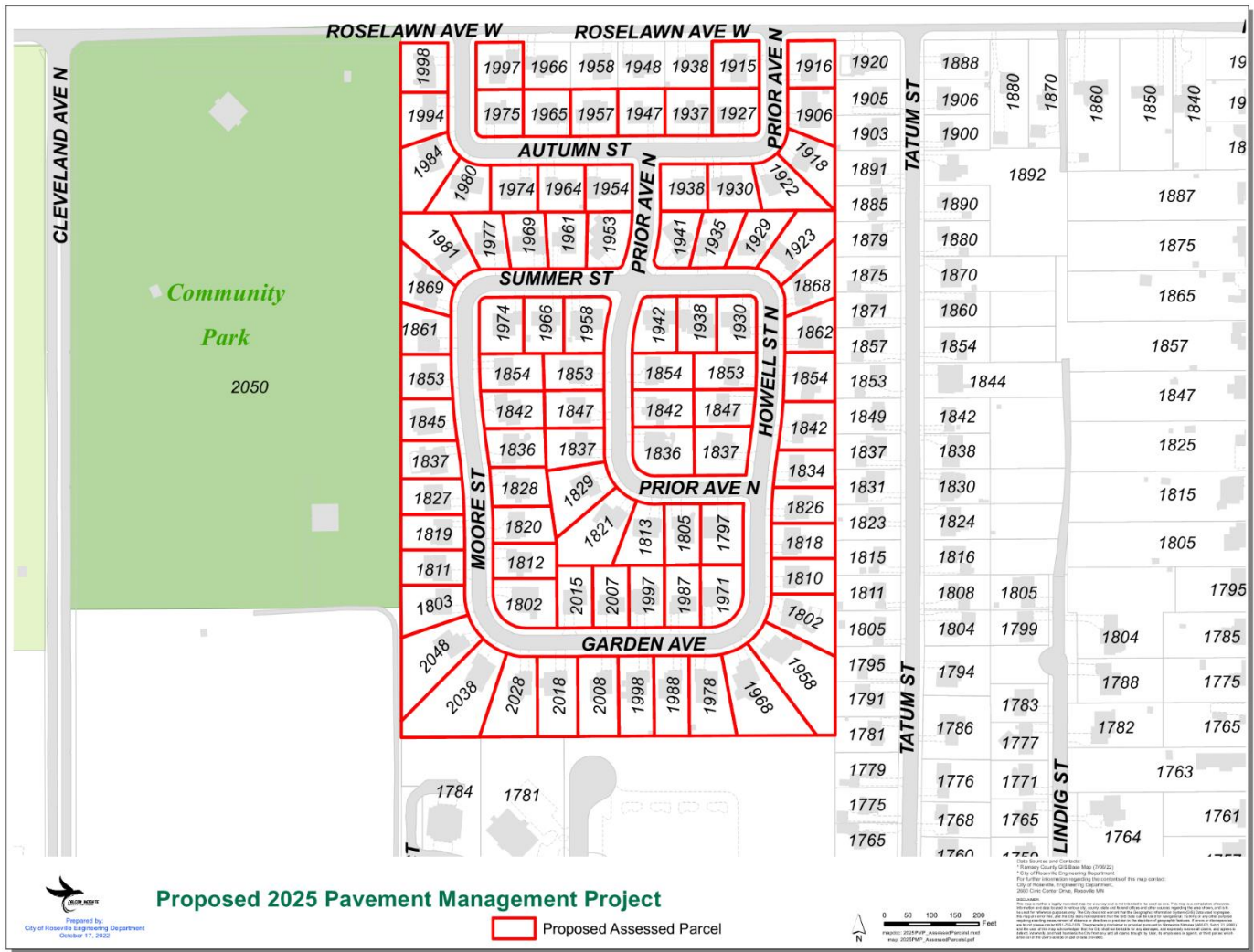
222923220133	1522	IDAHO	AVE	80	\$ -	\$ -
222923220008	1513	CALIFORNIA	AVE	50	\$ -	\$ -
222923220105	1524	IOWA	AVE	60	\$ -	\$ -
222923220031	1511	IDAHO	AVE	85	\$ -	\$ -
222923220142	1525	IOWA	AVE	72	\$ -	\$ -
222923220073	1513	IOWA	AVE	50	\$ -	\$ -
222923220040	1463	IDAHO	AVE	50	\$ -	\$ -
222923210148	1456	IOWA	AVE	50	\$ -	\$ -
222923210056	1456	CALIFORNIA	AVE	52	\$ -	\$ -
222923220020	1464	CALIFORNIA	AVE	50	\$ -	\$ -
222923210033	1457	CALIFORNIA	AVE	52	\$ -	\$ -
222923220110	1464	IOWA	AVE	50	\$ -	\$ -
222923210125	1457	IOWA	AVE	52	\$ -	\$ -
222923220062	1464	IDAHO	AVE	55	\$ -	\$ -
222923220084	1463	IOWA	AVE	50	\$ -	\$ -
222923220019	1463	CALIFORNIA	AVE	50	\$ -	\$ -
222923210057	1457	IDAHO	AVE	52	\$ -	\$ -
222923210124	1456	IDAHO	AVE	52	\$ -	\$ -
222923210044	1403	CALIFORNIA	AVE	54	\$ -	\$ -
222923210080	1395	IDAHO	AVE	51	\$ -	\$ -
222923210068	1403	IDAHO	AVE	54	\$ -	\$ -
222923210079	1396	CALIFORNIA	AVE	52	\$ -	\$ -
222923210045	1402	CALIFORNIA	AVE	54	\$ -	\$ -
222923210102	1395	IOWA	AVE	52	\$ -	\$ -
222923210136	1403	IOWA	AVE	54	\$ -	\$ -
222923210137	1402	IOWA	AVE	54	\$ -	\$ -
222923210011	1395	CALIFORNIA	AVE	56	\$ -	\$ -
222923210101	1396	IDAHO	AVE	51	\$ -	\$ -
222923210113	1402	IDAHO	AVE	54	\$ -	\$ -
222923210171	1394	IOWA	AVE	79	\$ -	\$ -
222923210181	1579	HAMLIN	AVE	118	\$ -	\$ -
222923210090	1341	IDAHO	AVE	54	\$ -	\$ -
222923210112	1341	IOWA	AVE	54	\$ -	\$ -
222923210069	1340	CALIFORNIA	AVE	54	\$ -	\$ -
222923210091	1340	IDAHO	AVE	54	\$ -	\$ -
222923210021	1345	CALIFORNIA	AVE	63	\$ -	\$ -

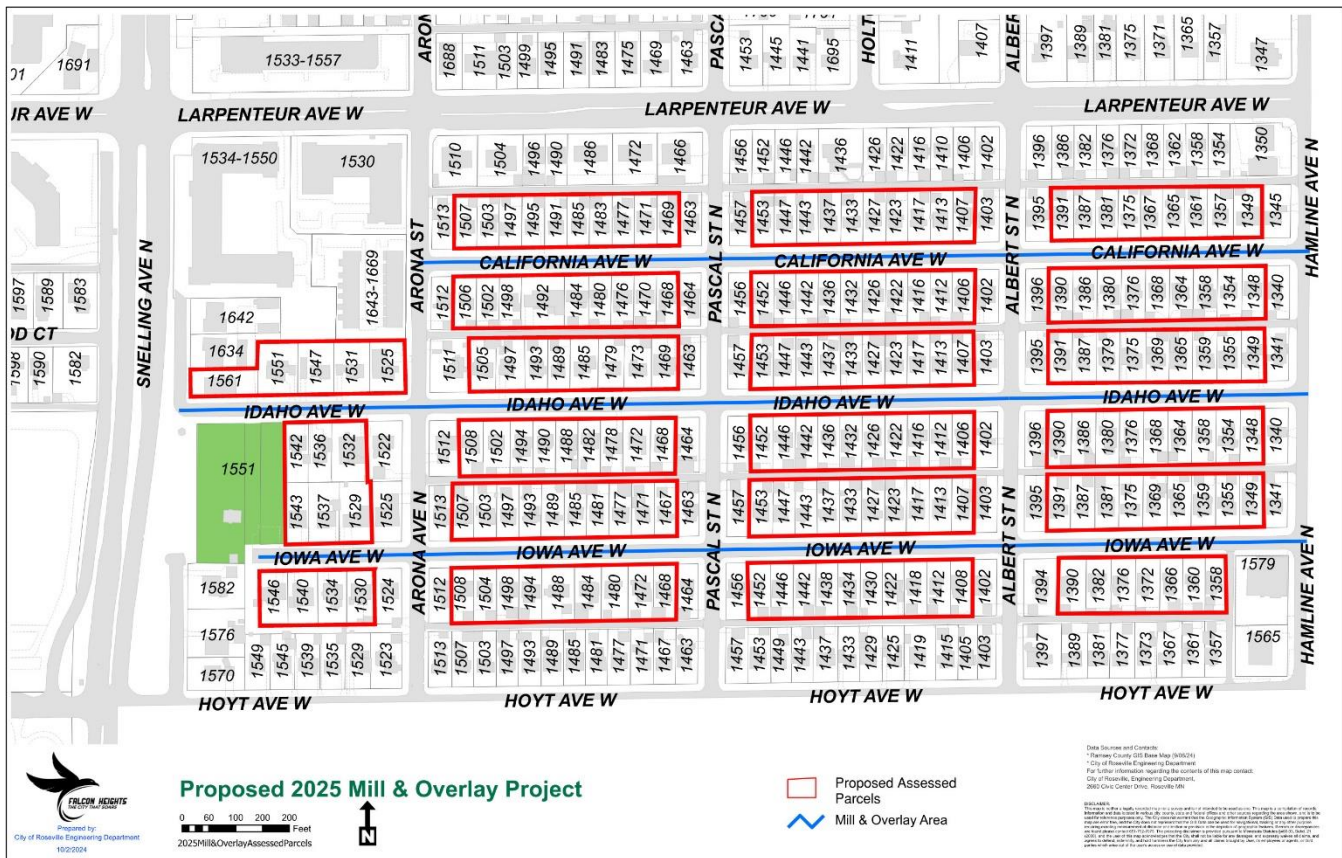
FALCON WOODS DRAFT ASSESSMENT ROLL

Parcel ID	Building Number	Street Name	Street Suffix	Assessment Rate (\$/PARCEL)	Assessment Amount
162923320048	2015	GARDEN	AVE	\$3,850.00	\$3,850.00
162923320038	1842	PRIOR	AVE	\$3,850.00	\$3,850.00
162923320047	2007	GARDEN	AVE	\$3,850.00	\$3,850.00
162923320050	1812	MOORE	ST	\$3,850.00	\$3,850.00
162923310089	1805	PRIOR	AVE	\$3,850.00	\$3,850.00
162923310092	1987	GARDEN	AVE	\$3,850.00	\$3,850.00
162923320046	1997	GARDEN	AVE	\$3,850.00	\$3,850.00
162923320041	1847	PRIOR	AVE	\$3,850.00	\$3,850.00
162923320014	1994	AUTUMN	ST	\$3,850.00	\$3,850.00
162923320015	1998	AUTUMN	ST	\$3,850.00	\$3,850.00
162923320004	1997	AUTUMN	ST	\$3,850.00	\$3,850.00
162923320006	1965	AUTUMN	ST	\$3,850.00	\$3,850.00
162923320007	1957	AUTUMN	ST	\$3,850.00	\$3,850.00
162923320008	1947	AUTUMN	ST	\$3,850.00	\$3,850.00
162923310075	1915	PRIOR	AVE	\$3,850.00	\$3,850.00
162923310077	1937	AUTUMN	ST	\$3,850.00	\$3,850.00
162923310073	1906	PRIOR	AVE	\$3,850.00	\$3,850.00
162923310074	1916	PRIOR	AVE	\$3,850.00	\$3,850.00
162923310087	1847	HOWELL	ST	\$3,850.00	\$3,850.00
162923310088	1837	HOWELL	ST	\$3,850.00	\$3,850.00
162923320037	1836	PRIOR	AVE	\$3,850.00	\$3,850.00
162923320042	1837	PRIOR	AVE	\$3,850.00	\$3,850.00
162923320043	1829	PRIOR	AVE	\$3,850.00	\$3,850.00
162923320044	1821	PRIOR	AVE	\$3,850.00	\$3,850.00
162923320045	1813	PRIOR	AVE	\$3,850.00	\$3,850.00
162923310090	1797	PRIOR	AVE	\$3,850.00	\$3,850.00
162923310091	1971	GARDEN	AVE	\$3,850.00	\$3,850.00
162923320049	1802	MOORE	ST	\$3,850.00	\$3,850.00
162923320051	1820	MOORE	ST	\$3,850.00	\$3,850.00
162923320052	1828	MOORE	ST	\$3,850.00	\$3,850.00
162923320053	1836	MOORE	ST	\$3,850.00	\$3,850.00
162923320054	1842	MOORE	ST	\$3,850.00	\$3,850.00
162923310078	1927	AUTUMN	ST	\$3,850.00	\$3,850.00
162923320005	1975	AUTUMN	ST	\$3,850.00	\$3,850.00
162923320022	1861	MOORE	ST	\$3,850.00	\$3,850.00
162923320009	1954	AUTUMN	ST	\$3,850.00	\$3,850.00
162923320011	1974	AUTUMN	ST	\$3,850.00	\$3,850.00
162923320027	1961	SUMMER	ST	\$3,850.00	\$3,850.00
162923320026	1969	SUMMER	ST	\$3,850.00	\$3,850.00
162923310069	1938	AUTUMN	ST	\$3,850.00	\$3,850.00
162923310067	1935	SUMMER	ST	\$3,850.00	\$3,850.00
162923310070	1930	AUTUMN	ST	\$3,850.00	\$3,850.00
162923310063	1862	HOWELL	ST	\$3,850.00	\$3,850.00
162923320039	1854	PRIOR	AVE	\$3,850.00	\$3,850.00
162923310061	1938	SUMMER	ST	\$3,850.00	\$3,850.00

162923310079	1854	HOWELL	ST	\$3,850.00	\$3,850.00
162923310086	1853	HOWELL	ST	\$3,850.00	\$3,850.00
162923310062	1930	SUMMER	ST	\$3,850.00	\$3,850.00
162923310068	1941	SUMMER	ST	\$3,850.00	\$3,850.00
162923320012	1980	AUTUMN	ST	\$3,850.00	\$3,850.00
162923320013	1984	AUTUMN	ST	\$3,850.00	\$3,850.00
162923320018	1942	SUMMER	ST	\$3,850.00	\$3,850.00
162923320019	1958	SUMMER	ST	\$3,850.00	\$3,850.00
162923320021	1974	SUMMER	ST	\$3,850.00	\$3,850.00
162923320023	1869	MOORE	ST	\$3,850.00	\$3,850.00
162923320024	1981	SUMMER	ST	\$3,850.00	\$3,850.00
162923320025	1977	SUMMER	ST	\$3,850.00	\$3,850.00
162923320028	1953	SUMMER	ST	\$3,850.00	\$3,850.00
162923310066	1929	SUMMER	ST	\$3,850.00	\$3,850.00
162923310064	1868	HOWELL	ST	\$3,850.00	\$3,850.00
162923310071	1922	AUTUMN	ST	\$3,850.00	\$3,850.00
162923320040	1853	PRIOR	AVE	\$3,850.00	\$3,850.00
162923320055	1854	MOORE	ST	\$3,850.00	\$3,850.00
162923310072	1918	AUTUMN	ST	\$3,850.00	\$3,850.00
162923320010	1964	AUTUMN	ST	\$3,850.00	\$3,850.00
162923320020	1966	SUMMER	ST	\$3,850.00	\$3,850.00
162923320036	1853	MOORE	ST	\$3,850.00	\$3,850.00
162923340077	1978	GARDEN	AVE	\$3,850.00	\$3,850.00
162923330008	2018	GARDEN	AVE	\$3,850.00	\$3,850.00
162923330005	1988	GARDEN	AVE	\$3,850.00	\$3,850.00
162923330006	1998	GARDEN	AVE	\$3,850.00	\$3,850.00
162923330007	2008	GARDEN	AVE	\$3,850.00	\$3,850.00
162923310084	1810	HOWELL	ST	\$3,850.00	\$3,850.00
162923340076	1968	GARDEN	AVE	\$3,850.00	\$3,850.00
162923330009	2028	GARDEN	AVE	\$3,850.00	\$3,850.00
162923330010	2038	GARDEN	AVE	\$3,850.00	\$3,850.00
162923320029	2048	GARDEN	AVE	\$3,850.00	\$3,850.00
162923320033	1827	MOORE	ST	\$3,850.00	\$3,850.00
162923320056	1845	MOORE	ST	\$3,850.00	\$3,850.00
162923310083	1818	HOWELL	ST	\$3,850.00	\$3,850.00
162923310085	1802	HOWELL	ST	\$3,850.00	\$3,850.00
162923310081	1834	HOWELL	ST	\$3,850.00	\$3,850.00
162923320030	1803	MOORE	ST	\$3,850.00	\$3,850.00
162923320031	1811	MOORE	ST	\$3,850.00	\$3,850.00
162923320032	1819	MOORE	ST	\$3,850.00	\$3,850.00
162923320034	1837	MOORE	ST	\$3,850.00	\$3,850.00
162923310082	1826	HOWELL	ST	\$3,850.00	\$3,850.00
162923310080	1842	HOWELL	ST	\$3,850.00	\$3,850.00
162923340075	1958	GARDEN	AVE	\$3,850.00	\$3,850.00
162923310065	1923	SUMMER	ST	\$3,850.00	\$3,850.00

APPENDIX 3: DRAFT ASSESSMENT MAPS





APPENDIX 4: GEOTECHNICAL REPORT

[ON FOLLOWING PAGES]

Pavement Evaluation Report

Falcon Heights 2025 CIP Pavement Evaluation
Northome Neighborhood
Falcon Heights, Minnesota

Prepared for

City of Falcon Heights

Professional Certification:

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.



Heidi C. Olson, PE
Project Engineer
License Number: 57243
December 3, 2024



December 3, 2024

Project B2410775

Mr. Erik Henriksen
City of Falcon Heights
2077 Larpenteur Avenue W.
Falcon Heights, MN 55113

Re: Pavement Evaluation Report
Falcon Heights 2025 CIP Pavement Evaluation
Northome Neighborhood
City Project Number 25-01
Falcon Heights, Minnesota

Dear Mr. Henriksen:

We are pleased to present this Pavement Evaluation Report for the Falcon Heights 2025 CIP project in Northome Neighborhood in Falcon Heights, Minnesota.

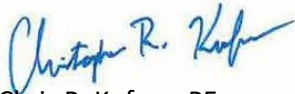
Thank you for making Braun Intertec your consultant for this project. If you have questions about this report, or if there are other services that we can provide in support of our work to date, please contact Heidi Olson at 612.597.6244 or holson@braunintertec.com.

Sincerely,

BRAUN INTERTEC CORPORATION



Heidi C. Olson, PE
Project Engineer



Chris R. Kufner, PE
Associate Director, Principal Engineer

Table of Contents

Description	Page
A. Introduction.....	1
A.1. Project Description.....	1
A.2. Purpose.....	1
A.3. Traffic Data	2
A.4. Background Information and Reference Documents.....	2
A.5. Scope of Services	2
B. Results	3
B.1. Pavement Core and Hand Auger Boring Results	3
C. Recommendations	4
C.1. Discussion of Pavement Repair Options	4
C.2. FDR Recommendations	5
C.2.a. Pulverization and Compaction	5
C.2.b. Test Roll.....	5
C.2.c. Pavement Design.....	5
C.2.d. Materials and Compaction	5
C.2.e. Performance and Maintenance	6
D. Procedures.....	6
D.1. Pavement Coring and Hand Auger Borings	6
E. Continuity of Professional Responsibility.....	7
E.1. Use of Report.....	7
E.2. Standard of Care.....	7

Appendix

Exploration Location Sketch

Pavement Core Photo Log (C-1 to C-11)

A. Introduction

A.1. Project Description

Braun Intertec Corporation was contracted by the City of Falcon Heights to perform a pavement evaluation of the Northome neighborhood in Falcon Heights, Minnesota to determine the feasibility of mill-and-overlay for pavement improvements, or if another repair like full-depth reclamation is warranted. Table 1 summarizes the streets included in the project, which total about 1.3 miles in length.

As part of our work, it was requested that we perform pavement cores and hand auger borings.

Table 1. Northome Neighborhood Street Segments

Street	From	To	Approximate Length (feet)
California Avenue	Arona Street	Hamline Avenue	1,950
Idaho Avenue	Snelling Drive	Hamline Avenue	2,500
Iowa Avenue	330 feet west of Arona Street	Hamline Avenue	2,300
Total			6,750

We have attempted to describe our understanding of the proposed project to the extent it was reported to us. Depending on the extent of available information, assumptions may have been made based on our experiences with similar projects. If we have not correctly recorded or interpreted the project details, we should be notified. New or changed information could require additional evaluation, analyses and/or recommendations.

A.2. Purpose

The purpose of the pavement evaluation is to determine the thickness and condition of the in-place pavement materials for use in providing recommendations related to pavement repair.

A.3. Traffic Data

Traffic data was not provided and is not available on MnDOT's Traffic Mapping Application. However, based on the streets being residential, low-volume streets, we anticipate the Annual Average Daily Traffic (AADT) counts are less than 400 vehicles per day, and the estimated 20-year Equivalent Single Axle Loads (ESALs) for flexible pavement are less than 50,000.

A.4. Background Information and Reference Documents

To facilitate our evaluation, we were provided with or reviewed the following information or documents:

- Aerial Maps available from Google Earth®
- Minnesota Geological Survey
- Map of streets to be tested, as provided by the City
- Our discussions with the City of Falcon Heights.

A.5. Scope of Services

Our scope of services for this project was requested by Mr. Erik Henricksen via email on October 9, 2024. We performed our scope of services for the project in accordance with our Proposal QTB204819 dated October 24, 2024, and authorized on November 18, 2024. Tasks performed in accordance with our authorized scope of services included:

- Performing pavement cores and hand auger borings at 11 locations selected by Braun Intertec.
- Preparing this report to summarize our findings and results and to provide design and construction recommendations for the Northome Neighborhood pavement improvements.

B. Results

B.1. Pavement Core and Hand Auger Boring Results

A total of 11 pavement core and hand auger borings were performed on the streets. Locations are shown on the sketch provided in the Appendix. Results are provided in Table 2 and photographs of the cores are provided in the Appendix.

Directly beneath the apparent aggregate base, the hand auger borings encountered subgrade soil consisting of dark brown and brown silty and clayey sand with variable amounts of gravel. Although we did not perform laboratory testing on this material, we assume the subgrade soils have an R-value of 20.

Table 2. Pavement Core and Hand Auger Boring Results

Core	Roadway	Bituminous Thickness (inches)	Apparent Aggregate Base Thickness (inches)	Total Pavement Thickness (inches)	Core Condition Notes
C-1	California Avenue	5	11	16	Low to moderate severity stripping throughout
C-2		3.25	17.75	21	Low severity stripping in bottom 1"
C-3		4	12	16	Low severity stripping in bottom 1"
C-4	Idaho Avenue	5.5	18.5	24	Low to moderate severity stripping throughout
C-5		2.5	6.5	9	Low to moderate severity stripping throughout
C-6		4	14	18	Low severity stripping in bottom 1"
C-7		4.75	4.25	9	Low to severe stripping throughout, core separated at top 1"
C-8	Iowa Avenue	4.25	16	20.25	Low to moderate severity stripping throughout
C-9		3.25	5.75	9	Low to moderate severity stripping throughout
C-10		2	13	15	Low to moderate severity stripping throughout
C-11		1.75	13.25	15	Low to moderate severity stripping throughout

Stripping within cores represents the deterioration of the asphalt/aggregate bond in a bituminous pavement due to the presence of moisture. Stripping often begins at the bottom of the bituminous layer, where it may be in contact with saturated aggregate or soil, and then proceeds upward within the pavement.

Low-severity stripping is common in bituminous pavements over time. However, those that have stripped to medium to severe degrees typically are not considered candidates for rehabilitation approaches that may leave any damaged portion of the pavement in place, such as with a mill-and-overlay.

C. Recommendations

C.1. Discussion of Pavement Repair Options

Based on our discussions, we understand the city was originally considering mill-and-overlay for repair of the Northome Neighborhood streets. However, after further inspection of the streets after the submittal of our proposal, we understand the city is concerned that the streets may be beyond the benefit of mill-and-overlay, and are considering other repairs, such as Full Depth Reclamation (FDR).

Mill-and-overlay requires at least 1 inch of intact bituminous pavement left in place to support the milling and paving operations. Since this repair approach leaves a portion of the existing bituminous in place, reflective cracking will occur, typically within the first year. FDR is the process of pulverizing and blending the in-place bituminous and underlying aggregate base and placing the reclaim material back down as a new aggregate base layer. Reclamation equipment typically has a minimum reclaim depth of 6 inches, and the reclaim material is ideally more than 50% recycled asphalt pavement (RAP). A new bituminous overlay is paved over the compacted reclaim layer. This repair approach extends through the full bituminous section and therefore mitigates the possibility of reflective cracking.

Based on the results of the pavement cores and hand auger borings, bituminous thicknesses varied between about 1.75 and 5.5 inches, and aggregate base thicknesses varied between 4.25 and 18.5 inches. Based on the core conditions, each street has areas of moderate or severe stripping present, which is not ideal for mill-and-overlay. Additionally, the bituminous thickness on Iowa Avenue is 1.75- to 2-inches thick in some places, which would not leave enough existing bituminous in place to perform mill-and-overlay. Based on the bituminous and aggregate base thicknesses, we believe each of the streets are good candidates for FDR.

C.2. FDR Recommendations

C.2.a. Pulverization and Compaction

We recommend following MnDOT Specification 2215 for the reclaiming process. We recommend reclaiming to a depth of approximately 8 inches. We recommend removing excess reclaimed material to minimize grade changes. We anticipate approximately 3.5 inches of material will need to be removed. If desired, the excess reclaimed material can be used as fill, backfill, or aggregate base for other projects.

If undisturbed, we anticipate that any remaining aggregate base and the underlying subgrade will provide sufficient structure to support construction traffic.

C.2.b. Test Roll

Following compaction, we recommend exposed materials be test rolled to check for the presence of localized weak areas. The test roll should be performed with a fully loaded, tandem axle dump truck at walking speed.

The test roll should be observed by a geotechnical engineer or qualified observer. Any detected weak areas should be corrected with a subcut and backfilled with excess reclaimed material or other suitable material such as MnDOT Class 5 aggregate base or Select Granular.

C.2.c. Pavement Design

We recommend the pavement section in Table 3.

Table 3. Recommended Pavement Design

Layer	Thickness (inches)	Designation/MnDOT Spec.
Bituminous Wear	3.5 (two lifts)	SPWEA240C or SPWEA340C / 2360
Aggregate Base	4.5 (Reclaim)	Reclaim Material / 2215
	1 to 16 (Remaining in-place)	---

C.2.d. Materials and Compaction

For reclamation, we recommend that reclaimed materials meet MnDOT Specification 2215 for Reclamation. We recommend that the materials be compacted using the Penetration Index Method as per MnDOT Specification 2211.

All bituminous mixes should meet the requirements outlined in MnDOT Specification 2360. We recommend the bituminous be placed in lifts between 1 1/2 and 2 inches.

We recommend tack coat meeting MnDOT Specification 2357 be placed between the lifts and along vertical faces where paving will match adjacent pavement.

C.2.e. Performance and Maintenance

We based the above pavement design on a 20-year performance life. This is the amount of time before we anticipate the pavement will require rehabilitation. This performance life assumes routine maintenance, such as seal coating and crack sealing. The actual pavement life will vary depending on variations in weather, traffic conditions and maintenance.

Many conditions affect the overall performance of the pavements. Some of these conditions include the environment, loading conditions and the level of ongoing maintenance. With regards to bituminous pavements, it is common to have thermal cracking develop within the first few years of placement and continue throughout the life of the pavement. We recommend developing a regular maintenance plan for filling cracks in pavements to lessen the potential impacts for cold weather distress due to frost heave or warm weather distress due to wetting and softening of the subgrade.

D. Procedures

D.1. Pavement Coring and Hand Auger Borings

Pavement coring and hand auger borings were performed on November 18, 2024. Exploration locations were selected by Braun Intertec and were conducted using a 4-inch core barrel. The bituminous pavement was repaired with a cold-mix bituminous patch immediately after coring.

Hand auger borings were performed within the core holes and were backfilled with the auger cuttings. The approximate thicknesses of the bituminous and underlying base materials at the explored locations were measured and recorded in the field.

E. Continuity of Professional Responsibility

E.1. Use of Report

This report is for the exclusive use of the parties to which it has been addressed. Without written approval, we assume no responsibility to other parties regarding this report. Our evaluation, analyses, and recommendations may not be appropriate for other parties or projects.

E.2. Standard of Care

In performing its services, Braun Intertec used that degree of care and skill ordinarily exercised under similar circumstances by reputable members of its profession currently practicing in the same locality. No warranty, express or implied, is made.

Appendix



Core #: C-1
Pavement: 5 inches Agg Base: 11 inches
Location: California Avenue
Date: November 18, 2024

Project: B2410775

BRAUN
INTERTEC



Core #: C-2
Pavement: 3.25 inches Agg Base: 17.75 inches
Location: California Avenue
Date: November 18, 2024

Project: B2410775

BRAUN
INTERTEC



Core #: C-3
Pavement: 4 inches Agg Base: 12 inches
Location: California Avenue
Date: November 18, 2024

Project: B2410775

BRAUN
INTERTEC



Core #: C-4
Pavement: 5.5 inches Agg Base: 18.5 inches
Location: Idaho Avenue
Date: November 18, 2024

Project: B2410775

BRAUN
INTERTEC



Core #: C-5
Pavement: 2.5 inches Agg Base: 6.5 inches
Location: Idaho Avenue
Date: November 18, 2024

Project: B2410775

BRAUN
INTERTEC



Core #: C-6
Pavement: 4 inches Agg Base: 14 inches
Location: Idaho Avenue
Date: November 18, 2024

Project: B2410775

BRAUN
INTERTEC



Core #: C-7
Pavement: 4.75 inches Agg Base: 4.25 inches
Location: Idaho Avenue
Date: November 18, 2024

Project: B2410775

BRAUN
INTERTEC



Core #: C-8
Pavement: 4.25 inches Agg Base: 16 inches
Location: Iowa Avenue
Date: November 18, 2024

Project: B2410775

BRAUN
INTERTEC



Core #: C-9
Pavement: 3.25 inches Agg Base: 5.75 inches
Location: Iowa Avenue
Date: November 18, 2024

Project: B2410775

BRAUN
INTERTEC



Core #: C-10
Pavement: 2 inches Agg Base: 13 inches
Location: Iowa Avenue
Date: November 18, 2024

Project: B2410775

BRAUN
INTERTEC



Core #: C-11
Pavement: 1.75 inches Agg Base: 13.25 inches
Location: Iowa Avenue
Date: November 18, 2024

Project: B2410775

BRAUN
INTERTEC

Geotechnical Evaluation Report

Falcon Heights 2023 Pavement Management
Falcon Heights, Minnesota

Prepared for

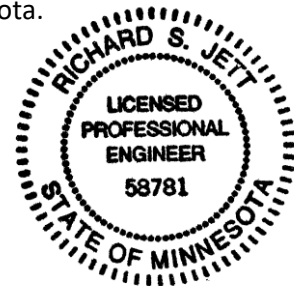
City of Falcon Heights

Professional Certification:

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota.



Richard S. Jett, PE
Project Engineer
License Number: 58781
July 19, 2022



July 19, 2022

Project B2203417

Stephanie Smith, PE
City of Falcon Heights
2077 Larpenteur Avenue West
Falcon Heights, MN 55113

Re: Geotechnical Evaluation Report
Falcon Heights 2023 Pavement Management
Falcon Heights, Minnesota

Dear Ms. Smith:

We are pleased to present this Geotechnical Evaluation Report for the above-referenced project. The following report provides the results of our evaluation and should be read in its entirety.

Thank you for making Braun Intertec your geotechnical consultant for this project. If you have questions about this report, or if there are other services that we can provide in support of our work to date, please contact Richard Jett at 815.545.7059 (rjett@braunintertec.com) or Josh Kirk at 507.514.1348 (jkirk@braunintertec.com)

Sincerely,

BRAUN INTERTEC CORPORATION



Richard S. Jett, PE
Project Engineer



Joshua L. Kirk, PE
Account Leader, Senior Engineer

Table of Contents

Description	Page
A. Introduction.....	1
A.1. Project Description.....	1
A.2. Current Roadway Designations.....	2
A.3. Purpose.....	3
A.4. Background Information and Reference Documents.....	3
A.5. Scope of Services.....	3
B. Results.....	4
B.1. Geologic Overview.....	4
B.2. Visual Field Observations.....	4
B.3. Existing Pavement Sections.....	5
B.4. Boring Results.....	6
B.5. Groundwater.....	7
B.6. Laboratory Test Results.....	7
C. Recommendations.....	8
C.1. Design and Construction Discussion.....	8
C.1.a. Understanding of Project Scope.....	8
C.1.b. General Pavement Conditions.....	8
C.1.c. Observations of Subgrade Soils.....	8
C.1.d. Pavement Improvement Options.....	8
C.2. Pavement Improvement Recommendations.....	9
C.2.a. Pavement Improvement Approach – Falcon Woods Area (ST-1 through ST-7).....	9
C.2.b. Pavement Improvement Approach – Garden Avenue Area (ST-8 through ST-11).....	10
C.3. Site Grading and Excavations.....	11
C.3.a. Engineered Fill Materials and Compaction.....	11
C.4. Pavements.....	12
C.4.a. Pavement Subgrade Preparation – Full Reconstruction.....	12
C.4.b. Proofroll Observations.....	13
C.4.c. Design Sections.....	13
C.4.d. Bituminous Pavement Materials.....	14
C.4.e. Subgrade Drainage.....	14
C.4.f. Performance and Maintenance.....	14
C.5. Utilities.....	15
C.5.a. Subgrade Stabilization.....	15
C.5.b. Utility Backfill.....	15
D. Procedures.....	15
D.1. Penetration Test Borings.....	15
D.2. Exploration Logs.....	16
D.2.a. Log of Boring Sheets.....	16
D.2.b. Geologic Origins.....	16
D.3. Material Classification and Testing.....	16
D.3.a. Visual and Manual Classification.....	16
D.3.b. Laboratory Testing.....	16
D.4. Groundwater Measurements.....	16
E. Qualifications.....	17
E.1. Variations in Subsurface Conditions.....	17

Table of Contents (continued)

Description	Page
E.1.a. Material Strata	17
E.1.b. Groundwater Levels	17
E.2. Continuity of Professional Responsibility	17
E.2.a. Plan Review	17
E.2.b. Construction Observations and Testing	18
E.3. Use of Report.....	18
E.4. Standard of Care.....	18

Appendix

Soil Boring Location Sketch

Log of Boring Sheets ST-1 through ST-11

Pavement Core Photographs

Descriptive Terminology of Soil

A. Introduction

A.1. Project Description

This Geotechnical Evaluation Report addresses the planned improvements to select roadways located in Falcon Heights, Minnesota. Tables 1 and 2 below provide a summary of project details.

Table 1. Falcon Woods Area (Borings ST-1 through ST-7)

Aspect	Description
Streets Included	Autumn Street, Summer Street, Prior Avenue, Moore Street, Howell Street, and Garden Avenue.
Pavement Type	Bituminous pavement with aggregate base layer
Assumed Average Annual Daily Traffic (AADT)*	400 or less
Estimated ESAL's	46,000*

*Assumed value over a 20-year period.

Table 2. Garden Avenue Area (ST-8 through ST-11)

Aspect	Description
Streets Included	Garden Avenue from Hamline Avenue to Snelling Avenue
Pavement Type	Bituminous pavement with aggregate base layer
Assumed Average Annual Daily Traffic (AADT)*	850
Estimated ESAL's	90,000*

*Assumed value over a 20-year period.

The figure below shows an illustration outlining where pavement improvements are planned.

Figure 1. Street Improvement Layout

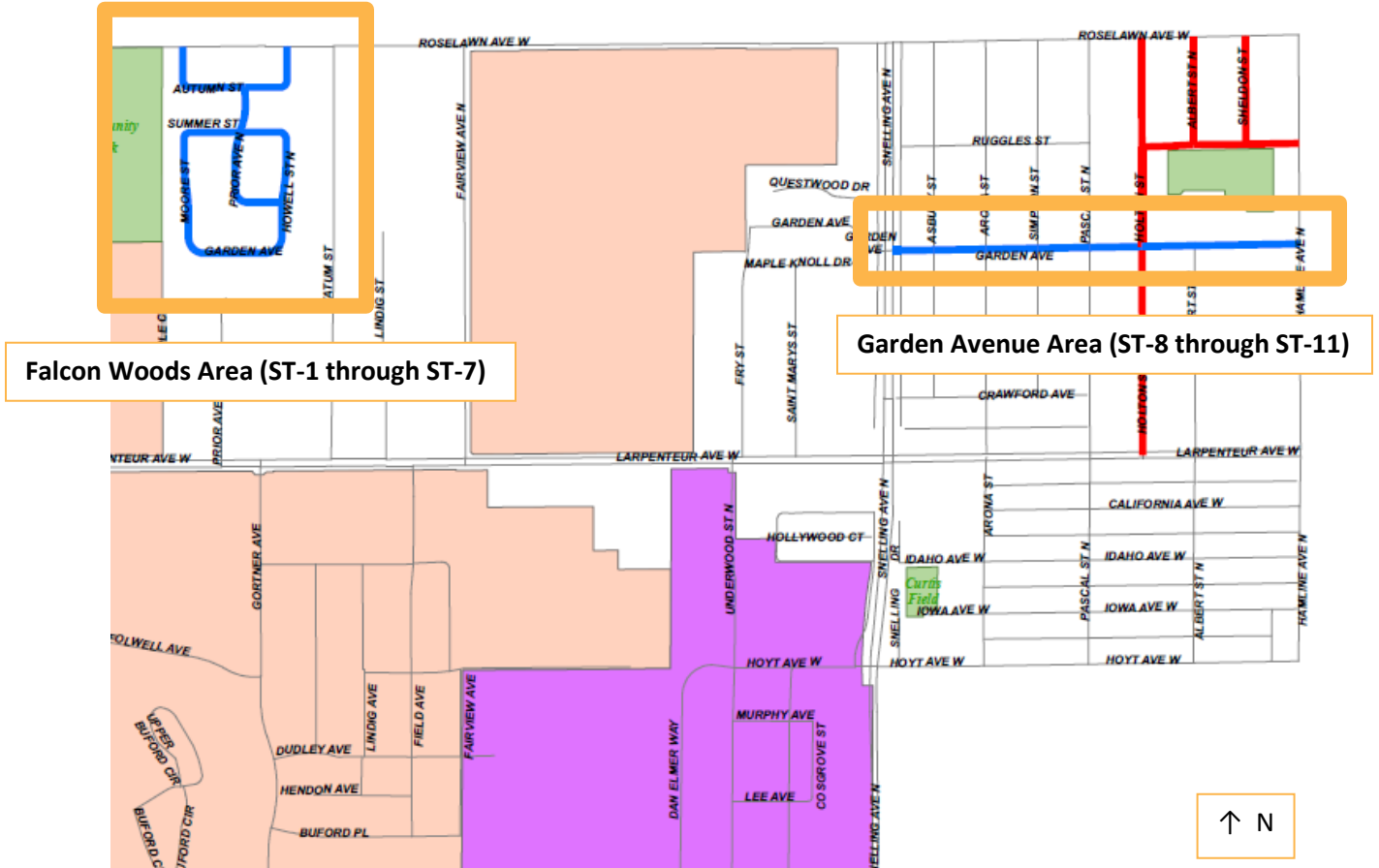


Figure furnished by the City of Roseville and dated March 8, 2022.

A.2. Current Roadway Designations

Garden Avenue, between Hamline Avenue and Snelling Avenue, is classified as an urban minor collector with an Average Annual Daily Traffic (AADT) ranging from 600 to 1000. The Falcon Woods neighborhood roadways, including Autumn Street, Summer Street, Prior Avenue, Moore Steet, Howell Street, and Garden Avenue (from Moore Street to Howell Street) are classified as residential roadways with an AADT of less than 600.

A.3. Purpose

The purpose of our geotechnical evaluation was to core the existing pavement, characterize the subsurface soil conditions at selected exploration locations, evaluate their impact on the project, and provide geotechnical recommendations for use in the design and rehabilitation of the selected roadways.

A.4. Background Information and Reference Documents

We reviewed the following information:

- Proposed 2023 Pavement Management Map, furnished by the City of Roseville and dated March 8, 2022.

In addition to the provided source, we have used several publicly available sources of information including topography maps obtained from the Minnesota Department of Natural Resources (MnTOPO website) and Google Earth aerial photographs.

We have described our understanding of the proposed construction and site to the extent others reported it to us. Depending on the extent of available information, we may have made assumptions based on our experience with similar projects. If we have not correctly recorded or interpreted the project details, the project team should notify us. New or changed information could require additional evaluation, analyses and/or recommendations.

A.5. Scope of Services

We performed our scope of services for the project in accordance with our Proposal for a Geotechnical Evaluation (QTB156087) dated April 4, 2022. The following list describes the geotechnical tasks completed in accordance with our authorized scope of services.

- Reviewing the background information and reference documents previously cited.
- Staking and coordinating clearing the exploration location of underground utilities. The City of Falcon Heights selected and we staked/marked the new exploration locations in the field. We acquired the surface elevations and locations with GPS technology using the State of Minnesota's permanent GPS base station network. The Soil Boring Location Sketch included in the Appendix shows the approximate locations of the borings.

- Performing 11 standard penetration test (SPT) borings, denoted as ST-1 through ST-11, to nominal depths of 5 feet below grade across the site.
- Core the pavement at each boring location for a total of eleven pavement cores.
- Performing laboratory testing on select samples to aid in soil classification and engineering analysis.
- Preparing this report containing a boring location sketch, logs of soil borings, a summary of the soils encountered, results of laboratory tests, and recommendations for reconstruction/rehabilitation of the existing roadways and pavement design thicknesses.

Our scope of services did not include environmental services or testing and our geotechnical personnel performing this evaluation are not trained to provide environmental services or testing. We can provide environmental services or testing at your request.

B. Results

B.1. Geologic Overview

We based the geologic origins used in this report on the soil types, laboratory testing, and available common knowledge of the geological history of the site. Because of the complex depositional history, geologic origins can be difficult to ascertain. We did not perform a detailed investigation of the geologic history for the site.

B.2. Visual Field Observations

We performed a site visit to visually observe the conditions of the existing pavements across both project areas following completion of the field work and laboratory testing. Visual observations, in combination with the results of the geotechnical evaluation, can offer additional insight into the subgrade conditions in areas where soil borings were not completed. In addition, these visual observations of the existing pavements can help determine the practicality of different rehabilitation options and how the previous pavement section has held up since its previous improvements.

In the Falcon Woods area (Borings ST-1 through ST-7), significant surface distress in the form of surface cracks and some raveling was observed throughout the entire project area. In general, minimal amounts of potholes and rutting were observed with localized areas exhibiting more distress, specifically rutting along Summer Street between Prior Avenue and Howell Street and potholes near the intersection of Howell Street and Prior Avenue. The roadways showed previous signs of maintenance, including bituminous patches and sealed surface cracks.

The Garden Avenue project area (ST-8 through ST-11) showed significant signs of distress in the form of surface cracks and raveling with occasional potholes throughout. Rutting was observed throughout the project area but was more heavily concentrated on the western half of Garden Avenue. The roadway showed previous signs of maintenance, including bituminous patches and sealed surface cracks. The adjacent curb and gutter also showed signs of distress in the form of settlement.

B.3. Existing Pavement Sections

Table 3 below outlines the existing pavement section thicknesses that were encountered during our geotechnical exploration.

Table 3. Existing Pavement Section Profile

Boring Location	In Place Measured Bituminous Pavement Thickness (in)	In-Place Measured Apparent Aggregate Base Thickness (in)
ST-1	3 1/2	5
ST-2	3 1/2	7
ST-3	4	5
ST-4	4 1/2	5
ST-5	3	5 1/2
ST-6	3	5 1/2
ST-7	4	4
ST-8	4	4
ST-9	4 1/2	7
ST-10	4	6
ST-11	7	5

We did not perform gradation analysis on the apparent aggregate base material encountered as part of the pavement section, in accordance with our scope of work. Therefore, we cannot conclusively determine if the encountered material satisfies a particular specification.

B.4. Boring Results

Tables 4 and 5 provides a summary of the soil boring results in the general order we encountered the strata. Please refer to the Log of Boring sheets in the Appendix for additional details. The Descriptive Terminology sheet in the Appendix includes definitions of abbreviations used in Tables 4 and 5.

Table 4. Subsurface Profile Summary – Falcon Woods Area (Borings ST-1 through ST-7)

Strata	Soil Type - ASTM Classification	N values Blows Per Foot (BPF)	Commentary and Details
Pavement section	N/A	N/A	- Observed bituminous pavement thicknesses ranged from 3 to 4 inches. - Apparent aggregate base thicknesses ranged from 4 to 7 inches. - Total pavement section thicknesses ranged from 8 to 10 1/2 inches.
Fill	SM, SP-SM, SC	7 to 40 BPF	- Observed below the pavement sections and extended to the termination depths of the borings. - Consisted of sandy soils at our exploration locations. - Moisture conditions were generally moist. - Seams of clay soils were encountered in Borings ST-2, ST-5, and ST-7. - Highly variable, soils intermixed. - Existing fill contained variable amounts of debris, including concrete and bituminous.

Table 5. Subsurface Profile Summary – Garden Avenue Area (ST-8 through St-11)

Strata	Soil Type - ASTM Classification	N values Blows Per Foot (BPF)	Commentary and Details
Pavement section	N/A	N/A	- Observed bituminous pavement thicknesses ranged from 4 to 7 inches. - Apparent aggregate base thicknesses ranged from 4 to 7 inches. - Total pavement section thicknesses ranged from 8 to 12 inches. - The thicker bituminous pavement encountered at Boring ST-11 is likely due to a boring being completed within a previously patched pothole.
Fill	SM, SP-SM	9 to 50 BPF	- Observed below the pavement sections and extended to the termination depths of the borings. - Fill consisted of sandy soils. - Moisture conditions were generally moist. - Slightly organic fill soils were encountered in boring ST-11 at a depth ranging from approximately 2 to 4 feet below existing grade. - Existing fill contained variable amounts of debris, including concrete debris.

For simplicity in this report, we define existing fill to mean existing, uncontrolled, or undocumented fill.

B.5. Groundwater

We did not observe groundwater while advancing our borings. Therefore, it appears that groundwater is below the depths explored. Project planning should anticipate seasonal and annual fluctuations of groundwater. Should a more accurate determination of groundwater be needed, we recommend the completion of additional soil borings and the installation of piezometers.

B.6. Laboratory Test Results

The boring logs show the results of the laboratory testing we performed next to the tested sample depth.

The moisture content of select fill soil samples ranged from 3 to 14 percent moisture by weight. Sieve analysis tests (passing the #200 sieve only) performed on select fill soil samples indicated between 5 to 44 percent particles passing the #200 sieve by weight. Organic content tests performed on select

samples indicated between 1 to 2 percent organic material, by weight. These percentages classify the material as non- to slightly organic.

C. Recommendations

C.1. Design and Construction Discussion

C.1.a. Understanding of Project Scope

Based on the provided request for proposal dated March 28, 2022, we understand that the City of Falcon Heights is considering cost efficient improvements to the project areas consisting of pavement rehabilitation options and possible reconstruction should the conditions warrant. We assume there will likely not be any utility improvements or large-scale subgrade improvements planned for the Falcon Woods Area project. We expect that pavement rehabilitation options will be the first choice of the City of Falcon Heights.

C.1.b. General Pavement Conditions

Generally, pavement distress observed throughout the project site appears to be in the form of alligator cracking, some potholes, etc. Some rutting was observed in the Falcon Woods neighborhood but on a relatively minor scale. More significant rutting was observed in the Garden Avenue area. Both project areas showed previous signs of maintenance, including bituminous patches and sealed surface cracks.

C.1.c. Observations of Subgrade Soils

Subgrade soils in the Falcon Woods project area generally consisted of sandy fill subgrade soils with some zones of clay-based soils observed. The Garden Avenue project area generally contained sandy subgrade fill soils. Some debris, including concrete and bituminous, was encountered across both project areas. Based on the soil boring samples, the subgrade soils contain minimal organic material within the explored depths.

C.1.d. Pavement Improvement Options

Several options are available for pavement improvement. One option available is full reconstruction, which includes full removal of the existing pavement section, preparation of the subgrade soils (as needed), and placement of a new pavement section. Other options available include Full-Depth Reclamation (FDR), or mill and overlay techniques, which utilize the reuse of the existing pavement to reconstruct a new pavement section. These approaches do not include full removal of the existing pavement section and limits the opportunity to observe and improve the subgrade soils.

While the latter two approaches tend to be more economical, there is a small risk that unforeseen deficiencies in the existing subgrade may lead to future pavement impacts. If subgrade performance is expected to be an issue in the future, rehabilitation options may not be practical or economical to perform and will likely not provide the highest quality pavement over the long term.

If observation of the existing subgrade soils are a priority, we recommend reconstruction of the existing pavement section. This option would provide the highest quality pavement over the longest possible service life but is typically more expensive than other rehabilitation options. We would recommend the existing bituminous pavement and aggregate base layers be removed, the existing subgrade recompacted and minor soil corrections performed as needed, and a new pavement section, including bituminous and aggregate base, be placed.

C.2. Pavement Improvement Recommendations

The following sections provide our recommendations for each of the proposed improvement areas discussed in the RFP. In addition to our recommended approach, we understand there may be cost implications to the city. We encourage the city to investigate multiple approaches to improving the pavements, while understanding that each approach has a slightly different life cycle and subsequent maintenance cycle. While one approach may be the most cost-effective in the short term, the maintenance program may be more involved and have higher cost in the future.

C.2.a. Pavement Improvement Approach – Falcon Woods Area (ST-1 through ST-7)

Based on the results of our exploration, it appears that the existing pavement has reached the end of its lifespan. Based on the type of distress noted in the pavements, and the results of our subsurface exploration, it appears that the existing subgrade is generally sandy in nature and does not appear to be in need of major improvement. Therefore, pavement improvement techniques such as a mill and overlay, or a full-depth reclamation are feasible options. As noted previously, these techniques do not allow for observations of the underlying subgrade soils and improvements to the subgrade. The design team should analyze the cost and practicality associated with each option and choose the option that will best suit the budget, schedule, lifespan, and performance standards for the project. These options will often require more frequent maintenance compared with a full pavement reconstruction but are typically more cost effective during construction.

To perform an FDR of the existing pavements, the full thickness of the existing asphalt is pulverized and blended with a portion of the existing apparent aggregate base to form a new base layer for future asphalt placement. We recommend leaving a nominal section of the existing aggregate base layer in place so the underlying subgrade soils are not incorporated into the reclaimed material. The table below

provides recommended reclamation depths based on the borings performed. Note that pavement section thicknesses are likely to vary, so the contractor should be observing their reclamation during construction and making any necessary adjustments.

Table 6. Anticipated reclamation depths for FDR

Boring	Anticipated Depth (inches)
ST-1	6
ST-2	8
ST-3	7
ST-4	7
ST-5	6
ST-6	6
ST-7	6

We recommend that a minimum of 2 inches of aggregate base is left in place during reclamation operations. The contractor should make efforts to not reclaim the entire existing pavement section and disturb the underlying subgrade soils during reclamation operations.

FDR is typically more cost efficient to perform as compared to full reconstruction and will eliminate the existing near-surface distresses. We recommend a proofroll is performed once the reclaimed material is at pavement elevations. If areas of unsuitable soils are encountered, it may be difficult, but achievable to perform soil corrections; however the contractor will need to remove and store the reclaimed material to perform any subgrade corrections.

Another option available to the project team is to stabilize the reclaimed material using asphalt emulsions or cement. The asphalt emulsion is typically mixed with the reclaimed bituminous and apparent aggregate base material to create a stiffer layer immediately below the new asphalt layer. This option typically reduces the amount of reclaimed aggregate base and bituminous surface material needed for construction of the roadway.

C.2.b. Pavement Improvement Approach – Garden Avenue Area (ST-8 through ST-11)

Based on the results of our exploration, it appears that the existing pavement has reached the end of its lifespan. Due to the visually observed rutting that is occurring and the higher traffic volumes associated with Garden Avenue, it appears there may be subgrade-related issues contributing the distress observed

the pavements. We also understand that there is a planned replacement of the existing watermain along the alignment of Garden Avenue. As such, we recommend a complete reconstruction of Garden Avenue, which will provide the highest quality pavement and improve the subgrade conditions simultaneously. We recommend the existing bituminous pavement and aggregate be removed, the existing subgrade recompacted, and a new pavement section, including bituminous and aggregate base, be placed.

C.3. Site Grading and Excavations

This section outlines site grading recommendations for the full pavement reconstruction option as outlined in Section C.2.b. Included are recommendations for engineered fill soil types and classification, as well as compaction recommendations for both engineered fill soils and aggregate base material.

C.3.a. Engineered Fill Materials and Compaction

Table 7 below contains our recommendations for engineered fill materials.

Table 7. Engineered Fill Materials

Locations To Be Used	Engineered Fill Classification	Possible Soil Type Descriptions	Gradation	Additional Requirements
Pavement areas	Pavement fill	SP, SP-SM, SM	100% passing 3-inch sieve <30% passing No. 200 sieve	< 2% Organic Content (OC) Plasticity index (PI) < 15% Debris Free
- Drainage layer - Non-frost-susceptible	- Free-draining - Non-frost-susceptible fill - MnDOT select granular	SP, SP-SM	100% passing 1-inch sieve < 12% passing #200 sieve	See MnDOT 3149.2.B.2

*More select soils comprised of coarse sands with < 5% passing #200 sieve may be needed to accommodate work occurring in periods of wet or freezing weather.

We recommend spreading engineered fill in loose lifts of approximately 12 inches thick. We recommend compacting engineered fill in accordance with the criteria presented below in Table 8. The project documents should specify relative compaction of engineered fill.

Table 8. Compaction Recommendations Summary - Soil

Reference	Relative Compaction, percent (ASTM D698 – Standard Proctor)	Moisture Content Variance from Optimum, percentage points	
		Granular Soils (SP, SP-SM)	Silty Sand Soils (SM)
Within 3 feet of pavement subgrade	100	*	-2 to +1
More than 3 feet below pavement subgrade	95	*	-1 to +3

*The minimum moisture content should be no less than 5 percent and no more than 3 percentage points over optimum.

Table 9. Compaction Recommendations Summary – Aggregate Base

Material	Relative Compaction, percent (ASTM D698 – Standard Proctor)
Aggregate Base	100

The project documents should not allow the contractor to use frozen material as engineered fill or to place engineered fill on frozen material.

We recommend performing density tests in engineered fill to evaluate if the contractors are effectively compacting the soil and meeting project requirements.

C.4. Pavements

C.4.a. Pavement Subgrade Preparation – Full Reconstruction

We recommend the following steps for pavement subgrade preparation, understanding the site will have a grade change of 1 foot or less. Note that project planning may need to require additional subcuts to limit frost heave.

1. Strip unsuitable soils consisting of existing pavements, organic soils, debris-laden soils, existing structures (if encountered), and other unsuitable soils from the area within 3 feet of the surface of the proposed pavement grade.
2. Have a geotechnical representative observe the excavated subgrade to evaluate if additional subgrade improvements are necessary. Based on the results of the borings, the contractor should anticipate that soil correction excavations of the existing fill may be needed to

provide a stable subgrade. Where needed, subcuts on the order of 2 to 3 feet should be sufficient in pavement areas at this site.

3. Slope subgrade soils to allow the removal of accumulating water.
4. Scarify, moisture condition, and surface compact the subgrade.
5. Place pavement engineered fill to grade and compact in accordance with Section C.3.d. to bottom of pavement and exterior slab section. See Section C.3.e. for additional considerations related to frost heave.
6. Proofroll the pavement or exterior slab subgrade as described in Section C.2.d.

C.4.b. Proofroll Observations

After preparing the subgrade as described in C.3.a for the Garden Avenue Area prior to placing the aggregate base, and after preparing the reclaimed material in the Falcon Woods areas, we recommend proofrolling the soils with a fully loaded tandem-axle truck. We also recommend having a geotechnical representative observe the proofroll. Areas that fail the proofroll likely indicate soft or weak areas that will require additional soil correction work to support pavements.

The contractor should correct areas that display excessive yielding or rutting during the proofroll, as determined by the geotechnical representative. Possible options for subgrade correction include moisture conditioning and recompaction, subcutting and replacement with soil or crushed aggregate, and/or geotextiles. We recommend performing a second proofroll after the aggregate base material is in place, and prior to placing bituminous pavements

C.4.c. Design Sections

Our scope of services for this project did not include laboratory tests on subgrade soils to determine an R-value for pavement design. Based on our experience with similar soils anticipated at the pavement subgrade elevation, we recommend pavement design assume an average R-Value of 20 for both project sites. Note the contractor may need to perform limited removal of unsuitable or less suitable soils to achieve this value. Tables 10 and 11 provides minimum recommended pavement sections, based on the soils support and traffic loads. We understand that the City of Falcon Heights requires all residential roadways to be designed, at a minimum, as a 7-ton roadway.

Table 10. Recommended Minimum Bituminous Pavement Sections – Falcon Woods Area (ST-1 through ST-7)

Use	7-ton roadway	7-ton roadway with stabilized aggregate base
Minimum asphalt thickness (inches)	3 1/2	2
Minimum aggregate base thickness (inches)	6	---
Minimum stabilized aggregate base thickness (inches)	---	5

Table 11. Recommended Minimum Bituminous Pavement Sections - Garden Avenue (ST-8 through ST-11)

Use	7-ton roadway
Minimum asphalt thickness (inches)	4
Minimum aggregate base thickness (inches)	8

C.4.d. Bituminous Pavement Materials

Appropriate mix designs are critical to the performance of flexible pavements. We can provide recommendations for pavement material selection during final pavement design upon request.

C.4.e. Subgrade Drainage

We recommend installing perforated drainpipes throughout pavement areas at low points, around catch basins, and behind curb in landscaped areas. We also recommend installing drainpipes along pavement where exterior grades promote drainage toward those edge areas. The contractor should place drainpipes in small trenches, extended below the aggregate base material. The draitile systems should be tied to the existing storm sewer system for disposal of water runoff.

C.4.f. Performance and Maintenance

We based the above pavement designs on a 20-year performance life for pavements. This is the amount of time before we anticipate the pavement will require reconstruction. This performance life assumes routine maintenance, such as seal coating and crack sealing. The actual pavement life will vary depending on variations in weather, traffic conditions, and maintenance.

Many conditions affect the overall performance of the exterior slabs and pavements. Some of these conditions include the environment, loading conditions and the level of ongoing maintenance. With regard to bituminous pavements in particular, it is common to have thermal cracking develop within the first few years of placement, and continue throughout the life of the pavement. We recommend

developing a regular maintenance plan for filling cracks in exterior slabs and pavements to lessen the potential impacts for cold weather distress due to frost heave or warm weather distress due to wetting and softening of the subgrade.

C.5. Utilities

We understand that there is a watermain replacement planned along the alignment of Garden Avenue. No utility work is planned in the Falcon Woods Area of the project. It should be noted that our soil borings did not extend deep enough to obtain soil conditions for some utilities.

C.5.a. Subgrade Stabilization

For exterior utilities, we anticipate the soils at typical invert elevations will be suitable for utility support. However, if construction encounters unfavorable conditions such as organic soils or debris/gravel-laden soils at invert grades, the unsuitable soils may require some additional subcutting and replacement with sand or crushed rock to prepare a proper subgrade for pipe support. Project design and construction should not place utilities within the 1H:1V oversizing of foundations.

C.5.b. Utility Backfill

We recommend utility trench backfill adhere to the recommendations of Section C.3.a. The contractor should anticipate that zones of less desirable existing fill may need to be separated as well as moisture conditioned prior to placement as utility trench backfill.

D. Procedures

D.1. Penetration Test Borings

We drilled the penetration test borings with a truck-mounted core and auger drill equipped with hollow-stem auger. We performed the borings in general accordance with ASTM D6151 taking penetration test samples at 2 1/2- or 5-foot intervals in general accordance with ASTM D1586. The boring logs show the actual sample intervals and corresponding depths. Pavement cores were also collected near each boring location.

We sealed penetration test boreholes in general accordance with MDH procedures.

D.2. Exploration Logs

D.2.a. Log of Boring Sheets

The Appendix includes Log of Boring sheets for our penetration test borings. The logs identify and describe the penetrated geologic materials, and present the results of penetration resistance and other in-situ tests performed. The logs also present the results of laboratory tests performed on penetration test samples and groundwater measurements.

We inferred strata boundaries from changes in the penetration test samples and the auger cuttings. Because we did not perform continuous sampling, the strata boundary depths are only approximate. The boundary depths likely vary away from the boring locations, and the boundaries themselves may occur as gradual rather than abrupt transitions.

D.2.b. Geologic Origins

We assigned geologic origins to the materials shown on the logs and referenced within this report, based on: (1) a review of the background information and reference documents cited above, (2) visual classification of the various geologic material samples retrieved during the course of our subsurface exploration, (3) penetration resistance testing performed for the project, (4) laboratory test results, and (5) available common knowledge of the geologic processes and environments that have impacted the site and surrounding area in the past.

D.3. Material Classification and Testing

D.3.a. Visual and Manual Classification

We visually and manually classified the geologic materials encountered based on ASTM D2488. When we performed laboratory classification tests, we used the results to classify the geologic materials in accordance with ASTM D2487. The Appendix includes a chart explaining the classification system we used.

D.3.b. Laboratory Testing

The exploration logs in the Appendix note the results of the laboratory tests performed on geologic material samples. We performed the tests in general accordance with ASTM procedures.

D.4. Groundwater Measurements

The drillers checked for groundwater while advancing the penetration test borings, and again after auger withdrawal. We then filled the boreholes or allowed them to remain open for an extended period of observation, as noted on the boring logs.

E. Qualifications

E.1. Variations in Subsurface Conditions

E.1.a. Material Strata

We developed our evaluation, analyses and recommendations from a limited amount of site and subsurface information. It is not standard engineering practice to retrieve material samples from exploration locations continuously with depth. Therefore, we must infer strata boundaries and thicknesses to some extent. Strata boundaries may also be gradual transitions, and project planning should expect the strata to vary in depth, elevation and thickness, away from the exploration locations.

Variations in subsurface conditions present between exploration locations may not be revealed until performing additional exploration work, or starting construction. If future activity for this project reveals any such variations, you should notify us so that we may reevaluate our recommendations. Such variations could increase construction costs, and we recommend including a contingency to accommodate them.

E.1.b. Groundwater Levels

We made groundwater measurements under the conditions reported herein and shown on the exploration logs, and interpreted in the text of this report. Note that the observation periods were relatively short, and project planning can expect groundwater levels to fluctuate in response to rainfall, flooding, irrigation, seasonal freezing and thawing, surface drainage modifications and other seasonal and annual factors.

E.2. Continuity of Professional Responsibility

E.2.a. Plan Review

We based this report on a limited amount of information, and we made a number of assumptions to help us develop our recommendations. We should be retained to review the geotechnical aspects of the designs and specifications. This review will allow us to evaluate whether we anticipated the design correctly, if any design changes affect the validity of our recommendations, and if the design and specifications correctly interpret and implement our recommendations.

E.2.b. Construction Observations and Testing

We recommend retaining us to perform the required observations and testing during construction as part of the ongoing geotechnical evaluation. This will allow us to correlate the subsurface conditions exposed during construction with those encountered by the borings and provide professional continuity from the design phase to the construction phase. If we do not perform observations and testing during construction, it becomes the responsibility of others to validate the assumption made during the preparation of this report and to accept the construction-related geotechnical engineer-of-record responsibilities.

E.3. Use of Report

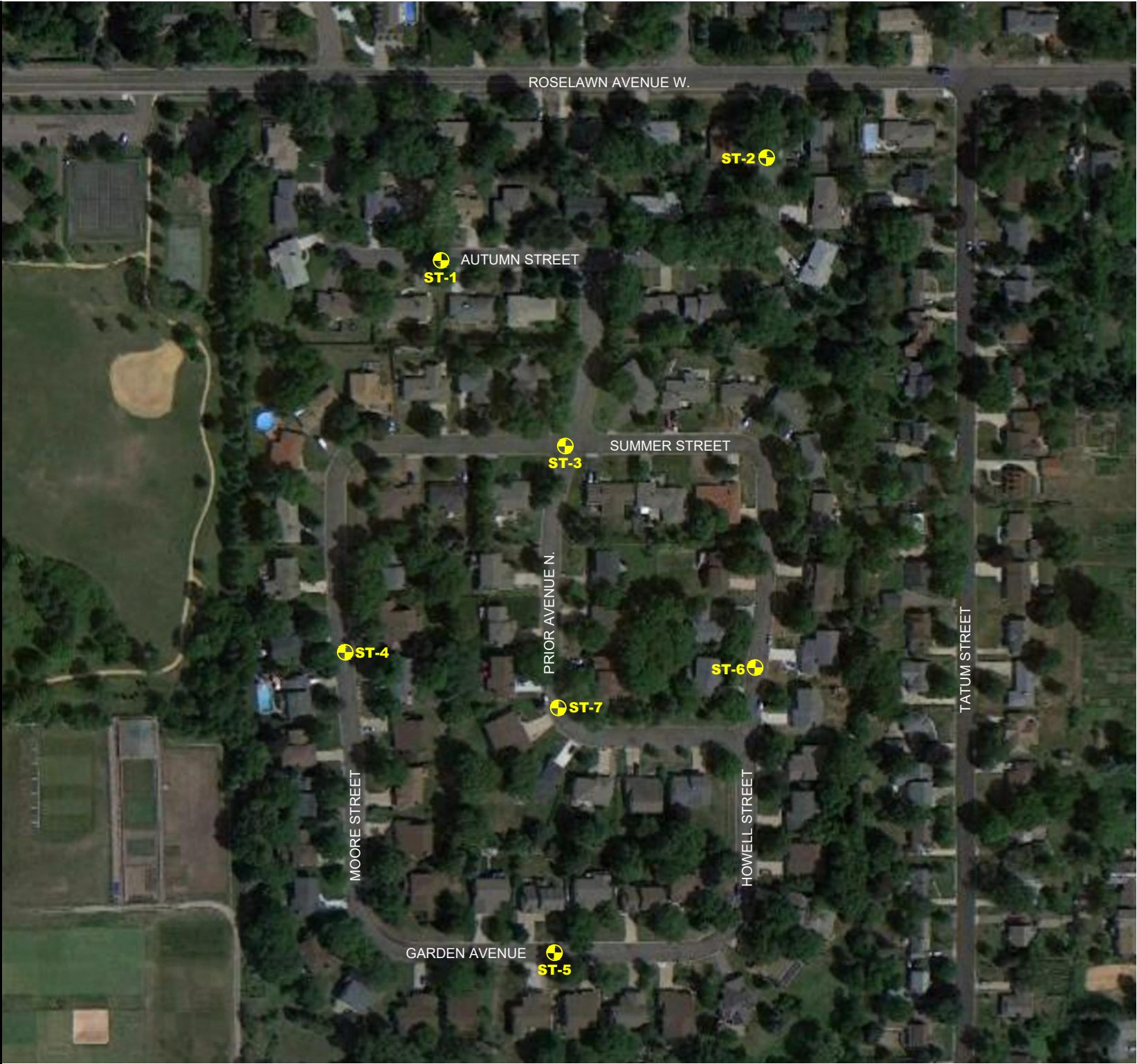
This report is for the exclusive use of the addressed parties. Without written approval, we assume no responsibility to other parties regarding this report. Our evaluation, analyses and recommendations may not be appropriate for other parties or projects.

E.4. Standard of Care

In performing its services, Braun Intertec used that degree of care and skill ordinarily exercised under similar circumstances by reputable members of its profession currently practicing in the same locality. No warranty, express or implied, is made.

Appendix

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FALCON WOODS NEIGHBORHOOD



VICINITY MAP

NOT TO SCALE



DENOTES APPROXIMATE LOCATION OF
STANDARD PENETRATION TEST BORING



100' 0 200'

SCALE: 1"= 200'

Drawing Information

Project No:
B2203417

Drawing No:
B2203417

Drawn By: JAG
Date Drawn: 4/27/22
Checked By: RSJ
Last Modified: 5/16/22

Project Information

Falcon Heights 2023
Pavement Management

Garden Avenue and
the Falcon Woods
Neighborhood

Falcon Heights,
Minnesota

**Soil Boring
Location Sketch**

See Descriptive Terminology sheet for explanation of abbreviations

Project Number B2203417 Geotechnical Evaluation Falcon Heights 2023 Pavement Mgmt Garden Avenue Falcon Heights, Minnesota					BORING: ST-1				
					LOCATION: See attached sketch				
					NORTHING: 175582	EASTING: 551775			
DRILLER: C. McClain		LOGGED BY: R. Jett		START DATE: 05/06/22	END DATE: 05/06/22				
SURFACE ELEVATION: 986.9 ft		RIG: 7514	METHOD: 2 1/4" HSA	SURFACING: Bituminous	WEATHER: Sunny				
Elev./ Depth ft	Water Level	Description of Materials (Soil-ASTM D2488 or 2487; Rock-USACE EM 1110-1-2908)			Sample	Blows (N-Value) Recovery	q _p tsf	MC %	Tests or Remarks
986.1 0.8		PAVEMENT, 3 1/2 inches of bituminous over 5 inches of apparent aggregate base FILL: CLAYEY SAND (SC), trace Gravel, contains concrete debris, brown, moist			11-16-7-6 (23) 16" 2-4-3-5 (7) 18" 1-4-4-5 (8) 15"		14	P200=44%	
980.6 6.3		END OF BORING Boring then backfilled with auger cuttings							Water not observed while drilling.

See Descriptive Terminology sheet for explanation of abbreviations

Project Number B2203417 Geotechnical Evaluation Falcon Heights 2023 Pavement Mgmt Garden Avenue Falcon Heights, Minnesota					BORING: ST-2		
					LOCATION: See attached sketch		
					NORTHING: 175737	EASTING: 552265	
DRILLER: C. McClain		LOGGED BY: R. Jett		START DATE: 05/06/22	END DATE: 05/06/22		
SURFACE ELEVATION: 982.7 ft		RIG: 7514	METHOD: 2 1/4" HSA	SURFACING: Bituminous	WEATHER: Sunny		
Elev./Depth ft	Water Level	Description of Materials (Soil-ASTM D2488 or 2487; Rock-USACE EM 1110-1-2908)	Sample	Blows (N-Value) Recovery	q _p tsf	MC %	Tests or Remarks
981.8		PAVEMENT, 3 1/2 inches of bituminous over 7 inches of apparent aggregate base		13-6-5-2 (11)			
0.9		FILL: SILTY SAND (SM), fine to medium-grained, trace Gravel, contains seams of Clay, dark brown to brown, moist		3-3-4-5 (7)		13	
979.7		FILL: SILTY SAND (SM), fine to medium-grained, trace Gravel, contains seams of Clay, brown, moist		6-5-8-11 (13)			
3.0		<i>Little Gravel at 5 feet</i>	5	15"			
976.4		END OF BORING					Water not observed while drilling.
6.3		Boring then backfilled with auger cuttings					
			10				
			15				
			20				
			25				
			30				

See Descriptive Terminology sheet for explanation of abbreviations

Project Number B2203417 Geotechnical Evaluation Falcon Heights 2023 Pavement Mgmt Garden Avenue Falcon Heights, Minnesota					BORING: ST-3		
					LOCATION: See attached sketch		
					NORTHING: 175303	EASTING: 551962	
DRILLER: C. McClain		LOGGED BY: R. Jett		START DATE: 05/06/22	END DATE: 05/06/22		
SURFACE ELEVATION: 989.0 ft		RIG: 7514	METHOD: 2 1/4" HSA	SURFACING: Bituminous	WEATHER: Sunny		
Elev./ Depth ft	Water Level	Description of Materials (Soil-ASTM D2488 or 2487; Rock-USACE EM 1110-1-2908)	Sample	Blows (N-Value) Recovery	q _p tsf	MC %	Tests or Remarks
988.2		PAVEMENT, 4 inches of bituminous over 5 inches of apparent aggregate base		6-15-11-8 (26)			
0.8				15"			
987.0		FILL: POORLY GRADED SAND with SILT (SP-SM), fine to coarse-grained, little Gravel, brown, moist		6-4-3-3 (7)		5	OC=1%
2.0		FILL: SILTY SAND (SM), fine to medium-grained, trace Gravel, contains seams of organic, contains bituminous debris, brown, moist		20"			
			5	3-4-4-5 (8)			
				14"			
982.7		END OF BORING					Water not observed while drilling.
6.3		Boring then backfilled with auger cuttings					
			10				
			15				
			20				
			25				
			30				

See Descriptive Terminology sheet for explanation of abbreviations

Project Number B2203417 Geotechnical Evaluation Falcon Heights 2023 Pavement Mgmt Garden Avenue Falcon Heights, Minnesota					BORING: ST-4		
					LOCATION: See attached sketch		
					NORTHING: 174993	EASTING: 551631	
DRILLER: C. McClain		LOGGED BY: R. Jett		START DATE: 05/06/22	END DATE: 05/06/22		
SURFACE ELEVATION: 984.9 ft		RIG: 7514	METHOD: 2 1/4" HSA	SURFACING: Bituminous	WEATHER: Sunny		
Elev./Depth ft	Water Level	Description of Materials (Soil-ASTM D2488 or 2487; Rock-USACE EM 1110-1-2908)	Sample	Blows (N-Value) Recovery	q _p tsf	MC %	Tests or Remarks
984.1		PAVEMENT, 4 1/2 inches of bituminous over 5		10-14-8-6			
0.8		1/2 inches of apparent aggregate base		(22)		8	P200=22%
982.9		FILL: SILTY SAND (SM), fine to coarse-		18"			
2.0		grained, little Gravel, dark brown, moist		10-12-18-18			
		FILL: SILTY SAND (SM), fine to medium-		(30)			
980.9		grained, trace Gravel, contains bituminous		6"			
4.0		debris, dark brown, moist		12-13-10-10			
		FILL: SILTY SAND (SC-SM), fine to medium-	5	(23)			
978.6		grained, trace Gravel, contains seams of Clay,		22"			
6.3		brown, moist					
		END OF BORING					Water not observed while drilling.
		Boring then backfilled with auger cuttings					
			10				
			15				
			20				
			25				
			30				

See Descriptive Terminology sheet for explanation of abbreviations

Project Number B2203417 Geotechnical Evaluation Falcon Heights 2023 Pavement Mgmt Garden Avenue Falcon Heights, Minnesota					BORING: ST-5		
					LOCATION: See attached sketch		
					NORTHING: 174541	EASTING: 551946	
DRILLER: C. McClain		LOGGED BY: R. Jett		START DATE: 05/06/22	END DATE: 05/06/22		
SURFACE ELEVATION: 984.0 ft		RIG: 7514	METHOD: 2 1/4" HSA	SURFACING: Bituminous		WEATHER: Sunny	
Elev./ Depth ft	Water Level	Description of Materials (Soil-ASTM D2488 or 2487; Rock-USACE EM 1110-1-2908)	Sample	Blows (N-Value) Recovery	q _p tsf	MC %	Tests or Remarks
983.3		PAVEMENT, 3 inches of bituminous over 5 1/2 inches of apparent aggregate base		7-11-14-8 (25) 19"			
0.7		FILL: SILTY SAND with GRAVEL (SM), fine to medium-grained, brown, moist		14-16-17-22 (33) 16"			
980.0							
4.0		FILL: SILTY SAND (SM), fine to coarse-grained, trace Gravel, brown, moist	5	7-7-7-10 (14) 20"		6	
977.7							
6.3		END OF BORING					Water not observed while drilling.
		Boring then backfilled with auger cuttings					
			10				
			15				
			20				
			25				
			30				

See Descriptive Terminology sheet for explanation of abbreviations

Project Number B2203417 Geotechnical Evaluation Falcon Heights 2023 Pavement Mgmt Garden Avenue Falcon Heights, Minnesota					BORING: ST-6			
					LOCATION: See attached sketch			
					NORTHING: 174970	EASTING: 552247		
DRILLER: C. McClain		LOGGED BY: R. Jett		START DATE: 05/06/22	END DATE: 05/06/22			
SURFACE ELEVATION: 984.2 ft		RIG: 7514	METHOD: 2 1/4" HSA	SURFACING: Bituminous		WEATHER: Sunny		
Elev./Depth ft	Water Level	Description of Materials (Soil-ASTM D2488 or 2487; Rock-USACE EM 1110-1-2908)		Sample	Blows (N-Value) Recovery	q _p tsf	MC %	Tests or Remarks
983.5		PAVEMENT, 3 inches of bituminous over 5 1/2 inches of apparent aggregate base			6-12-21-14 (33)			
0.7		FILL: POORLY GRADED SAND with SILT and GRAVEL (SP-SM), fine to coarse-grained, brown, moist			20"			
					10-26-14-11 (40)		4	P200=7%
					18"			
					10-10-8-12 (18)			
978.0				5	16"			
6.2		END OF BORING						Water not observed while drilling.
		Boring then backfilled with auger cuttings						
				10				
				15				
				20				
				25				
				30				

Project Number B2203417 Geotechnical Evaluation Falcon Heights 2023 Pavement Mgmt Garden Avenue Falcon Heights, Minnesota					BORING: ST-7		
					LOCATION: See attached sketch		
					NORTHING: 174909	EASTING: 551951	
DRILLER: C. McClain		LOGGED BY: R. Jett		START DATE: 05/06/22	END DATE: 05/06/22		
SURFACE ELEVATION: 986.9 ft		RIG: 7514	METHOD: 2 1/4" HSA	SURFACING: Bituminous	WEATHER: Sunny		
Elev./ Depth ft	Water Level	Description of Materials (Soil-ASTM D2488 or 2487; Rock-USACE EM 1110-1-2908)	Sample	Blows (N-Value) Recovery	q _p tsf	MC %	Tests or Remarks
986.2		PAVEMENT, 4 inches of bituminous over 4		2-10-15-18			
0.7		inches of apparent aggregate base		(25)		5	
984.9		FILL: SILTY SAND (SM), fine to coarse-		18"			
2.0		grained, little Gravel, dark brown to brown,		38-19-16-16			
		moist		(35)			
		FILL: SILTY SAND with GRAVEL (SM), fine to		14"			
		coarse-grained, brown, moist		50-30-8-8		8	
		Clay seams at 4 feet	5	(38)			
				16"			
980.6		END OF BORING					Water not observed while
6.3		Boring then backfilled with auger cuttings					drilling.
			10				
			15				
			20				
			25				
			30				

Project Number B2203417 Geotechnical Evaluation Falcon Heights 2023 Pavement Mgmt Garden Avenue Falcon Heights, Minnesota					BORING: ST-8		
					LOCATION: See attached sketch		
					NORTHING: 174560	EASTING: 556224	
DRILLER: C. McClain		LOGGED BY: R. Jett		START DATE: 05/06/22	END DATE: 05/06/22		
SURFACE ELEVATION: 968.4 ft		RIG: 7514	METHOD: 2 1/4" HSA	SURFACING: Bituminous	WEATHER: Sunny		
Elev./ Depth ft	Water Level	Description of Materials (Soil-ASTM D2488 or 2487; Rock-USACE EM 1110-1-2908)	Sample	Blows (N-Value) Recovery	q _p tsf	MC %	Tests or Remarks
967.7		PAVEMENT, 4 inches of bituminous over 4		10-50			
0.7		inches of apparent aggregate base		(50)			
966.4		FILL: SILTY SAND (SM), fine to medium-		10"			
2.0		grained, trace Gravel, contains concrete debris,		10-10-8-12			
		dark brown, moist		(18)			
964.4		FILL: SILTY SAND (SM), fine to medium-		20"		5	P200=16%
4.0		grained, trace Gravel, brown, moist		10-9-10-12			
		FILL: POORLY GRADED SAND with SILT (SP-	5	(19)			
962.1		SM), fine to medium-grained, trace Gravel,		22"			
6.3		contains seams of Silt, light brown, moist					Water not observed while drilling.
		END OF BORING					
		Boring then backfilled with auger cuttings					
			10				
			15				
			20				
			25				
			30				

Project Number B2203417 Geotechnical Evaluation Falcon Heights 2023 Pavement Mgmt Garden Avenue Falcon Heights, Minnesota					BORING: ST-9		
					LOCATION: See attached sketch		
					NORTHING: 174573	EASTING: 557065	
DRILLER: C. McClain		LOGGED BY: R. Jett		START DATE: 05/06/22	END DATE: 05/06/22		
SURFACE ELEVATION: 953.5 ft		RIG: 7514	METHOD: 2 1/4" HSA	SURFACING: Bituminous	WEATHER: Sunny		
Elev./ Depth ft	Water Level	Description of Materials (Soil-ASTM D2488 or 2487; Rock-USACE EM 1110-1-2908)	Sample	Blows (N-Value) Recovery	q _p tsf	MC %	Tests or Remarks
952.5		PAVEMENT, 4 1/2 inches of bituminous over 7 inches of apparent aggregate base		23-34-14-3 (48) 18"			P200=5% Water not observed while drilling.
1.0		FILL: SILTY SAND (SM), fine to coarse-grained, little Gravel, brown, moist <i>Concrete debris at 2 feet</i>		10-16-23-17 (39) 20"			
949.5		FILL: POORLY GRADED SAND (SP), fine to coarse-grained, trace Gravel, brown, moist	5	5-6-5-5 (11) 18"		3	
4.0							
947.2		END OF BORING					
6.3		Boring then backfilled with auger cuttings					
			10				
			15				
			20				
			25				
			30				

Project Number B2203417 Geotechnical Evaluation Falcon Heights 2023 Pavement Mgmt Garden Avenue Falcon Heights, Minnesota					BORING: ST-10		
					LOCATION: See attached sketch		
					NORTHING: 174585	EASTING: 557813	
DRILLER: C. McClain		LOGGED BY: R. Jett		START DATE: 05/06/22	END DATE: 05/06/22		
SURFACE ELEVATION: 948.7 ft		RIG: 7514	METHOD: 2 1/4" HSA	SURFACING: Bituminous	WEATHER: Sunny		
Elev./ Depth ft	Water Level	Description of Materials (Soil-ASTM D2488 or 2487; Rock-USACE EM 1110-1-2908)	Sample	Blows (N-Value) Recovery	q _p tsf	MC %	Tests or Remarks
947.9 0.8		PAVEMENT, 4 inches of bituminous over 6 inches of apparent aggregate base		11-11-9-5 (20) 16"		6	Water not observed while drilling.
		FILL: POORLY GRADED SAND with SILT (SP-SM), fine to coarse-grained, trace Gravel, contains seams of Clay, light brown, moist		8-9-7-9 (16) 18"			
944.7 4.0		FILL: POORLY GRADED SAND (SP), fine to coarse-grained, trace Gravel, light brown, moist	5	5-5-5-7 (10) 20"			
942.4 6.3		END OF BORING					
		Boring then backfilled with auger cuttings					
			10				
			15				
			20				
			25				
			30				

B2203417 Braun Intertec Corporation Print Date:07/19/2022 ST-11 page 1 of 1
100

		
BRAUN INTERTEC	Falcon Heights 2023 Pavement Management B2203417	Core Photo Log
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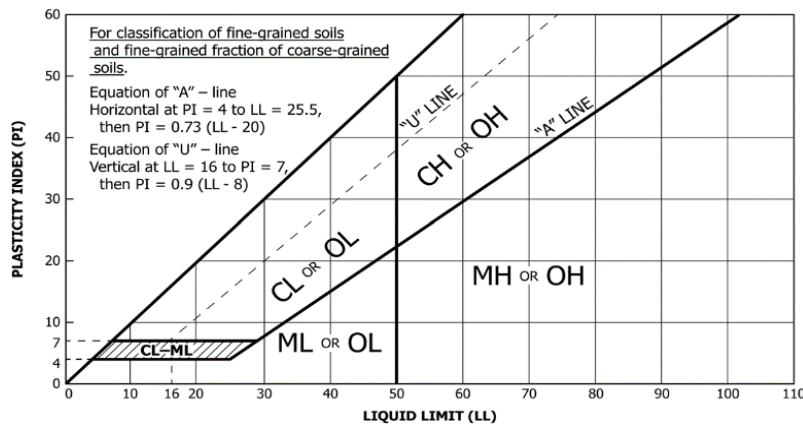
		
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Criteria for Assigning Group Symbols and Group Names Using Laboratory Tests ^A				Group Symbol	Soil Classification
					Group Name ^B
Coarse-grained Soils (more than 50% retained on No. 200 sieve)	Gravels (More than 50% of coarse fraction retained on No. 4 sieve)	Clean Gravels (Less than 5% fines ^C)	$C_u \geq 4$ and $1 \leq C_c \leq 3^D$	GW	Well-graded gravel ^E
			$C_u < 4$ and/or ($C_c < 1$ or $C_c > 3$) ^D	GP	Poorly graded gravel ^E
		Gravels with Fines (More than 12% fines ^C)	Fines classify as ML or MH	GM	Silty gravel ^{EFG}
			Fines Classify as CL or CH	GC	Clayey gravel ^{EFG}
	Sands (50% or more coarse fraction passes No. 4 sieve)	Clean Sands (Less than 5% fines ^H)	$C_u \geq 6$ and $1 \leq C_c \leq 3^D$	SW	Well-graded sand ^I
			$C_u < 6$ and/or ($C_c < 1$ or $C_c > 3$) ^D	SP	Poorly graded sand ^I
		Sands with Fines (More than 12% fines ^H)	Fines classify as ML or MH	SM	Silty sand ^{FGI}
			Fines classify as CL or CH	SC	Clayey sand ^{FGI}
Fine-grained Soils (50% or more passes the No. 200 sieve)	Silts and Clays (Liquid limit less than 50)	Inorganic	PI > 7 and plots on or above "A" line ^J	CL	Lean clay ^{KLM}
			PI < 4 or plots below "A" line ^J	ML	Silt ^{KLM}
		Organic	Liquid Limit – oven dried	OL	Organic clay ^{KLMN}
			Liquid Limit – not dried <0.75		Organic silt ^{KLMQ}
	Silts and Clays (Liquid limit 50 or more)	Inorganic	PI plots on or above "A" line	CH	Fat clay ^{KLM}
			PI plots below "A" line	MH	Elastic silt ^{KLM}
		Organic	Liquid Limit – oven dried	OH	Organic clay ^{KLMP}
			Liquid Limit – not dried <0.75		Organic silt ^{KLMQ}
Highly Organic Soils		Primarily organic matter, dark in color, and organic odor		PT	Peat

- A. Based on the material passing the 3-inch (75-mm) sieve.
B. If field sample contained cobbles or boulders, or both, add "with cobbles or boulders, or both" to group name.
C. Gravels with 5 to 12% fines require dual symbols:
GW-GM well-graded gravel with silt
GW-GC well-graded gravel with clay
GP-GM poorly graded gravel with silt
GP-GC poorly graded gravel with clay
D. $C_u = D_{60} / D_{10}$ $C_c = (D_{30})^2 / (D_{10} \times D_{60})$
E. If soil contains $\geq 15\%$ sand, add "with sand" to group name.
F. If fines classify as CL-ML, use dual symbol GC-GM or SC-SM.
G. If fines are organic, add "with organic fines" to group name.
H. Sands with 5 to 12% fines require dual symbols:
SW-SM well-graded sand with silt
SW-SC well-graded sand with clay
SP-SM poorly graded sand with silt
SP-SC poorly graded sand with clay
I. If soil contains $\geq 15\%$ gravel, add "with gravel" to group name.
J. If Atterberg limits plot in hatched area, soil is CL-ML, silty clay.
K. If soil contains 15 to < 30% plus No. 200, add "with sand" or "with gravel", whichever is predominant.
L. If soil contains $\geq 30\%$ plus No. 200, predominantly sand, add "sandy" to group name.
M. If soil contains $\geq 30\%$ plus No. 200 predominantly gravel, add "gravelly" to group name.
N. PI ≥ 4 and plots on or above "A" line.
O. PI < 4 or plots below "A" line.
P. PI plots on or above "A" line.
Q. PI plots below "A" line.



Laboratory Tests			
DD	Dry density, pcf	q_p	Pocket penetrometer strength, tsf
WD	Wet density, pcf	q_u	Unconfined compression test, tsf
P200	% Passing #200 sieve	LL	Liquid limit
MC	Moisture content, %	PL	Plastic limit
OC	Organic content, %	PI	Plasticity index

Particle Size Identification

Boulders.....	over 12"
Cobbles.....	3" to 12"
Gravel	
Coarse.....	3/4" to 3" (19.00 mm to 75.00 mm)
Fine.....	No. 4 to 3/4" (4.75 mm to 19.00 mm)
Sand	
Coarse.....	No. 10 to No. 4 (2.00 mm to 4.75 mm)
Medium.....	No. 40 to No. 10 (0.425 mm to 2.00 mm)
Fine.....	No. 200 to No. 40 (0.075 mm to 0.425 mm)
Silt.....	No. 200 (0.075 mm) to .005 mm
Clay.....	< .005 mm

Relative Proportions^{L M}

trace.....	0 to 5%
little.....	6 to 14%
with.....	$\geq 15\%$

Inclusion Thicknesses

lens.....	0 to 1/8"
seam.....	1/8" to 1"
layer.....	over 1"

Apparent Relative Density of Cohesionless Soils

Very loose	0 to 4 BPF
Loose	5 to 10 BPF
Medium dense.....	11 to 30 BPF
Dense.....	31 to 50 BPF
Very dense.....	over 50 BPF

Consistency of Cohesive Soils

Blows Per Foot	Approximate Unconfined Compressive Strength
Very soft.....	0 to 1 BPF..... < 0.25 tsf
Soft.....	2 to 4 BPF..... 0.25 to 0.5 tsf
Medium.....	5 to 8 BPF..... 0.5 to 1 tsf
Stiff.....	9 to 15 BPF..... 1 to 2 tsf
Very Stiff.....	16 to 30 BPF..... 2 to 4 tsf
Hard.....	over 30 BPF..... > 4 tsf

Moisture Content:

Dry: Absence of moisture, dusty, dry to the touch.
Moist: Damp but no visible water.
Wet: Visible free water, usually soil is below water table.

Drilling Notes:

Blows/N-value: Blows indicate the driving resistance recorded for each 6-inch interval. The reported N-value is the blows per foot recorded by summing the second and third interval in accordance with the Standard Penetration Test, ASTM D1586.

Partial Penetration: If the sampler could not be driven through a full 6-inch interval, the number of blows for that partial penetration is shown as #/x" (i.e. 50/2"). The N-value is reported as "REF" indicating refusal.

Recovery: Indicates the inches of sample recovered from the sampled interval. For a standard penetration test, full recovery is 18", and is 24" for a thinwall/shelby tube sample.

WOH: Indicates the sampler penetrated soil under weight of hammer and rods alone; driving not required.

WOR: Indicates the sampler penetrated soil under weight of rods alone; hammer weight and driving not required.

Water Level: Indicates the water level measured by the drillers either while drilling () , at the end of drilling () , or at some time after drilling () .

Sample Symbols

	Standard Penetration Test		Rock Core
	Modified California (MC)		Thinwall (TW)/Shelby Tube (SH)
	Auger		Texas Cone Penetrometer
	Grab Sample		Dynamic Cone Penetrometer

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

December 11, 2024

No. 24-68

**RESOLUTION RECEIVING
THE 2025 PAVEMENT MANAGEMENT PROJECT 25-01 FEASIBILITY REPORT
AND ORDERING PUBLIC HEARING FOR IMPROVEMENT**

WHEREAS, pursuant to resolutions of the Council adopted October 9, 2024, a report has been prepared by the City Engineer with reference to the improvement of the Falcon Woods neighborhood which includes Autumn St, Prior Ave N, Summer St, Moore St, Howell St N and Garden Ave, as well as the Northome neighborhood which includes California Ave W, Idaho Ave W, and Iowa Ave W and this report was received by the Council on December 11, 2024; and

WHEREAS, the report provides information regarding whether the proposed project is necessary, cost effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

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

1. The Council will consider the improvement of such streets in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429, at an estimated total cost of the improvements of \$2,030,500.
2. A public hearing shall be held on such proposed improvement on January 22, 2025, in the Council Chambers of City Hall at 7:00 p.m. and the City Administrator shall give mailed and published notice of such hearing and improvement, as required by law.

Moved by:

Approved by:
Randy Gustafson
Mayor
December 11, 2024

GUSTAFSON
LEEHY
MEYER
WASSENBERG
MIELKE

_____ In Favor

_____ Against

Attested by:
Jack Linehan
City Administrator
December 11, 2024

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

MINUTES
October 9, 2024 at 7:00 P.M.

- A. CALL TO ORDER: 7:02 PM
- B. ROLL CALL: GUSTAFSON_X_ LEEHY_Arrived 7:05 PM_ MEYER _X_
WASSENBERG _X_ MIELKE_X_

STAFF PRESENT: LINEHAN_X_

- C. APPROVAL OF AGENDA

Councilmember Wassenberg Motions to Approve the Agenda;
Approved 4-0

- D. PRESENTATION

- E. APPROVAL OF MINUTES:

1. September 4, 2024 City Council Workshop Meeting Minutes

Councilmember Meyer Motions to Approve the Meeting Minutes;
Approved 4-0

- F. PUBLIC HEARINGS:

1. 2024 Pavement Management Project (PMP) Assessment Hearing

Mayor Gustafson explains the public hearing process. Interim City Engineer Lowry describes the hearing is in regards to a mill and overlay project of Roselawn Avenue between Snelling and Hamline Avenues. The project was completed in partnership with Roseville, as Roselawn is a shared jurisdiction. She explains the improvements made to the street. The final project costs came in a little over \$100,000. The total assessable cost is around \$88,000, and the assessment amount of that is roughly \$30,000. The remainder of the project is funded by the Municipal State Aid System and the Local Street Fund. Per the assessment policy, all parcels are residential lots and are assessed at 40% of the improvement cost for the street. Streets are assessed by the front footage of each lot. Residential corner lots are assessed 100% for the long side and 0% for the short side. Four adjacent parcels to the project are not assessed, as their adjacent side is the short side. Lowry provides an overview of the assessment roll. There is a total of 13 parcels. The final assessment rate is \$18.76/ft, and the average assessment is \$2,381.95/parcel. Once the assessment is approved, residents can pre-pay partially or in full, interest-free until November 8th. Afterward, the assessment rolls will get sent to Ramsey County to be added to property taxes with an interest rate of 5.91%. The length of the payment is recommended to be 7 years. There is the option for a hardship deferral. Lowry also explains how to appeal to the district court.

Gustafson opens the public hearing.

After multiple calls, there are no petitioners requesting to comment.

Councilmember Leehy Motions to Close the Public Hearing;
Approved 5-0

Councilmember Meyer is appreciative of the improvements, and that the project came in under budget. He wonders if additional signage to alert drivers of an upcoming pedestrian crossing is possible to be added.

Mayor Gustafson is appreciative of the swiftness of the project and that it came in under budget.

Administrator Linehan adds no objections were received from residents.

Councilmember Meyer Motions to Approve Resolution No. 24-54
Resolution Adopting and Confirming Assessments For
2024 Pavement Management Project – Roselawn Avenue;
Approved 5-0

G. CONSENT AGENDA:

1. General Disbursements through 10/4/24: \$95,118.02
 - a. Payroll through 9/30/24: \$24,736.56
 - b. Wire Payments through 9/30/24: \$15,798.61
2. Resolution in Support of Bay West's Application for Ramsey County's Environmental Response Fund Grant Program for 1407 Larpenteur

Councilmember Mielke Motions to Approve the Consent Agenda;
Approved 5-0

H. POLICY ITEMS:

1. Order of Feasibility Report for the 2025 Pavement Management Project (PMP)
Linehan explains ordering the report is the first step in the process for the 2025 PMP. The city has planned and budgeted for this project. Over time, the city conducts road quality assessments, and it was determined Garden Avenue and the streets in Falcon Woods are in critical condition. Garden Avenue was reconstructed recently, and streets in Falcon Woods and east-to-west streets in Northome are up next. Maintaining roads is critical for funding the city receives from the state.

Lowry notes Northome Streets will be a mill and overlay, and Falcon Woods will most likely be a reconstruction, but further testing will determine the full scope. The feasibility report is expected to be presented on December 11 and will provide more detail on project needs and cost as well as preliminary assessment.

Councilmember Wassenberg wonders if the alleys in Northome will be included. Linehan explains there are 2 challenges in doing both; 1. Accessibility for residents to their homes and 2. Assessment costs, therefore the alleys are not included with this project but will need to be included in future projects. Council further discusses the alleyways.

Councilmember Mielke notes she received concern from residents about the assessment costs. Gustafson points out he understands the concern, they all share that, but the roads are in need of improvement.

Councilmember Wassenberg motions to Approve Resolution 24-56 to Order Feasibility
Report for Falcon Woods and Northome Pavement
Management Project (Project FH 25-01);

2. Livable Communities Act (LCA) Pre-Development Grant Program Award
Linehan explains 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. He provides a short history of this grant award. The City wants to ensure the investors create a pleasant and livable community for the residents and have a commitment to improving the property. Buhl Investors learned they needed to be more involved with the property, changed management, and addressed code violations.

Councilmember Leehy thanks everyone involved for getting the issues resolved.

Council discusses the property management office hours, the tenant vetting process, and how everyone can help create and maintain a pleasant community to live in.

Councilmember Leehy motions to approve Resolution 24-57 Authorizing Metropolitan
Livable Communities Act
Grant Agreement for Amber Flats
and Resolution 24-58 Approving Subgrant Agreement with Buhl Larpenteur
West, LLC for Metropolitan Livable Communities Act Grant Funds for
Amber Flats

Approved 4-1
(Gustafson; Leehy; Meyer; Wassenberg Aye)
(Mielke Nay)

I. INFORMATION/ANNOUNCEMENTS:

Mielke explains they are creating a 75th-anniversary video with NineNorth to interview past mayors and council members. Reminder about Falcon Heights Trivia on October 29 at Stouts from 6:00 – 8:00 PM.

Wassenberg notes the Parks Commission met and discussed the Fall Fest activities, which will take place on October 26 at Falcon Heights City Hall from 2:00-5:00 PM in conjunction with the 75th-anniversary that will be from 1:00 - 2:00 PM.

Gustafson explains the City has commissions and some have vacancies and he encourages residents to apply and help better the community. The Fall newsletter has arrived. The Truth-in-Taxation meeting will be on December 11. There is also early voting at various locations in the county.

Linehan informs the council of staff projects. Public Works installed a new sidewalk at Curtiss Field to connect the trail system, they are also gearing up for winter, such as preparing the ice rink. The Community Engagement Commission is meeting on the 21st to further discuss Human Rights Day. The Environment Commission will next meet on the 14th to talk about trees. The City is interested in becoming a partner city for tree sales. The Planning Commission will have a workshop to further discuss cannabis regulations. The State Fair Task Force will continue to discuss survey results and next steps.

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: 7:57 PM

Councilmember Meyer motions to adjourn;
Approved 5-0

Dated this 11th day of December, 2024

Randall C. Gustafson, Mayor

Jack Linehan, City Administrator

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

MINUTES
October 23, 2024 at 7:00 P.M.

A. CALL TO ORDER: 7:00 PM

B. ROLL CALL: GUSTAFSON_X_ LEEHY_X_ MEYER_X_

WASSENBERG_X_ MIELKE_X_

STAFF PRESENT: LINEHAN_X_ LYNCH_X_

C. APPROVAL OF AGENDA

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

D. PRESENTATION

E. APPROVAL OF MINUTES:

1. September 11, 2024 City Council Meeting Minutes
2. September 11, 2024 City Council Special Workshop Minutes
3. September 25, 2024 City Council Meeting Minutes
4. September 25, 2024 City Council Special Workshop Minutes

Councilmember Wassenberg motions to approve the agenda;
Approved 5-0

F. PUBLIC HEARINGS:

G. CONSENT AGENDA:

1. General Disbursements through 10/17/24: \$188,091.20
 - a. Payroll through 10/11/24: \$23,623.97
 - b. Wire Payments through 10/11/24: \$15,069.68
2. City Licenses
3. Elke Johnson 18-Month Step Adjustment
4. Appointment of Sophie Nagel to the Environment Commission

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

Mayor Gustafson notes the City License approved is for the Lions Club for the sale of holiday trees at Community Park.

H. POLICY ITEMS:

1. Consideration of Entering into a Contract for Police Services with the City of St. Anthony Village

Administrator Linehan explains they started conversations with St. Anthony in 2024 around renewing a partnership, but this has been a multi-year process. Falcon Heights has been

looking for a long-term partner for police services. The current contract with the Ramsey County Sheriff's Office (RCSO) started in 2018 and is set to expire at the end of this year. Linehan provides an overview of the exploratory process between St. Anthony Village and Falcon Heights. This was followed by a formal vote in April of 2024 to agree to enter into contract discussions. For the past few months, both cities have been working on contract discussions. One challenge was finding a bridge partner, as St. Anthony initially wasn't able to provide police services until January 1, 2026. Falcon Heights explored temporary service options with neighboring agencies without success and requested an extension of services from RCSO. The RCSO offered to extend coverage only until February 28, 2025, due to their own staffing concerns. As a result, Falcon Heights and St. Anthony agreed on a phased ramp-up of services beginning on March 1, 2025. In this proposal, the St. Anthony Village Police Department would provide a limited daily patrol of 8 hours per day, but there will be 24/7 call response. Linehan points out St. Anthony Village City Council approved the contract at their meeting on Tuesday, October 22 with a 4-1 vote. The final contract is still a work in progress as both city attorneys work out the final details. As this is not a full-24/7 patrol model, both parties had discussions around pricing, and this will follow a tiered model based on how much coverage is provided.

Councilmember Wassenberg thanks St. Anthony Village for their flexibility. Councilmember Leehy extends a thank you to City staff and Council for all the work that went into this process. She appreciates the creativity. Councilmember Meyer echoes the comments and says it has been a pleasure working with St. Anthony Village. He looks forward to reconnecting the relationship. Councilmember Mielke is appreciative of the discussions she had with residents. She acknowledges it was a hard decision but feels good about working through it and moving in this direction. Mayor Gustafson thanks everyone who was involved and he looks forward to returning to a community-based policing model.

Councilmember Leehy motions to approve Resolution 24-60 A Resolution Approving to Enter into A Contract Agreement with The City of St. Anthony Village for Policing Services and Authorizing the Mayor and City Administrator to Execute Said Agreement;
Approved 5-0

Administrator Linehan is seeking authorization from the Council to formally negotiate a 2-month extension of the contract with RCSO.

Councilmember Wassenberg motions to provide the City Administrator Direction to Negotiate a Two-month Contract Extension with the Ramsey County Sheriff's Office;
Approved 5-0

2. Partners in Energy Program - Adoption of Energy Action Plan

Community Development Coordinator Lynch explains the city has been working on the Energy Action Plan for the past couple of months with Partners in Energy. In the past 6-8 months, various groups and organizations have worked to identify the City's energy use, its energy-related goals and develop strategies. Through various input from the community, an energy action plan was drafted. Lynch explains the various edits made to the plan since presenting the original draft. Following approval of the plan, Partners in Energy and Oliva, the Green Corps Member, will assist with implementation.

Councilmember Mielke motions to approve Resolution 24-61 Adopting the City of Falcon Heights Energy Action Plan and Authorize the Mayor and City Administrator to Sign the Memorandum of Understanding for Phase 2 - Implementation;
Approved 5-0

Mayor Gustafson thanks everyone involved in creating the plan. Meyer remembers declaring a climate crisis and is glad to see a plan is being implemented that guides the City towards a better future. He's appreciative of all the work put in, and the edits made. Wassenberg is thankful for the creation of the plan as well and appreciates how much it focuses on community education and involvement.

3. Bid Release – Community Park Playground Design

Administrator Linehan explains this item has been a topic of discussion for a while. Now the City is looking to redo the playground as part of the renovation at Community Park. The current playground does not meet all the needs of the community as it is not in compliance with ADA. The consultant WSB has been working on a request for proposals/quotes for the playground. This gives direction for vendors to create a quote that fits the City's budget and needs. The Parks and Recreation Commission will be tasked to review the proposals and make a recommendation to the City Council. The hope is to select a vendor and place an order by the end of 2024 because of a long wait list for equipment.

Councilmember Mielke motions to approve Resolution 24-62 Resolution Authorizing the Request for Quotes for The Community Park Playground;
Approved 5-0

I. INFORMATION/ANNOUNCEMENTS:

Mielke explains the Environment Commission met in the previous week. Two items they have been working on, a tree inventory with the help of Green Corps member Olivia, and the Climate Action Plan. There will be a Climate Action Team application, and residents are encouraged to apply. The State Fair Task Force met in the previous week as well and they continue to discuss the post-fair survey results. They also looked at police data from the past 6 years. NineNorth met last week as well to continue working on their budget.

Meyer encourages residents to attend the Fall Festival on Saturday, October 26. There will also be a Falcon Heights-themed Trivia Night at Stout's Pub on Tuesday, October 29. The Planning Commission met the night before, where they discussed regulations around cannabis legalization, using a sample ordinance provided by the Office of Cannabis Management. They discussed locations and what kinds of controls will be put in place.

Leehy notes the Community Engagement Commission met and they discussed apartment outreach and Human Rights Day. The topic will be around Racial Covenants and property owners can attend to start the process to have them disavowed from their deed. The commission also has a vacant seat and encourages residents to apply.

Wassenberg encourages residents to attend the Fall Festival.

Gustafson adds there will also be a recognition event of the 75th anniversary on the same day as the Fall Festival. He also encourages residents to get out and vote.

Linehan explains the 75th anniversary celebration will be at 1 o'clock on Saturday, October 26 at Falcon Heights City Hall. He thanks Councilmember Mielke and resident Ricé Davis for their work in organizing the celebration. They coordinated with NineNorth to create a video with former mayors and the current mayor to provide a history of Falcon Heights. The staff has been preparing for the Fall Festival. There will be bouncy houses, music, food, touch-a-truck, and other fall festivities. The staff has been working on city licensing. Residents can now pre-pay for the Roselawn PMP assessment; the deadline is November 8th. Public Works has been busy with street sweeping and they touched up the workout stations at Community Park.

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;
Approved 5-0

Dated this 11th day of December, 2024

Randall C. Gustafson, Mayor

Jack Linehan, City Administrator

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

MINUTES

Wednesday, November 6, 2024
6:30 P.M.

A. CALL TO ORDER: 6:30 PM

B. ROLL CALL: GUSTAFSON__X__ LEEHY__
 MEYER __ MIELKE_X__ WASSENBERG_X__

STAFF PRESENT: LINEHAN_X__ JOHNSON_X__ LYNCH_X__ OLSON_X__

C. POLICY ITEMS:

The Snelling and Larpenteur Corridor Study was moved to Policy Item 1 to accommodate the presentation by the consultant WSB.

1. Snelling and Larpenteur Corridor Study Draft Plan Review

Community Development Coordinator Lynch explains after gathering feedback a final draft plan was created format of the Larpenteur Corridor Study. Kim Lindquist, from WSB, will provide updates.

Lindquist shows the entire Larpenteur and Snelling study area. She explains that Larpenteur Ave. is the main focus as Snelling Ave is a state road and has many regulations, a majority also abuts the fairgrounds. Even though traffic on Larpenteur is a big concern for residents, this study is also more focused on land use, rather than transportation, because Larpenteur is a road maintained by Ramsey County.

Areas are the private ownership areas identified.

Lindquist explains the public engagement process. She explains renters might not have been engaged as much during the project as they are harder to reach. Survey participation was higher than in other cities. Residents like the current development pattern of small and local business owners and city feel of housing. There is an understanding the city needs to create opportunities for new families, which is a focus of the study, to identify opportunity areas. Lindquist explains that 4 areas along the corridor were identified.

Area 1 – Golf Course

Lindquist explains this is a good opportunity and there is a strong interest in keeping the space open. She shows some of the concepts. The University of Minnesota is the current owner and has expressed reservations about the details of land use, they don't want the public to think, this is the direction it will go in. They don't want to advocate

any concept per se. The recommendation in the study is if it becomes available the city should further research a master plan of the area that would

Area 2 - Larpenteur and Lindig St.

Lindquist explains redevelopment should be explored. This could be townhomes or a small apartment building.

Area 3 - Warners' Stellan Site.

Lindquist notes many see the parking lot is not being utilized and can be confusing for shoppers. Some proposals are a restaurant or another small property north of the building. They also looked at cleaning up the parking lot pattern. Some more curbing and clearer striping would be helpful. Overall, it's a prominent intersection in the city, the owners are happy with it and have no desire to further redevelop at the moment. These are opportunities to upgrade the area.

Area 4 is Falcon Town Crossing.

Lindquist explains this is an economically viable area. The parking lot is also very confusing, as there is a lot of traffic entering and leaving from various sides. During the study, they were trying to determine better access for the property, by for example removing one of the access points and potentially looking at making the drive behind it a one-way.

Lindquist sums up the recommendations:

- The golf course is a unique opportunity. She suggests bettering the relationship between the U of M and the City and creating common goals for when they do decide to dispose of the land. Lindquist encourages a master plan.
 - o Lindquist points out that the community is very interested in the golf course site. They want to ensure open space remains and there is a mix between small businesses, residential, and some higher density.
- The community is interested in more development along the corridor and wants to ensure consistency with adjoining properties.
- Make people feel more confident and safe walking and biking along the corridor
- Ensure ordinances are up to date for redevelopment.
- Falcon Heights can take a more proactive approach on redevelopment sites.
- Look at the financial benefits of redevelopment such as grants, TIF districts, and low-interest loans.
- Prioritize redevelopment sites.
- Long-term: support home-based businesses on the east side of Snelling.

Councilmember Meyer wonders if business members have participated in the study, what the reaction has been, and if there are plans to share it. Lynch answers they have not seen the draft. There was a business meeting in March, however, it was during a winter snowstorm, so there was a low turnout. She also mailed every business owner in the city and has seen low turnout or information. Linehan explains the full version will be shared after council approval. Staff had an individual meeting with the University. They don't have current plans to dispose of the land and this does not match their vision. This is to envision the community and not what an individual property owner wants.

Lindquist expressed that the business owners who attended are very proud of their

business.

Councilmember Mielke adds it was tough timing with the snowstorm.

Councilmember Wassenberg wonders if Warners' Stelian was open to adding space in their parking lot. Lynch notes they are pretty set on keeping that amount of parking. Regardless, the circulation of the lot is not great. The study will help formulate code to help direct development. Lindquist adds the study can help determine performance standards, such as parking, building materials, and height.

Lynch explains the Planning Commission is working to clarify city codes and streamline processes to make redevelopment more accessible and appealing to developers. Current challenges include the burdensome PUD process, which can deter developers, especially when projects face rejection. Clear codes and community-backed concepts are seen as key to attracting development and ensuring alignment with the city's future vision.

Linehan adds the areas the study did not consider were the Get Pressed property, Amber Flats, and the Blaze Credit Union property. Mielke adds the underutilized space in front of City Hall.

Lynch notes Approving the proposed plan would incorporate the community's vision into the 2050 comprehensive plan without altering zoning, offering a roadmap for future development and avoiding surprises by involving residents early in the process.

Mayor Gustafson appreciates the frequent referral to pedestrian and traffic safety. Even though it was not a focus of the study.

The Council thanks WSB.

2. 2025 Budget Workshop #4

Linehan explains the 2025 budget continues to be tweaked. Next up for discussion is the capital improvement budget.

a. 2025 Capital Improvement Plan Budget

o Highlights:

- Largest capital plan: \$4.89 million
 - Community Park – Budget: \$3 million
 - o Prefab restroom/serving kitchen: \$825k
 - o Large prefab shelter: \$400k
 - o New playground: \$350k
 - o New parking lot: \$300k – include in 2026 PMP
 - o Splash pad: \$320k
 - o Indirect cost: \$450k
 - Falcon Woods reconstruction – 2025 PMP
 - o Early estimate: \$1.8 million. Linehan is hopeful to have more information by December when they will complete the feasibility report. Any alleys will be excluded from the project.
 - Machinery & Equipment: \$60k

- John Deere 1585: \$60k was approved for 2024, but funds were used for purchasing a used snowplow from the County instead. Linehan is requesting to purchase soon as there is a long wait.
- Current John Deere will be traded in, and has an estimated value of \$29k
- Lift Station #1 Pump replacement: \$15k
 - Linehan explains there are issues with the communication system in it. It's an important part of the sewer system. The replacement will be fully paid for by the sanitary fund.
- Upgrades to City Hall:
 - City-Hall Door upgrades: \$15k

b. 10-Year Capital Improvement Plan

- Linehan shows plans for the roads in Falcon Heights. He explains road maintenance is important because if neglected, it requires a full reconstruction. Mill & Overlay are cheaper than full reconstructions of roads.
- Ramsey County released their 5-year preliminary plan. Linehan points out 2 crossings and roads, such as Fairview Avenue have been brought up to the County as areas in need of improvement.
- Meyer wonders about improvements to Curtiss Field. Linehan notes he would recommend completing a Parks Master Plan first.
- Council discusses the potential of updating City Hall Chambers. Linehan agrees, it would be a good option for a 10-year plan. Wants to get more of a vision and feasibility of the chambers before budgeting for it.

3. Cannabis Regulations

Lynch points out that the law is not fully written by the state yet and questions remain. She explains the city has to allow at least one cannabis business in the city. There is the ability to limit operation hours and to prohibit operation from certain areas. The Planning Commission was in favor of buffers and limiting hours of operation. They recommend allowing it in the B3 zoning district. The City also can enact buffers, but they would not have much effect if only allowing cannabis business in B3. This would only matter if B-3 changes. The registration for a cannabis business will be treated similarly as liquor licensing.

Linehan explains that the buffers can change over time, however, they can become less restrictive but not more restrictive.

Mielke wonders about the Chelsea Heights elementary school, that's close to a little strip mall on Hamline. Lynch states that the area is zoned B-1.

Gustafson wonders if liquor stores are only zoned to B-3. Lynch answers yes.

Linehan notes it can be a lucrative business good for economic development.

Mielke wants to match buffers with St. Paul in consideration of Chelsea Heights.

Wassenberg wants to ensure the city would not get legally challenged if it's solely allowed in one zoning district. Lynch answers no, we do not need to create a specific zoning district.

Meyer feels a buffer is not needed as more restrictive regulations are in place. Wassenberg feels the same way. Restrictions are redundant if it's only allowed in one zone.

Gustafson: liquor stores are not buffered either. Limits one business to one zoning district. Lynch continues to explain the city can prohibit smoking at an establishment.

The council discussed regulations surrounding cannabis and related products, focusing on zoning, compliance, and licensing. Key points included:

- **Buffer Zones:** A 300-foot buffer from schools, similar to St. Paul, was agreed upon. The council noted the proximity of small businesses to schools, emphasizing the importance of thoughtful location planning for traffic and redevelopment.
- **Licensing and Compliance:** THC and hemp-based products require state licensing, with low-dose products exempt from registration. Liquor stores selling THC products already undergo compliance checks. Administrative fines will align with tobacco regulations, including penalties for unlicensed sales.
- **Zoning:** The moratorium on cannabis establishments halts new developments but doesn't cover hemp-based products. Zoning regulations will ensure businesses operate in appropriate areas, with no conditional use permits favored.
- **Special Events and Smoking:** Smoking cannabis on patios or at events is discouraged, and events must meet special event regulations. Definitions aligned with state law will be added to city codes.
- **Application Process:** The city must process applications within 30 days. A lottery system may be necessary if applications exceed capacity. Restrictions cannot limit when applications are accepted.

The council aims to balance state regulations with local considerations, ensuring clarity and enforceability while preparing for potential licensing delays from the Office of Cannabis Management.

4. Apartment Outreach

Johnson explains The Community Engagement Commission (CEC) has identified the need for community outreach, specifically to residents of multifamily apartment buildings in Falcon Heights, to cultivate a sense of belonging. They want to hold individual events at apartments and are looking for availability from council members to join in. Council is very supportive of the idea.

D. ADJOURNMENT: 9:15 PM

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 December, 2024

Jack Linehan, City Administrator

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REQUEST FOR COUNCIL ACTION

Meeting Date	December 11, 2024
Agenda Item	Public Hearing F1
Attachment	Resolutions(s)
Submitted By	Jack Linehan, City Administrator

Item	2025 Truth in Taxation Hearing to Adopt 2025 Tax Levy and Budget																												
Description	Each year the City Council is required to adopt a budget and tax levy to fund City operations. This action must be completed before the end of the year, and the adopted levy is then provided to Ramsey County so they can produce property tax statements for each parcel in the County. On September 25th, the City Council adopted a preliminary levy and established December 11th as the date at which the public would be given an opportunity to address the Council about the proposed budget and tax levy.																												
	At the December 6 th workshop, City staff presented an update in the proposed tax levy, reducing the recommended amount by \$194,486. This was largely due to the anticipated cost savings in the new contract for policing services as staffing levels ramp-up.																												
	Before the Council is a proposed property tax levy of \$2,774,759 and a general fund budget of \$3,652,477. This represents an increase in the proposed levy of 2.77% and an increase in the general fund budget of 3.97%.																												
	The levy with a comparison to previous years is detailed below:																												
	<table><tr><td></td><td>2023 Levy</td><td>2024 Levy</td><td>Proposed 2025 Levy</td><td>% Increase (Decrease)/ 2024 to 2025</td></tr><tr><td>Ad Valorem</td><td>\$2,284,612</td><td>\$2,510,386</td><td>\$2,626,701</td><td>4.63%</td></tr><tr><td>Debt Service</td><td>\$189,686</td><td>\$189,686</td><td>\$148,058</td><td>-21.95%</td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Total</td><td>\$2,474,296</td><td>\$2,700,072</td><td>\$2,774,759</td><td>2.77%</td></tr></table>						2023 Levy	2024 Levy	Proposed 2025 Levy	% Increase (Decrease)/ 2024 to 2025	Ad Valorem	\$2,284,612	\$2,510,386	\$2,626,701	4.63%	Debt Service	\$189,686	\$189,686	\$148,058	-21.95%						Total	\$2,474,296	\$2,700,072	\$2,774,759
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Total	\$2,474,296	\$2,700,072	\$2,774,759	2.77%																									
	The general fund budget with a comparison to previous years is detailed below:																												
	<table><tr><td>2022 General Fund Budget</td><td>2023 General Fund Budget</td><td>2024 General Fund Budget</td><td>Proposed 2025 General Fund Budget</td><td>% Increase 2024 to 2025</td></tr><tr><td>\$2,937,516</td><td>\$3,091,322</td><td>\$3,513,179</td><td>\$3,652,477</td><td>3.97%</td></tr></table>					2022 General Fund Budget	2023 General Fund Budget	2024 General Fund Budget	Proposed 2025 General Fund Budget	% Increase 2024 to 2025	\$2,937,516	\$3,091,322	\$3,513,179	\$3,652,477	3.97%														
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\$2,937,516	\$3,091,322	\$3,513,179	\$3,652,477	3.97%																									

Impact on a median valued home in Falcon Heights:

	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>Change 2024 to 2025</u>
Median Value Home (\$)	309,000	362,150	373,950	401,750	27,800
Taxable Median Value (\$)	299,570	357,504	370,366	391,358	20,992
Tax Capacity (\$)	2,995	3,575	3,704	3,914	210
City Tax Rate (%)	38.741	35.19	36.94	35.787	-1.15
City Taxes (\$)	1,161	1,258	1,368	1,401	33
Net Change	\$47	\$97	\$110	\$33	

The impact of this proposed levy on a median valued home, which in 2025 is assessed at \$401,750 (7.4% increase over 2024), is estimated to result in an increase of \$33 in the City portion of the homeowner's taxes.

The City's levy increase of 2.77% is lower than most of the 2025 levy increases for the metro region.

A full presentation with more details will be presented at the City Council meeting and will be available on the City's website. The 2025 proposed budget is available on the city website here: <https://www.falconheights.org/government/administration/finance>

I want to specifically thank Finance Director Roland Olson and Accountant Alyssa Landberg for their hard work and dedication to bring this budget together.

Budget Impact

This budget preserves the core functions of the City's current operations.

Attachment

- Resolutions 24-69 Approving 2025 Tax Levy
- Resolution 24-70 Approving 2025 City Budget

Due to the size and cost of printing the 2025 Budget, the document is available on the City's website (<https://www.falconheights.org/government/administration/finance>) and at City Hall.

Action(s) Requested

Staff recommends that the Falcon Heights City Council hold a public hearing and receive comment. Once the hearing is closed, staff recommends that the City Council adopt attached resolutions regarding the 2025 Tax Levy and regarding the 2025 City of Falcon Heights budget.

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

December 11, 2024

No. 24-69

**RESOLUTION ADOPTING THE 2024 TAX LEVY FOR THE CITY OF FALCON
HEIGHTS, COUNTY OF RAMSEY, STATE OF MINNESOTA**

BE IT RESOLVED by the Mayor and City Council of the City of Falcon Heights, County of Ramsey, State of Minnesota, that the following sums of money be levied for the taxes payable 2025, upon the taxable property in the City of Falcon Heights, for the following purposes:

	CERTIFIED LEVY
GENERAL FUND	\$2,626,701
DEBT SERVICE	\$148,058
TOTAL LEVY	\$2,774,759

BE IT FURTHER RESOLVED that the City Administrator is hereby directed to transmit a certified copy of this Resolution to the County Auditor and should extend the tax levy in the amount of \$2,774,759 to be collected for the year 2025.

Moved by:

Approved by: _____
Randall C. Gustafson
Mayor

GUSTAFSON ___ In Favor
MEYER
WASSENBERG ___ Against
LEEHY
MIELKE

Attested by: _____
Jack Linehan
City Administrator

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

December 11, 2024

No. 24-70

RESOLUTION ADOPTING THE 2025 BUDGET

BE IT RESOLVED by the City Council of the City of Falcon Heights that the General Fund Operating Budget for the year 2025 in the amount of \$3,652,477 and other Fund Budgets as listed are adopted.

Fund Name	Fund Number	Amount (\$)
Park Program Fund	201	50,951
Charitable Gambling	202	7,000
Community Garden	203	1,000
Water Fund	204	15,315
Recycling Fund	206	155,800
Community Development Fund	208	8,850
Street Light Utility	209	43,850
Community Inclusion	210	21,250
GO Improvement Street Series 2023A	306	118,754
GO Improvement Street Series 2021A	313	147,600
GO Improvement Street Series 2017A	316	136,950
General Capital Improvements	401	40,850
Public Safety Capital	402	850
Parks Recreation/Public Facilities Capital	403	3,076,100
TIF District #1-3	414	408,350
TIF District #1-4	415	262,350
Infrastructure Capital	419	483,850
2025 Street Project	424	1,415,850
2021 Street Project	426	120,850
2023 Street Project	429	5,850

Moved by:

Approved by: _____

Randall C. Gustafson
Mayor

GUSTAFSON _____ In Favor
MEYER
LEEHY _____ Against
WASSENBERG
MIELKE

Attested by: _____

Jack Linehan
City Administrator

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PACKET: 03249 DEC 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
=====					
01-00028 ALLSTREAM					
=====					
I-21063824		EMERG LANDLINE CITY HALL	119.41		
12/04/2024	APBNK	DUE: 12/04/2024 DISC: 12/04/2024		1099: N	
		EMERG LANDLINE CITY HALL		101 4116-85010-000 TELEPHONE	119.41
=== VENDOR TOTALS ===			119.41		
=====					
01-00875 BHE COMMUNITY SOLAR, LLC					
=====					
I-12172524		SOALR GARDEN ELECT NOV	1,325.60		
12/04/2024	APBNK	DUE: 12/04/2024 DISC: 12/04/2024		1099: N	
		SOALR GARDEN ELECT NOV		101 4137-85025-000 SOLAR ELECTRIC	1,325.60
=== VENDOR TOTALS ===			1,325.60		
=====					
01-03142 CRAMER MARKETING					
=====					
I-45183		W2 FORMS 1099'S	122.74		
12/04/2024	APBNK	DUE: 12/04/2024 DISC: 12/04/2024		1099: N	
		W2 FORMS 1099'S		101 4113-70100-000 SUPPLIES	122.74
=== VENDOR TOTALS ===			122.74		
=====					
01-05933 ESCH CONSTRUCTION SUPPLY, INC					
=====					
I-INV72936		FILTERS	168.54		
12/04/2024	APBNK	DUE: 12/04/2024 DISC: 12/04/2024		1099: N	
		FILTERS		403 4403-91000-000 MACHINERY & EQUIPMENT	168.54
=== VENDOR TOTALS ===			168.54		
=====					
01-05166 GRAINGER, W. W., INC.					
=====					
I-9327026093		WEB SLING FOR HOIST CITY HALL	97.84		
12/04/2024	APBNK	DUE: 12/04/2024 DISC: 12/04/2024		1099: N	
		WEB SLING FOR HOIST CITY HALL		101 4131-70110-000 SUPPLIES	97.84
=== VENDOR TOTALS ===			97.84		
=====					
01-05440 LOFFLER COMPANIES, INC					
=====					
I-4871917		COPIER CHRGS NOV	178.84		
12/04/2024	APBNK	DUE: 12/04/2024 DISC: 12/04/2024		1099: N	
		COPIER CHRGS NOV		101 4112-87000-000 REPAIR OFFICE EQUIPMENT	178.84
=== VENDOR TOTALS ===			178.84		

PACKET: 03249 DEC 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
=====						
01-06390	MPH INDUSTRIES					
I-6024719		SPEED TRAILER REPAIRS(VANDALI	4,459.85			
12/04/2024	APBNK	DUE: 12/04/2024 DISC: 12/04/2024		1099: N		
		SPEED TRAILER REPAIRS(VANDALIZ		402 4402-91000-000	MACHINERY & EQUIPMENT	4,459.85
=== VENDOR TOTALS ===			4,459.85			
=====						
01-06002	NINENORTH					
I-2024-193		WEBSTREAMING NOV CABLCAST	713.24			
12/04/2024	APBNK	DUE: 12/04/2024 DISC: 12/04/2024		1099: N		
		WEBSTREAMING NOV CABLCAST		101 4116-85050-000	CABLE TV	713.24
=== VENDOR TOTALS ===			713.24			
=====						
01-06009	PALE BLUE DOT LLC					
I-1397		CLIMATE ACTION PROGRESS PYMT	2,000.00			
12/04/2024	APBNK	DUE: 12/04/2024 DISC: 12/04/2024		1099: N		
		CLIMATE ACTION PROGRESS PYMT		101 4134-80460-000	CLIMATE ACTIN PLAN EXP	2,000.00
=== VENDOR TOTALS ===			2,000.00			
=====						
01-06184	RAMSEY COUNTY - POLICE AND 911					
I-EMCOM-012119		CAD SVCS NOV	379.58			
12/04/2024	APBNK	DUE: 12/04/2024 DISC: 12/04/2024		1099: N		
		CAD SVCS NOV		101 4122-81200-000	911 DISPATCH FEES	379.58
I-EMCOM-012135		911 DISPATCH NOV	2,468.67			
12/04/2024	APBNK	DUE: 12/04/2024 DISC: 12/04/2024		1099: N		
		911 DISPATCH NOV		101 4122-81200-000	911 DISPATCH FEES	2,468.67
=== VENDOR TOTALS ===			2,848.25			
=====						
01-05374	TENNIS SANITATION LLC					
I-4150951		RECYCLING NOV	9,446.75			
12/04/2024	APBNK	DUE: 12/04/2024 DISC: 12/04/2024		1099: N		
		RECYCLING NOV		206 4206-82030-000	RECYCLING CONTRACTS	9,446.75
I-4150952		SWMT AND CEC CHARGES NOV	66.50			
12/04/2024	APBNK	DUE: 12/04/2024 DISC: 12/04/2024		1099: N		
		SWMT AND CEC CHARGES NOV		101 4131-87010-000	CITY HALL MAINTENANCE	66.50
=== VENDOR TOTALS ===			9,513.25			

PACKET: 03249 DEC 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
=====					
01-05870	XCEL ENERGY				
I-202412049026		ELECTRIC	45.59		
12/04/2024	APBNK	DUE: 12/04/2024 DISC: 12/04/2024		1099: N	
		ELECTRIC		101 4141-85020-000 ELECTRIC/GAS	33.72
		ELECTRIC		101 4121-85020-000 ELECTRIC	11.87
=== VENDOR TOTALS ===			45.59		
=== PACKET TOTALS ===			21,593.15		

PACKET: 03247 DEC 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
=====					
01-05915 ANIMAL HUMANE SOCIETY					
I-41358		JULY TO SEPT BOARDING FEE	225.00		
12/03/2024	APBNK	DUE: 12/03/2024 DISC: 12/03/2024		1099: N	
		JULY TO SEPT BOARDING FEE		101 4122-81300-000	ANIMAL CONTROL 225.00
		=== VENDOR TOTALS ===	225.00		
=====					
01-05422 BP					
I-202412039025		FUEL	1,714.72		
12/03/2024	APBNK	DUE: 12/03/2024 DISC: 12/03/2024		1099: N	
		FUEL		101 4132-74000-000	MOTOR FUEL & LUBRICANTS 1,092.10
		FUEL		602 4602-74000-000	FUEL & LUBRICANTS 622.62
		=== VENDOR TOTALS ===	1,714.72		
=====					
01-03122 CITY OF ST PAUL					
I-IN60786		ASPHALT MIX	75.49		
12/03/2024	APBNK	DUE: 12/03/2024 DISC: 12/03/2024		1099: N	
		ASPHALT MIX		101 4132-75000-000	BITUMINOUS PATCHING 75.49
		=== VENDOR TOTALS ===	75.49		
=====					
01-05115 GOPHER STATE ONE CALL					
I-4110393		LOCATES	37.80		
12/03/2024	APBNK	DUE: 12/03/2024 DISC: 12/03/2024		1099: N	
		LOCATES		601 4601-88030-000	LOCATES 37.80
		=== VENDOR TOTALS ===	37.80		
=====					
01-05153 HOME DEPOT CRC/GECF					
I-202412039024		ACRY PANEL/BOLTS	88.08		
12/03/2024	APBNK	DUE: 12/03/2024 DISC: 12/03/2024		1099: N	
		ACRYLIC PANEL		101 4131-70110-000	SUPPLIES 75.92
		BOLTS FOR DUMP TRK		101 4132-70120-000	SUPPLIES 12.16
		=== VENDOR TOTALS ===	88.08		
=====					
01-05450 LEAGUE MN CITIES INS TRST					
I-9326		CAR DAMAGE FROM MOWER STONE	1,941.73		
12/03/2024	APBNK	DUE: 12/03/2024 DISC: 12/03/2024		1099: N	
		CAR DAMAGE FROM MOWER STONE		101 4192-89000-000	MISCELLANEOUS 1,941.73
		=== VENDOR TOTALS ===	1,941.73		

PACKET: 03247 DEC 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
=====						
01-05509		LEAGUE OF MN CITIES				
I-417432		ELECTED LEADERS COURSE	700.00			
12/03/2024	APBNK	DUE: 12/03/2024 DISC: 12/03/2024		1099: N		
		ELECTED LEADERS COURSE		101 4112-86100-000	CONFERENCES/EDUCATION/AS	700.00
=== VENDOR TOTALS ===			700.00			
=====						
01-05451		MADISON NATIONAL LIFE INS CO I				
I-1655617		LTD AND STD INS NOV	129.71			
12/03/2024	APBNK	DUE: 12/03/2024 DISC: 12/03/2024		1099: N		
		LTD AND STD INS NOV		101 4112-89000-000	MISCELLANEOUS	129.71
I-1661119		LTD AND STD INS DEC	129.71			
12/03/2024	APBNK	DUE: 12/03/2024 DISC: 12/03/2024		1099: N		
		LTD AND STD INS DEC		101 4112-89000-000	MISCELLANEOUS	129.71
=== VENDOR TOTALS ===			259.42			
=====						
01-05060		MCQUEEN EQUIPMENT INC				
61441		AIR FILTER FOR SWEEPER	370.13			
12/03/2024	APBNK	DUE: 12/03/2024 DISC: 12/03/2024		1099: N		
		AIR FILTER FOR SWEEPER		602 4602-83025-000	SWEEPER PARTS/SUPPLIES	370.13
=== VENDOR TOTALS ===			370.13			
=====						
01-05582		MENARDS				
I-202412039023		AIRLINE REPAIR/HOCKEY BOARDS/	210.23			
12/03/2024	APBNK	DUE: 12/03/2024 DISC: 12/03/2024		1099: N		
		AIRLINE REPAIR/TOOLHOLDER		101 4131-70110-000	SUPPLIES	10.44
		HOCKEY RINK BRACES		101 4141-70100-000	SUPPLIES	117.15
		MOUSE MITGATION CITY HALL		101 4131-70110-000	SUPPLIES	82.64
=== VENDOR TOTALS ===			210.23			
=====						
01-07299		NELSON, KELLY				
I-202412039021		REIMB KITCHEN SUPPLY COFFEE	13.99			
12/03/2024	APBNK	DUE: 12/03/2024 DISC: 12/03/2024		1099: N		
		REIMB KITCHEN SUPPLY COFFEE		101 4131-70110-000	SUPPLIES	13.99
=== VENDOR TOTALS ===			13.99			

PACKET: 03247 DEC 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
=====						
01-06024	ON SITE SANITATION					
I-1818832		CURTISS FIELD PORTABLE TOILET	260.00			
12/03/2024	APBNK	DUE: 12/03/2024 DISC: 12/03/2024		1099: N		
		CURTISS FIELD PORTABLE TOILET		601 4601-85080-000	PORTABLE TOILET PARKS	260.00
I-1818833		COMM PK PORTABLE TOILET	260.00			
12/03/2024	APBNK	DUE: 12/03/2024 DISC: 12/03/2024		1099: N		
		COMM PK PORTABLE TOILETS		601 4601-85080-000	PORTABLE TOILET PARKS	260.00
=== VENDOR TOTALS ===			520.00			
=====						
01-06053	OREILLY AUTO PARTS					
I-23243-456967		FLOOR MAT FOR F450	128.99			
12/03/2024	APBNK	DUE: 12/03/2024 DISC: 12/03/2024		1099: N		
		FLOOR MAT FOR F450		101 4132-70120-000	SUPPLIES	128.99
=== VENDOR TOTALS ===			128.99			
=====						
01-00935	ST PAUL REGIONAL WATER SERVICE					
02412039020		H2O AND SS	158.50			
12/03/2024	APBNK	DUE: 12/03/2024 DISC: 12/03/2024		1099: N		
		H2O		101 4131-85040-000	WATER	84.69
		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 ===			158.50			
=====						
01-06661	TAFT, STETTINIUS & HOLLISTER L					
I-6495003		ATTORNEY TIF 1-3 SENIOR BLDG	3,700.00			
12/03/2024	APBNK	DUE: 12/03/2024 DISC: 12/03/2024		1099: N		
		ATTORNEY TIF 1-3 SENIOR BLDG		414 4414-81900-000	OTHER PROFESSIONAL SERVI	3,700.00
=== VENDOR TOTALS ===			3,700.00			
=====						
01-07432	TOFT'S OUTDOOR SUPPLY					
I-5386		TREE LOG AND BRUSH DISPOSAL	200.00			
12/03/2024	APBNK	DUE: 12/03/2024 DISC: 12/03/2024		1099: N		
		TREE LOG AND BRUSH DISPOSAL		101 4134-84010-000	TREE TRIMMING	200.00
=== VENDOR TOTALS ===			200.00			

PACKET: 03247 DEC 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
=====						
01-06548		TOLL - GAS & WELDING SUPPLY				
=====						
I-10593064		WELDING SUPPLIES	157.82			
12/03/2024	APBNK	DUE: 12/03/2024 DISC: 12/03/2024		1099: N		
		WELDING SUPPLIES		101 4131-70110-000	SUPPLIES	157.82
=====						
I-10593431		WELDING SUPPLIES	53.97			
12/03/2024	APBNK	DUE: 12/03/2024 DISC: 12/03/2024		1099: N		
		WELDING SUPPLIES		101 4131-70110-000	SUPPLIES	53.97
=====						
		=== VENDOR TOTALS ===	211.79			
=====						
01-06581		TRI-STATE BOBCAT INC				
=====						
I-A43145		PTO ROCKER SWITCH	17.74			
12/03/2024	APBNK	DUE: 12/03/2024 DISC: 12/03/2024		1099: N		
		PTO ROCKER SWITCH		101 4132-87000-000	REPAIR EQUIPMENT	17.74
=====						
		=== VENDOR TOTALS ===	17.74			
=====						
		=== PACKET TOTALS ===	10,573.61			

PACKET: 03244 NOV 25 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
=====					
01-00222 ALLEGRA PRINT & IMAGING					
I-173341		REPORT COVERS ACFR	83.52		
11/25/2024	APBNK	DUE: 11/25/2024 DISC: 11/25/2024		1099: N	
		REPORT COVERS ACFR		101 4113-70100-000 SUPPLIES	83.52
=== VENDOR TOTALS ===			83.52		
=====					
01-00265 AMERICAN ENVIRONMENTAL LLC					
I-3924		TELEWISE SEWER LINE COMM PK T	1,500.00		
11/25/2024	APBNK	DUE: 11/25/2024 DISC: 11/25/2024		1099: N	
		TELEWISE SEWER LINE COMM PK TO		601 4601-87100-000 TELEVISIONING AND JETTING	1,500.00
=== VENDOR TOTALS ===			1,500.00		
=====					
01-00900 BEISSWENGER'S					
I-937934		3/4 DRIVE SOCKET	22.99		
11/25/2024	APBNK	DUE: 11/25/2024 DISC: 11/25/2024		1099: N	
		3/4 DRIVE SOCKET		101 4131-70110-000 SUPPLIES	22.99
I-38526		2 CYCLE OIL	53.97		
11/25/2024	APBNK	DUE: 11/25/2024 DISC: 11/25/2024		1099: N	
		2 CYCLE OIL		101 4131-70110-000 SUPPLIES	53.97
=== VENDOR TOTALS ===			76.96		
=====					
01-00859 BLUE LAKE PLASTICS LLC					
I-39552		VINYL PLASTIC LINER ICE RICK	579.00		
11/25/2024	APBNK	DUE: 11/25/2024 DISC: 11/25/2024		1099: N	
		VINYL PLASTIC LINER ICE RICK		101 4141-70100-000 SUPPLIES	579.00
=== VENDOR TOTALS ===			579.00		
=====					
01-03025 COLIN CALLAHAN					
I-202411259016		FUEL SWEEPER REIMB	140.08		
11/25/2024	APBNK	DUE: 11/25/2024 DISC: 11/25/2024		1099: N	
		FUEL SWEEPER REIMB		602 4602-70500-000 POSTAGE	140.08
=== VENDOR TOTALS ===			140.08		

11/25/2024 2:53 PM

A/P Regular Open Item Register

PAGE: 2

PACKET: 03244 NOV 25 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
=====					
01-03089	CASH				
=====					
I-202411259015		CERTIFIED MAIL	11.26		
11/25/2024	APBNK	DUE: 11/25/2024 DISC: 11/25/2024		1099: N	
		CERTIFIED MAIL		101 4112-70500-000 POSTAGE	11.26
=== VENDOR TOTALS ===			11.26		
=====					
01-05925	SECURIAN LIFE INSURANCE COMPAN				
=====					
I-00760951-00		DEC LIFE INSURANCE	313.24		
11/25/2024	APBNK	DUE: 11/25/2024 DISC: 11/25/2024		1099: N	
		DEC LIFE INSURANCE		101 4112-89000-000 MISCELLANEOUS	313.24
=== VENDOR TOTALS ===			313.24		
=== PACKET TOTALS ===			2,704.06		

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 JOHNSON	1,861.46
01-1136	ROLAND O OLSON	3,282.06
01-1162	ALYSSA LANDBERG	1,293.09
01-1028	HANNAH B LYNCH	2,982.01
01-1168	DEAN T POPE	1,726.88
01-1033	DAVE TRETSVEN	2,024.43
01-1143	COLIN B CALLAHAN	2,934.88

TOTAL PRINTED: 14

23,170.73

E	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
1184	NEIS, ADRIAN J	R	11/26/2024	793.47	093677
1167	SIMONS, DAVID S	R	11/26/2024	1,716.13	093678

*** REGISTER TOTALS ***		
REGULAR CHECKS:	2	2,509.60
DIRECT DEPOSIT REGULAR CHECKS:	14	23,170.73
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	16	25,680.33

*** NO ERRORS FOUND ***

** END OF REPORT **

WIRE PAYMENTS

NOV 30 Payroll

Fed With	9,026.13
St With	1,638.48
Pera	5,194.89
ICMA	200.00
	16,059.50

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REQUEST FOR COUNCIL ACTION

Meeting Date	December 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>Municipal Business License</u> for 2025. Staff have received the necessary documents for licensure. 1. Cox Insurance Associates 2. Hair Designs Unlimited 3. Oriental Kung Fu Massage 4. Warners' Stellan Co., Inc. 5. John A. Knutson & Co., PLLP 6. Scarborough Fair 7. H1 HH MN Inc. Dba Honest 1 Auto Care The following individuals/entities have applied for a <u>Massage Therapy</u> for 2025. Staff have received the necessary documents for licensure. 1. Yumei Deng; Oriental Kung Fu Massage 2. Qianqian Wagner; Oriental Kung Fu Massage 3. Ferencz Mihaly Vincze Turcean; Hair Designs Unlimited 4. Rongmei Amy Chen; Oriental Kung Fu Massage The following individuals/entities have applied for a <u>Home Occupation License</u> for 2025. Staff have received the necessary documents for licensure. 1. Pamela M Harris PLLC The following individuals/entities have applied for a <u>Tree Contractors License</u> for 2025. Staff have received the necessary documents for licensure. 1. A-1 Walsh Inc. 2. Vineland Tree Care 3. Twin City Tree Service 4. SavATree, LLC 5. Bartlett Tree Experts 6. Bratt Tree Company The following individuals/entities have applied for a <u>Refuse & Recycling Hauler License</u> for 2025. Staff have received the necessary documents for licensure.

	1. Republic Services of the Twin Cities, IGH, MN 2. Walters Recycling and Refuse 3. Curbside Waste, Inc. 4. Aspen Waste Systems of Minnesota, Inc. 5. Waste Management Blaine The following individuals/entities have applied for a <u>Multifamily Rental Dwelling License</u> for 2025. Staff have received the necessary documents for licensure. 1. 1800 Larpenteur Ave. W. / Xerxes Ave. LLC 2. 1818 Larpenteur Ave. W. / Xerxes Ave. LLC 3. 1830 Larpenteur Ave. W. / Sagstetter Properties LLC 4. 1530 Larpenteur Ave. W. / CAPREIT Management LLC 5. 1550 Larpenteur Ave. W. / CAPREIT Management LLC The following individuals/entities have applied for a <u>Restaurant License</u> for 2025. Staff have received the necessary documents for licensure. 1. Dino's Gyros The following individuals/entities have applied for a <u>Liquor License</u> for 2025. Staff have received the necessary documents for licensure. 1. Dino's Gyros 2. Merwin Liquors
	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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ITEM FOR DISCUSSION

Meeting Date	December 11, 2024
Agenda Item	Consent G3
Attachment	N/A
Submitted By	Jack Linehan, City Administrator

Item	Appointment of City Attorney
Description	Falcon Heights has used the law firm of Campbell Knutson, P.A. for Civil Attorney services for many years. Andrea McDowell-Poehler is the main contact, but the City uses various attorneys in the firm for our daily needs.
Budget Impact	Funds have been allocated in the 2025 Budget.
Attachment(s)	N/A
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve the law firm of Campbell Knutson, P.A. for civil legal services for 2025.

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ITEM FOR DISCUSSION

Meeting Date	December 11, 2024
Agenda Item	Consent G4
Attachment	N/A
Submitted By	Jack Linehan, City Administrator

Item	Designation of Prosecuting Attorney
Description	Each year the City of Falcon Heights designates a prosecuting attorney. This person works closely with the city's contracted police agency, and City Staff in prosecuting all misdemeanor and felony level offenses as well as ordinance violations. Kelly & Lemmons has been our prosecutor since being selected in our RFP process in 2023 and has served our interests well.
Budget Impact	The monthly retainer will not change and has been included in the 2025 operating budget.
Attachment(s)	N/A
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve Joseph Kelly and the law firm of Kelly & Lemmons as the City's prosecuting attorneys for 2025.

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ITEM FOR DISCUSSION

Meeting Date	December 11, 2024
Agenda Item	Consent G5
Attachment	N/A
Submitted By	Jack Linehan, City Administrator

Item	Appointment of Creative Planning City Auditor
Description	Each year, the City is required to have an independent firm audit our financial records. The City has used Creative Planning, who purchased BerganKDV in 2023, as our auditor for many years.
Budget Impact	Funds have been allocated in the 2025 Budget.
Attachment(s)	N/A
Action(s) Requested	Staff recommends the approval of Creative Planning (formerly BerganKDV, Kern-DeWenter-Viere), as the City Auditor for 2025.

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ITEM FOR DISCUSSION

Meeting Date	December 11, 2024
Agenda Item	Consent G6
Attachment	N/A
Submitted By	Jack Linehan, City Administrator

Item	Appointment of Roseville Assistant City Engineer Erik Henricksen as City Engineer
Description	For several years the City has contracted with the City of Roseville for engineering services. The City's former City Engineer, Jesse Freihammer, was promoted from Assistant Public Works Director/City Engineer to Public Works Director for the City of Roseville. Due to the additional responsibilities associated with the promotion, Jesse was no longer be able to serve as Falcon Heights' primary engineer. At that time, Roseville's Assistant City Engineer, Stephanie Smith, who had worked with the City for multiple years, stepped up as the City of Falcon Heights' City Interim Engineer. Stephanie did an excellent job managing the 2023 PMP and other projects for the City. Stephanie Smith then took a position in Shoreview and Jennifer Lowry handled responsibilities as Interim City Engineer until Erik Henricksen was named as Assistant City Engineer for Roseville. The City wishes to continue utilizing the City of Roseville's Engineering Department and Erik Henricksen as City Engineer for 2025.
Budget Impact	Funds have been allocated in the 2025 Budget.
Attachment(s)	N/A
Action(s) Requested	Staff recommends the approval of Erik Henricksen and the City of Roseville Engineering Department as City of Falcon Heights' City Engineer for 2025.

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ITEM FOR DISCUSSION

Meeting Date	December 11, 2024
Agenda Item	Consent G7
Attachment	N/A
Submitted By	Jack Linehan, City Administrator

Item	2025 Cost of Living Adjustments (COLA)
Description	As part of the 2025 Budget process, employee salaries are adjusted based on various factors, one of which is a cost-of-living adjustment (COLA). Incorporated into the approved 2025 budget is a three and a half (3.5) percent increase for all regular, non-seasonal employees. This cost of living adjustment will be extended to permanent part-time employees as well.
Budget Impact	The 3.5% COLA is incorporated into the approved 2025 Budget.
Attachment(s)	N/A
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve a 3.5 percent cost of living adjustment for all regular, non-seasonal city employees for 2025 as reflected in the approved 2025 Budget.

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ITEM FOR DISCUSSION

Meeting Date	December 11, 2024
Agenda Item	Consent G8
Attachment	Waiver Form
Submitted By	Roland Olson, Finance Director

Item	Statutory Tort Limits Liability Coverage for the City of Falcon Heights in 2025
Description	If the City of Falcon Heights does not waive the statutory tort limits, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total of all claimants could recover for a single occurrence to which the statutory tort limits apply would be \$1,500,000. These statutory tort limits would apply regardless of whether the City purchases the optional LMCIT excess liability coverage. The League of Minnesota Cities Insurance Trust is requesting that cities determine if they wish to waive the statutory tort limits for 2025. Under certain circumstances the LMCIT, which represents the city in these claims, may negotiate above the legal liability limit if necessary because some claims like employment are exempt from the cap. The general council from the LMCIT states that cities make different choices depending upon their circumstances. However, they perceived that maintaining the limit was prudent in many cases. The city has had no claims for settlements for several years. Since 2000, the city council has voted <u>not to waive</u> the statutory tort limits.
Budget Impact	N/A
Attachment(s)	Liability Coverage Waiver Form from the League of Minnesota Insurance Trust (LMCIT)
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve a motion <u>not to waive</u> the city's statutory tort limits for 2025 and authorize the City Administrator to execute all documents.

LIABILITY COVERAGE WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before their effective date of coverage. Email completed form to your city's underwriter, to pstech@lmc.org, or fax to 651.281.1298.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. *The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.* The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name: CITY OF FALCON HEIGHTS

Check one:

☒ The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04.

☐ The member **WAIVES** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: December 11, 2024

Signature: _____

Position: JACK LINEHAN, CITY ADMINISTRATOR

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ITEM FOR DISCUSSION

Meeting Date	December 11, 2024
Agenda Item	Consent G9
Attachment	2025 NYFS Cooperative Service Agreement, Invoice, and 2024 Services Report
Submitted By	Jack Linehan, City Administrator

Item	2025 NYFS Cooperative Service Agreement																																	
Description	For many years now, the City of Falcon Heights has been a partner with Northeast Youth and Family Services (NYFS). Some of the services they provide include senior chore services and diversion programs for youth in various law enforcement cases. Each year the City allocates money in the general fund to help pay for these services. Attached is the 2025 Agreement that NYFS is asking all of their partner cities to approve.																																	
Budget Impact	The requested 2025 cooperative agreement amount is \$13,295, which is accounted for in the 2025 Budget. This is a 3.5% percent increase from 2024. <table border="1"> <thead> <tr> <th>2019</th><th>2020</th><th>2021</th><th>2022</th><th>2023</th><th>2024</th><th>2025</th></tr> </thead> <tbody> <tr> <td>2.8%</td><td>6.8%</td><td>9.2%</td><td>3%</td><td>8%</td><td>4.9%</td><td>3.5%</td></tr> <tr> <td>Increase</td><td>Increase</td><td>Increase</td><td>Increase</td><td>Increase</td><td>Increase</td><td>Increase</td></tr> <tr> <td>\$9,399</td><td>\$10,038</td><td>\$10,958</td><td>\$11,286.74</td><td>\$12,246</td><td>\$12,846.17</td><td>\$13,295.79</td></tr> </tbody> </table>						2019	2020	2021	2022	2023	2024	2025	2.8%	6.8%	9.2%	3%	8%	4.9%	3.5%	Increase	Increase	Increase	Increase	Increase	Increase	Increase	\$9,399	\$10,038	\$10,958	\$11,286.74	\$12,246	\$12,846.17	\$13,295.79
2019	2020	2021	2022	2023	2024	2025																												
2.8%	6.8%	9.2%	3%	8%	4.9%	3.5%																												
Increase	Increase	Increase	Increase	Increase	Increase	Increase																												
\$9,399	\$10,038	\$10,958	\$11,286.74	\$12,246	\$12,846.17	\$13,295.79																												
Attachment(s)	• 2025 NYFS Cooperative Service Agreement • 2025 NYFS Invoice • 2024 Services Report																																	
Action(s) Requested	Staff recommends Council approval of the 2025 NYFS Agreement and authorization of the Mayor and City Administrator to sign all necessary documents.																																	

AGREEMENT

1. PARTIES

This agreement is made and entered into by and between the City of Falcon Heights, Minnesota (“Municipality”) and Northeast Youth and Family Services (“NYFS”).

2. RECITALS

- a. NYFS is a non-profit social service agency whose mission is to meet the unmet developmental needs of at-risk youth and families within their community environment with emphasis on providing services through collaboration and coordination with existing community resources. These services are available to youth and families residing in the northern suburbs of Ramsey and Washington County, including, but not limited to, the municipalities which are signatory to agreements which are identical to this Agreement (“participating municipalities”) and students and families from Independent School Districts 621, 622, 623, 624, 282, and 832.
- b. Through this Agreement the Municipality intends to contract with NYFS to provide such services to its residents and to act as a sponsor of NYFS by providing financial support, a method to establish appropriate services to be provided and policy guidance for its activities.
- c. This Agreement shall be used as the formal agreement between NYFS and each of the participating municipalities. This Agreement is intended to continue the spirit of cooperation and collaboration in the provision of social services between the Municipality and NYFS.

3. TERMS AND CONDITIONS

In consideration of the mutual understandings of this Agreement, the parties hereby agree as follows:

- a. Prior Agreements Cancelled. By execution of this Agreement any prior agreements and amendments thereto between the parties are hereby cancelled.
- b. Services Provided. NYFS shall provide the Municipality and its residents with youth and family programs set forth in the Addendum attached hereto.
- c. Principles of Service and Program Establishment and Operations. On a yearly basis and prior to submission of its annual budget, as provided for hereafter, NYFS shall:

- i. Report regarding proposed changes in services and programs to the Municipality; and
- ii. Establish a fair and open bidding/request for proposal (RFP) process to contract, manage or provide such services and programs, which are not directly provided by NYFS staff.

d. Funding

- i. In addition to the participating municipalities' share of the annual budget, funds for the operation of NYFS will be raised by NYFS endeavoring to secure user fees, grants and appropriations from private organizations, the State of Minnesota, Federal and County agencies, and other legal and appropriate sources.
- ii. The Municipality shall pay annually to NYFS the base amount listed in Exhibit A. This base amount will be adjusted annually for inflation/deflation based on the Standard Metropolitan Statistical Area Consumer Price Index for All Urban Consumers (CPI-U) and municipal population estimates based on MN State Demographic Center. Any adjustment in the payment beyond those indicated by reference to the CPI-U shall require approval of each of the participating municipalities.
- iii. Any new municipality joining into this agreement will pay a base amount annually to NYFS that is on par with the amount paid by current participating municipalities.
- iv. Amounts payable by the Municipality shall be paid to NYFS on or before January 30th of each year, or at a date mutually agreed upon by both parties, to cover the Municipality's share for that year.

- e. Board Representation. The Municipality shall have the right to NYFS Board Representation of City Council, staff or community members (as designated by the Municipality and approved by NYFS Board) on the Board of Directors as either a Board Member or Board Advisor.

- f. Further Obligations of NYFS. In addition to the obligations set forth elsewhere in this Agreement, this Agreement is further contingent upon NYFS doing the follows:

- i. The Bylaws of NYFS shall be amended to add provisions requiring an open process for contracting services as provided for in paragraph C.2., above, and prohibiting NYFS from supporting or opposing individual candidates for election to public office in any of

the participating municipalities; and adding the requirement that IRS 501.C3 status be maintained.

- ii. On or before June 30, of any year NYFS shall submit the proposed city budgeted amount for the subsequent year.
 - iii. On or before December 31, of any year NYFS shall submit a written report to the Municipality including an Annual Report, the audited financial statement, and a program specific summary of services provided to the municipality; in addition, biannually NYFS shall submit a written report to the participating municipality.
 - iv. Periodically advising the Municipality of services available through NYFS to the Municipality's residents;
 - v. Establishing a sliding scale for services available through NYFS to the Municipality's residents and periodically advising the Municipality of such fees;
 - vi. Providing other reasonable information requested by the Municipality;
 - vii. Purchasing a policy of liability insurance in the amount of at least \$1,500,000.00, naming the Municipality as an additional insured and providing a copy of the insurance certificate evidencing such policy to the Municipality;
 - viii. Upon Request NYFS will provide the Municipality with a copy of its Articles of Incorporation, Bylaws, Amendments thereto, and the IRS tax exempt status letter;
 - ix. NYFS shall defend and indemnify the Municipality from any and all claims or causes of actions brought against the Municipality of any matter arising out of this Agreement or the services provided pursuant to this Agreement; and,
 - x. Without the written approval of the Municipality, NYFS will not enter into any agreement with any other municipality which differs from the terms and conditions of this Agreement.
- g. Term. The term of this agreement will be through December 31, 2025. Unless either party gives at least 6 months written notice of its intent to cancel this Agreement effective December 31 of the year in which the notice is made, NYFS will continue to provide services to the Municipality if a successor agreement has not been executed prior to the end of the term.

h. (A) Distribution of Assets Upon Dissolution.

If NYFS ceases to operate, the Board of Directors will do one of the following:

- i. Give the assets to one or more non-profit agencies providing similar social services in the northern suburbs of Ramsey County; or,
- ii. Form a new Foundation to fund appropriate social service programming in the northern suburbs of Ramsey County.

The final Distribution of Assets Plan must be approved by the Ramsey County District Court.

(B) Deviation from the Mission.

If the City Council determines that NYFS has materially deviated from its mission (See II. Recitals, A.), the City Council may ask the NYFS Board of Directors to consider dissolving the agency and liquidating the assets. The Board will do one of the following:

- iii. Consider the request and by a majority vote deny it.
- iv. Consider the request and by a majority vote agree to modify the programs to be consistent with the mission.
- v. Consider the request and by a majority vote agree with the request and move to dissolve the agency and liquidate the assets.

IN WITNESS WHEREOF, the parties have executed this Agreement on this date set forth below.

MUNICIPALITY

City of Falcon Heights

By: _____

Elected Official

Its: _____

Clerk/Manager/Administrator

Dated: _____

NYFS

Northeast Youth & Family Services

By: _____

Its: President/CEO

By: _____

Its: Chair of the Board of Directors

Dated: _____



**Northeast Youth & Family Services
Municipal Participation Figures**

	Municipal Contract 2024	Community Advocate 2024	Municipal Contract 2025 Board Approved Increase of 3.5% based on CPI-U	Dollar increase over 2024	Community Advocate 2025 Board Approved Increase of 3.5% based on CPI-U	Dollar increase over 2024
Falcon Heights	\$ 12,846.17		\$ 13,295.79	\$ 449.62		
Little Canada	\$ 24,351.22		\$ 25,203.52	\$ 852.29		
Mounds View	\$ 31,249.09	\$ 29,307.75	\$ 32,342.81	\$ 1,093.72	\$ 30,333.52	\$ 1,025.771
New Brighton	\$ 54,205.27	\$ 11,723.10	\$ 56,102.45	\$ 1,897.18	\$ 12,133.41	\$ 410.31
North Oaks	\$ 12,435.86		\$ 12,871.12	\$ 435.26		
Roseville	\$ 85,044.05	\$ 23,446.20	\$ 88,020.59	\$ 2,976.54	\$ 24,266.82	\$ 820.62
St. Anthony	\$ 21,258.67	\$ 14,653.87	\$ 22,002.72	\$ 744.05	\$ 15,166.76	\$ 512.89
Shoreview	\$ 62,085.53		\$ 64,258.53	\$ 2,172.99		
Birchwood	\$ 2,053.89		\$ 2,125.77	\$ 71.89		
Hugo *	\$ 17,072.48		\$ 17,670.01	\$ 597.54		
Mahtomedi	\$ 18,850.74		\$ 19,510.52	\$ 659.78		
Vadnais Heights	\$ 30,944.29		\$ 32,027.34	\$ 1,083.05		
City of WBL	\$ 59,689.33	\$ 29,307.75	\$ 61,778.46	\$ 2,089.13	\$ 30,333.52	\$ 1,025.77
WB Tnship	\$ 26,013.56		\$ 26,924.03	\$ 910.47		
Lauderdale	\$ 5,324.63		\$ 5,510.99	\$ 186.36		
Arden Hills	\$ 23,303.54		\$ 24,119.16	\$ 815.62		
Total	\$ 486,728.34	\$ 108,438.67	\$ 503,763.83	\$ 17,035.49	\$ 112,234.02	\$ 3,795.35

* Hugo splits its support of NYFS with another Community-Based Mental Health agency

City of Falcon Heights
Report Period: July 1, 2023 to June 30, 2024

The following is a brief report on Northeast Youth & Family Services' programs that directly affect the residents of your community. If you have any questions about this report, please call Angela Lewis Dmello, President & CEO, at (651) 379-3404.

Annual City Contract for Service in CY 2024	\$12,846
Total cost of all services July 1, 2023-June 30, 2024	\$12,232

(Please note that these numbers represent the actual cost of services provided, not what NYFS charges clients for these services. Because of your collaboration with NYFS, many of these services are offered free of charge or on a sliding-fee scale based on income.)

Services Provided	City Totals		
	# of Clients	Units	Service Cost
Contracted Services			
Mental Health	4	58 Sessions	\$ 9,164.00
Restoring Power	1	3 Hours	\$ 588.00
Total for Contracted Services	5	61	\$ 9,752.00

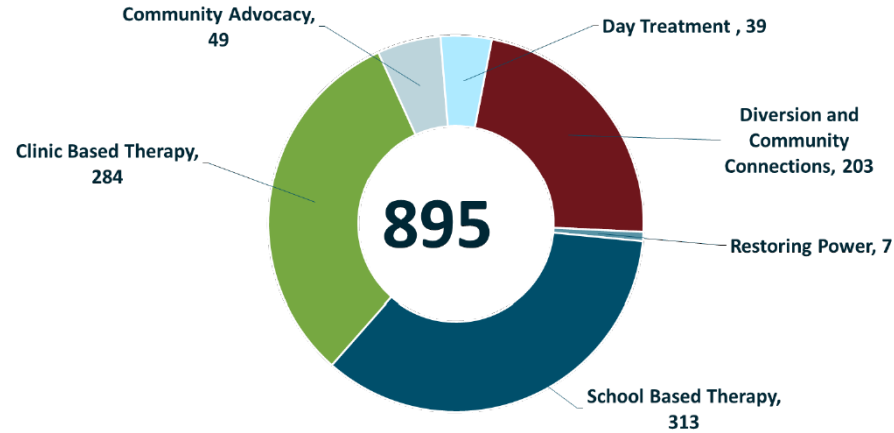
Non Contracted Services			
Northeast Educational & Therapeutic Services	1	31 Hours	\$ 2,480.00
Totals for Non-contracted Services	1	31	\$ 2,480.00

Totals for all Individual Services	6	92	\$ 12,232.00
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Client Statistics

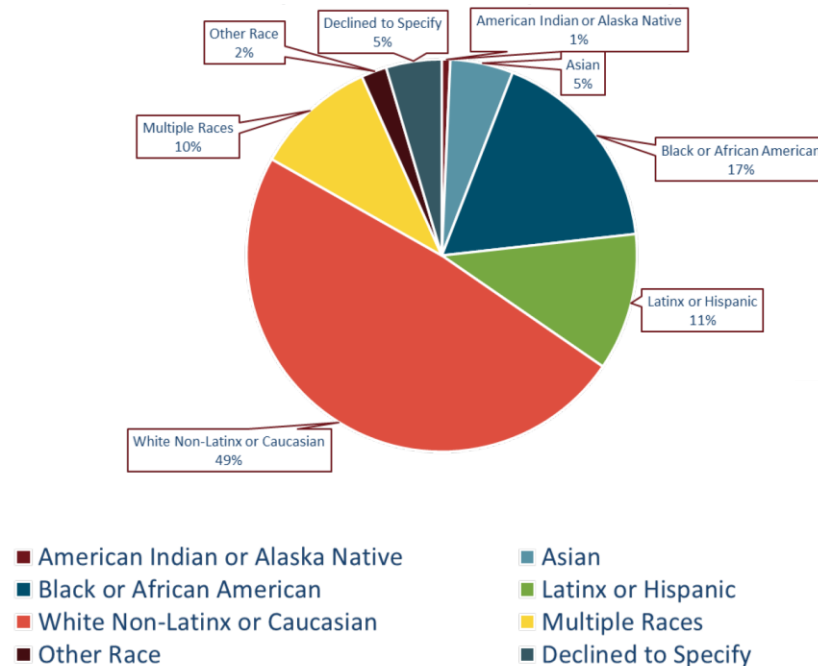
July 1, 2025 – June 30, 2024

Total Clients Served

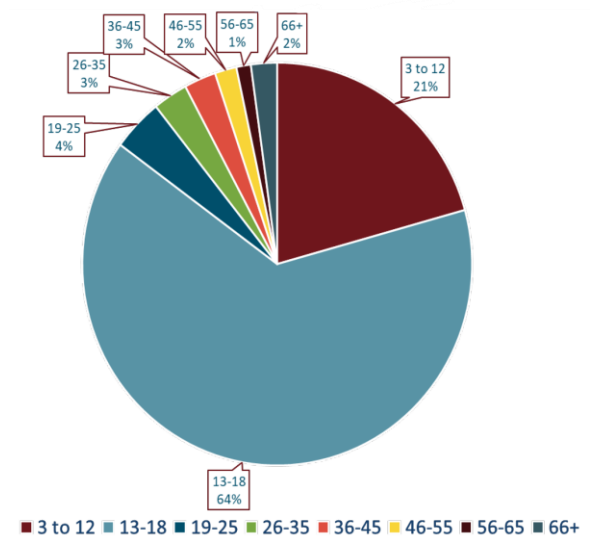


- 895 Clients Served
 - 290 more clients served than last year
 - 48% increase in clients served
- 24,083 total appointments
 - 12,453 more appointments than last year
 - 107% increase in appointments

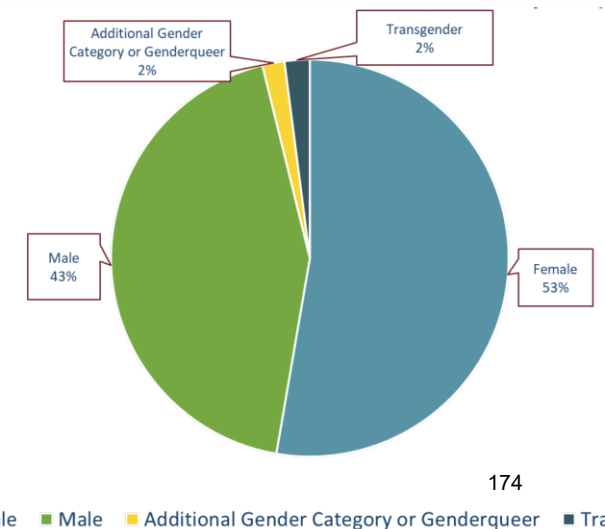
Race/Ethnicity



Ages



Gender Identity



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REQUEST FOR COUNCIL ACTION

Meeting Date	December 11, 2024
Agenda Item	Consent G10
Attachment	2025 Cooperative Agreement
Submitted By	Jack Linehan, City Administrator

Item	Tubman Legal Services Request Cooperative Agreement
Description	Tubman Legal Services is a not-for-profit organization that serves Hennepin, Ramsey and Washington counties, offering pro-bono legal services for those experiencing trauma – particularly victims of relationship violence, sexual assault and more. Tubman Legal Services actively supports the Falcon Heights community and with the assistance of the City Prosecutor, helps victims of domestic violence navigate their way through the court system. They also help victims with the steps to filing orders of protection. Due to financial constraints, Tubman Legal Services has had to scale back their services. To keep the services they offer to the communities of suburban Ramsey County, Tubman is requesting funding from each community to support their mission, depending on size. For 2024, Tubman requested \$5,000 from the City of Falcon Heights to continue to offer their services and asks the same in 2025. The City has a policy in our Administrative Manual that covers requests for financial contributions. The criteria requires strict guidelines, which staff is of the opinion that Tubman meets. It is up to the City Council to decide on whether to fund this request for financial contributions. The attached cooperative agreement with Tubman clarifies the services offered by the agency, and guarantees that the services will continue in 2025 per contract. The agreement is the same as it was in 2023 and 2024, with dates changed.
Budget Impact	\$5,000.00
Attachment(s)	Tubman Legal Services Cooperative Agreement
Action(s) Requested	Staff recommends approving the attached Cooperative Agreement for services in 2025.

PROFESSIONAL SERVICES AGREEMENT

THIS PROFESSIONAL SERVICES AGREEMENT (“**Agreement**”) is made between the City of Falcon Heights, Minnesota (“**City**”), a Minnesota municipal corporation, and the following non-profit (“**Tubman**”). Tubman is a non-profit social service agency whose mission is safety, hope, and healing.

Name/ Organization: Tubman	Federal EIN: 41-4200048
Mailing Address: 4432 Chicago Avenue Minneapolis, MN 55407	Telephone Number: 612-825-3333 (corporate office)
Contact Person: • Jennifer J. Polzin, CEO, authorized to sign contracts	Email: jpolzin@tubman.org , 612-767-6697 (office)

The following person is designated the Contract Manager (“**Contract Manager**”) for the City for the purposes of this Agreement:

Name:	Email:
Mailing Address:	Telephone Number:

City and Tubman may hereinafter be referred to individually as a “party” or collectively as the “parties.” In consideration of the mutual promises and agreements contained herein, and intending to be legally bound, City and Tubman hereby agree as follows:

- 1. Agreement Documents.** This Agreement, which includes the Description of Services attached hereto as Exhibit A, sets out the entire understanding between the parties and it supersedes any prior written or oral discussions or agreements between the parties regarding the same subject matter. This Agreement also includes, if they exist, City’s request for proposals for the Services and the proposal submitted by Tubman, both of which are incorporated herein by reference. The provisions of the documents constituting the Agreement shall be read together and reconciled in the documents to the greatest extent reasonably possible. To the extent there are any conflicting provisions that cannot be reconciled, the more specific provision shall generally be controlling. In the event that a material conflict is found between provisions of the documents, the provisions in the following rank order shall take precedence: (1) the Descriptions of Services in Exhibit A; (2) this Professional Services Agreement document; (3) Tubman’s proposal.
- 2. Services.** Tubman agrees to provide the City the services as described in the attached Exhibit A (collectively, the “**Services**”) in accordance with the terms and conditions of this

Agreement. Tubman shall provide the Services in a manner consistent with industry standards for similar Services and in accordance with the standards, requirements, and timelines set out in Exhibit A.

3. **Compensation.** City shall compensate Tubman for the Services as provided in Exhibit A an amount of \$5,000.00 annually. Unless expressly provided otherwise in Exhibit A, the total amount or rate of compensation is an all-inclusive amount that includes all expenses, costs, taxes, and other amounts Tubman incurs or pays to provide the Services. City shall not be responsible for paying any amounts for the completion of the Services other than those expressly provided for in Exhibit A. The amount will be adjusted annually for inflation/deflation. Amounts payable by the City shall be paid to Tubman on or before January 30th of each year, or at a date mutually agreed upon by both parties, to cover the City's share for that year.
4. **Notices.** Any notices provided under this Agreement shall be to Tubman and Contract Manager as identified above.
5. **Term.** This Agreement shall commence on **January 1, 2025** and shall terminate on **December 31, 2025**, unless it is terminated earlier as provided herein or the parties agree in writing to an extension of this Agreement.
6. **Deliverables.** If Tubman is required to produce specific deliverables to City as part of the Services to be provided under this Agreement, such deliverables shall be identified in Exhibit A of the Agreement.
7. **Termination.** Either party may terminate this Agreement for any reason upon thirty (30) days written notice. If Consultant is in default and fails to cure the default within the period provided in the written notice of default as provided in this Agreement, City has the right to terminate this Agreement immediately upon written notice of termination. City shall pay Tubman for Services properly rendered prior to the effective date of termination. The following provisions of this Agreement shall survive expiration, termination, or cancellation of this Agreement: Indemnification; Insurance; Applicable Law; Audit; and Data Practices.
8. **Data Practices.** Consultant agrees to comply with the Minnesota Government Data Practices Act (Minnesota Statutes, chapter 13), and all other applicable laws, related to data it creates or receives from City in the performance of the Services.
9. **Legal Compliance.** Tubman shall comply with all applicable federal, state, and local laws, rules, regulations, and ordinances in providing the Services and shall obtain all permits and permissions that may be required. This Agreement shall be governed by and construed according to the laws of the State of Minnesota.
10. **Indemnification.** Tubman agrees to defend, indemnify and hold harmless, City, its officials, officers, agents and employees from any liability, claims, causes of action, judgments, damages, losses, costs, or expenses, including reasonable attorney's fees, resulting directly or indirectly from any act or omission of Tubman, its offices, employers, agents, contractors or

subcontractors or anyone directly or indirectly employed by them, or anyone volunteering for them, or anyone for whose acts or omissions they may be liable in the performance of the Services and against all loss by reason of the failure of Tubman to perform fully, in any respect, all obligations under this Agreement. Nothing in this Agreement shall constitute a waiver by City of any limits on or exclusions from liability available to it under Minnesota Statutes, chapter 466 or other law.

11. **Amendments.** No modification, amendment, deletion, or waiver in the terms of this Agreement, or any expansion in the scope of the Services, is valid unless it is in writing and signed by the parties.
12. **Notices.** Any notice or demand authorized or required under this Agreement shall be in writing and shall be sent by certified mail to, with respect to City, the Contract Manager and, with respect to Tubman, to Tubman's contact person, each as identified at the outset of the Agreement.
13. **Nondiscrimination.** Tubman agrees to abide by the requirements and regulations of The Americans with Disabilities Act of 1990 (ADA), the Minnesota Human Rights Act (Minn. Stat. Chap. 363), and Title VII of the Civil Rights Act of 1964. These laws deal with discrimination based on race, gender, disability, and religion, and with sexual harassment. Violation of any of the above laws can lead to the immediate termination of this Agreement without needing to provide a cure period.
14. **INSURANCE.** Consultant shall secure and maintain such insurance as will protect Consultant from claims under the Worker's Compensation Acts, automobile liability, 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 (or in combination with an umbrella policy)

\$2,000,000 Each Occurrence

\$2,000,000 Products/Completed Operations Aggregate

\$2,000,000 Annual Aggregate

The following coverages shall be included:

Premises and Operations Bodily Injury and Property Damage

Personal and Advertising Injury

Blanket Contractual Liability

Products and Completed Operations Liability

Workers Compensation

If Consultant is required by law to have Worker's Compensation insurance, Workers' Compensation insurance in accordance with the statutory requirements of the State of Minnesota, including Employer's Liability with minimum limits are as follows:

- \$500,000 – Bodily Injury by Disease per employee

- \$500,000 – *Bodily Injury by Disease aggregate*
- \$500,000 – *Bodily Injury by Accident*

The City shall be named as an additional insured on the general liability and umbrella policies on a primary and non-contributory basis.

The Consultant shall secure and maintain a professional liability insurance policy. Said policy shall insure payment of damages for legal liability arising out of the performance of professional services for the City, in the insured's capacity as Consultant, if such legal liability is caused by a negligent act, error or omission of the insured or any person or organization for which the insured is legally liable. The policy shall provide minimum limits of \$2,000,000 with a deductible maximum of \$125,000 unless the City agrees to a higher deductible.

Before commencing work, the Consultant shall provide the City a certificate of insurance evidencing the required insurance coverage in a form acceptable to City.

15. **INDEPENDENT CONTRACTOR.** The City hereby retains the Consultant as an independent contractor upon the terms and conditions set forth in this Agreement. The 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.
16. **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 Statute § 471.425. Consultant must pay subcontractor for all undisputed services provided by Subcontractor within ten days of Consultant's receipt of payment from City. Consultant must pay interest of 1.5 percent per month or any part of a month to subcontractor on any undisputed amount not paid on time to subcontractor. The minimum monthly interest penalty payment for an unpaid balance of \$100 or more is \$10.
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. **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 Ramsey County.

20. **AUDIT DISCLOSURE.** The books, records, documents and accounting procedures and practices of the Consultant or other parties relevant to this Agreement are subject to examination by the City and either the Legislative Auditor or the State Auditor for a period of six (6) years after the effective date of this Agreement

CITY

City of Falcon Heights

By: _____

Elected Official

Its: _____

Clerk/Manager/Administrator

Dated: _____

TUBMAN

Tubman

By: _____

CEO

Dated: _____

EXHIBIT A
Description of Services

I. DUTIES

A. Services and Description

1. Services. The Consultant agrees to furnish the City the following services:

- a) Recruitment and training of volunteers (advocates) who work with and counsel victims of domestic abuse.
- b) Staffing of a 24-hour crisis line and providing information and referral.
- c) Preparation of petitions for protective orders; assistance in the service of protective orders; advocacy with victims during the court hearing process; monitoring compliance with Court Orders.
- d) Providing safe homes for battered persons and their children.
- e) Providing support/educational groups for battered persons and educational groups for high-risk target groups.
- f) Availability of a domestic abuse perpetrator's group for City referrals.
- g) Tubman will be the first point of contact for victims, regardless of the offense level in a domestic violence case
- h) Tubman will be the community contact agency for intimate partner violence cases referred by law enforcement personnel. Officers complete a lethality risk assessment on site with the victims of intimate partner violence, and refer immediately to Tubman staff for services.

2. Client Eligibility.

- a) Services under this Agreement shall be provided to persons residing in the City who have been battered in domestic relationships and their children and to high-risk target groups.

B. Evaluation, Reporting, and Information Requirements

1. Automated Annual Reports. Tubman agrees to furnish the City with annual reports of services provided under this agreement.
2. Description of Services. A detailed description of the services to be provided.

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ITEM FOR DISCUSSION

Meeting Date	December 11, 2024
Agenda Item	Consent G11
Attachment	N/A
Submitted By	Jack Linehan, City Administrator

Item	Approval of a Joint Powers Agreement with the City of Roseville for Engineering Services
Description	The City of Falcon Heights has ongoing needs for engineering and professional technical support services. Many cities outsource this work to professional engineering firms, which Falcon Heights did for many years. In the early 2000s, Falcon Heights and the City of Roseville partnered for engineering services. The partnership allowed Roseville to hire a FT Assistant City Engineer that is partially offset by the funds received, and provided Falcon Heights with additional professional technical assistance. In 2005, both cities formalized the agreement with a Joint Powers Agreement. The original agreement did not have terms and set the reimbursement rate at 1.9 times the rate Roseville pays their employees. In an analysis, this was much lower than the regional rates. The changes in the proposed JPA includes: • Require renewal, every three years • Remove the minimum 200 hours/year minimum requirement for Falcon Heights • Remove professional development reimbursement by Falcon Heights • Increase the billing rate to 2.3 to cover expenses. (Increase based on average of nearby communities' billing rates: South St Paul – 2.5, Minneapolis – 1.8[traffic] and 2.6[design], Shoreview – 2.15) Compared to outsourcing to a private firm, Roseville's rates remain extremely competitive. Additionally, since Roseville isn't a for-profit enterprise, they tend to bill extremely fairly as they aren't driven by profit-sharing or billable quotas.
Budget Impact	Funds have been allocated in the 2025 Budget.

Attachment(s)	N/ A
Action(s) Requested	Motion to approve a modified Joint Powers Agreement with the City of Roseville for Engineering Services

**AMENDED AND RESTATED
JOINT POWERS AGREEMENT
FOR THE CITY OF FALCON HEIGHTS PART-TIME UTILIZATION OF CITY OF
ROSEVILLE ENGINEERING EMPLOYEES
FIRST AMENDMENT AND RESTATEMENT**

THIS AMENDED AND RESTATED JOINT POWERS AGREEMENT (this "Agreement"), entered into by and between the CITY OF ROSEVILLE ("ROSEVILLE"), a Minnesota municipal corporation, and the CITY OF FALCON HEIGHTS ("FALCON HEIGHTS"), a Minnesota municipal corporation, (hereinafter collectively referred to as the "Parties" or "Party"), is effective upon the execution of this Agreement by the named officers of the Parties ("Effective Date").

RECITALS

WHEREAS, FALCON HEIGHTS is in need of additional engineering and technical support services; and

WHEREAS, ROSEVILLE has a full-service Engineering Department and other technical employees that are able to provide the services required by FALCON HEIGHTS; and

WHEREAS, Minnesota Statute 471.59 authorizes political subdivisions of the State to enter into Joint Powers Agreements for the joint exercise of powers common to each, and also authorizes one of the parties to an agreement to exercise powers on behalf of another party; and

WHEREAS, the Parties entered into a Joint Powers Agreement for engineering and technical support services on September 9, 2005 the ("JPA");

WHEREAS, by this Agreement, the Parties desire to amend in part and restate in part the JPA to update and modify select terms and conditions to reflect the current agreement for services and payment for services between the Parties.

NOW, THEREFORE, it is mutually stipulated and agreed to as follows:

AGREEMENT

1. **TERM.** The initial term of this agreement shall commence upon the Effective Date and terminate on December 31, 2027. Thereafter, the Agreement will renew for additional 3 years terms, unless otherwise terminated as provided in this Agreement.

2. **SERVICES.**

A. ROSEVILLE shall provide qualified engineering services employees ("Employees") to perform civil engineering and related technical services required by FALCON HEIGHTS. These services include the following:

- Provide a registered civil engineer to perform duties as designated "City Engineer".
- Coordinate and updating of State Aid system requirements, projects, reports, funding, etc.
- Oversee infrastructure record drawings and mapping.
- Coordinate infrastructure replacement and construction, capital improvements planning, development review, project coordination with contractors and consultants, and coordination with residents of FALCON HEIGHTS.

- Provide customer service to the residents of FALCON HEIGHTS.
 - Provide assistance to other FALCON HEIGHTS staff regarding building projects, traffic control and management, infrastructure issues, and maintenance management assistance.
 - Attend City Council, Planning Commission, and other City-related meetings as necessary.
- B. ROSEVILLE shall be solely responsible for compensating the assigned Employee(s) engaged in providing technical services under this Agreement. Such compensation includes any overtime wages incurred, as well as any insurance or employee benefits provided under the policies or agreements of ROSEVILLE. In addition, ROSEVILLE shall be solely responsible for training, workers' compensation, reemployment insurance benefits, and other employee related laws, including OSHA, BRISA, RLSA, and FMLA. ROSEVILLE shall retain the sole authority to control the employee(s), including the right to hire, fire and discipline them. Finally, ROSEVILLE shall be solely responsible for all costs related to employee professional development, including professional licensure and related training. FALCON HEIGHTS shall not be responsible for reimbursing ROSEVILLE for any of the costs identified in this subsection B.
- C. FALCON HEIGHTS and ROSEVILLE shall coordinate scheduling of work to be performed by the assigned Employee(s) and shall receive prior approval of all scheduled hours to be performed under this Agreement from the ROSEVILLE City Manager or the Manager's designee.
- D. The assigned Employee(s) will be under the direct supervision of the ROSEVILLE Public Works Director for the purpose of performance review and any discipline related issues. It is understood that while the assigned Employee(s) are providing services for FALCON HEIGHTS, the Employee(s) will be under the work direction of the FALCON HEIGHTS City Administrator. FALCON HEIGHTS shall notify ROSEVILLE of any and all complaints about the services rendered by the assigned Employee(s) and cooperate in the documentation, investigation, and resolution of the same in any manner.
3. **PAYMENT.** FALCON HEIGHTS will compensate ROSEVILLE for services rendered in the amount of 1.9 times the base salary of all staff, including the assigned Employee(s) providing services to FALCON HEIGHTS. Beginning January 1, 2025, FALCON HEIGHTS will compensate ROSEVILLE for services rendered in the amount of 2.3 times the base salary of all staff, including the assigned Employee(s) providing services to FALCON HEIGHTS. FALCON HEIGHTS shall make monthly payments, upon presentation by ROSEVILLE of a monthly billing equal to costs incurred for that month. Wages will be determined on an annual basis according to **EXHIBIT A** (Personnel Compensation Schedule) and shall be revised annually or at the discretion of ROSEVILLE.
4. **TERMINATION, SEVERABILITY.**
- A. This Agreement may be terminated by either Party upon one hundred eighty (180) days' written notice provided to the respective City Manager of ROSEVILLE or City Administrator of FALCON HEIGHTS.
- B. Upon termination, any and all records or property of the respective Cities will be returned to the appropriate City within 90 days.
5. **DISPUTE RESOLUTION.**
- A. If a dispute arises between the Parties regarding this terms or performance of this Agreement the dispute resolution process provided in this Paragraph 5 shall apply.

- B. City Manager and City Administrator of each Party, or their designees, must promptly meet and attempt in good faith to negotiate a resolution of the dispute.
- C. If the Parties have not negotiated a resolution of the dispute within 30 days after the initial meeting of the City Manager and the City Administrator, the Parties may agree to participate in mediation. A mediator will be chosen by agreement of the Parties. In the event of such mediation, the Parties will share the cost of mediation equally.
- D. If either Party does not agree to mediate, or if the Parties are unable to resolve the dispute within 30 days after the first meeting with the selected mediator, either Party may pursue any appropriate legal action regarding the dispute.

GENERAL TERMS

1. **EMPLOYEE STATUS.** Any and all persons engaged in the work to be performed by ROSEVILLE shall not be considered employees of FALCON HEIGHTS, for any purpose, including Worker's Compensation, and any and all claims that may or might arise out of said employment context on behalf of said employees while so engaged. Any and all persons engaged in the work to be performed by FALCON HEIGHTS shall not be considered employees of ROSEVILLE for any purpose, including Worker's Compensation, and any and all claims that may or might arise out of said employment context on behalf of said employee while so engaged.
2. **INDEMNIFICATION.** ROSEVILLE agrees to assume sole liability for any negligent or intentional acts of the assigned Employee(s) while performing the assigned duties within the jurisdiction of either City. To the extent authorized by law each Party is responsible only for its own acts and the results of its acts. Each Party's liability is governed by the provisions of Minnesota Statutes, Chapter 466 and other applicable law. The Parties agree that liability under this Agreement is controlled by Minnesota Statute 471.59, subdivision 1a and that the total liability for the Parties shall not exceed the limits on governmental liability for a single unit of government as specified in 466.04, subdivision 1(a).
 - a. Each Party warrants that it has a purchased insurance or has a self-insurance program with minimum coverage consistent with the liability limits in Minnesota Statutes, Chapter 466. For purposes of work performed by ROSEVILLE under this Agreement, ROSEVILLE will ensure that FALCON HEIGHTS is endorsed as an additional insured.
 - b. **Duty to Notify.** Each Party shall promptly notify the other Party of any claim, action, cause of action or litigation brought against the Party, its employees, officers, agents or subcontractors, which arises out of the services contained in this Agreement and should also notify the other Party whenever any Party has a reasonable basis for believing that the other Party, and/or its employees, officers, agents or subcontractors, and/or the other Party might become the subject of a claim, action, cause of action or litigation arising out of the services contained in the Agreement.
3. **MINNESOTA GOVERNMENT DATA PRACTICES ACT** (Minn. Stat. Ch. 13 and related statutes). All data collected, created, received, maintained, or disseminated, in any form, for any purposes because of this Agreement is governed by the Minnesota Government Data Practices Act (Minn.Stat.Chap.13 and related statutes), as amended, the Minnesota Rules implementing such Act, as amended, as well as any applicable Federal Regulations on data privacy.
4. **OWNERSHIP OF DOCUMENTS.** All documents relating to the services provided to FALCON HEIGHTS under this Agreement, including electronic data prepared under this Agreement, will be

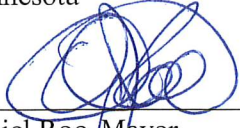
provided to FALCON HEIGHTS upon request to be maintained in a manner as deemed appropriate by FALCON HEIGHTS consistent with its records retention schedule.

5. **COMPLIANCE WITH LAWS AND REGULATIONS.** ROSEVILLE agrees to comply with all laws applicable to ROSEVILLE relating to nondiscrimination, affirmative action, public purchases, contracting, employment, workers' compensation, and surety deposits required for construction contracts. Minnesota Statutes, Section 181.59 and any applicable local ordinance relating to civil rights and discrimination and the Affirmative Action Policy statement of ROSEVILLE is considered a part of this Agreement.
6. **AMENDMENTS OR MODIFICATIONS.** Both Parties acknowledge that modifications to this Agreement may be necessary to ensure an effective, on-going working relationship. To that end, FALCON HEIGHTS and ROSEVILLE shall use their best efforts to ensure the viability of this Agreement into the future. However, any alterations, variations, modification, or waivers of provisions to this Agreement will only be valid when they have been reduced to writing and duly signed and attached hereto.
7. **ENTIRE AGREEMENT.** This Agreement is the entire agreement between the Parties and supersedes all oral agreements and negotiations between the Parties relating to this Agreement. All exhibits and attachments to this Agreement are incorporated into the Agreement. If there is a conflict between the terms of this Agreement and any of the exhibits, the Agreement governs.
8. **COUNTERPARTS.** This Agreement may be executed in multiple counterparts, each of which shall be considered an original.
9. **GOVERNING LAW.** This Agreement shall be governed by the laws of the State of Minnesota.
10. **SEVERABILITY.** If any portion, section, subsection, sentence, clause, paragraph, or phrase of this Agreement is for any reason held invalid, such decision shall not affect the validity of the remaining portion of this Agreement.

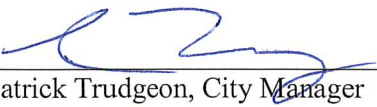
IN WITNESS WHEREOF, the Cities of ROSEVILLE and FALCON HEIGHTS have caused this Agreement to be duly executed effective on the day and year last entered below.

CITY OF ROSEVILLE,

A municipal corporation of the
State of Minnesota

By: 
Daniel Roe, Mayor

Date: 12-2-24

By: 
Patrick Trudgeon, City Manager

Date: 12/2/24

CITY OF FALCON HEIGHTS

A municipal corporation of the
State of Minnesota

By: _____
Randall C. Gustafson, Mayor

Date: _____

By: _____
Jack Linehan, City Administrator

Date: _____

EXHIBIT A
(Personnel Compensation Schedule)

2025 Roseville Engineering Division base hourly salary schedule

City of Roseville Title	Pay Rate as of 1/1/2025
Assistant City Engineer	\$53.12
Assistant Public Works Director/City Engineer	\$73.04
Database Specialist	\$43.94
Engineering Project Coordinator	\$47.07
Engineering Technician III	\$43.31
Environmental Manager	\$57.22
GIS Coordinator	\$47.07
Office Assistant - Public Works/Engineering	\$31.68
Public Works Director	\$80.06
ROW Coordinator	\$45.46
Senior Project Coordinator	\$51.90
Sustainability Specialist	\$42.46

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REQUEST FOR COUNCIL ACTION



Meeting Date	December 11, 2024
Agenda Item	Consent G12
Attachment	Job Description
Submitted By	Jack Linehan, City Administrator

Item	Job Reclassification from Accountant (PT) to Assistant Finance Director (FT)
Description	We continue to evaluate the needs of the City as our organization grows. As part of this evaluation, we identified the structural need for succession planning in the Finance Division. Additionally, there is a need for additional process improvements within the Finance Division that this position can lead as the city continues to modernize and move more services to online business. Included in the job description for this position is Minnesota Pay Equity was considered as part of the need to ensure internal equity. Currently, the Accountant is scored 252 points on our state match job evaluation. Under the proposed reclassification, this position will move to 314 points to reflect the FLSA exempt status of the position under the professional employees exemption. This position would join the City Administrator, Public Works Director, and Finance Director as the fourth position exempted from overtime due to the nature of the work.
Budget Impact	This is budgeted for in 2025.
Attachment(s)	• Job Description
Action(s) Requested	Staff recommends a motion for the change job description and title change from Accountant (PT) to Assistant Finance Director (FT)

City of Falcon Heights

Assistant Finance Director Job Description DRAFT

Updated November 2024

Reports to: Finance Director

Type: Salary; exempt; full time

Salary: Starting at \$85,280 (January 1, 2025)

Primary Objective:

The Assistant Finance Director supports the Finance Director in the daily management of the city's financial operations. This position ensures accurate and efficient accounting, financial reporting, and budgeting processes. The Assistant Finance Director supervises designated staff and assists in maintaining compliance with applicable laws, policies, and standards. This role serves as a key resource in ensuring the financial integrity and operational excellence of the City of Falcon Heights.

General Financial Management:

- Oversee day-to-day financial operations, including accounts payable/receivable, payroll, utility billing, and general ledger activities.
- Maintain compliance with Governmental Accounting Standards Board (GASB) standards and other applicable regulations.
- Manage cash flow, ensuring proper reconciliation of accounts and banking transactions.
- Prepare adjusting journal entries and complete monthly bank reconciliations.

Budgeting and Reporting:

- Assist the Finance Director in preparing the annual budget and Capital Improvement Plan.
- Prepare and present quarterly and annual financial reports to city leadership.
- Coordinate the preparation of audit work papers and other materials for the annual external audit.
- Compile required state and federal financial reports.

Risk Management and Compliance:

- Assist in maintaining the city's risk management program, including workers' compensation and liability insurance.
- Collaborate on the annual renewal of insurance policies and compliance with OSHA standards.

Technology and Process Improvement:

- Serve as the primary liaison for financial software systems and ensure data integrity.
- Analyze existing financial policies and procedures and recommend updates to enhance efficiency and effectiveness.

Customer Service and Communication:

- Provide excellent customer service to internal staff, residents, and other stakeholders.
- Respond to inquiries regarding city financial operations.
- Prepare council and committee memos and resolutions as needed.

Other Duties:

- Perform cross-training and other duties as assigned to ensure operational continuity.
- Attend City Council and other meetings as required, including occasional evening and weekend commitments.

Minimum Qualifications:

- Bachelor's degree in Accounting, Finance, or a related field.
- At least three (3) years of professional experience in accounting or finance, including accounts payable/receivable and payroll.
- Proficiency in Microsoft Office Suite, particularly Excel.
- Demonstrated ability to analyze financial data, manage multiple projects, and meet deadlines.
- Effective written and verbal communication skills.

Desirable Qualifications:

- Experience in governmental accounting or finance.
- Familiarity with utility billing software and financial reporting systems.
- Supervisory experience.
- Budget preparation and capital planning expertise.

Necessary Physical Skills:

- Ability to communicate verbally in person and over the telephone.
- Ability to navigate around and through the city office building.
- Ability to use a personal computer and office equipment.
- Ability to lift 30 pounds.

Work Schedule:

This is a full-time position with core office hours Monday through Friday, 8:00 a.m. to 4:30 p.m., with some flexibility. Work-from-home flexibility negotiable depending on staffing/organizational needs. Evening and weekend hours may be required based on city needs.

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REQUEST FOR COUNCIL ACTION

Meeting Date	December 11, 2024
Agenda Item	Consent G13
Attachment	Resolution 24-71
Submitted By	Jack Linehan, City Administrator

Item	Promotion of Alyssa Landberg to Assistant Finance Director (FT)
Description	Alyssa Landberg started with the City of Falcon Heights as an Accounting Intern in 2021. The City has had a lot of success with interns in the Finance Division, but Alyssa stood out due to her attention to detail. In 2022, the City promoted Alyssa to Accountant. She has continued to succeed in this role, and has been critical to our operations in Finance. With the creation of the Assistant Finance Director role in the budget, it is recommended that the City appoint Alyssa to this role.
Budget Impact	This is budgeted for in 2025.
Attachment(s)	Resolution 24-71
Action(s) Requested	Staff recommends that the City Council approved Resolution 24-71, appointing Alyssa Landberg as Assistant Finance Director effective January 1, 2025.

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

December 11, 2024

No. 24-71

**RESOLUTION CHANGING JOB TITLE OF ALYSSA LANDBERG FROM ACCOUNTANT
(PT) TO ASSISTANT FINANCE DIRECTOR (FT) FOR THE CITY OF FALCON HEIGHTS**

WHEREAS, Alyssa Landberg was hired in a part-time role as Accountant in 2021; and

WHEREAS, the City has reclassified the position and updated the job description of Assistant Finance Director as a full-time position; and

WHEREAS, Alyssa Landberg has been instrumental in updating process improvements in the Finance division.

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

1. Promote Alyssa Landberg to the position of Assistant Finance Director, and
2. Authorize increased compensation pursuant to our job evaluation system for 314 points; and
3. Schedule a review of the promotion's probationary period on June 1st, 2025 pursuant to our personnel policy's section for promotions.

Moved by:

Approved by: _____
Randall C. Gustafson
Mayor

GUSTAFSON _____ In Favor
MEYER
WASSENBERG _____ Against
LEEHY
MIELKE

Attested by: _____
Jack Linehan
City Administrator

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ITEM FOR DISCUSSION

Meeting Date	December 11, 2024
Agenda Item	Consent G14
Attachment	
Submitted By	Roland Olson, Finance Director

Item	Close Fund 428 Amber Union and transfer fund balance to Parks/Public Works Capital Fund 403
Description	The Amber Union project is complete and Fund 428 Amber Union which was used to record the transactions can be closed. The original revenue to start the fund originated from conduit bond revenue and can be closed to another fund such as Parks/Public Works Capital Fund 403. There currently is a balance estimated around \$48,000. Staff recommends closing Fund 428 Amber Union to the Parks/Public Works Capital Fund 403 and transferring the ending balance. Staff also recommends amending the associated budgets for these funds. <u>Fund 428:</u> dr. cr. 428-4428-97000 48,000 <u>Fund 403:</u> 403-000-39200 48,000
Budget Impact	Closes out Fund 428 and transfers the ending funds within the fund to the Parks/Public Works Capital Fund 403.
Attachment(s)	
Action(s) Requested	Staff recommends closing Fund 428 Amber Union and transferring the ending funds to the Parks/Public Works Capital Fund 403.

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Meeting Date	December 11, 2024
Agenda Item	Consent G15
Attachment	Statements
Submitted By	Colin Callahan Public Works Director

Item	Authorization of Inspection and Repairs for Plow Truck Units #18 and #16 Not to Exceed \$8,000
Description	-Unit 18: It is required that commercial motor vehicles are inspected annually to ensure they are in good working order and comply with safety regulations. This helps reduce injuries, accidents, and fatalities on our roadways. -Unit 16: A repair of the coolant system is necessary. A failing coolant system could lead to costly repairs to internal components of the engine and potentially engine failure.
Budget Impact	These repairs exceed the budget line for repairs in 2024, but are necessary for operations. Staff has identified alternative lines that can be used to fund these repairs.
Attachment(s)	• Universal Truck Statement – Unit 18 • Universal Truck Statement Unit 16
Action(s) Requested	Staff recommends the Falcon Heights City Council approve the request for funding for a DOT inspection of plow trucks, and all repairs necessary to maintain a safe and reliable fleet.

Universal Truck Service LLC
 2845 Long Lake Rd
 Roseville, MN 55113
 service@universaltruckservice.com
 651-639-0017



Estimate 606302

Date: 11/25/2024

Bill To
 City of Falcon Heights
 2077 W Larpenteur
 Falcon Heights, MN 55113
 P: 651-792-7600

Ship To
 City of Falcon Heights
 2077 W Larpenteur
 Falcon Heights, MN
 55113

Remit Payment To
 Universal Truck
 Service
 2845 Long Lake Rd
 Roseville, MN
 55113

Service Order		Purchase Order	Service Writer		Authorizer	
606302			Eichten, Bryan			
Item	Description		Quantity	Rate	Amount	
Complaint: DOT: Truck State						
Cause: Customer request						
Labor	Recommended Correction: Chassis / Chassis / DOT: Truck State				\$165.00	
Parts	DOT STICKER - DOTSTICKER - A		1	\$2.00	\$2.00	
					Subtotal	\$167.00
Complaint: Exhaust leak flex pipe under right cab door						
Cause: Leaking (Inspection)						
Labor	Recommended Correction: Engine / Exhaust / Replace flex pipe				\$742.50	
Parts	Flex pipe from down pipe to aftertreatment - ABP/N49-F26374 - O		1	\$261.758	\$261.76	
Parts	Doc inlet clamp - 01-14596-007 - O		1	\$34.665	\$34.67	
					Subtotal	\$1,038.93
Complaint: Right rear brake chamber lines rubbing together						
Cause: Rubbing (Inspection)						
Labor	Correction: Chassis / Air Brakes / Used double zip ties to secure lines				\$82.50	
Parts	DOUBLE ZIP TIE, 13", HEAVY DUTY, #150 - 0786807 - A		4	\$7.5104	\$30.04	
					Subtotal	\$112.54
Complaint: Both rear tracking rods bad rubber bushings						
Cause: Wear (Inspection)						
Labor	Correction: Chassis / Suspension / Torched out old ones and installed new				\$330.00	
Parts	Drive torque arms - 16-19567-000 - O		2	\$135.5315	\$271.06	
					Subtotal	\$601.06
Complaint: Steer axle spring eye bushings worn both sides						

Item	Description	Quantity	Rate	Amount
Cause: Wear (Inspection)				
Labor	Correction: Chassis / Suspension / Jacked up front end set frame stands under. Unbolted left side rear steer shackles and disconnected auto grease lines. air hammered shackles off and took heat to hanger nuts in order to unbolt them and installed new hanger. Torched out spring eye bushing and air hammered the rest of the casing out. Cleaned meeting surfaces and installed new spring eye bushing. Put new pins in and hooked up shackles with spacers. Moved auto grease fittings from old pins to new pins and connected lines. Did the exact same procedure to the other side.			\$1,815.00
Parts	Steer axle spring eye bushings - MPB60 - A	2	\$16.30033	\$32.60
Parts	Steer axle spring hangers - MFL46542 - A	2	\$164.56996	\$329.14
Parts	Shackles - M1306 - A	4	\$24.38382	\$97.54
Parts	Spring pins - M5284 - A	4	\$11.23356	\$44.93
Parts	FREIGHT - FREIGHT - A	1	\$55.40111	\$55.40
Parts	M12-1.75 DIN 980 Class 10 Zinc Finish Steel Top Lock Nut - 1190683 - A	1	\$1.3116	\$1.31
Parts	5/8"-11 x 5" Grade 8 Yellow Zinc Finish Hex Cap Screw - 15323 - A	1	\$5.0846	\$5.08
Parts	5/8"-11 Grade C Zinc Finish Steel Top Lock Nut - 1137272 - A	1	\$1.5504	\$1.55
Parts	5/8" FLAT WASHER SAE - 1133819 - A	2	\$1.2392	\$2.48
Subtotal				\$2,385.03

Shop Supplies	\$250.80
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Unit: 18	VIN: 2FZAAWBS7AAAP9665	Labor	\$3,135.00
License Plate: (MN) 978957		Parts	\$1,169.56
2010 Sterling L8500 series		Subtotal	\$4,555.36
Chassis: 45,241 Miles		Exempt (0% of \$0.00)	\$0.00
Engine: 0 Hours		Total	\$4,555.36
Transmission: 0 Miles			

*: Core charges not included in total. You will be charged for any core that is not in returnable condition. This charge may be applied on a separate invoice.
 The items above are an estimate for needed repairs. The price listed may change at any time due to unforeseen conditions prior to repair. Freight charges may be added after authorization is given. I hereby authorize the above repair work to be completed with necessary materials. Universal Truck Service LLC and its employees may operate the vehicle for the purpose of testing, inspection or delivery at the customer's risk. An express mechanic's lien is acknowledged on the above vehicle to secure the amount of the repairs thereto. Universal Truck Service is not responsible for any component that is damaged or broken during repair. I agree that Universal Truck Service LLC is not responsible for loss or damage to vehicle or articles left in vehicle in case of fire, theft, vandalism, war, natural disasters or any other cause beyond our control

Universal Truck Service LLC
2845 Long Lake Rd
Roseville, MN 55113
service@universaltruckservice.com
651-639-0017



STATEMENT

Date: 12/6/2024
Total Due: \$2,426.76

To City of Falcon Heights
2077 W Larpenteur
Falcon Heights, MN 55113
P: 651-792-7600

Date	Unit #	PO	Auth #	Activity	Amount	Open Amount	Balance
11/27/2024	16			SO Invoice #103334: Due 12/27/2024	\$2,426.76	\$2,426.76	\$2,426.76
Current Due	1-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	90+ Days Past Due	Amount Due		
\$2,426.76	\$0.00	\$0.00	\$0.00	\$0.00	\$2,426.76		

Any due dates shown are calculated based on your customer credit terms of Net 30.

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ITEM FOR DISCUSSION

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

Item	Adoption of Ordinance 24-07 Amending Chapter 14 of the Falcon Heights City Code to Incorporate and Establish Regulations for Registering Cannabis and Hemp Businesses
Description	Minnesota’s cannabis law, passed in 2023, established a regulatory framework for the state’s new cannabis industry. Minnesota is the 23rd state in the nation to legalize adult-use cannabis. The new law also created a new state office – the Office of Cannabis Management (OCM). Provisions of the law include: • Legalizing and limiting the possession of cannabis by people 21 and older • Providing for the licensing, inspection, and regulation of cannabis and hemp businesses • Establishing a license preference for social equity applicants • Requiring testing and labeling of cannabis and hemp products • Creating grants and loan programs to assist people entering the legal cannabis market The City of Falcon Heights currently has a moratorium on permitting cannabis businesses until January 2025. How are local governments involved? • Local governments serve as a near-final approval check on cannabis businesses nearing the awarding of a state license for operations. Once an applicant has been vetted by OCM and is selected for proceeding in the verification process, they are then required to receive the local government’s certification of zoning compliance and, if applicable, retail registration before operations may commence. • Local governments may issue a retail registration after verifying the business has a valid license or license preapproval issued by OCM and has paid a registration fee or renewal fee to the local government. • Local governments may not issue outright bans on cannabis businesses or limit operations in a manner beyond what is provided by state law.

	The attached ordinance is a registration ordinance for cannabis businesses wanting to locate in Falcon Heights. This would allow for only one business in the City at a time, City registration would be required upon licensing by the Office of Cannabis Management, and the businesses would be subject to compliance checks at least once per year. This ordinance also sets out the violations and penalties for violating the ordinance.
Budget Impact	None.
Attachment(s)	• Ordinance 24-07 Amending Chapter 14 of the Falcon Heights City Code to Incorporate and Establish Regulations for Registering Cannabis and Hemp Businesses • Summary Ordinance 24-07 Amending Chapter 14 of the Falcon Heights City Code to Incorporate and Establish Regulations for Registering Cannabis and Hemp Businesses
Action(s) Requested	Staff requests City Council discuss the drafted ordinance and recommends the following motion: 1) Motion to adopt Ordinance 24-07 and Summary Ordinance 24-07 Amending Chapter 14 of the Falcon Heights City Code to Incorporate and Establish Regulations for Registering Cannabis and Hemp Businesses

ORDINANCE NO. 24-07

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

**AN ORDINANCE AMENDING CHAPTER 14 OF THE FALCON HEIGHTS CITY
CODE TO INCORPORATE AND ESTABLISH REGULATIONS FOR REGISTERING
CANNABIS AND HEMP BUSINESSES**

THE CITY COUNCIL OF FALCON HEIGHTS ORDAINS:

SECTION I. Chapter 14 of the City Code of Falcon Heights, Minnesota, is hereby amended to add Article X as follows:

ARTICLE X – Cannabis and Hemp Businesses

Sec. 14-313 – Findings

The City Council make the following findings regarding the establishment, operations, and sales of cannabis retailers and lower-potency hemp edible retailers located in the City of Falcon Heights:

- (1) A local regulatory system for cannabis retailers is appropriate and not unduly burdensome to ensure that retailers comply with the cannabis laws and business standards of the city to protect the health, safety, and welfare of our youth and most vulnerable residents; and
- (2) The City of Falcon Heights has a substantial interest in promoting compliance with state and local laws intended to regulate cannabis sales and use, and in promoting compliance with laws prohibiting sales of cannabis and cannabis products to underage persons; and
- (3) The rapid introduction of cannabinoid products presents a significant potential threat to the public health, safety, and welfare of the general public and can interfere with brain development in youth and adolescents according to the U.S. Surgeon General.

Sec. 14-314 – Authority and Jurisdiction

The City Council is authorized to adopt this Ordinance by Minnesota Statutes sections 144.417, subd. 4(a), 145A.05, subd. 9, 412.221, 152.0263, subd. 5, Chapter 342, Chapter 412, and any other applicable state law, as may be adopted or amended from time to time.

Sec. 14-315 – Definitions

Except as otherwise provided or clearly implied by context, all terms are defined as in Minn. Stat. § 342.01 or given their commonly accepted definitions. For this ordinance, the following definitions apply unless the context clearly indicates or requires a different meaning:

Advertisement means any written or oral statement, illustration, or depiction that is intended to promote sales of approved products or sales at a specific cannabis business or hemp business and includes any newspaper, radio, internet and electronic media, or television promotion; the distribution of flyers and circulars; and the display of window and interior signs in a cannabis business. “Advertisement” does not include a fixed outdoor sign that meets the requirements in Minn. Stat. § 342.64, subd. 2, paragraph (b) as amended from time to time.

Approved products means any cannabis plants, cannabis flower, cannabis products, artificially derived cannabinoids, and lower-potency hemp edibles that are a product category approved by the Office of Cannabis Management and that comply with Chapter 342 and rules adopted pursuant to Chapter 342 regarding the testing, packaging, and labeling of cannabis plants, cannabis flower, cannabis products, artificially derived cannabinoids, and lower-potency hemp edibles. “Approved products” does not include medical cannabinoid products, as defined in Minn. Stat. Ch. 342.

Child-resistant means packaging that meets the poison prevention packaging standards in Code of Federal Regulations, title 16, section 1700.15.

Compliance checks means the system the city uses to investigate and ensure that those retail establishments authorized to sell approved products and medical cannabinoid products are following and complying with age verification requirements and the requirements of this ordinance. Compliance checks may also be conducted by the city or other units of government for educational, research, and training persons or for investigating or enforcing state or local laws and regulations relating to approved products.

Delivery sale means the sale of any approved products and medical cannabinoid products to any person for personal consumption and not for resale when the sale is conducted by any means other than an in-person, over-the-counter sales transaction in a registered retail establishment. Delivery sale includes, but is not limited to, the sale of any approved product and medical cannabinoid product when the sale is conducted by telephone, other voice transmission, mail, the internet, or app-based service. Delivery sale includes delivery by registered retail establishments or third parties by any means, including curbside pickup.

Electronic delivery device means any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. Electronic delivery device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, or under any other product name or descriptor. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device does not include any nicotine cessation product that has been authorized by the U.S. Food and Drug Administration to be marketed and for sale as “drugs,” “devices,” or “combination products,” as defined in the Federal Food, Drug, and Cosmetic Act.

Flavored product means any cannabis flower, cannabis product, hemp-derived consumer product or medical cannabinoid product intended to be inhaled as smoke, aerosol, or vapor from the product that: (1) contains any added artificial, synthetic, or natural flavoring, either in the

product itself or in its components or parts; (2) presents any descriptor or depiction of flavor that would imply to an ordinary person that the product contains flavors other than the natural taste or smell of cannabis; (3) imparts a taste or smell, other than the taste or smell of cannabis, that is distinguishable by an ordinary consumer prior to or during the consumption of the product; or (4) imparts a cooling, a burning, a numbing, or another sensation distinguishable by an ordinary consumer to impart a flavor other than cannabis either prior to or during the consumption of the product.

Lower-potency hemp edible means any product that:

- (1) Is intended to be eaten or consumed as a beverage by humans;
- (2) Contains hemp concentrate or an artificially derived cannabinoid, in combination with food ingredients;
- (3) Is not a drug;
- (4) Consists of servings that contain no more than five milligrams of delta-9 tetrahydrocannabinol, 25 milligrams of cannabidiol, 25 milligrams of cannabigerol, or any combination of those cannabinoids that does not exceed the identified amounts;
- (5) Does not contain more than a combined total of 0.5 milligrams of all other cannabinoids per serving;
- (6) Does not contain an artificially derived cannabinoid other than delta-9 tetrahydrocannabinol;
- (7) Does not contain a cannabinoid derived from cannabis plants or cannabis flower; and
- (8) Is a type of product approved for sale by the office or is substantially similar to a product approved by the office, including but not limited to products that resemble nonalcoholic beverages, candy, and baked goods.

Lower-potency hemp edible retailer means any place of business with a preapproved license, license, or endorsement to sell lower-potency hemp edible products to the public from the Office of Cannabis Management and that has a lower-potency hemp edible retail registration from the City.

Medical cannabinoid product means (a) a product that:

- (1) Consists of or contains cannabis concentrate or hemp concentrate or is infused with cannabinoids, including but not limited to, artificially derived cannabinoids; and
- (2) Is provided to a patient enrolled in the registry program; a registered designated caregiver; or a parent, legal guardian, or spouse of an enrolled patient, by a cannabis retailer or medical cannabis retailer to treat or alleviate the symptoms of a qualifying medical condition.

A medical cannabinoid product must be in the form of: liquid, including but not limited to oil; pill; liquid or oil for use with a vaporized delivery method; water-soluble cannabinoid multiparticulate, including granules, powder, and sprinkles; orally dissolvable product, including lozenges, gum, mints, buccal tablets, and sublingual tablets; edible products in the form of

gummies and chews; topical formulation; or any allowable form or delivery method approved by the Office of Cannabis Management.

Medical cannabinoid product does not include adult-use cannabis products or hemp-derived consumer products.

Medical cannabis combination business means any business as described in Minn. Stat. §342.515, as amended from time to time.

Moveable place of business means any form of business that is operated out of a kiosk, truck, van, automobile, or other type of vehicle or transportable shelter and that is not a fixed address or other permanent type of structure licensed for over-the-counter sales transactions.

Pharmacy means a place of business at which prescription drugs are prepared, compounded, or dispensed by or under the supervision of a pharmacist and from which related clinical pharmacy services are delivered.

Registered cannabis retail business means any cannabis business with a preapproved license, license, or endorsement from the Office of Cannabis Management for retail sales of approved products or medical cannabinoid products and that has a retail registration from the City.

Registered retail establishment means registered cannabis retail businesses, medical cannabis combination businesses with retail sales, and lower-potency hemp edible retailers.

Retail establishment means any place of business where products are available for sale to the general public. “Retail establishment” includes, but is not limited to, grocery stores, tobacco product shops, convenience stores, liquor stores, gasoline service stations, bars, and restaurants.

Sale means any transfer of goods for money, trade, barter, or other consideration.

Sample means any approved products or medical cannabinoid products that are offered free of charge or for sale at a nominal cost.

Self-service display means the open display of approved products or medical cannabinoid products in a retail establishment in any manner where any person has access to the products without the assistance or intervention of the registered retail establishment or its employee and where a physical exchange of the products from the registered retail establishment or its employee is not required to access the products.

Smoking means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, cannabis, or other substance, whether natural or synthetic, that is intended for inhalation. Smoking also includes carrying or using an activated electronic delivery device. Smoking does not include the use of traditional, or sacred, tobacco used by an American Indian, Indigenous, and Alaska Native communities for spiritual or medicinal purposes.

True party of interest means any party with ownership or control over the business, as defined in Minn. Stat. § 342.185 subd. 1(g).

Vending machine means any mechanical, electric or electronic, or other type of device that dispenses products upon payment by any form by the person seeking to purchase the product.

Youth-oriented facility mean any facility with residents, customers, visitors, or inhabitants of which 25 percent or more are regularly under the age of 21 or that primarily sells, rents, or offers services or products that are consumed or used primarily by persons under the age of 21. Youth-oriented facilities includes, but is not limited to, schools, playgrounds, places of worship, recreation centers, and parks.

Sec. 14-316 – Registration and operation of registered retailers

- (a) *License required.* No person shall sell or offer to sell any approved product or medical cannabinoid product without first having obtained a license or retail endorsement to do so from the Office of Cannabis Management.
- (b) *Registration required.* No person shall sell or offer to sell any approved product or medical cannabinoid product without first being granted a registration by the city. Operating a retail establishment without first being granted a registration is a violation of this Ordinance and of Minn. Stat. § 342.22, subd. 5(e) and is subject to a civil penalty of up to \$2,000 per violation.
- (c) *Application.* An application for a registration to sell approved products and medical cannabinoid products must be made on a form provided by the city. The application must contain the full name of the applicant and any true parties of interest, the applicant's and true parties' residential and business addresses and telephone numbers, the name of the business for which the registration is sought, and any additional information the city deems necessary. Upon receipt of a completed application, the city will timely review the application. If an application is incomplete, it will be returned to the applicant with notice of the information necessary to make the application complete.
- (d) *Action.* The city shall review the application for conformance with this ordinance and all applicable state and local laws and rules, including, but not limited to, compliance with local zoning code, building code, and fire code. The city may approve or deny the application for a registration, or it may delay action for a reasonable period of time to complete any investigation of the application or the applicant deemed necessary. If the city approves the application, the city will issue the registration to the applicant. If the city denies the application, notice of the denial will be given to the applicant along with notice of the applicant's right to appeal the decision.
- (e) *Term.* All registrations issued are valid for one calendar year from the date of issue.
- (f) *Revocation or suspension.* Any registration issued may be suspended or revoked following the procedure set forth in Sec. 14-323(a) of this ordinance.
- (g) *Transfers.* All registrations issued are valid only on the premises for which the registration was issued and only for the person to whom the registration was issued. The transfer of any registration to another location or person is prohibited.
- (h) *Display.* All registrations must be posted and displayed at all times at the registered retail establishment or medical cannabis combination business in plain view of the general public.

- (i) *Renewals.* The renewal of a registration issued under this Ordinance will be handled in the same manner as the original application. The request for a renewal must be made at least 30 days, but no more than 60 days, before the expiration of the current registration.
- (j) *Issuance is privilege and not a right.* The issuance of a registration is a privilege and does not entitle the registration holder to an automatic renewal of the registration.
- (k) *Maximum number of cannabis retailer registrations.* The City shall issue a registration to no more than one cannabis retailer, cannabis microbusiness with a retail endorsement, or cannabis mezzobusiness with a retail endorsement. When the maximum number of registrations for these license types has been issued, the city may place persons seeking registration on a waiting list and allow them to apply on a first-come, first-served basis, as registrations are not renewed or are revoked. This maximum number of registrations does not apply to businesses with lower-potency hemp edible retailer registrations.

Sec. 14-317 – Fees

No registration will be issued under this ordinance until the appropriate registration fees are paid in full. The annual fee for the initial registration and renewal registrations for a cannabis business with a cannabis retail operations license or endorsement or lower-potency hemp edible retail operations license shall be established in the City Fee Schedule. The initial registration fee shall include the initial retail registration fee and the first annual renewal fee. Subsequent renewal fees shall be charge at the time of the second renewal and each subsequent renewal thereafter.

Sec. 14-318 – Basis for Denial of Registration

- (a) An initial application for registration or a renewal of registration with the city will be denied if:
 - (1) The applicant is under 21 years of age;
 - (2) The applicant does not have a valid retail license, preapproved license, or retail endorsement from the Office of Cannabis Management;
 - (3) The applicant fails to provide any piece of information required on the licensing application, or provides false or misleading information;
 - (4) The applicant is prohibited by state, or local, law, ordinance, or other regulation from holding a registration; or
 - (5) There are no available registrations under Sec. 14-316(k) for the type of business applying; or
- (b) If a registration is mistakenly issued or renewed to any person, it will be revoked upon the discovery of ineligibility for registration under this ordinance or state or other local law, ordinance, or other regulation. Any revocation will comply with the requirements of Minn. Stat. § 342.22, subd. 5, as amended from time to time.

Sec. 14-319 – Prohibited Sales and Other Restrictions

- (a) *In general.* In addition to the prohibitions and restrictions set forth under Minn. Stat. § 342.46, subd. 7, and Minn. Stat. § 342.27, subd. 12, no registered cannabis retailer,

lower-potency hemp edible retailer, or medical cannabis combination business shall sell or offer to sell any approved product or medical cannabinoid product:

- (1) By means of any type of vending machine.
 - (2) All approved products and medical cannabinoid products, including lower-potency hemp beverages, must be stored in a locked case behind the sales counter, in a storage unit, or in another area not freely accessible by the general public. This does not prohibit registered cannabis retailers from displaying single product samples pursuant to Minn. Stat. § 342.27, subd. 5.
 - (3) At a moveable place of business. Only fixed location businesses may sell approved products and medical cannabinoid products.
 - (4) That do not comply with the packaging and labeling required under Minn. Stat. §§ 342.62 and 342.63 as may be amended from time to time, except that:
 - a. No lower-potency hemp edible beverage may be sold outside of its original packaging; and,
 - b. No lower-potency hemp edible product may be sold that does not indicate a single serving by scoring or use of another indicator that appears on the product. If it is not possible to indicate a single serving by scoring or use of another indicator that appears on the product, the lower-potency hemp edible may not be packaged in a manner that includes more than a single serving in each container.
 - (5) By means of delivery sales except by a state-licensed Cannabis Delivery Service. All sales of approved products and medical cannabinoid products must be conducted in person, in a registered retail establishment, in over-the counter sales transactions. This does not prohibit sale of medical cannabinoid products by medical cannabis combination businesses by curbside pick-up as allowed in Minn. Stat. § 342.42, subv. 5, or the operations of a Cannabis Delivery Service under Minn. Stat. § 342.42.
 - (6) By any other means, to any other person, or in any other manner or form prohibited by state or other local law, ordinance provision, or other regulation.
- (b) *Legal age.* No person shall sell any approved product to any person under the age of 21. Businesses licensed or endorsed to sell medical cannabinoid products may sell medical cannabinoid products to persons under age 21 who are enrolled in the medical registry program pursuant to Minn. Stat. § 342.24, subd. 1.
- (c) *Age verification.* Before any sale of approved products, the registered retail establishment must verify by means of government-issued photographic identification containing the bearer's date of birth that the purchaser is at least twenty-one (21) years of age. Businesses licensed or endorsed to sell medical cannabinoid products may allow admittance to persons under age 21 who are enrolled in the medical registry program for the sole purpose of purchasing medical cannabinoid products pursuant to Minn. Stat. § 342.24.
- (d) *Cannabis retailer distance restrictions.*
- (1) No registered cannabis retail business may be located within 300 feet of any primary and secondary school, measured from the property line of the school to the principal structure of the cannabis retail business.
 - (2) No registered cannabis retail business may be located within 300 feet of any daycare, residential treatment facility, or attraction within a public park that is

regularly used by minors, including a playground or athletic field, measured from the nearest property line of a daycare, residential treatment facility, or attraction within a public park that is regularly used by minors to the principal structure of the cannabis retail business.

- (3) This restriction does not apply to lower-potency hemp edible retailers.
- (e) *Cannabis retailer hours of operation.* Sales of approved products at a registered cannabis retail business are only allowed between the hours of 10 a.m. and 9 p.m. seven days per week and may not be open to the public or sell any other products at times when the business is prohibited from selling approved products. This restriction does not apply to lower-potency hemp edible retailers.
 - (f) *Minimum clerk age.* Individuals employed by a registered retail establishment and medical cannabis combination business must be at least 21 years of age to sell approved products and medical cannabinoid products.
 - (g) *Samples prohibited.* No samples of any approved products or medical cannabinoid products may be distributed free of charge or at a nominal cost. The distribution of approved products or medical cannabinoid products as a free donation is prohibited.
 - (h) *Smoking prohibited.* Smoking is prohibited within the indoor and outdoor area of any registered cannabis retail establishment, including patios, decks, porches, and any similar area related to the registered retail establishment.
 - (i) *On-site consumption prohibited.* No registered retail establishment may allow on-site consumption of lower-potency hemp edible products on the premises except where expressly permitted by State license.
 - (j) *Child-resistant packaging.* All sales of any approved products and medical cannabinoid products must be packaged in child-resistant packaging.
 - (k) *Advertising restrictions.* Registered retail establishments must follow all advertisement restrictions pursuant to Minn. Stat. § 342.64, as amended from time to time.
 - (l) *Products that are attractive to underage persons.* No person shall sell or offer for sale any approved products and medical cannabinoid products that are attractive to underage persons.
 - (m) *Coupon and price promotion.* No registered retail establishment may accept or redeem any coupon, price promotion, or other instrument or mechanism, whether in paper, digital, electronic, mobile, or any other form, that provides any approved products to a consumer at no cost or at a price that is less than the non-discounted, standard price listed by a retailer on the item or on any shelving, posting, advertising, or display at the location where the item is sold or offered for sale, including all applicable taxes. This provision does not apply to the sale of medical cannabinoid products.
 - (n) *Flavored product.* No person shall sell or offer for sale any flavored products indented to be inhaled as smoke, aerosol, or vapor.
 - (o) *Potency and amount per sale transaction.*
 - (1) Registered cannabis retail businesses may sell or offer for sale approved products that comply with potency limits in accordance with Minn. Stat. § 342.27, subd. 2, c, d, and e, as amended from time to time.
 - (2) Lower-potency hemp edible retailers and cannabis retailers may sell or offer to sale lower-potency hemp edible products that comply with potency limits in accordance with Minn. Stat. § 342.46, subd. 6, as amended from time to time.
 - (p) *Special events.* No on-site use of approved products is allowed at special events.

Sec. 14-320 – Compliance checks and inspections.

- (a) All registered retail establishments must be open to inspection by authorized city officials or their designees during regular business hours.
- (b) In accordance with Minn. Stat. § 342.22, subd. 4, city will conduct compliance checks of every retail establishment with a retail registration issued by the city. The checks will assess compliance with age verification requirements and all provisions of this ordinance.
- (c) From time to time, but at least once per year, the city must conduct compliance checks to ensure compliance with all provisions of this ordinance.
- (d) In accordance with state law, the city will conduct at least one annual compliance check that involves participation of a person at least 17 years of age, but under the age of 21, to enter the registered retail establishment to attempt to purchase approved products under the supervision of a law enforcement officer or an employee of the City. Prior written consent from a parent or guardian is required for any person under the age of 18 to participate in a compliance check.

Sec. 14-321 – Responsibility

All registered medical cannabis combination businesses, cannabis retail businesses, and lower-potency hemp edible retailers are responsible for the actions of their employees regarding the sale, offer to sell, and furnishing of approved products or medical cannabinoid products on the licensed and registered premises. The sale, offer to sell, or furnishing of any approved product or medical cannabinoid product by an employee will be considered an act of the registrant.

Sec. 14-322 – Defenses

It is an affirmative defense to a violation of this ordinance for a person to have reasonably relied on proof of age as described by state law.

Sec. 14-323 – Violations, penalties, and administrative hearings.

- (a) *Violations.*
 - (1) *Notice.* A person violating this ordinance may be issued, either personally or by mail, an administrative citation from the city that sets forth the alleged violation and informs the alleged violator of their right to a hearing on the matter and how and where a hearing may be requested, including a contact address and phone number.
 - (2) *Hearings.*
 - a. Upon issuance of a citation, a person accused of violating this ordinance may request in writing a hearing on the matter. Hearing requests must be made within 10 business days of the issuance of the citation and delivered to the City Administrator or other designated city officer. Failure to properly request a hearing within 10 business days of the issuance of the citation will terminate the person's right to a hearing.

- b. The City Administrator or other designated city officer will set the time and place for the hearing. Written notice of the hearing time and place will be mailed or delivered to the accused violator at least 10 business days prior to the hearing.
- (3) *Hearing officer.* The City Council will designate a hearing officer. The hearing officer will be an impartial employee of the city or an impartial person retained by the city to conduct the hearing.
- (4) *Decision.* A decision will be issued by the hearing officer within 10 business days of the hearing. If the hearing officer determines that a violation of this ordinance did occur, that decision, along with the hearing officer's reasons for finding a violation and the penalty to be imposed, will be recorded in writing, a copy of which will be provided to the city and the accused violator by in-person delivery or mail as soon as practicable. If the hearing officer finds that no violation occurred or finds grounds for not imposing any penalty, those findings will be recorded and a copy will be provided to the city and the acquitted accused violator by in-person delivery or mail as soon as practicable. The decision of the hearing officer is final, subject to an appeal as described in Sec. 14-323 (a)(6).
- (5) *Costs.* If the citation is upheld by the hearing officer, the city's actual expenses in holding the hearing up to a maximum of \$500.00 must be paid by the person requesting the hearing.
- (6) *Appeals.* Appeals of any decision made by the hearing officer must be filed in Ramsey County district court within 10 business days of the date of the decision.
- (7) *Continued violation.* Each violation, and every day in which a violation occurs or continues, will constitute a separate offense.
- (b) *Administrative Penalties*
 - (1) *Registrants.* Any registrant cited for violating this ordinance, or whose employee has violated this ordinance, will be charged an administrative fine of \$500.00 for a first violation; \$750.00 for a second offense at the same registered premises within a 24-month period; and \$250.00 for a third or subsequent offense at the same location within a 24-month period from the first violation. Upon the third violation, the registration will be suspended for a period of not less than 30 consecutive days and may be revoked. Upon a fourth violation within a 36-month period from the first violation, the registration will be revoked.
 - (2) *Registration suspension.* In accordance with Minn. Stat. § 342.22, subd. 5, the city will suspend the retail registration of any registered retail establishment for up to 30 days for violations of this ordinance or if the operation of the business poses an immediate threat to the health or safety of the public. The City shall immediately notify the Office of Cannabis Management, including a description of the grounds for the suspension.
 - (3) *Retail establishment operating without a registration.* Pursuant to Minn. Stat. § 342.22, subd. 5(3), any retail establishment found to be making or attempting to make any sales to a customer or patient without a valid retail registration will be charged a civil penalty of \$2,000 for each violation.
- (c) *Tobacco retail licenses.* In accordance with Minn. Stat. § 461.12, subd. 2a, a tobacco retail license will be suspended for no less than seven (7) days and may be revoked for

certain cannabis-related violations by the licensed tobacco retailer on the licensed premises.

- (d) *Statutory penalties.* If the administrative penalties for violations of this ordinance authorized to be imposed by Minn. Stat. Chapter 342, as amended from time to time, differ from those established in this ordinance, then the higher penalty will prevail.
- (e) *Complaints submitted to the Office of Cannabis Management.* In accordance with Minn. Stat. § 342.13 (h), any violations of this ordinance will be submitted as complaints to the Office of Cannabis Management.

Sec. 14-324 – Severability.

If any section or provision of this ordinance is held invalid, such invalidity will not affect other sections or provisions that can be given force and effect without the invalidated section or provision.

Sec. 14-325 – Effective date.

This ordinance becomes effective on the date of its publication, or upon the publication of a summary of the ordinance as provided by Minn. Stat. § 412.191, subd. 4, as amended from time to time.

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

ADOPTED this 11th day of December 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. 24-07

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

**AN ORDINANCE AMENDING CHAPTER 14 OF THE FALCON HEIGHTS CITY
CODE TO INCORPORATE AND ESTABLISH REGULATIONS FOR REGISTERING
CANNABIS AND HEMP BUSINESSES**

NOTICE IS HEREBY GIVEN that on December 11, 2024, Ordinance No. 24-07 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. 24-07, 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 and establishes regulations for registering cannabis and hemp businesses within the City of Falcon Heights.
- Establishes the basis for denial of registrations.
- Authorizes compliance checks by authorized city officials or their designees of cannabis and hemp businesses.
- Establishes violations and penalties for businesses out of compliance with these regulations.

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 December, 2024.

CITY OF FALCON HEIGHTS

BY:

Randall C. Gustafson, Mayor

ATTEST:

Jack Linehan, City Administrator

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ITEM FOR DISCUSSION

Meeting Date	December 11, 2024
Agenda Item	Policy H-2
Attachment	See below.
Submitted By	Hannah Lynch, Community Development Coordinator

Item	Adoption of Ordinance 24-08 Amending Chapter 113 of the Falcon Heights City Code Allowing and Establishing Regulations for Cannabis Retail Establishments
Description	Minnesota’s cannabis law, passed in 2023, established a regulatory framework for the state’s new cannabis industry. Minnesota is the 23rd state in the nation to legalize adult-use cannabis. The new law also created a new state office – the Office of Cannabis Management (OCM). Provisions of the law include: • Legalizing and limiting the possession of cannabis by people 21 and older • Providing for the licensing, inspection, and regulation of cannabis and hemp businesses • Establishing a license preference for social equity applicants • Requiring testing and labeling of cannabis and hemp products • Creating grants and loan programs to assist people entering the legal cannabis market The City of Falcon Heights currently has a moratorium on permitting cannabis businesses until January 2025. How are local governments involved? • Local governments serve as a near-final approval check on cannabis businesses nearing the awarding of a state license for operations. Once an applicant has been vetted by OCM and is selected for proceeding in the verification process, they are then required to receive the local government’s certification of zoning compliance and, if applicable, retail registration before operations may commence. • Local governments may issue a retail registration after verifying the business has a valid license or license preapproval issued by OCM and has paid a registration fee or renewal fee to the local government. • Local governments may not issue outright bans on cannabis businesses or limit operations in a manner beyond what is provided by state law.

	The attached ordinance is an update to the zoning chapter of City Code. This ordinance establishes the following requirements/restrictions: - Only one cannabis establishment registered in the City of Falcon Heights at a time. - No registered cannabis retail business may be located within 300' of any primary or secondary school, daycare, residential treatment facility, or attraction within a public park that is regularly used by minors, including a playground or athletic field. This is measured from the nearest property line to the principal structure of the cannabis retail business. - Sales of approved products at a registered retail business are only allowed between the hours of 10 am and 9 pm, seven days per week. - No on-site consumption of cannabis flower, cannabis products, or lower-potency hemp edible products on the premises unless expressly permitted to do so by the terms of its license from the State of Minnesota. <i>**The State of Minnesota may issue a license for a microbusiness. These would be potentially permitted by the State to allow on-site consumption, much like a brewery.</i> - No smoking within the indoor or outdoor of any registered cannabis retail establishment, including patios, decks, porches, or any similar area related to the registered retail establishment. - May not share a common entrance with a business licensed as a tobacco products shop. - All operations of the business must take place within an enclosed building. - No consumption of cannabis or cannabis products, including lower-potency hemp edibles or beverages, is permitted at any special event in the City of Falcon Heights. <i>**It should be noted that this will not include events at the State Fair or University of Minnesota.</i> - The establishment of retail cannabis businesses is only permitted in the B-3 zoning district. The Planning Commission held a public hearing on this drafted ordinance on November 26. Two comments from residents were read into the record as they were received via email before the hearing, and one resident was in attendance. All three were against cannabis businesses, however it was explained that as a city, we cannot issue a ban against these businesses.
Budget Impact	None.
Attachment(s)	• Ordinance 24-08 Amending Chapter 113 of the Falcon Heights City Code Allowing and Establishing Regulations for Cannabis Retail Establishments

	Summary Ordinance 24-08 Amending Chapter 113 of the Falcon Heights City Code Allowing and Establishing Regulations for Cannabis Retail Establishments
Action(s) Requested	Staff requests City Council discuss the drafted ordinance and recommends the following motion: 1) Motion to adopt Ordinance 24-08 and Summary Ordinance 24-08 Amending Chapter 113 of the Falcon Heights City Code Allowing and Establishing Regulations for Cannabis Retail Establishments

ORDINANCE NO. 24-08

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

**AN ORDINANCE AMENDING CHAPTER 113 OF THE FALCON HEIGHTS CITY
CODE ALLOWING AND ESTABLISHING REGULATIONS FOR CANNABIS RETAIL
ESTABLISHMENTS**

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):

Cannabis retail establishment means a cannabis business with a license or endorsement authorizing the retail sale of cannabis flower, cannabis plants, or cannabis products.

Lower-Potency Hemp Edible Retailer has the meaning as established in Minnesota Statutes Chapter 342, as amended.

Special event means any temporary, outdoor privately-sponsored event open to the general public and held on privately owned property. ~~except:~~ Special events including cannabis events licensed under Minnesota Statutes Chapter 342 regardless of size, but do not include:

- (1) Any permanent place of worship, stadium, athletic field, arena, theater, auditorium;
- (2) Any event conducted on the campus of the University of Minnesota or the grounds of the Minnesota State Fair;
- (3) Special events or activities sponsored by the city;
- (4) Family gatherings, including family reunions, graduation parties, baptisms, confirmations, weddings, wedding receptions, funerals and funeral processions;
- (5) Garage sales and residential boutique sales as regulated in section 113-174;
- (6) Block parties and neighborhood meetings;
- (7) Any event attended by fewer than 150 persons at one time which does not require any special services and does not involve the sale of alcohol;
- (8) Any event that is otherwise regulated by the city through the use of another regulatory manner, such as an interim use permit or conditional use permit; and
- (9) The use of traditional public forums as alternative channels of communication by the public, provided that such use is for the free exercise of constitutionally protected activities and does not disrupt or interfere with traffic on public streets or the use of public places by other members of the public.

SECTION II. Section 113-179(c) of the City Code of Falcon Heights, Minnesota, is hereby amended to add new subsections (36) and (37) to read as follows (Deletions are shown with a strikethrough. Additions are underlined):

(36) Cannabis retail establishment, subject to additional standards as specified in section 113-255.

(37) Lower-potency hemp edible retail, subject to additional standards as specified in section 113-255.

SECTION III. Section 113-255 of the City Code of Falcon Heights, Minnesota is hereby added to read as follows (Deletions are shown with a strikethrough. Additions are underlined):

Sec. 113-255 – Cannabis or hemp retail establishments.

A cannabis business with a license or endorsement authorizing the retail sale or any lower-potency hemp edible retailer must meet the following requirements and all requirements as outlined in Chapter 14, Article X:

- (1) No individual or entity may operate a state-licensed cannabis retail business within the City of Falcon heights without first registering with the City of Falcon Heights. See Chapter 14, Article X for requirements.
- (2) Only one cannabis retailer, cannabis microbusiness with a retail endorsement, or cannabis mezzobusiness with a retail endorsement shall be permitted in the City of Falcon Heights at a time.
- (3) Cannabis retailer distance restrictions.
 - a. No registered cannabis retail business may be located within 300 feet of any primary and secondary school, measured from the property line of the school to the principal structure of the cannabis retail business.
 - b. No registered cannabis retail business may be located within 300 feet of any daycare, residential treatment facility, or attraction within a public park that is regularly used by minors, including a playground or athletic field, measured from the nearest property line of a daycare, residential treatment facility, or attraction within a public park that is regularly used by minors to the principal structure of the cannabis retail business.
 - c. This restriction does not apply to lower-potency hemp edible retailers.
- (4) Sales of approved products at a registered cannabis retail business are only allowed between the hours of 10 a.m. and 9 p.m. seven days per week.
- (5) No registered retail establishment may allow on-site consumption of cannabis flower, cannabis products, or lower-potency hemp edible products on the premises unless expressly permitted to do so by the terms of its license from the State of Minnesota.
- (6) Smoking is prohibited within the indoor and outdoor area of any registered cannabis retail establishment, including patios, decks, porches, and any similar

- area related to the registered retail establishment.
- (7) A cannabis retail establishment is prohibited from sharing a common entrance with a business licensed as a tobacco products shop.
- (8) All operations of the business shall take place within an enclosed building.

SECTION IV. Section 113-315(r)(14) 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. Retail, including cannabis retail establishments and lower-potency edible hemp retailers. One space for each 150 square feet of gross floor area.

SECTION V. Section 113-402 of the City Code of Falcon Heights, Minnesota is hereby amended to add a new subsection (6) to read as follows (Deletions are shown with a strikethrough. Additions are underlined):

- (6) Cannabis consumption. The on-site consumption of cannabis or cannabis products, including lower-potency hemp edibles or beverages, is prohibited at all special events.

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

ADOPTED this 11th day of December 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. 24-08

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

**AN ORDINANCE AMENDING CHAPTER 113 OF THE FALCON HEIGHTS CITY
CODE ALLOWING AND ESTABLISHING REGULATIONS FOR CANNABIS RETAIL
ESTABLISHMENTS**

NOTICE IS HEREBY GIVEN that on December 11, 2024, Ordinance No. 24-08 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. 24-08, 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 and establishes regulations for cannabis retail establishments in the City of Falcon Heights.
- Limits the number of cannabis retail establishments in the City of Falcon Heights to one.
- Permits cannabis retail establishments in the B-3 zoning district in the City of Falcon Heights only.
- Establishments permitted hours of operations for cannabis retail businesses.
- Sets a 300' minimum distance for cannabis retail establishments from primary and secondary schools, daycares, residential treatment facilities, and attractions within public parks that are regularly used by minors.
- Restricts smoking inside and outside of cannabis retail establishments.
- Other restrictions as outlined in City Code.

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 December, 2024.

CITY OF FALCON HEIGHTS

BY: _____
Randall C. Gustafson, Mayor

ATTEST:

Jack Linehan, City Administrator

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ITEM FOR DISCUSSION

Meeting Date	December 11, 2024
Agenda Item	Policy H3
Attachment	Work Proposal
Submitted By	Colin Callahan Public Works Director

Item	Authorization of Service Order with Forest Lake Contracting Not to Exceed \$8,500 for Emergency Repair of Six Street Lights in the University Grove Neighborhood
Description	In early December, a resident notified city staff that the street lights along the North side of Hoyt, from Coffman St. to Cleveland Ave. were not working. It was determined that the copper wires were cut and stolen. The City has a maintenance agreement for these lights with the City of St. Paul, where we reimburse them to maintain these lights. Unfortunately, St. Paul has a significant backlog of repairs and will not be able to replace the lights until late Spring/early Summer. Forest Lake Contracting has submitted a proposal for work to be performed to fix the street lights for \$8,500. This work includes the reinforcement of the copper wire in a conduit sleeve to protect the copper from future theft, as well as the replacement of the high-pressure sodium bulbs to LED bulbs, which will save energy costs.
Budget Impact	This is an unbudgeted expense estimated at \$8,500. The City has funds available in equipment repair budgets to make these emergency repairs.
Attachment(s)	• Work Proposal
Action(s) Requested	Staff recommends the Falcon Heights City Council approve the request for funding to make emergency repairs to the street lights on Hoyt.



14777 Lake Drive
Forest Lake, MN 55025

PH: (651) 464-4500

FAX: (651) 464-4722

PROPOSAL SUBMITTED TO WORK TO BE PERFORMED AT

NAME City of Falcon Heights:
ADDRESS 2077 Larpenteur Ave W.
CITY Falcon Heights STATE MN. ZIP 55113
PHONE 612 366 2307
DATE 12/11/24

NAME Hoyt Ave
ADDRESS
CITY Falcon Heights STATE MN. ZIP 55113

PROPOSAL TO DO THE FOLLOWING WORK

Install new wire on the north side of Hoyt Ave between Cleveland & Coffman St.
Add conduit from base of pole to the fixtures to help prevent access to wire.
Splicing will take place at the fixture location at the top of the light pole.

The cost of this work will be \$8,500.00

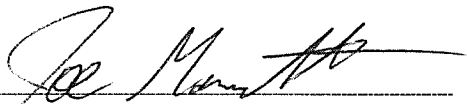
If conduits are not accessible due to ice or other obstructions, FLC will
Contact The City with other options and means to get the lighting completed.

**ACCEPTANCE OF PROPOSAL
PAYMENT TO BE MADE AS FOLLOWS 30 DAYS NET.**

A 1.5% per month interest fee shall be charged on any balance 30 days past due.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS
ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU
ARE AUTHORIZED TO COMPLETE THIS CONTRACT AS
SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.



AUTHORIZED SIGNATURE
Joe Monette

COMPANY

AUTHORIZED SIGNATURE

DATE OF ACCEPTANCE

AN AFFIRMATIVE ACTION, EQUAL OPPORTUNITY EMPLOYER