

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

AGENDA
March 26, 2025 at 7:00 P.M.

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

MIELKE ____ WASSENBERG____

STAFF PRESENT: LINEHAN____
- C. APPROVAL OF AGENDA
- D. PRESENTATION
 - 1. NineNorth Update – Executive Director Jeff Ongstad
- E. APPROVAL OF MINUTES:
 - 1. February 26, 2025 City Council Meeting Minutes
- F. PUBLIC HEARINGS:
 - 1. E-Meter Consideration – Presentation from the State Fair Task Force
- G. CONSENT AGENDA:
 - 1. General Disbursements through 3/18/25: \$480,866.02
Payroll through 3/9/25: \$24,646.85
Wire Payments through 3/9/25: \$15,729.80
 - 2. Approval of Resolution 25-26 Authorizing the Removal of Amy Christiansen from the Environment Commission
 - 3. Reappointment of John Pellegrini to the Environment Commission for a Second Term
- H: POLICY ITEMS:
 - 1. Approval of Resolution 25-27 Supporting Legislation Expanding the Ramsey County Housing And Redevelopment Authority to Include Economic Development Agency Powers
 - 2. Approval of Resolution 25-28 Authorizing Letter of Support for the Equal Access to Broadband Act
 - 3. Approval of Resolution 25-29 Accepting Proposal from iWorQ to Include Payment Processing from Payroc as the City’s Payment Processor
- 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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Meeting Date	March 26, 2025
Agenda Item	Presentation D1
Attachment	Facts Sheet
Submitted By	Jack Linehan, City Administrator

Item	NineNorth (NSAC/CTV) Presentation
Description	North Suburban Access Corporation (NSAC) provides professional and technical services to the City of Falcon Heights. Executive Director, Jeff Ongstad, will present an update on the organization's recent activity.
Budget Impact	N/A
Attachment(s)	Facts Sheet
Action(s) Requested	No action is requested from the Council for this informational item.



Fact Sheet

Falcon Heights City Council Meeting

3/26/2025

General Information

-  Falcon Heights is part of a 9 City Joint Powers Agreement in the northern suburbs.
-  The 9 cities include Arden Hills, Falcon Heights, Lauderdale, Little Canada, Mounds View, New Brighton, North Oaks, Roseville, and St. Anthony.
-  This JPA operates the North Suburban Communications Commission and the North Suburban Access Corporation.
-  The NSCC handles such matters as Cable Franchise Renewal, Cable Complaints, and Cable Franchise Oversight.
-  The NSCC is funded by a portion of each city's Cable Franchise Fees.
-  The NSAC handles the production of programs, meetings, videos, and distribution of that content.
-  The NSAC is funded by Cable PEG fees as well as earned income.
-  The NSAC, formally known as CTV, now does business as NineNorth.
-  Both are governed by the same board with an appointed member from each city.
-  Your member is Councilperson Paula Meilke.
-  Both also have the same Executive Director, Jeff Ongstad.
-  The NineNorth Studios are located in Roseville at 2670 Arthur Street.
-  NineNorth's website is www.ninenorth.org.

NineNorth and Falcon Heights

-  NineNorth operates 3 HD channels and 4 SD channels in Falcon Heights on Comcast Cable.
-  They are NineNorth (HD 859, SD 15), NineNorth Sports (HD 799, SD 14), NineNorth Government Falcon Heights (HD 798, SD 16), and NineNorth Access (SD 19).

- 🔹 NineNorth airs over a thousand hours of local programming per year.
- 🔹 Of that number, 58 are directly focused on Falcon Heights.
- 🔹 NineNorth provides production of all Falcon Heights City Meetings. This totaled 30 meetings in 2024 alone.
- 🔹 We also cover major Falcon Heights events such as the Falcon Heights Spring Together, the Falcon Heights Fall Fest, and numerous other events.
- 🔹 We produce Candidate Forums for Mayor and Council races, along with applicable State House and Senate races.
- 🔹 We offer Candidate Speak Outs, where candidates can let their views be known.
- 🔹 We also produce “Spotlight” stories on people, places, history, and events in our 9 cities including 8 stories focusing on Falcon Heights in the last year.
- 🔹 Overall, we have had a 500% increase in our production of “Spotlight” stories in the last year.
- 🔹 NineNorth also does facility assessments for Falcon Heights facilities, offering suggestions on equipment upgrades and facility efficiency.

🔹 **2025 and Beyond**

- 🔹 As part of NineNorth’s Objectives and Goals for 2025, we are anticipating another 50% increase in our coverage of community and civic events for Falcon Heights and the other member cities.
- 🔹 In addition to expanding our public digital newsletter, we are adding a “City Staff/Officials” newsletter to better inform City Staff and Officials on what we’re doing and how we can help.
- 🔹 We’re also expanding our presence at community events over the spring and summer, by not only covering the events, but participating in the event with a booth or table.
- 🔹 We’ve recently updated our studios to 4K with a new production switcher and cameras. This will give us increased capabilities to serve our member cities better.
- 🔹 We are actively using and testing AI tools to expand our capabilities, and to speed up our production workflow to produce even more content.
- 🔹 If you’d like a tour of our facility or you have any questions, call me at 651-792-7512 or e-mail me at jongstad@ninenorth.org.

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

AGENDA - **Amended**
MINUTES

February 26, 2025, at 7:00 P.M.

- A. CALL TO ORDER: 7:00 PM
- B. ROLL CALL: GUSTAFSON_X___ LEEHY___ MEYER_X___
MIELKE_X___ WASSENBERG_X___

STAFF PRESENT: LINEHAN_X___

- C. APPROVAL OF AGENDA

Mayor Gustafson points out the amendment to the agenda because of the addition of Policy Item 3. Linehan apologizes for the last-minute amendment, staff only received notice about the requirement that day.

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

- D. PRESENTATION

- E. APPROVAL OF MINUTES:
1. February 5, 2025 City Council Workshop Meeting Minutes

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

- F. PUBLIC HEARINGS:

- G. CONSENT AGENDA:
1. General Disbursements through 2/20/25: \$264,932.13
Payroll through 2/9/25: \$24,905.08
Wire Payments through 2/9/25: \$15,822.65
 2. Approval of City Licenses
 3. Approval of Resolution 25-13 Supporting the Application to Request Grant Funds Through the Department of Natural Resources
 4. Approval of Resolution 25-14 Appointing Jeremy Hallowanger to the Planning Commission
 5. Authorization to Close Fund 316 – Series 2017A Debt Service Fund and Transfer Remaining Funds to Remaining Debt Service Funds

H: POLICY ITEMS:

1. Approval of Resolution 25-15 Authorizing the Call of the Outstanding General Obligation Improvement Bond, Series 2023A

Linehan explains that this obligation bond was taken out in 2023. With the closure of the Series 2017A bond, the remaining balance from this bond can be used toward the Series 2023A bond. With the funds that are remaining in the Capital Fund, the city can pay off this 2023 bond. This is the highest interest bond, but it is callable and can be paid off early, saving the city money. Starting in 2026, both bonds will be removed, and in return, the debt service levy. Linehan adds that the city will go out for additional bonds for the 2025 street project and the community park renovation project. The strategy behind this is to avoid big spikes in the city's debt service levy and keep it balanced.

City staff and Council discuss the debt management strategy with Taft and Ehler, the city's financial partners.

Wassenberg points out that funds will remain in the Series 2023A bond and wonders what will happen with that. Linehan explains the fund will remain open.

Councilmember Meyer motions to approve Resolution 25-15 Authorizing the Call of the Outstanding General Obligation Improvement Bond, Series 2023A;
Approved 4-0

2. Approval of Resolution 25-16 Approving Plans and Specifications and Ordering Advertisement for Bids for the 2025 Pavement Management Project

Linehan explains that following the approval of the project after the public hearing on January 22, the City Council is requested to approve plans and specifications and authorize the advertisement for bids. He points out some minor changes to the plans related to stormwater improvements in Falcon Woods. The bid opening is scheduled for March 20th at Falcon Heights City Hall. Roseville Engineering oversees the bid process through their online software.

Councilmember Mielke motions to approve Resolution 25-16 Approving Plans and Specifications and Ordering Advertisement for Bids for the 2025 Pavement Management Project;
Approved 4-0

3. Approval of Resolution 24-17 Authorizing the City Administrator to Apply for a Stormwater Management Permit with the Rice Creek Watershed District for the Community Park Renovation

Linehan apologizes for the last-minute addition; city staff was only notified this day of this stormwater permit requirement, and there is a tight deadline. Typically, RCWD waives permit fees for municipal applicants; however, if fees are not waived, the cost will go above the administrator's spending authority.

The council discusses which Watershed District the Community Park area belongs to.

Councilmember Wassenberg motions to approve 24-17 Authorizing the City Administrator to Apply for a Stormwater Management Permit with the Rice Creek Watershed District for the Community Park Renovation;
Approved 4-0

I. INFORMATION/ ANNOUNCEMENTS:

Mielke explains that the State Fair Task Force met the prior week. She also attended the NineNorth board meeting and the League of Minnesota Cities' Elected Leaders Institute. Lastly, Mielke also visited the picnic shelter at St. Louis Park, which is by the same vendor Falcon Heights has selected for Community Park, and blessed Ramadan to all Falcon Heights families.

Gustafson also attended the League of Minnesota Cities' Elected Leaders Institute. Next week, council members will attend LMC's Day on the Hill, where they will meet with state representatives about local priorities.

The council is excited to see the police transition that will take place on March 1, 2025, to St. Anthony Police Department.

Linehan explains that everything on the backend is set up for the official transition to St. Anthony Police Department. To clarify, SAPD will respond to all calls for service 24/7. They will actively patrol starting at 8 hours per day. The sub-station at Falcon Heights is almost completed. Lastly, SAPD is confident with their staffing and hiring progress. The spring newsletter is finished and will arrive in residents' mailboxes shortly. Staff had a 50% review meeting with consultants regarding the Community Park plans. Plans for the shelter will be brought to the Council soon. Lastly, the speed trailer is up and running again, collecting traffic data.

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: 7:31 PM

Councilmember Meyer motions to adjourn;
Approved 4-0

Randall C. Gustafson, Mayor

Dated this 26th day of March, 2025

Jack Linehan, City Administrator

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Meeting Date	March 26, 2025
Agenda Item	F1
Attachment	• SFTF Presentation, ParkMobile Presentation, FAQs, Ordinance, Summary Ordinance, Resolution 25-25
Submitted By	Jack Linehan, City Administrator

Item	ParkMobile / E-Meter Ordinance
Description	Members of the State Fair Task Force identified that the city of Falcon Heights provides approximately 800-1,000 free parking spots at any given time to visitors of the Minnesota State Fair. For decades, residents have struggled with the growing impact of the Minnesota State Fair on the city’s infrastructure and public services. As indicated in our post-Fair surveys, the primary issue for residents during the State Fair is parking. There is a desire to find a solution to improve parking and to compensate – or at the very least, reimburse – residents for the impact the growth of the Fair has had on the quality of life of neighbors. The City met with representatives from ParkMobile in late 2024 to discuss a mobile parking app solution to help resolve some of our challenges. ParkMobile has active contracts with the cities of Minneapolis, Rochester, Wayzata and St. Cloud in Minnesota, and is the third largest parking app nationwide behind Google Maps and Waze. Essentially, ParkMobile operates like parking meters, but without the need for a meter or payment kiosk. If adopted, the City would designate each parkable block as a “zone” – i.e. 1400 block of Idaho may become zone 35421. ParkMobile would provide all signage, and visitors would pay via app, website, text, or by phone to park. There is no setup fee. ParkMobile would charge approximately 20% per transaction on a \$25 e-meter fee, with the City netting approximately \$20. Funds raised by pay-for-street parking would be used primarily two ways: 1) Increased parking enforcement. With a direct funding source, the City would hire additional staff, designated as “Parking Ambassadors” to free up law enforcement to focus on more serious public safety matters. These Parking Ambassadors would also add additional presence in the neighborhoods most impacted by the State Fair. 2) Dedicated street funding. The funds raised by this program could be directly invested in our streets and infrastructure. Doing so would reduce the tax burden our residents face when paying for streets that visitors use without taxes going to the City.

	The City Council and the State Fair Task Force have been reviewing proposals and plans. At the February 19th State Fair Task Force meeting, a recommendation was made to recommend approval of a program. The City Council and State Fair Task Force additionally met during a special joint workshop of March 12th to refine the recommendation. Members of the State Fair Task Force will present an overview of the recommendations prior to the public hearing is opened.
Budget Impact	Initial estimates on the budget impact would be approximately an additional \$100,000 to \$200,000 annually. If approved, staff will likely later recommend a budget amendment to create a special revenue fund to record revenues/expenditures for the program.
Attachment(s)	• State Fair Task Force Presentation • ParkMobile Presentation • FAQs • Ordinance 25-01 • Summary Ordinance 25-01 • Resolution 25-25
Action(s) Requested	Staff would recommend the City Council conduct a public hearing to listen to the concerns or advice of the community. Following the public hearing, two actions could be considered: 1. Adoption of Ordinance 25-01, modifying City Code to include Sec. 46-29 Establishment of Parking Zones using electronic payment systems (e-meters) 2. Approval of Resolution 25-25 Authorizing the City Administrator to negotiate and finalize a contract with ParkMobile as the City's authorized e-meter and merchant of record vendor for parking zones.

Millions of people go to the MN State Fair



Many will drive
They need a place to park

State Fair Task Force: e-meter parking

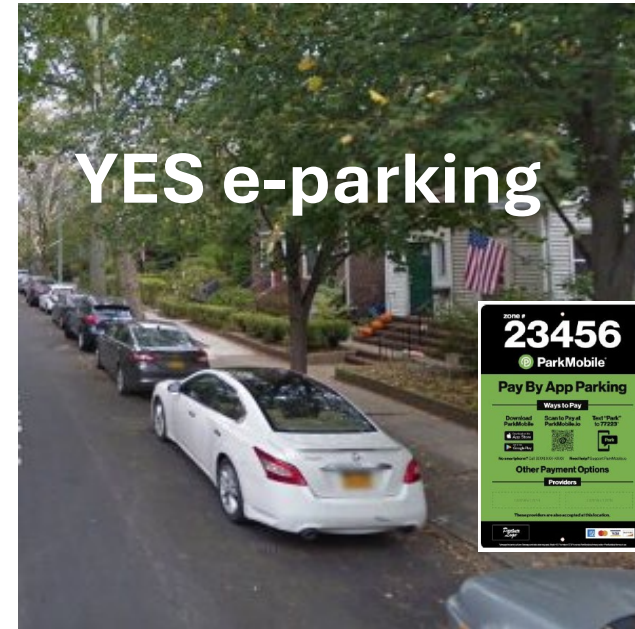
- **Chair 2024:** Mona McGarthwaite
- **Vice Chair 2024:** Nicole Porter
- **Secretary:** Jennifer Johnson
- **Members:** Ross Allard, Tom Brace, Rice' Davis, Alice Hausman, Georgiana May, Jennifer Paulus, Tom Prather
- **Staff Liaison:** Jack Linehan
- **Council Liaison:** Paula Mielke

Rationale for e-meter parking program



Streets full of parked cars

Wear and tear on streets,
Expense of porta-potties,
extra police and staff time.



Streets full of parked cars

\$100 – 200,000 *new* revenue
Improved parking compliance
Parking Ambassadors

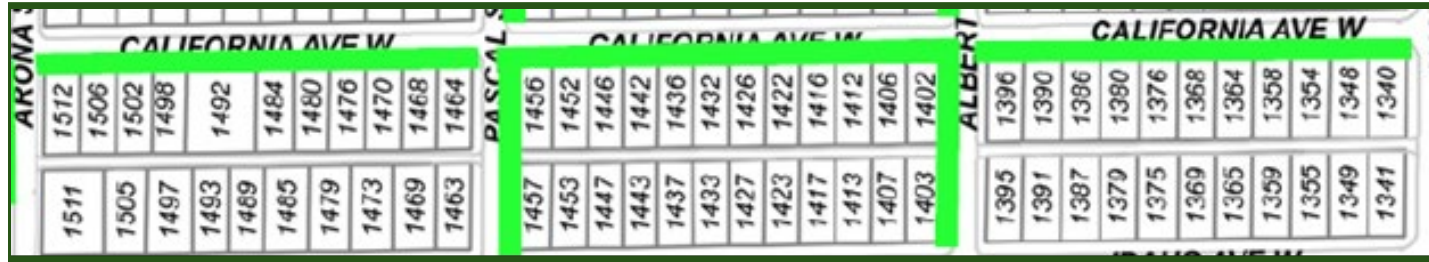
We get:

Overview: e-meter parking program

Zone 23456

Zone 23457

Zone 23458



Overview: e-meter parking program



- Each *household* in affected areas may obtain one resident pass for one vehicle. *Good for the 12 days of the Fair.*
- Visitors pay \$25 for their parking spot *per day*.
- ParkMobile provides signs, software, and training for staff.
- Parking Ambassadors will be hired and trained to *welcome* and *aid* visitors and will monitor parking compliance.
- St. Anthony Police will issue parking violation tickets.
- **We expect to generate \$100,000 – 200,000 in *new* revenue.**
 - Offset expenses the city incurs from Fair traffic.
 - Hire Parking Ambassadors – employment opportunities.
 - Revenue used for the benefit of *all* FH residents.



- Provides temporary e-meter parking in many major MN cities.
- Provides signs for affected areas, we install them.
- Provides software and account management team.
- Trains staff and Parking Ambassadors on software.
- Returns 80% of proceeds to Falcon Heights.
- Contract is for 3 years, adjustments can be made.



For Northeast and Northome residents

- Obtain one free resident pass, for one vehicle, registered to the license plate.
- *Good for 12 days of State Fair.*
- Park in your neighborhood.
- *NOT* a reserved slot – get out early!
- No change to State Fair Parking Permits issued in 2024.



For St. Anthony Police Dept. (SAPD) and FH Staff:

SAPD will:

- Issue parking tickets. Fines double during the State Fair.
- Vehicles causing safety and access violations will be towed.

Falcon Heights staff will:

- Issue resident passes and enter data into the ParkMobile system.
- May hire part-time additional assistance for Saturday hours.
- Will install the e-meter parking signs on the affected streets.
- Will hire and train the Parking Ambassadors.

For our State Fair visitors:

- Find a parking place
- Find a sign
- Scan in QR code, OR, use PM app, OR, payment app, OR, use a cash card.
- Enter license plate, *pay* \$25
- **Go to State Fair, enjoy!**



zone #
23456

 **ParkMobile**

Pay By App Parking

Ways to Pay

Download ParkMobile



Scan to Pay at ParkMobile.io


Text "Park" to 77223


No smartphone? Call 800-800-KICK Need help? Support@ParkMobile.io

Other Payment Options

Providers

AMERICAN EXPRESS
DISCOVER

These providers are also accepted at this location.

Copyright 2019 ParkMobile, Inc. All rights reserved. ParkMobile is a registered trademark of ParkMobile, Inc.

FAQ

Why do we want Fair goers to pay for parking?

- To help cover costs of hosting the Fair.
- To generate *new* revenue that will be used to benefit *all* Falcon Heights residents.

Does e-meter parking mean that we are not a welcoming city?

- We welcome visitors, charging for parking should not change our *attitude* toward visitors.
- Parking Ambassadors will roam the affected areas and aid SF-goers.
- We hope to *improve* Fair-goers experience – more porta-potties!

FAQ

How will visitors know that they need to pay for parking?

- ParkMobile provides many signs which will be installed throughout NE and NH areas.
- We will communicate *extensively* through a variety of media.
- Parking Ambassadors can help.

How will parking violations be handled?

- St. Anthony Police will ticket cars parked in violation of code or that have failed to pay.
- Vehicles that cause safety hazards will be ticketed and towed.

FAQ

What areas will have e-meter parking and why?

- Northhome and Northeast quadrants, exclusive of major streets.
 - On one side of the street, without fire hydrants, where State Fair parking is currently allowed.
- These large, contiguous areas are highly impacted by State Fair parking and have more than 800 parking places available.

Will the program be used full time and year-round?

- Focus here on the 12 days of the State Fair.
- May expand to the car shows in the future.



Millions of people go to the MN State Fair





FALCON HEIGHTS
THE CITY THAT SOARS

MINNESOTA STATE FAIR

August 22 thru Labor Day, September 3, 2018



ParkMobile™

PART OF EASYPARK GROUP



ParkMobile + City of Falcon Heights Parking Management Program

- **Locations**
 - Public streets
 - Option for off-street parking as well
 - One zone number for all on-street spaces
 - Signage on posts with additional A-frame signage at street level
- **Parking Policy**
 - Rules set by city
 - Public streets during State Fair period
 - Rates set by city
 - Options depending on municipal goals
 - Flat rate
 - Variable rate based on when parking session starts (early bird, etc.)
- **Enforcement**
 - Two options:
 - Integration w/ police citation writing system
 - ParkMobile nForce
- **Revenue**
 - Revenue is distributed to City monthly

Why ParkMobile?



Network

Great North America Network

Open network to allow app use elsewhere

Most widely used app in North America—with **multiple ways to pay**



Platform

Broadest functionality for every stage of the journey—on and off street

Zone, Reservations, Gated, Insights, PM360

Existing integrations with all of the City's parking technology



Execution

Proven, rapid implementation of the most complex operations

Marketing at launch and beyond

Ongoing success through account management

ParkMobile by the numbers



65 Million+
Users
nationwide



15 Million+
monthly
transactions



600+
cities &
municipalities



47
of the top
100 cities

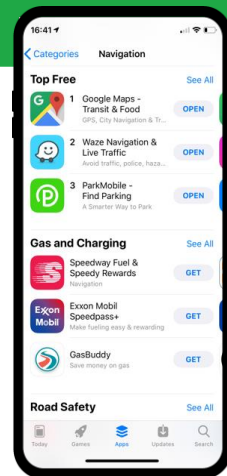


25+
airports



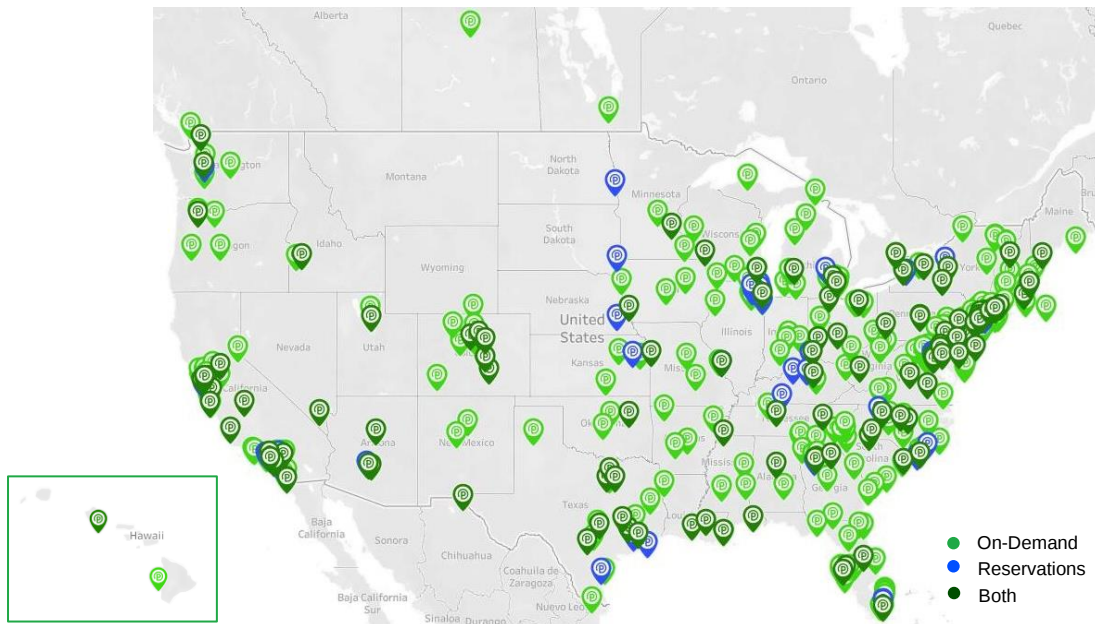
150+
universities

- Ranked #3 in the Navigation category of the app store only behind Waze and Google Maps
- Adopted by over 1 in 10 U.S. drivers
- 25% of users engage with the app as they travel to different markets



The ParkMobile Network

ParkMobile connects consumers to the **largest network** of municipal, private, airport, transit and venue parking inventory in the U.S. We are in **8 of the top 10** U.S. cities.



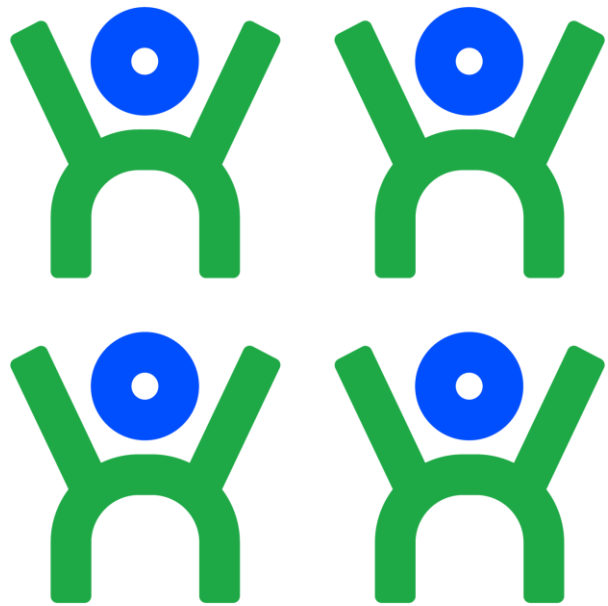
ParkMobile Top Markets

Atlanta
Boston
Dallas
Houston
Indianapolis
Los Angeles
Miami
Montgomery County
Minneapolis
Philadelphia
Pittsburgh
St. Louis
Tampa
Washington D.C.

25-30% of ParkMobile members use our app as they travel across markets

Harnessing network users to accelerate digital adoption

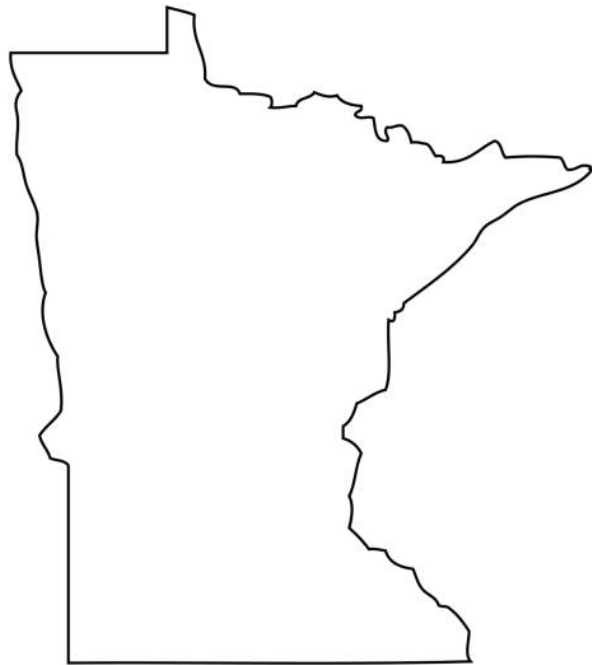
- **What's a network user?** A network user is simply a person who's already using ParkMobile in another market.
- **Benefits for users:** A network user already knows about mobile payment, already has an app downloaded, and are ready to use digital parking when they come to your area.
- **Benefits for clients:** With our vast base of users across the country, ParkMobile accelerates client's digital parking programs with more users, more transactions, and more awareness.



ParkMobile's Regional Presence

2.6+ Million Regional ParkMobile Users

- Minneapolis, MN
- St. Cloud, MN
- Wayzata, MN
- Rochester, MN
- Milwaukee, WI
- La Crosse, WI
- Lake Geneva, WI
- Whitefish Bay, WI
- Davenport, IA
- Des Moines, IA
- Sioux City, IA
- Ames, IA
- Cedar Rapids, IA
- Ames, IA



1,500,000
Minnesota Users

Maximizing the value of your entire parking inventory



On-street zone parking

Regulated zones with curbside parking on-street



Off-street non-gated parking

Open parking lots or garages without gates or access control



Fleet parking

Parking spaces for multiple vehicles owned by a single organization or company



Off-street reservations

Spaces where booking of parking in advance, providing guaranteed parking availability



Off-street gated zone parking

Secured areas with controlled access, equipped with cameras or gates

The Parking App

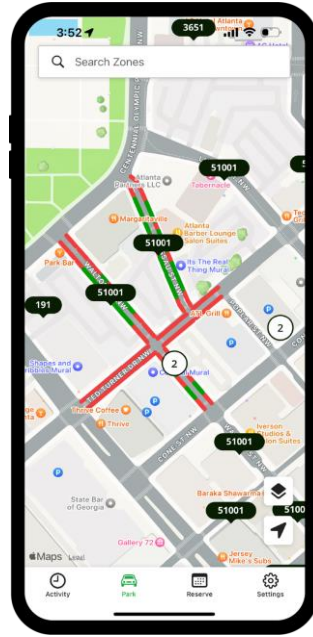
The most user-friendly, popular digital parking app in North America



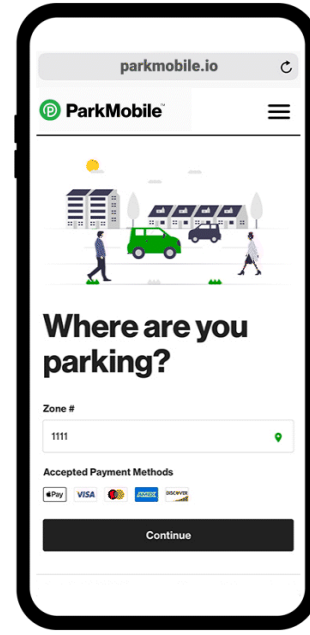
ParkMobile gives more options for contactless payments

Looking to provide more contactless payment options in your city or facility?

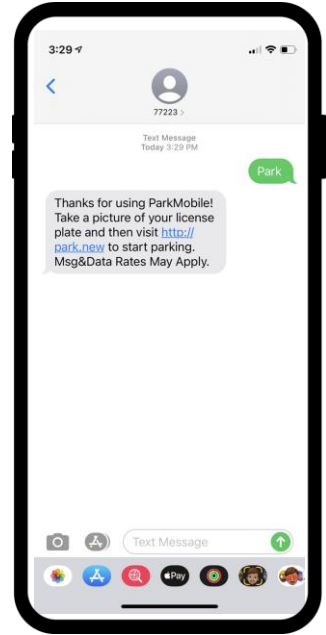
ParkMobile now offers multiple ways for your customers to pay for parking, making it easier than ever to go contactless. People can pay by app, web, or even text, whichever way they choose.



Pay by app



Pay by web



Pay by text



Equitable Access for Patrons Without Smartphones, Credit, or Debit Cards

Pay for parking **by calling**, **by PayPal**, or **by prepaid card**

An Equitable Experience

- **No smartphone?** Drivers who don't own a smartphone can easily pay for parking by calling a toll-free IVR number and making a payment over the phone.
- **No credit or debit card?** Drivers without a credit card can use PayPal to connect a bank account or use a prepaid card as payment
- **Unbanked?** Use a prepaid card or a reloadable prepaid card from a retailer like GreenDot or NetSpend.



Link a payment method



Link a bank account
Use it to send money to friends in the U.S. for free

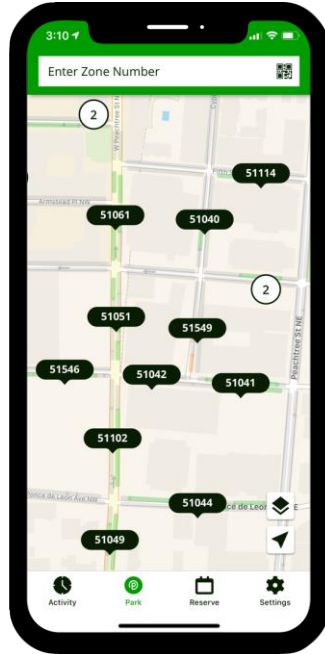


ParkMobile On-Demand / Zone Parking

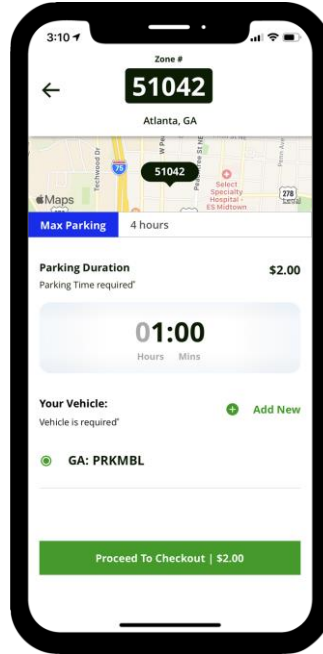
Quickly find and pay for parking with a feature-rich mobile app



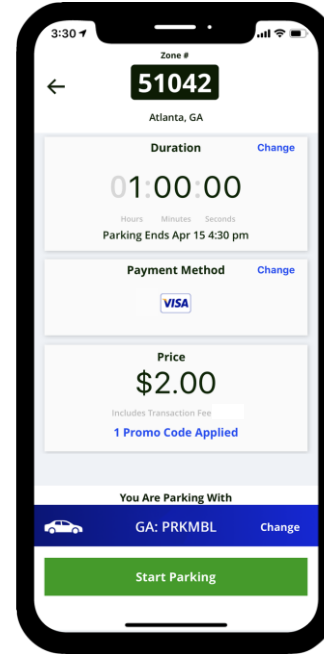
Register or
Login



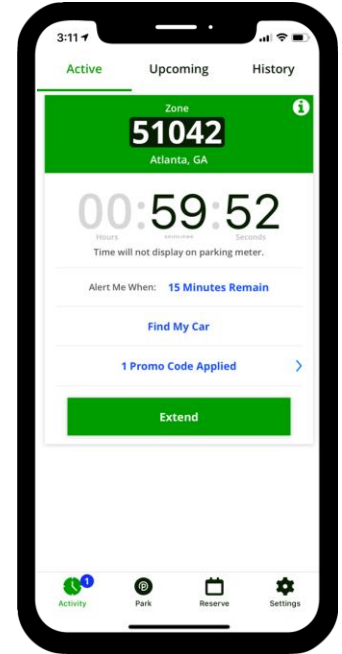
Select or Enter
ParkMobile Zone



Choose Parking Time,
Vehicle and Payment
Method



Confirm Information
and Start Parking

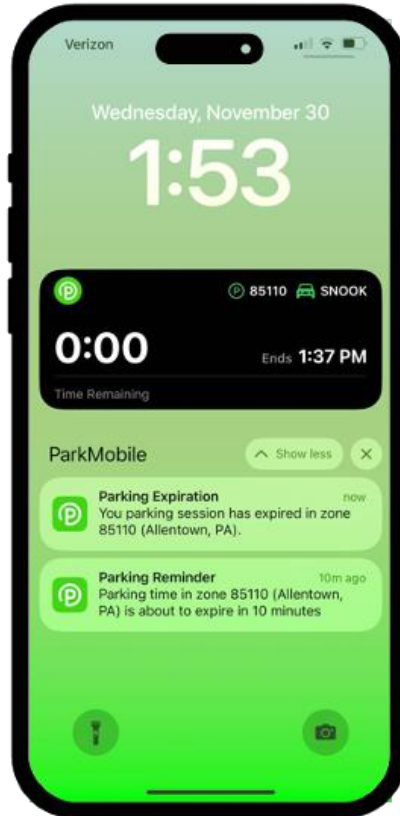


Know how much time
you have left. Extend
time remotely

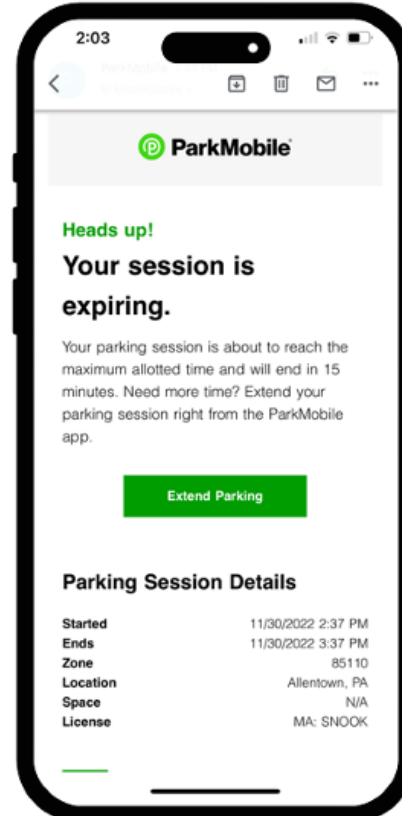
Parking Expiration Notification Reminders



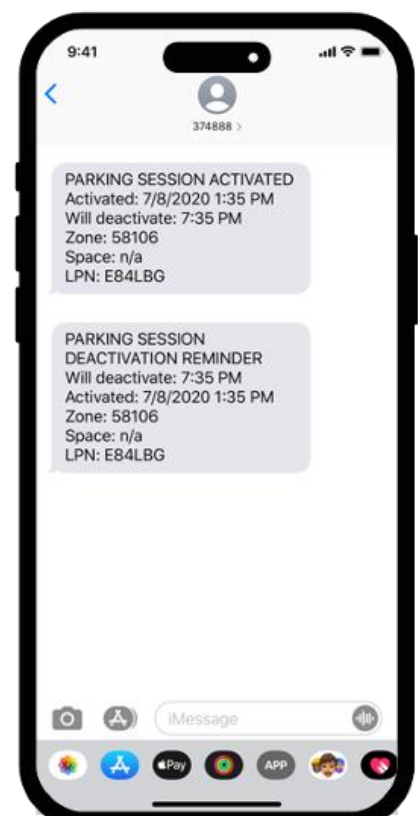
 **Live Activities**



Push Notifications



Email Notifications

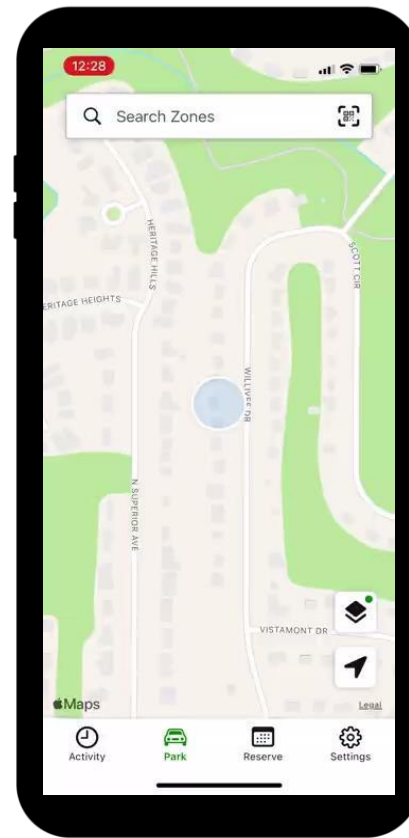


Text Notifications

App accessibility

ParkMobile focuses on making our solution accessible, so all users have an equivalent user experience, regardless of disability.

- Our web and native consumer applications in compliance with Section 508 accessibility requirements and we are working toward WCAG 2.1 AA compliance.
- App colors are accessible for color-blind users, and we offer an audio screen reader for visually impaired users.



App Screen Reader Demo

ParkMobile Pricing

There is **no** upfront cost and **no** annual fee.

- Signage, enforcement, account management, back office and 24/7/365 customer service are included **at no cost to the city**
- Transaction fees **paid by the user**

All ParkMobile's Standard Terms and Conditions Shall Apply to this Pricing Proposal	Fees
Mobile Payment (OnDemand) Transaction Fee paid by City. Price does not include credit card processing fees. City or ParkMobile can serve as Merchant of Record (MOR).	\$0.45 per transaction
Pre-Paid Parking Mobile Payment (Reservations) Transaction Fee paid by the End User. Price does not include credit card processing fees. Client or ParkMobile can serve as Merchant of Record (MOR).	15% of parking fee amount
No Charge Parking Reservations Fee paid by City. Zero Dollar Parking Reservation using access code to unlock a non-public parking product.	\$1.00 Per transaction

****If ParkMobile is Merchant of Record (MOR), our processing fees for credit card payments are 3% plus \$0.20 per transaction.***

*****Transaction fee is \$0.40 per transaction if City uses Omnia cooperative purchasing***

ParkMobile

Implementations, Marketing, and Support

Implementation Process



Data Collection & Set Up

Gather ZAR (zone and rate structure) information on parking inventory, location, rates, integrations, merchant account information, signage, etc.



Marketing

Discuss marketing initiatives for launch!

- **Press Release**
- **Social Media**
- **Geo Fencing**
- **Collateral**



Testing & Training

Conduct testing and train the client on ParkMobile tools to self-manage their parking rates and provide access to reporting.



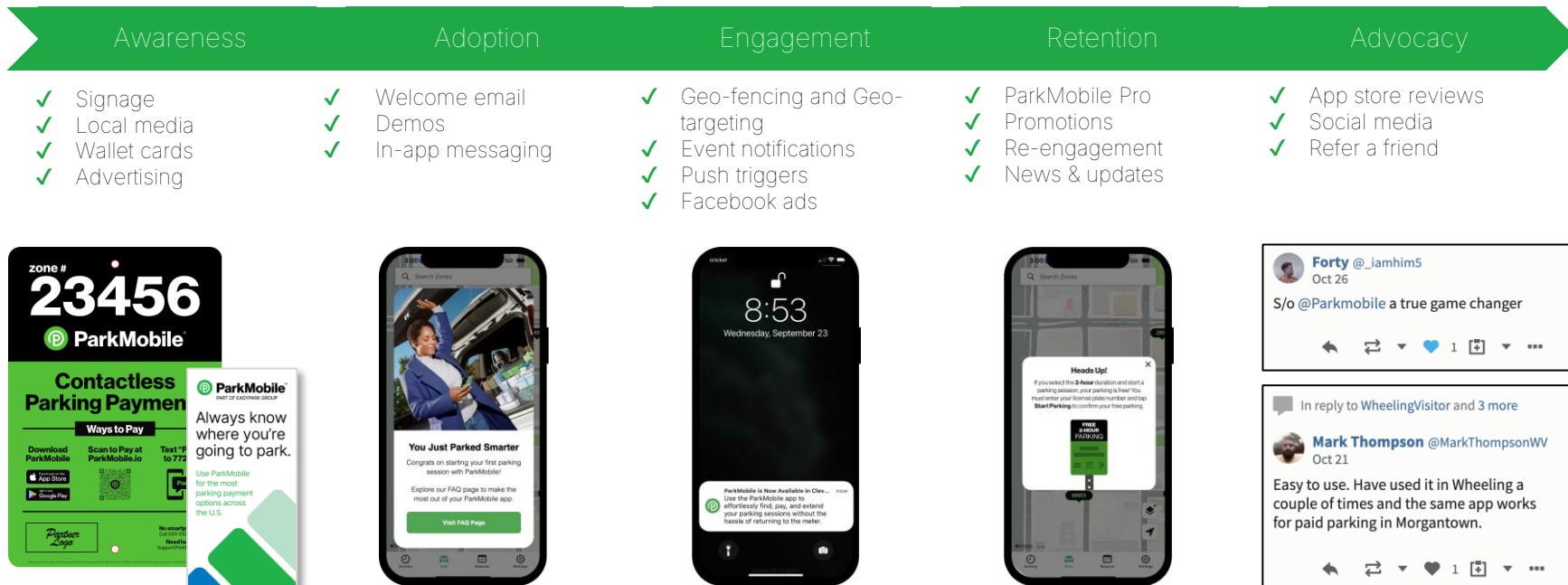
Launch & Support

Client will **go live** with ParkMobile transactions and have continued support with our talented teams!

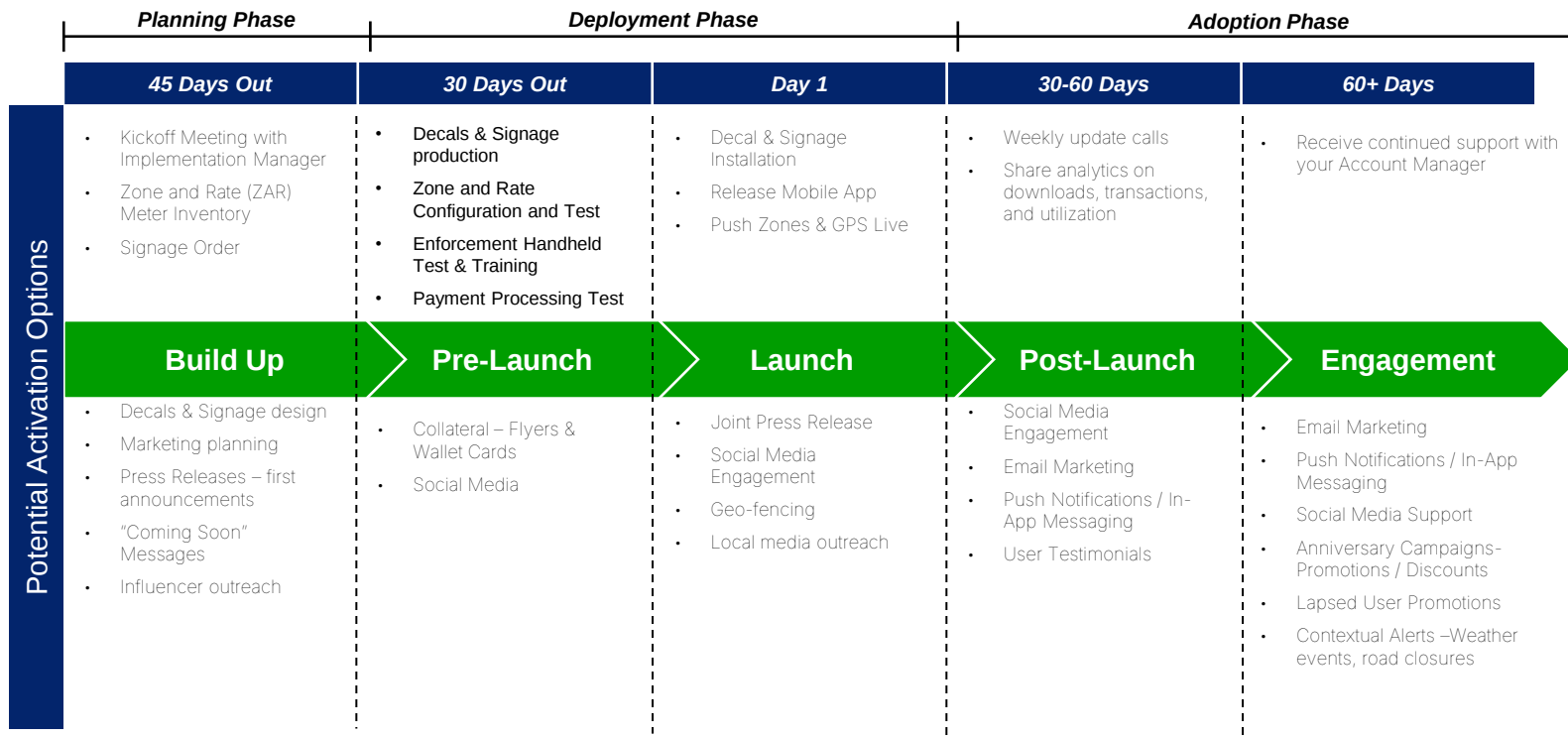
- **Implementations**
- **Client Support**
- **Account Management**
- **Customer Care**

End-to-end engagement and activation

- ParkMobile deploys and embeds sophisticated marketing technology, tools and tactics in every step of the consumer cycle, driving awareness, adoption and sustained growth
- Our experienced team delivers results significantly above all competitors in the market

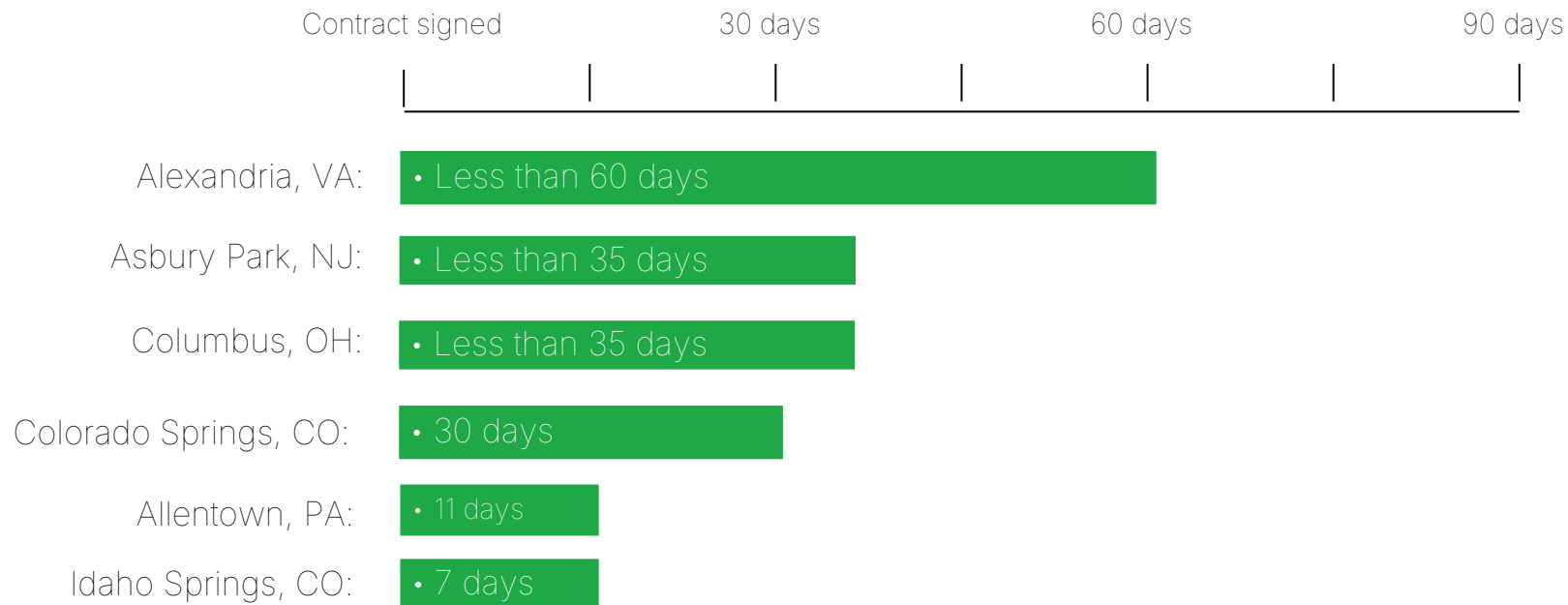


Complete End-to-End Launch Plan



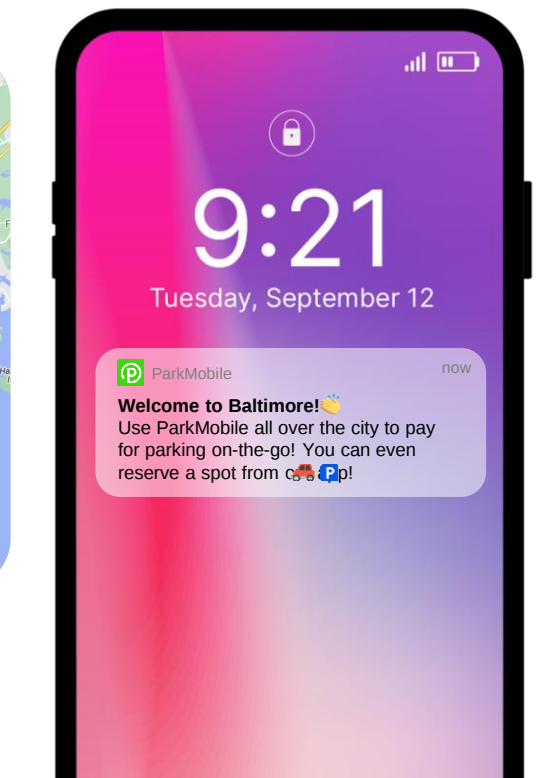
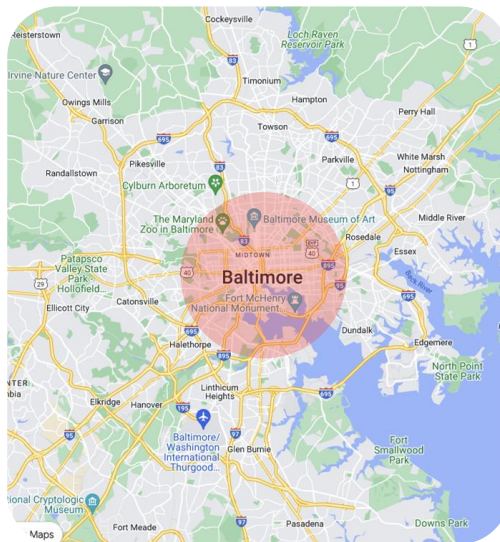
ParkMobile's Rapid Deployment of Pay-by-Cell

Time to go-live after contract finalized



Geo-targeting

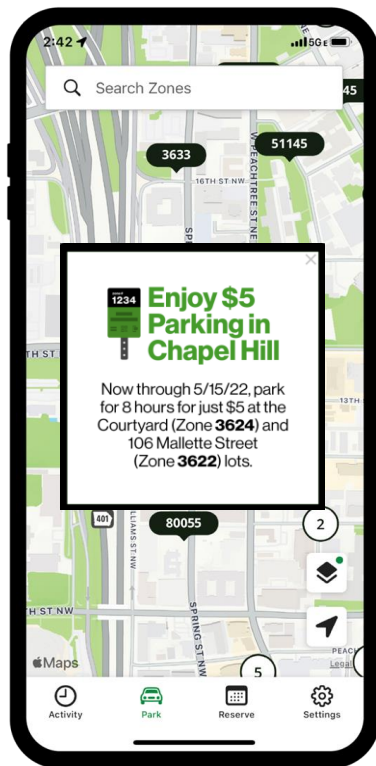
- ParkMobile can geo-fence messages around the city and airport to target visitors coming into town who already have the app on their phone.
- Geo-targeted messages will let people know that they can use the ParkMobile app all around the city.



Promotions

ParkMobile can set up special promotions for parking in the city, such as discounted or free parking.

The ParkMobile marketing team will work with you to design and execute a promotion that is right for you.




PART OF EASYPARK GROUP



Enjoy \$5 Parking in Chapel Hill

Attention UNC and Chapel Hill Drivers! Beginning December 1, 2021, through January 31, 2022, park for 8 hours for just \$5 at the 106 Mallette Street lot, zone number 3622. Don't miss parking in a prime location, minutes from UNC campus at this special daily rate.

Let's Park



Questions?
We're always here to help.
[Contact Support](#)


PART OF EASYPARK GROUP

[Terms of Use](#) | [Unsubscribe](#) | [Contact Us](#)

© ParkMobile, LLC 1100 Spring St. NW, Suite 200, Atlanta, GA 30309

Structured, Secured and Privacy Compliant

- ParkMobile maintains the broadest certifications and highest levels of insurance coverage in the industry
 - ✓ **SSAE 16 – Statements of Standards for Attestation Engagements**
 - ✓ **PCI DSS Level 1 – Payment Card Industry Data Security Standard**
 - ✓ **ISO 9001 2015 – Quality Management Certification**
 - ✓ **Cyber Insurance of \$15,000,000+**
 - ✓ **NCPA Approved**
 - ✓ **Compliant with new privacy regulations - PIPEDA (Canada) and CCPA (California)**



The market leader in customer support

Best-in-class support 24/7/365

We take the burden of customer service off of your team so you can focus more on what's important to you.

- **50,000+** customer service contacts per month
- Minimum **Satisfaction score of 90%** for all Member Services interactions.
- **85% of calls** answered within **30 seconds**
- Level 1 PCI compliant ensuring data security
- Multi-channel call center with in-house phone, email, web and in-app chat, social media & bilingual support.



Support & Account Management

- Account Management team will be 1st point of contact.
 - Regular touchpoints
 - New Features, Future enhancements, upgrades
 - KPI run-through: Transaction Growth, User Growth, YOY growth, Best/Worst performing zones (by trx volume)
 - #1 Goal is Success for your program
- Client Support works to enact any changes to program needed
- Member Services team will support city parkers 24x7x365
- Sales & AM work together for new solution implementations



VENDOR PROVIDED SIGNAGE

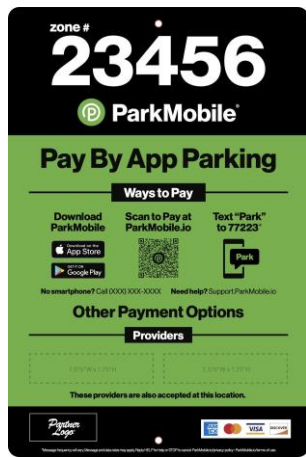


ParkMobile Provides High Impact Signage

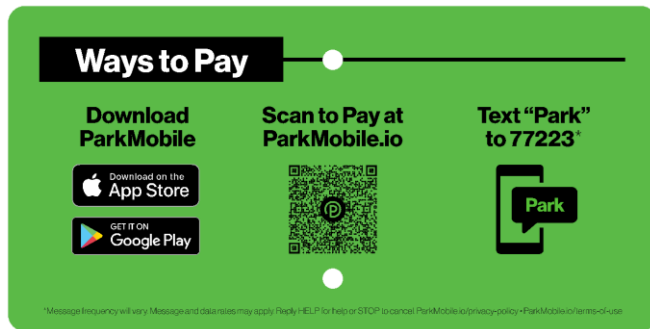
Signage includes permanent signs, stickers, and can even include temporary signage like A-frames.

It includes any visualizations that help drive awareness and adoption of mobile payment as an option.

12x18 Sign



Rider to Place Under Existing Sign



Rider sticker to go below
Multispace Meters (e.g. 8"x12")



On-Demand Signage

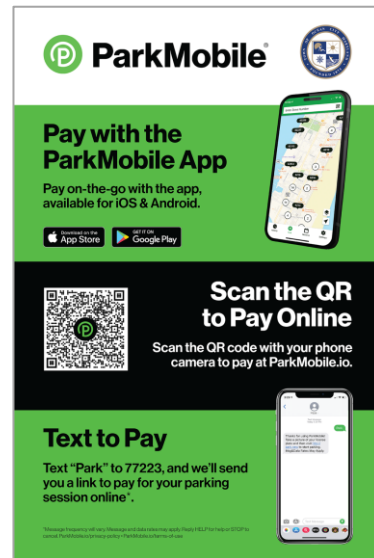
18x24 Sign



24x36 A-Frame



24x36 "Perks" A-Frame



28x44 "Windmaster"



High Impact Signage

Research shows **signage is the #1 way people learn about ParkMobile**

ParkMobile works closely with clients to deploy high impact signage around parking spots

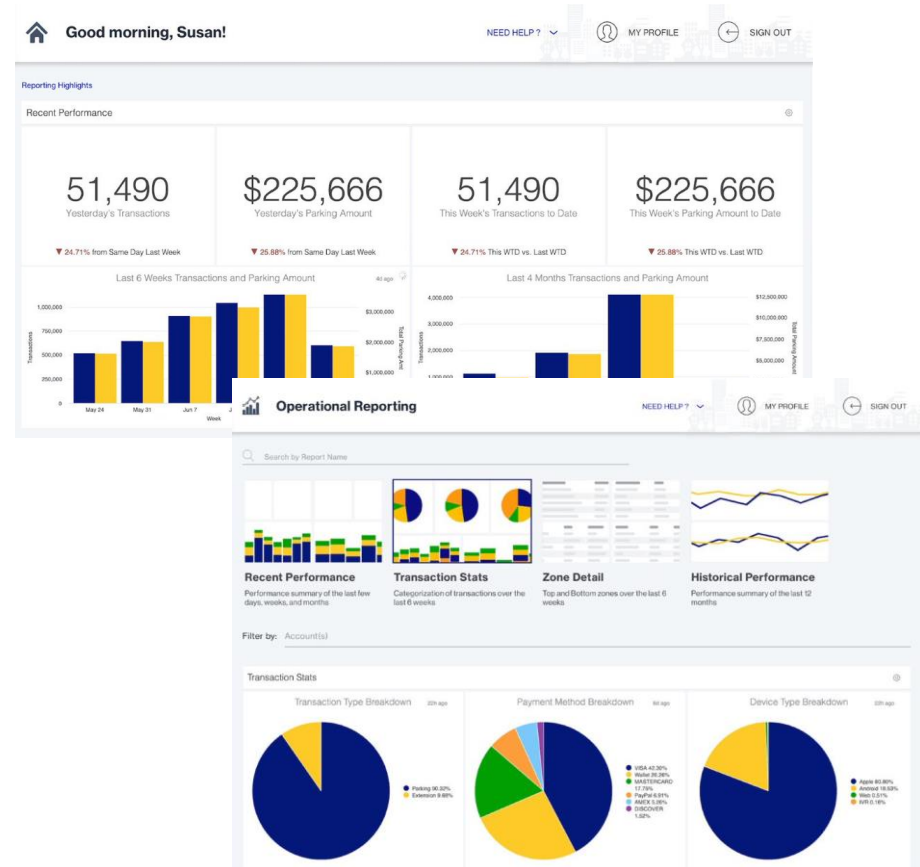


ParkMobile 360

Rate Management and Analytics

ParkMobile 360™ Analytics and Reporting

- Easy-To-Read Reporting Dashboard View
- Scheduled Reports Delivered to Your Inbox
- Filter By Date and Supplier
- Download ParkMobile 360 Reporting Data in Multiple Formats: (.xls, .csv, and .pdf)



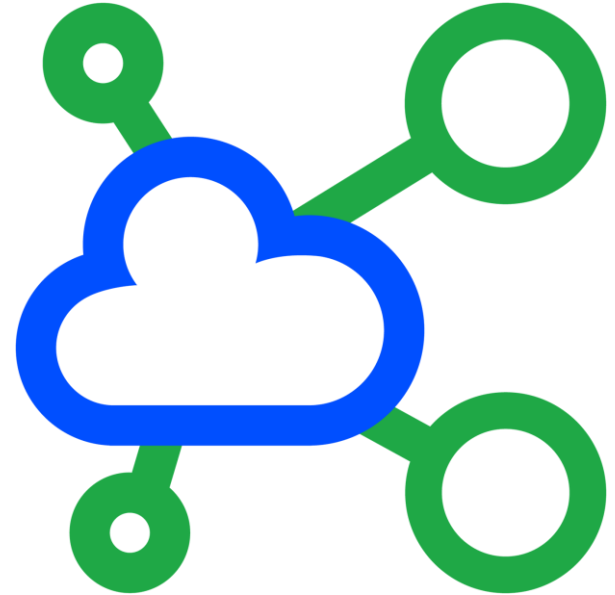
ParkMobile 360 – A comprehensive tool for all your parking data

Aggregate all hardware, data sources, and information from your parking operations in one place

- Improves enforcement processes and standardizes all transactional data within your Parking Operations.
- Real-time communication with every component of the parking operation.
- Improved visibility into inventory, transactions, and usage.

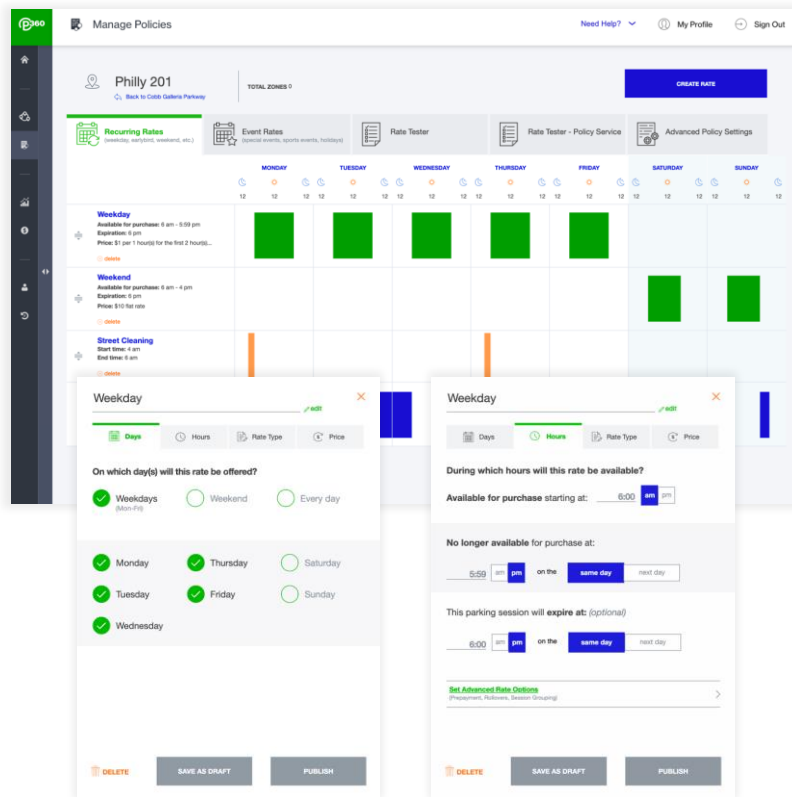
We offer API integration to all parties:

- Parking meter providers
- Mobile parking providers
- Enforcement platforms and control interface integrators



ParkMobile 360 Rate and Policy Management

- **Calendar View:** ParkMobile 360 shows daily, weekly and monthly calendar views of all parking policies, making it easy to visually see all parking rates and make the necessary adjustments.
- **Rate Creator:** A user can quickly create rates for specific days, weeks or months. If there's a festival, street cleaning or a weather event, a user can just change and update rates across different locations.
- **Policy Management Across Locations:** Complete view of rates and policies across multiple locations. A user can quickly apply policies from one location to another without having to rebuild a location's rate structure.
- **Rate Tester:** Before pushing out a rate change, test that rate to make sure it is working properly and avoid any potential customer service issues.



ParkMobile 360 Reporting

Payment Date Range:

is in the past x complete days

▼

15

Filter

Clear Filters

Transaction Detail with Location Approved Only

just now

	ID	Order ID	Payment ID	Client ID	Customer Phone	Payment Amount	Insert Date	Payment Date	Approved	Parking Amount	Parking Vat Amount	Transaction Fee	Transaction Fee Vat A
1		947,344,102	897,860,834	57,269,349	0	\$0.00	2023-11-05 13:24:18	2023-11-06 06:02:04	Approved	\$0.00	\$0.00	\$0.00	\$0.00
2		947,246,827	897,706,811	29,400,527	0	\$0.00	2023-11-05 01:11:42	2023-11-05 13:06:06	Approved	\$0.00	\$0.00	\$0.00	\$0.00
3		946,215,726	897,549,853	35,436,573	0	\$16.35	2023-11-03 12:55:12	2023-11-04 22:57:29	Approved	\$16.00	\$0.00	\$0.35	\$0.00
4		946,215,416	896,862,350	35,436,573	0	\$6.35	2023-11-03 12:54:52	2023-11-03 22:57:13	Approved	\$6.00	\$0.00	\$0.35	\$0.00
5		946,213,114	898,388,866	35,436,573	0	\$36.35	2023-11-03 12:52:12	2023-11-06 21:57:16	Approved	\$36.00	\$0.00	\$0.35	\$0.00
6		941,178,136	891,137,075	56,817,665	0	\$1.35	2023-10-25 12:59:13	2023-10-25 20:01:30	Approved	\$1.00	\$0.00	\$0.35	\$0.00
7		940,685,658	890,529,600	33,850,481	0	\$5.35	2023-10-24 15:22:52	2023-10-24 23:02:05	Approved	\$5.00	\$0.00	\$0.35	\$0.00
8		940,334,152	890,599,159	55,637,831	0	\$23.35	2023-10-24 01:09:02	2023-10-25 07:11:09	Approved	\$23.00	\$0.00	\$0.35	\$0.00
9		940,334,146	890,533,483	55,637,831	0	\$15.35	2023-10-24 01:08:16	2023-10-24 23:12:13	Approved	\$15.00	\$0.00	\$0.35	\$0.00

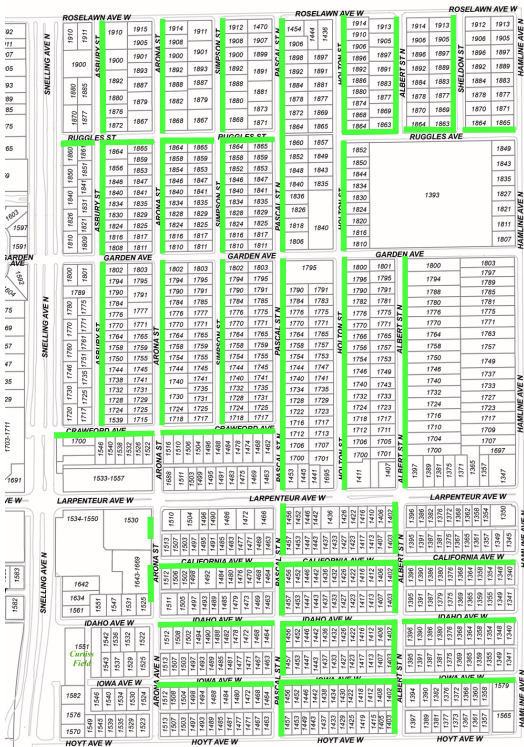
Financial reports in PM360 clearly show:

- Payment Amount
- Parking Amount
- Transaction Fee.



State Fair E-Meter Parking Map

Note - Parking within 30' of a stop sign or in front of a driveway is never permitted and will result in a fine or towing.



ORDINANCE NO. 25-01

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

**AN ORDINANCE AMENDING CHAPTER 46 OF THE FALCON HEIGHTS CITY
CODE TO ADD LANGUAGE TO SECTION 46-29 REGARDING THE
ESTABLISHMENT OF PARKING ZONES USING ELECTRONIC PAYMENT
SYSTEMS**

THE CITY COUNCIL OF FALCON HEIGHTS ORDAINS:

SECTION I. The following section 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. 46-29 – Establishment of Parking Zones using electronic payment systems (e-meters)

- (a) Purpose and Scope. The purpose of this section is to establish regulations for managing parking through electronic payment systems, referred to as e-meters, which will operate via mobile applications provided by third-party vendors. This system is intended to enhance parking management and convenience while maintaining order and safety in public parking areas.

- (b) Definitions. The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

E-meter means a virtual parking meter system managed through a mobile application or similar electronic platform for collecting parking payments.

Authorized Vendor means a third-party provider approved by the city to operate e-meter services.

Parking Zone means any street, lot, or area designated by the city for public parking that requires e-meter payments. The City Council will designate by resolution which streets, lots or areas are established as parking zones, and for which dates and times the parking zones will be in effect.

- (c) Payment Requirements. The following requirements must be met by motorists parking in a Parking Zone:

- (1) Motorists parking in a Parking Zone must register their vehicle's license plate and pay for parking via the authorized vendor's application.
- (2) Payment must be completed immediately upon parking and remain active for the duration of the parking period.

- (d) Parking Enforcement

(1) A vehicle is unlawfully parked if parked in a Parking Zone, except in accordance with the provisions of this Section 46.

(2) Vehicles found parked in an Parking Zone without an active payment record shall be subject to fines as determined by the City Fee Schedule.

(3) Enforcement officers may verify compliance through electronic records provided by authorized vendors.

(e) Signage and Notification

(1) The city shall install signage at designated Parking Zones to inform motorists of payment requirements and instructions for using the electronic system.

(2) Signage must clearly state the Parking Zone information and details for accessing the payment application.

(f) Data Privacy

(1) The city and authorized vendors must adhere to applicable data protection laws to ensure the privacy and security of motorists' information collected through e-meter systems.

(2) Any data collected shall be used solely for parking management and enforcement purposes.

(g) Exception. This Section shall not apply to vehicles that are owned by a governmental entity and are being operated when the vehicle's driver is on duty or performing a governmental service.

(h) Violations and Penalties

(1) Failure to comply with e-meter payment requirements shall result in penalties as outlined in Sec. 46-27(c).

(2) Repeat violations may result in additional enforcement actions, including towing or immobilization.

(3) Any person who tampers with or attempts to circumvent the e-meter payment system shall be subject to a fine and/or other penalties as determined by the City Fee Schedule.

(4) Nothing in this section shall limit the city's authority to regulate parking under other provisions of Chapter 46.

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

ADOPTED this _____ day of _____ 2025, by the City Council of Falcon Heights,
Minnesota.

CITY OF FALCON HEIGHTS

BY: _____
Randall C. Gustafson, Mayor

ATTEST:

Jack Linehan, City Administrator

Chapter 46 - TRAFFIC AND VEHICLES¹

Article/Division/Section:

ARTICLE I	<u>IN GENERAL</u>
46-1	<u>State statutes adopted</u>
46-2	<u>Parking and driving of motor vehicles on private property</u>
46-3	<u>Prohibiting motorized vehicles on public walkways and pathways</u>
46-4	<u>Snowmobile regulations</u>
46-5	<u>Authority to set speed limits on City streets</u>
46-6 – 46-25	<i>Reserved</i>
ARTICLE II	<u>PARKING</u>
46-26	<u>Removal of motor vehicles</u>
46-27	<u>Parking; restrictions; uniform parking fine</u>
46-28	<u>Parking of motor vehicles during snow removal periods</u>
46-29	<u>Establishment of Parking Zones using electronic payment systems (e-meters)</u>

ARTICLE I - IN GENERAL

Sec. 46-1 - State statutes adopted

The following state statutes are adopted and incorporated as if set out at length in this Code and shall be enforced within the city:

- (1) Minn. Stats. ch. 169.
- (2) Minn. Stats. ch. 170.
- (3) Minn. Stats. ch. 171.

(Code 1993, § 7-1.01)

State Law reference – Adoption by reference, Minn. Stats. § 471.62.

Sec. 46-2 - Parking and driving of motor vehicles on private property

- (a) *Purpose.* The city council has determined that the regulation of parking and driving motor vehicles on private property is necessary and desirable in order to assure adequate ingress and egress for fire trucks and other emergency vehicles to operate adequately in such areas and to otherwise provide for the government and good order in the city, the prevention of crime, the protection of private property, the benefit of residents, trade and commerce, and the promotion of health, safety, order, convenience and the general welfare.

- (b) *Parking restrictions.* No person shall stop, stand, or park a motor vehicle at any place on any private driving area within the city where official signs prohibit such.
- (c) *Sign installation.* The official signs shall be installed after passage of a resolution by the city council stating the specific area on which parking is to be prohibited, after finding that the parking prohibition is necessary and desirable in order to protect private property and promote the health, safety, order, convenience and general welfare and that the area regulated is affected with the public interest.
- (d) *Driving restrictions.* No person shall operate a motor vehicle on any privately owned parking lot or area within the city at a speed greater than is safe and reasonable under the conditions of traffic existing and in no event shall any such vehicle be operated in excess of a speed of 15 miles per hour. All operation and driving of motor vehicles on parking lots shall be done in a careful manner so that no sudden starting or erratic movement of such vehicle is deliberately engaged in by the driver. It shall be unlawful for any person to operate any motor vehicle upon such lot in any manner that would constitute careless driving if done on a public street. No person shall engage in any drag racing or exhibition driving on any such parking lot or area.
- (e) *One-way traffic signs.* No person shall drive a motor vehicle into or out of a privately owned parking lot into a public street where official one-way traffic signs prohibit such driving. The official signs shall be installed after passage of a resolution by the city council stating the specific area on which driving is to be regulated and the terms of the regulation and finding that the regulation is necessary and desirable in order to protect private property and promote the health, safety, order, convenience and general welfare and that the area regulated is affected with the public interest.

(Code 1993, § 7-2.01)

Sec. 46-3 - Prohibiting motorized vehicles on public walkways and pathways

- (a) *Prohibited.* No person shall ride, propel or move a motorized vehicle upon any public walkway, pathway or sidewalk.
- (b) *Load limits.* No person shall drive any vehicle of any kind which has a gross weight on any single axle, (as defined in Minn. Stats. § 169.83) exceeding three tons, on any of the public streets in the city at a time when Ramsey County designates load limits for county roads. Contractors will be notified of weight restrictions by information provided on building permit forms.
- (c) *Exceptions.* The provisions of subsections [\(b\)](#) and [\(c\)](#) of this section shall not apply to fire apparatus, snowplowing equipment, buses, garbage trucks, road maintenance equipment or emergency vehicles of public utilities used incidental to making repairs.

(Code 1993, § 7-3.01)

Sec. 46-4 - Snowmobile regulations

- (a) Minn. Rules 6100.3300-6100.5800 are incorporated herein by reference.

- (b) No person shall operate a snowmobile in the city except on public trails on public property specifically designated and posted for such use by the governmental agency having jurisdiction and control over the use of such property.

(Code 1993, § 7-7.01)

Sec. 46-5- Authority to set speed limits on City streets.

The city engineer may establish speed limits for city streets under the city's jurisdiction in accordance with the provisions set forth at Minnesota Statutes Section 169.14. The procedures relied upon to set speed limits pursuant to this section shall be kept by City Engineer and updated as needed.

(Ord. No. 21-03, § 1, 09-22-2021)

Secs. 46-6—46-25 - Reserved

ARTICLE II - PARKING²

Sec. 46-26 - Removal of motor vehicles

Any motor vehicle parked in violation of this chapter may be removed without notice to the owner or operator, by any employee of the county highway department, any police officer, or any person, firm or corporation employed or designated for this purpose by the city. The motor vehicle so removed may be towed to and stored in any parking lot or garage designated by the city or its policing agency. Payment of the towing and impound charges shall not relieve the owner or operator from payment of the fine or penalty for violation of this chapter or any other applicable ordinance of this city.

(Code 1993, § 7-6.01)

Sec. 46-27 - Parking; restrictions; uniform parking fine

- (a) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Passenger vehicle means a passenger automobile, pickup truck, van, and motorcycle.

Recreational vehicle means travel trailers including those that telescope or fold down, chassis-mounted campers, motor homes, tent trailers, and converted buses that provide temporary human living quarters. Recreational vehicle is a vehicle that is not used as the residence of the owner or occupant, is used while engaged in recreational or vacation activities, and is either self-propelled or towed on the highways incidental to the recreational or vacation activities.

Trailer means any vehicle designed for carrying property or passengers on its own structure and for being drawn by a motor vehicle.

Truck means every motor vehicle designed, used or maintained primarily for the transportation of property.

Street or public grounds means all public streets, highways, roads, alleys, lanes and park roads in the city and all public property in the city, whether owned by the city or some other public entity.

Vehicle means any passenger vehicle, recreational vehicle, trailer, truck, or other vehicle used or intended to be used for the transportation of persons or property, including all property or cargo located within, loaded upon or attached to any such vehicle.

(b) *Restrictions on parking of vehicles.*

- (1) No recreational vehicle, truck, unhitched trailer, bus or school bus shall be parked on any street or public grounds within the city for an additional time than is necessary to load or unload such recreational vehicle, truck, unhitched trailer, bus or school bus, not exceeding 90 minutes.
- (2) No vehicle shall be parked on any alley within the city except for normal pickup and delivery of passengers or commercial goods, not exceeding 30 minutes.
- (3) No passenger vehicle or hitched trailer in combination with a passenger vehicle shall be parked on any street or public grounds within the city for more than 48 consecutive hours.
- (4) No vehicle shall be parked on any street or public ground that has been designated a "No Parking" area or an area where parking has been restricted to certain hours or days, by motion or resolution of the city council, and posted as such.
- (5) No vehicle shall be parked on any boulevard within the city.
- (6) No person shall park a vehicle, except an authorized emergency vehicle, within an area designated a fire lane.
- (7) No vehicle shall be parked on any street or public grounds in front of a public or private driveway or alley or within five feet of any public or private driveway or alley.
- (8) No vehicle shall be parked on any public or private property, including commercial property, without the express or implied consent of the property owner or his or her agent and shall not remain parked in violation of the terms of such consent. The terms of such consent may be posted in a conspicuous place by the owner or his or her agent.
- (9) No vehicle shall be parked on any city street during snow removal, as described in [section 46-28](#).

(c) *Uniform parking fine.* The uniform fine for each violation of this section shall be set according to the City Fee Schedule.

(Code 1993, § 7-4.01; Ord. No. 08-05, § 1, 12-10-2008; Ord. No. 20-03 § 1, 2-26-2020)

Sec. 46-28 - Parking of motor vehicles during snow removal periods

- (a) *Purpose and policy.* The purpose of this section is to regulate the parking of motor vehicles on the public streets of the city during periods of snow removal. Any motor vehicle parked on a public street of this city during a period of snow removal, as specified in detail herein,

is declared to be a public nuisance which interferes with and impedes the orderly removal of snow from said streets, interferes with and impedes the safe movement of emergency and other vehicular traffic, and is thus a danger to the health, safety and welfare of the inhabitants of this city.

- (b) *Parking restrictions during snow removal.* Parking of a motor vehicle on an unplowed public street or within 30 feet of an intersection during a snow removal period shall be prohibited. The term "snow removal period" means:

1. For a maximum of 48 hours commencing after a snowfall where at least two inches of snow has accumulated on the public streets of this city, or
2. Until a street has been plowed full-width; whichever comes first.

- (c) A snow removal period is in effect if [section 46-28\(b\)\(2\)](#) has been satisfied and an additional two inches of snow falls during the same storm event.

(Code 1993, § 7-5.01; Ord. No. 20-03 § 2, 2-26-2020)

Sec. 46-29 – Establishment of Parking Zones using electronic payment systems (e-meters)

- (a) *Purpose and Scope.* The purpose of this section is to establish regulations for managing parking through electronic payment systems, referred to as e-meters, which will operate via mobile applications provided by third-party vendors. This system is intended to enhance parking management and convenience while maintaining order and safety in public parking areas.

- (b) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

E-meter means a virtual parking meter system managed through a mobile application or similar electronic platform for collecting parking payments.

Authorized Vendor means a third-party provider approved by the city to operate e-meter services.

Parking Zone means any street, lot, or area designated by the city for public parking that requires e-meter payments. The City Council will designate by resolution which streets, lots or areas are established as parking zones, and for which dates and times the parking zones will be in effect.

- (c) *Payment Requirements.* The following requirements must be met by motorists parking in a Parking Zone:

(1) Motorists parking in a Parking Zone must register their vehicle's license plate and pay for parking via the authorized vendor's application.

(2) Payment must be completed immediately upon parking and remain active for the duration of the parking period.

(d) *Parking Enforcement*

(1) A vehicle is unlawfully parked if parked in a Parking Zone, except in accordance with the provisions of this Section 46.

(2) Vehicles found parked in an Parking Zone without an active payment record shall be subject to fines as determined by the City Fee Schedule.

(3) Enforcement officers may verify compliance through electronic records provided by authorized vendors.

(e) *Signage and Notification*

(1) The city shall install signage at designated Parking Zones to inform motorists of payment requirements and instructions for using the electronic system.

(2) Signage must clearly state the Parking Zone information and details for accessing the payment application.

(f) *Data Privacy*

(1) The city and authorized vendors must adhere to applicable data protection laws to ensure the privacy and security of motorists' information collected through e-meter systems.

(2) Any data collected shall be used solely for parking management and enforcement purposes.

(g) *Exception.* This Section shall not apply to vehicles that are owned by a governmental entity and are being operated when the vehicle's driver is on duty or performing a governmental service.

(h) *Violations and Penalties*

(1) Failure to comply with e-meter payment requirements shall result in penalties as outlined in Sec. 46-27(c).

(2) Repeat violations may result in additional enforcement actions, including towing or immobilization.

(3) Any person who tampers with or attempts to circumvent the e-meter payment system shall be subject to a fine and/or other penalties as determined by the City Fee Schedule.

- (4) Nothing in this section shall limit the city's authority to regulate parking under other provisions of Chapter 46.

Footnotes:

¹ **State Law reference** – Traffic generally, Minn. Stats. ch. 169; powers of local authorities, Minn. Stats. § 169.04.

² **State Law reference** – Stopping, standing and parking, Minn. Stats. § 169.32 et seq.; authority to regulate standing or parking of vehicles, Minn. Stats. § 169.04.

SUMMARY ORDINANCE NO. 25-01

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

**AN ORDINANCE AMENDING CHAPTER 46 OF THE FALCON HEIGHTS CITY
CODE TO ADD LANGUAGE TO SECTION 46-29 REGARDING THE
ESTABLISHMENT OF PARKING ZONES USING ELECTRONIC PAYMENT
SYSTEMS**

Pursuant to Minnesota Statutes Section 412.191, in the case of a lengthy ordinance, a summary may be published. While a copy of the entire ordinance is available without cost at the office of the City Clerk, the following summary is approved by the City Council and shall be published in lieu of publishing the entire ordinance:

The purpose of this ordinance is to adopt an ordinance that adds language to Chapter 46 to establish regulations for managing parking through electronic payment systems, to establish payment requirements for motorists parking in a Parking Zone, and to establish parking enforcement parameters and resulting violations and penalties for motorists parking in a Parking Zone who are out of compliance with these regulations.

This ordinance shall be effective upon passage.

APPROVED for publication by the City Council of the City of Falcon Heights, Minnesota this 26th day of March, 2025.

CITY OF FALCON HEIGHTS

Randall C. Gustafson, Mayor
Jack Linehan, City Administrator

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

March 26, 2025

No. 25-25

**RESOLUTION AUTHORIZING THE ACCEPTANCE OF A PROPOSAL FROM
PARKMOBILE LLC AND AUTHORIZING THE CITY ADMINISTRATOR TO
FINALIZE AN AGREEMENT**

WHEREAS, the City of Falcon Heights has identified significant public concerns related to parking impacts during large-scale events such as the Minnesota State Fair, where up to 1,000 on-street parking spaces are used by non-residents without compensation to the City or its residents; and

WHEREAS, the City of Falcon Heights has explored potential solutions to address this issue, including implementation of a mobile parking payment system to manage and monetize on-street parking through designated parking zones; and

WHEREAS, the City has reviewed a proposal from ParkMobile, LLC, a nationally recognized parking technology provider, to serve as the exclusive vendor and merchant of record for electronic parking transactions in Falcon Heights; and

WHEREAS, the proposal includes no upfront implementation fees, provides free signage, and offers a revenue-sharing model that allows the City to retain approximately \$20 of each \$25 e-meter transaction, with ParkMobile charging 15% for reservation user fees and \$0.20 + 3% per transaction as the processing fee; and

WHEREAS, ParkMobile currently partners with multiple Minnesota municipalities and offers a PCI-DSS certified platform for both on-demand and reservation-based parking, with full customer service, reporting, and enforcement integration; and

WHEREAS, funds raised by this program will be used to support increased parking enforcement and reinvestment in public infrastructure, reducing the tax burden on residents while improving quality of life during major events;

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

That the City of Falcon Heights accepts the proposal from ParkMobile LLC to serve as the City's e-meter vendor and merchant of record, and authorizes the City Administrator to negotiate, execute, and finalize an agreement with ParkMobile LLC to implement mobile parking services in designated parking zones within the City.

ADOPTED this 26th day of March, 2025 by the City Council of Falcon Heights, Minnesota.

Moved by:

Approved by: _____
Randall C. Gustafson
Mayor

GUSTAFSON
LEEHY
MEYER
MIELKE
WASSENBERG

_____ In Favor
_____ Against

Attested by: _____
Jack Linehan
City Administrator

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3/10/2025 1:23 PM
 PACKET: 03342 March 10 Payables
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 1

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
3001	CAMPBELL KNOTSON					
=====						
I-328		Jan& Feb General Legal Matter	3,096.87			
3/10/2025	APBNK	DUE: 3/10/2025 DISC: 3/10/2025		1099: Y		
		Jan& Feb General Legal Matters		101 4114-80200-000	LEGAL FEES	3,096.87
=== VENDOR TOTALS ===			3,096.87			
=====						
01-05935	D. LEWIS ENTERPRISES INC					
=====						
I-6983		Police Office Reno - Counter	312.50			
3/10/2025	APBNK	DUE: 3/10/2025 DISC: 3/10/2025		1099: N		
		Police Office Reno - Counter		402 4402-91100-000	POLICE OFFICE RENOVATION	312.50
=== VENDOR TOTALS ===			312.50			
=====						
01-05235	JAN-PRO CLEANING SYSTEMS					
=====						
I-133883		Janitorial Services March	550.00			
3/10/2025	APBNK	DUE: 3/10/2025 DISC: 3/10/2025		1099: N		
		Janitorial Services March		101 4131-87010-000	CITY HALL MAINTENANCE	550.00
=== VENDOR TOTALS ===			550.00			
=====						
01-05886	KELLY & LEMMONS P.A.					
=====						
I-64994		Feb Prosecutions	2,500.00			
3/10/2025	APBNK	DUE: 3/10/2025 DISC: 3/10/2025		1099: Y		
		Feb Prosecutions		101 4123-80200-000	LEGAL FEES	2,500.00
=== VENDOR TOTALS ===			2,500.00			
=====						
01-05856	LINEHAN, JACK					
=====						
I-202503109126		Council Retreat Food	15.48			
3/10/2025	APBNK	DUE: 3/10/2025 DISC: 3/10/2025		1099: N		
		Council Retreat Food		101 4112-86100-000	CONFERENCES/EDUCATION/AS	15.48
=== VENDOR TOTALS ===			15.48			
=====						
01-05514	METRO CITIES					
=====						
I-2072		2025 Dues	2,527.00			
3/10/2025	APBNK	DUE: 3/10/2025 DISC: 3/10/2025		1099: N		
		2025 Dues		101 4111-86140-000	COMMISSIONS/MEMBERSHIPS/	2,527.00
=== VENDOR TOTALS ===			2,527.00			

3/10/2025 1:23 PM
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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
5908	METRO-INET					
I-2541		March IT	4,441.00			
3/10/2025	APBNK	DUE: 3/10/2025 DISC: 3/10/2025		1099: N		
		March IT		101 4116-85070-000	TECHNICAL SUPPORT	4,441.00
=== VENDOR TOTALS ===			4,441.00			
=====						
01-05357	MINNESOTA POLLUTION CONTROL AG					
I-202503109127		Waste Water Certification Fee	45.00			
3/10/2025	APBNK	DUE: 3/10/2025 DISC: 3/10/2025		1099: N		
		Waste Water Certification Fee		601 4601-86110-000	MEMBERSHIPS	45.00
=== VENDOR TOTALS ===			45.00			
=====						
01-05273	MN PUBLIC EMPLOYEES INSURANCE					
I-1502972		April Heath Insurance	12,883.72			
3/10/2025	APBNK	DUE: 3/10/2025 DISC: 3/10/2025		1099: N		
		April Heath Insurance		101 4112-89000-000	MISCELLANEOUS	12,883.72
=== VENDOR TOTALS ===			12,883.72			
=====						
01-06184	RAMSEY COUNTY - POLICE AND 911					
I-EMCOM-012261		911 Dispatch Jan	3,265.87			
3/10/2025	APBNK	DUE: 3/10/2025 DISC: 3/10/2025		1099: N		
		911 Dispatch Jan		101 4122-81200-000	911 DISPATCH FEES	3,265.87
I-EMCOM-012278		CAD Services Jan	490.75			
3/10/2025	APBNK	DUE: 3/10/2025 DISC: 3/10/2025		1099: N		
		CAD Services Jan		101 4122-81200-000	911 DISPATCH FEES	490.75
I-EMCOM-012334		911 Dispatch Feb	3,265.83			
3/10/2025	APBNK	DUE: 3/10/2025 DISC: 3/10/2025		1099: N		
		911 Dispatch Feb		101 4122-81200-000	911 DISPATCH FEES	3,265.83
I-EMCOM-012351		CAD Services Feb	490.75			
3/10/2025	APBNK	DUE: 3/10/2025 DISC: 3/10/2025		1099: N		
		CAD Services Feb		101 4122-81200-000	911 DISPATCH FEES	490.75
=== VENDOR TOTALS ===			7,513.20			

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-----ID-----				GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION	
=====							
6314		REHDER FORESTRY CONSULTING					
=====							
I-466		Feb Forestry Consulting	208.14				
3/10/2025	APBNK	DUE: 3/10/2025 DISC: 3/10/2025		1099: N			
		Feb Forestry Consulting		101 4134-80330-000	FORESTRY CONSULTANT	208.14	
=== VENDOR TOTALS ===			208.14				
=====							
01-05870		XCEL ENERGY					
=====							
I-202503109128		Elect	49.06				
3/10/2025	APBNK	DUE: 3/10/2025 DISC: 3/10/2025		1099: N			
		Elect		101 4121-85020-000	ELECTRIC	13.02	
		Elect		101 4141-85020-000	ELECTRIC/GAS	36.04	
=== VENDOR TOTALS ===			49.06				
=== PACKET TOTALS ===			34,141.97				

3/14/2025 10:04 AM
PACKET: 03345 MAR 14 PAYABLES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

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-----ID-----		GROSS		P.O. #				
ST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION		
=====								
01-03110 CENTURY LINK								
I-202503149132		LAND LINE FEB	77.57					
3/14/2025	APBNK	DUE: 3/14/2025 DISC: 3/14/2025		1099: N				
		LAND LINE FEB		601 4601-85011-000	TELEPHONE - LANDLINE	77.57		
=== VENDOR TOTALS ===			77.57					
=====								
01-03123 CINTAS CORPORATION								
I-4111304569		FLOOR MAT SVC	104.40					
3/14/2025	APBNK	DUE: 3/14/2025 DISC: 3/14/2025		1099: N				
		FLOOR MAT SVC		101 4131-87010-000	CITY HALL MAINTENANCE	104.40		
I-4220816503		FLOOR MAT SVC	104.40					
3/14/2025	APBNK	DUE: 3/14/2025 DISC: 3/14/2025		1099: N				
		FLOOR MAT SVC		101 4131-87010-000	CITY HALL MAINTENANCE	104.40		
=== VENDOR TOTALS ===			208.80					
=====								
01-031343 CRYSTEEL TRUCK EQUIPMENT								
I-FP198997		CUTTING EDGE SNOW PLOW	628.17					
3/14/2025	APBNK	DUE: 3/14/2025 DISC: 3/14/2025		1099: N				
		CUTTING EDGE SNOW PLOW		101 4132-70120-000	SUPPLIES	628.17		
=== VENDOR TOTALS ===			628.17					
=====								
01-05856 LINEHAN, JACK								
I-202503149134		MILEGE REIMB JACK MARCH	60.00					
3/14/2025	APBNK	DUE: 3/14/2025 DISC: 3/14/2025		1099: N				
		MILEGE REIMB JACK MARCH		601 4601-85015-000	CELL PHONE	60.00		
=== VENDOR TOTALS ===			60.00					
=====								
01-05843 MN NCPERS LIFE INSURANCE								
I-458800042025		2025 LIFE INS APR	112.00					
3/14/2025	APBNK	DUE: 3/14/2025 DISC: 3/14/2025		1099: N				
		2025 LIFE INS APR		101 21709-000	OTHER PAYABLE	77.12		
		2025 LIFE INS APR		204 21709-000	OTHER PAYABLE	1.60		
		2025 LIFE INS APR		601 21709-000	OTHER PAYABLE	24.96		
		2025 LIFE INS APR		602 21709-000	OTHER PAYABLE	8.32		
=== VENDOR TOTALS ===			112.00					

3/14/2025 10:04 AM
 PACKET: 03345 MAR 14 PAYABLEWS
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 DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

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ID-----	ST DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====							
01-00053	OREILLY AUTO PARTS						
I-32434639933	3/14/2025	APBNK	SHOP SUPPLIES DUE: 3/14/2025 DISC: 3/14/2025 SHOP SUPPLIES	7.99	1099: N 101 4131-70110-000	SUPPLIES	7.99
I-3243466139	3/14/2025	APBNK	SHOP SUPPLIES DUE: 3/14/2025 DISC: 3/14/2025 SHOP SUPPLIES	23.98	1099: N 101 4131-70110-000	SUPPLIES	23.98
I-3243466966	3/14/2025	APBNK	SHOP SUPPLIES DUE: 3/14/2025 DISC: 3/14/2025 SHOP SUPPLIES	29.98	1099: N 101 4131-70110-000	SUPPLIES	29.98
I-3243467399	3/14/2025	APBNK	SHOP SUPPLIES DUE: 3/14/2025 DISC: 3/14/2025 SHOP SUPPLIES	25.48	1099: N 101 4131-70110-000	SUPPLIES	25.48
I-324366311	3/14/2025	APBNK	SHOP SUPPLIES DUE: 3/14/2025 DISC: 3/14/2025 SHOP SUPPLIES	63.66	1099: N 101 4131-70110-000	SUPPLIES	63.66
I-324366534	3/14/2025	APBNK	SHOP SUPPLIE DUE: 3/14/2025 DISC: 3/14/2025 SHOP SUPPLIE	6.68	1099: N 101 4131-70110-000	SUPPLIES	6.68
=== VENDOR TOTALS ===				157.77			
=====							
01-06301	SAMS CLUB MC/SYNCB						
I-202503149133	3/14/2025	APBNK	MICROPHONES/.ELECXTIONS/GOAL DUE: 3/14/2025 DISC: 3/14/2025 CANVA SUBSCRIPTION GOAL SETTING FOOD POLICE OFFICE RENOVATION LEADERSHIP TNG TRANSLATION SVCS CHAT GPT MICROPHONES COUNCIL CHAMBERS ELECTION JUDGE FOOD LEGQLS ANNUAL MEMBERSHIP	3,346.00	1099: N 101 4116-70100-000 101 4111-70100-000 402 4402-91100-000 101 4131-70110-000 210 4210-86105-000 101 4116-70100-000 401 4401-90100-000 101 4115-70100-000 101 4111-70410-000 101 4131-70110-000	SUPPLIES SUPPLIES POLICE OFFICE RENOVATION SUPPLIES INCLUSION TNG EXERCISES SUPPLIES FURNITURE & EQUIPMENT SUPPLIES LEGAL NOTICES SUPPLIES	119.40 174.87 218.98 20.00 27.99 20.00 2,106.00 485.26 18.50 155.00
=== VENDOR TOTALS ===				3,346.00			

3/14/2025 10:04 AM
PACKET: 03345 MAR 14 PAYABLEWS
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DUE TO/FROM ACCOUNTS SUPPRESSED

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-----ID-----		GROSS		P.O. #		-----ACCOUNT NAME-----		DISTRIBUTION	
DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L	ACCOUNT				
=====									
01-06581		TRI-STATE BOBCAT INC							
=====									
I-A45726		EDGE FOR BOBCAT BLOWER	217.98						
3/14/2025	APBNK	DUE: 3/14/2025 DISC: 3/14/2025		1099: N					
		EDGE FOR BOBCAT BLOWER		101 4132-87000-000	REPAIR EQUIPMENT			217.98	
=== VENDOR TOTALS ===			217.98						
=====									
01-05970		XCEL ENERGY							
=====									
I-202503149130		ELECT	13.78						
3/14/2025	APBNK	DUE: 3/14/2025 DISC: 3/14/2025		1099: N					
		ELECT		209 4209-85020-000	STREET LIGHTING POWER			13.78	
=== VENDOR TOTALS ===			13.78						
=== PACKET TOTALS ===			4,822.07						

3/18/2025 12:13 PM
 PACKET: 03347 March 18th Payables
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 1

-----ID-----				GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----		DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-000		EHLERS AND ASSOCIATES					
I-100715		Bond Pay Off Fees		2,250.00			
3/18/2025	APBNK	DUE: 3/18/2025 DISC: 3/18/2025			1099: N		
		Bond Pay Off Fees			306 4306-94900-000	BOND FEES	2,250.00
I-100736		Arbitrage Reporting 2017A Bon		3,000.00			
3/18/2025	APBNK	DUE: 3/18/2025 DISC: 3/18/2025			1099: N		
		Arbitrage Reporting 2017A Bond			316 4316-94900-000	BOND FEES	3,000.00
		=== VENDOR TOTALS ===		5,250.00			
01-05511		LEAGUE OF MN CITIES					
I-202503189135		MN Mayors Association 2025 Du		30.00			
3/18/2025	APBNK	DUE: 3/18/2025 DISC: 3/18/2025			1099: N		
		MN Mayors Association 2025 Due			101 4111-86140-000	COMMISSIONS/MEMBERSHIPS/	30.00
		=== VENDOR TOTALS ===		30.00			
01-06002		NINENORTH					
I-2022-023		Feb - 3 Meetings		1,188.28			
3/18/2025	APBNK	DUE: 3/18/2025 DISC: 3/18/2025			1099: N		
		Feb - 3 Meetings			101 4116-85050-000	CABLE TV	1,188.28
		=== VENDOR TOTALS ===		1,188.28			
01-06112		PIONEER PRESS					
I-225572540		Legals		182.60			
3/18/2025	APBNK	DUE: 3/18/2025 DISC: 3/18/2025			1099: N		
		Legals			101 4111-70410-000	LEGAL NOTICES	182.60
		=== VENDOR TOTALS ===		182.60			
01-00935		ST PAUL REGIONAL WATER SERVICE					
I-202503189136		Ice Rink Water		624.01			
3/18/2025	APBNK	DUE: 3/18/2025 DISC: 3/18/2025			1099: N		
		Ice Rink Water			204 4204-87090-000	REPAIR EQUIPMENT	624.01
		=== VENDOR TOTALS ===		624.01			

3/18/2025 12:13 PM
 PACKET: 03347 March 18th Payables
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
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A/P Regular Open Item Register

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
0336	WILLS, ANNIKA					
I-202503189137		Recreation Scholarship	25.00			
3/18/2025	APBNK	DUE: 3/18/2025 DISC: 3/18/2025		1099: N		
		Recreation Scholarship		201 4201-88600-000	RECREATION SCHOLARSHIPS	25.00
=== VENDOR TOTALS ===			25.00			
01-05870	XCEL ENERGY					
I-202503189138		Elect	3,456.29			
3/18/2025	APBNK	DUE: 3/18/2025 DISC: 3/18/2025		1099: N		
		Elect		209 4209-85020-000	STREET LIGHTING POWER	12.19
		Elect		209 4209-85020-000	STREET LIGHTING POWER	38.42
		Elect		209 4209-85020-000	STREET LIGHTING POWER	72.90
		Elect		209 4209-85020-000	STREET LIGHTING POWER	2,456.14
		Elect		209 4209-85020-000	STREET LIGHTING POWER	72.08
		Elect		209 4209-85020-000	STREET LIGHTING POWER	20.12
		Elect		101 4141-85020-000	ELECTRIC/GAS	31.78
		Elect		101 4131-85020-000	ELECTRIC	708.77
		Elect		209 4209-85020-000	STREET LIGHTING POWER	43.89
=== VENDOR TOTALS ===			3,456.29			
01-07878	ZIONS BANK					
I-202503189139		Bond Payoff as of 4/1/25	431,145.80			
3/18/2025	APBNK	DUE: 3/18/2025 DISC: 3/18/2025		1099: N		
		Bond Payoff as of 4/1/25		306 4306-94500-000	BOND INTEREST	431,145.80
=== VENDOR TOTALS ===			431,145.80			
=== PACKET TOTALS ===			441,901.98			

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

PAY PERIOD ENDING

3/09/2025

DIRECT DEPOSIT EFFECTIVE DATE

3/11/2025

EMP #	NAME	AMOUNT
006	JACK LINEHAN	3,167.02
1-1027	KELLY A NELSON	2,323.11
1-1029	ELKE JOHNSON	1,771.60
1-1136	ROLAND O OLSON	3,143.63
1-1162	ALYSSA LANDBERG	2,480.14
1-1028	HANNAH B LYNCH	2,836.21
1-1168	DEAN T POPE	1,649.60
1-2277	MARK C HOVE	168.63
1-1033	DAVE TRETSVEN	1,970.93
1-1143	COLIN B CALLAHAN	2,895.02

TOTAL PRINTED: 10 22,405.89

3-11-2025 4:05 AM PAYROLL CHECK REGISTER
PAYROLL NO: 01 City of Falcon Heights

PAGE: 1
PAYROLL DATE: 3/11/2025

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
1P	NEIS, ADRIAN J	R	3/11/2025	378.71	094001
	SIMONS, DAVID S	R	3/11/2025	1,862.25	094002

3-11-2025 4:05 AM PAYROLL CHECK REGISTER
PAYROLL NO: 01 City of Falcon Heights

PAGE: 2
PAYROLL DATE: 3/11/2025

*** REGISTER TOTALS ***

REGULAR CHECKS:	2	2,240.96
DIRECT DEPOSIT REGULAR CHECKS:	10	22,405.89
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	12	24,646.85

*** NO ERRORS FOUND ***

** END OF REPORT **

March 11 payroll

Fed With	8,872.36
St With	1,619.85
Pera	5,037.59
ICMA	<u>200.00</u>
	-
	15,729.80

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Meeting Date	March 26, 2025
Agenda Item	Consent G2
Attachment	Resolution 25-26
Submitted By	Hannah Lynch, Community Development Coordinator

Item	Removal of Amy Christiansen from the Environment Commission
Description	Amy Christiansen was appointed to the Environment Commission in 2022. Of the last ten meetings, the last five have missed without communication with Staff or the Commission Chair. As such, Staff is recommending removal of Amy Christiansen from the Environment Commission.
Budget Impact	N/A
Attachment(s)	Resolution 25-26 Authorizing the Removal of Amy Christiansen from the Environment Commission
Action(s) Requested	Staff requests approval of Resolution 25-26 to remove Amy Christiansen from the Environment Commission.

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

March 26, 2025

No. 25-26

**RESOLUTION AUTHORIZING THE REMOVAL OF AMY CHRISTIANSEN FROM
THE ENVIRONMENT COMMISSION**

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

WHEREAS, the Environment Commission shall serve in an advisory capacity to the City Council on all policy matters relating to energy use, air quality, recreation and aesthetic appreciation, green infrastructure, water, solid waste, and environmental education; and

WHEREAS, Commission members shall be subject to removal with or without cause, by a four-fifths vote of the city council, and failure to attend meetings regularly shall be one basis for removal; and

WHEREAS, Amy Christiansen has missed a number of meetings and can no longer commit to the needs of the Commission; and

WHEREAS, City Staff recommends removal of Amy Christiansen from the Falcon Heights Environment Commission.

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

1. That the removal of Amy Christiansen from the Environment Commission is approved and adopted by the City Council of the City of Falcon Heights.

Moved by:

Approved by: _____
Randall C. Gustafson
Mayor

GUSTAFSON
MEYER
LEEHY
WASSENBERG
MIELKE

_____ In Favor
_____ Against

Attested by: _____
Jack Linehan
City Administrator

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Meeting Date	March 26, 2025
Agenda Item	Consent G3
Attachment	N/A
Submitted By	Hannah Lynch, Community Development Coordinator

Item	Reappointment of John Pellegrini to the Environment Commission
Description	Each year the City Council appoints residents to serve on various city commissions. John Pellegrini's first term expired at the end of 2024, but was missed due to a discrepancy in how term lengths were calculated. Staff recommends reappointing him to the Environment Commission for a three-year term (2025-2027), as directed by the City Code.
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	Staff are requesting a motion to approve the reappointment of John Pellegrini to the Environment Commission for his second three-year term.

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Meeting Date	March 26, 2025
Agenda Item	Policy H1
Attachment	Memo, FAQs, Resolution 25-27
Submitted By	Jack Linehan, City Administrator

Item	Supporting Legislation Expanding the Ramsey County HRA to Include EDA Powers
Description	Ramsey County has the statutory authority to levy funds through its Housing and Redevelopment Authority (HRA) for housing uses. In other counties, these funds have statutory authority to allow for economic development uses, such as supporting funding for retaining businesses or the re-use of existing commercial property. Ramsey County seeks gaining access to funding and allow for its distribution pursuant to proposed legislation through the State of Minnesota. The proposed legislation creates an Economic Development Agency (EDA) and grants the HRA the powers of the EDA. The attached resolution shows the City’s support in Ramsey County pursuing legislation to help fund small businesses and believes such funding is essential for stability and growth.
Budget Impact	N/A
Attachment(s)	• Memorandum to City Leadership • FAQs • Resolution 25-27
Action(s) Requested	Staff recommend approval of the attached resolution.

MEMORANDUM

To: City Leadership

From: Scott Schwahn, Ramsey County Senior Assistant Attorney

Subject: Comments/Summary on Proposed Redlined Bill (Proposed Ramsey County EDA)

This memo is to address two of the main concerns certain cities had regarding the above-referenced proposed bill, and also to indicate specifically how those concerns were addressed pursuant to the attached redlined proposed bill.

At prior meetings, and in past correspondence with the County, the cities generally seemed to approve in principle the idea of Ramsey County creating an EDA. Without going into the details here, after much discussion there appeared to be an understanding that an EDA creation frees up funds Ramsey County could otherwise not access (particularly for small businesses), and that these funds would benefit the cities in a direct and proximate way.

However, they had concerns about unintended consequences. Those essentially boiled down to the following: 1.) Would the act of Ramsey County establishing an EDA give them new powers to tax under MN Statute 469, and if so, how could they be sure the County would not later certify an EDA levy to the County Auditor?, and 2.) Preserving opt out and withdrawal options.

The County agreed these were legitimate concerns, and revised the proposed bill accordingly. You will see this as follows:

1.) The redlined additions in the first paragraph indicate the intention of the County is NOT to create a new tax, and that it is limited from doing so, and the cities will preserve options and the ability to withdraw from participation.

2.) At Item 1.12 you will see “except as to Sections 469.101 subd. 19, 469.102, and 469.107” added. Those are statutory references (of the full extent) of taxing powers normally granted to an EDA. We removed all such powers. Therefore, this EDA would have not any taxing powers.

3.) At item 1.19 you will see “Except as to 469.1082 subd. 5” added. To further limit what the County can do under the new EDA, we stated any 469.1082 provisions normally granted would also not apply. You can review what 469.1082 entails, but in any event, whatever powers we would have under this statute, have also been removed. With one exception: 469.1082 subd. 5 refers to the cities ability to opt out or withdraw. We did not want to imply this also removed such options, and therefore made this exception to remove any doubt about their preserving option and/or withdrawal rights.

I am hoping this clarifies what the redlined additions are intended to do. If you have any questions, feel free to contact me.

--VERSION 1/23/2025--

Statutory Change Expanding Use of Ramsey County Housing & Redevelopment Authority (HRA)

Small businesses are the backbone of Ramsey County. It's critical to our region that we continue to invest in our business community in the wake of the pandemic. Ramsey County seeks to amend the HRA statutory language to expand authority to better support diversifying industries, communities, and emerging entrepreneurs as best as possible.

FREQUENTLY ASKED QUESTIONS

Why is Ramsey County not just revising its Housing and Redevelopment Authority to include business programming as an allowable use? Why is establishment of an economic development authority included in this legislation?

A: Ramsey County Housing and Redevelopment Authority is established under state statute. The state statute is narrowly worded to the support and funding of affordable housing and redevelopment projects and programs. Small business programming is defined as allowable uses with economic development authorities. Ramsey County does not currently have an economic development authority. Based on legal guidance, the proposed legislation expands the powers of the Ramsey County Housing and Redevelopment Authority through the establishment of an economic development authority.

Will this legislative change result in a new property tax to Ramsey County property owners?

A: No. This legislative change has no change on property taxes. This legislative change simply expands the list of eligible activities in which Ramsey County's Housing and Redevelopment Authority levy is used. The text change would additionally add programming for entrepreneurs and small businesses as an eligible use for the Ramsey County Housing and Redevelopment Authority levy.

What is the county seeking from Ramsey County cities? If the legislation is successful, what is required from Ramsey County cities?

A: The County does not require approval from Ramsey County cities for this proposed legislation. The County does however seek support from our cities for this legislation.

If the legislation is successful, cities within the existing Ramsey County Housing and Redevelopment Authority area of operation will have the choice whether to:

- Opt-in: A city that chooses to opt-in will receive the greatest flexibility of eligible programming. In addition to the current portfolio of affordable housing and redevelopment programming, business programming will be provided. City Councils will be asked to pass resolutions 'opting-in' by June 2025. With the first year of HRA levy funded business programming occurring in 2026.
- Opt-out: A city that chooses to opt-out will continue to receive the current portfolio of affordable housing and redevelopment programming.

The City of North Saint Paul is not to be a part of the Ramsey County Housing and Redevelopment Authority Area of Operation. There is no change to North Saint Paul as a result of this legislation.

Ramsey County Housing & Redevelopment Authority

What is the current levy of the Ramsey County Housing & Redevelopment Authority (HRA)?

A: The 2024 HRA Levy is \$12,595,222. HRA Levy spending maintains a directed parity of 50% of the levy spent within suburban Ramsey County and 50% within the city of Saint Paul.

How is the Ramsey County Housing and Redevelopment Authority levy currently used?

A: The Ramsey County HRA levy is in its third year of operation. Over the last two years, the general breakdown of HRA levy usage was (Avg. of 2022 & 2023):

Housing Programing	Redevelopment Programs	Administration
73%	17%	10%

Current suite of HRA levy programming

Housing Programs	Redevelopment Programs
Affordable Housing infrastructure Investments	Critical Corridors – Development + Infrastructure;
FirstHome Down payment assistance	Critical Corridors Suburban Commercial Corridor Initiative <i>*Suburbs only*</i>
Emerging & Diverse Developers Program	Critical Corridors Planning
	Site Assessment Grants

► [HRA 2024 Annual Report – Highlights](#) (3rd year of operation)

Final Report is currently in production with a final version published in Q1 2025. General highlights to include:

- Affordable Housing Investments. \$6.5M of HRA levy obligated to affordable housing projects in 2024.
- Emerging & Diverse Developers (EDD). Over 30 developers received technical assistance in 2024. County invested \$2.4 million (HRA Levy only) into projects led by EDD.
- FirstHome Down Payment Assistance. 46 closings in 2024.
- Critical Corridors. Assisted 9 qualifying applicants/projects with \$1.76 million in Housing & Redevelopment Authority levy funding for place-based investments in three core areas: pre-development planning, commercial corridor initiatives (suburban only) and development and infrastructure
- Site Assessment Grants. Supported 16 projects with site investigation in 2024.

► [HRA 2023 Annual Report – Highlights](#) (2nd year of operation)

- Affordable Housing Investments. \$6.15M of HRA levy obligated to affordable housing projects in 2023. Across all funding streams, County invested in the construction of 1,365 new and 767 preserved rental housing units in 2023. Of the total, 988 were classified as deeply affordable for residents earning at or below 30% Area Median Income.
- FirstHome Down Payment Assistance. Of the 27 closings, 25 were first-generation homebuyers.
- Emerging & Diverse Developers (EDD). EDD is a two-part program initiated in second half of 2023.
 - Part A is provides technical assistance and cohort group learning to strengthen the pipeline of local emerging and diverse developers in real estate. 48 developers received technical assistance in 2023.

- Part B is a solicitation for projects led by EDD. County invested \$3.1 million (across all funding) into projects led by EDD.
 - Critical Corridors. Assisted 10 qualifying applicants/projects with \$2.1 million in Housing & Redevelopment Authority levy funding for place-based investments in three core areas: pre-development planning, commercial corridor initiatives (suburban only) and development and infrastructure
 - Site Assessment Grants. Program initiated in late 2023. Supported one project in 2023.
- **HRA 2022 Annual Report – Highlights** (1st year of operation)
- Affordable Housing Investments. \$7.2M of HRA levy obligated to affordable housing projects in 2022. Across all funding streams, Ramsey County leveraged multiple funding sources in 2022 to bring dozens of affordable housing projects closer to realization and invested in the construction of 1,128 new rental housing units and preserved 1,029. Of the total, 571 are classified as deeply affordable for residents earning at or below 30% Area Median Income.
 - FirstHome Down Payment Assistance. In Fall 2022, County relaunched its down payment assistance program to better align with market realities and offer first-time and first-generation homebuyers with down payment assistance. \$187,500 in down payment assistance loans disbursed in 2022.
 - Critical Corridors. Established in the Fall 2022, 14 grants in its first round of solicitations, totaling roughly \$2.3 million in three core areas: pre-development planning, development and infrastructure, and commercial corridor initiatives.

Will this change result in Ramsey County shifting its focus from supporting the preservation and expansion of deeply affordable housing?

A: No. Ramsey County remains focused on the improving affordable housing infrastructure throughout the county. The MN Legislature made unprecedented investments in housing and housing infrastructure as part of the 2023 Legislative session. The Local Affordable Housing Aid (LAHA) or housing sales tax is estimated to bring resources comparable to that of the HRA levy. This additional funding for affordable housing allows for a slight adjustment of funding priorities of the HRA levy without deviating from the County's primary focus on expanding and improving affordable housing infrastructure.

Who decides on funding priorities on HRA Levy?

A: Ramsey County HRA Board is responsible for establishing funding priorities and make final decisions regarding spending of HRA levy. While the County HRA outlines its priorities, it relies on city partners as well as community organizations and developers to ready important projects. Prior to the county's funding in a project, projects are required obtain a municipal resolution in support in accordance with state statute.

EDA and business programming

What type of business activities does the County intend to do with this legislative change?

A: The County is responding to community requests for enhanced business programming. The small business support (EDA eligible activities) realized by this legislative flexibility would be a strong reelection of those local requests and would initially start at \$1.5 - \$2 million of our yearly HRA levy to ensure the bulk of resources are remain available and prioritized for housing programs and projects. Funding will continue to align with HRA levy spending directives where 50% of HRA levy spending occurs in suburban Ramsey County and 50% with the City of Saint Paul. Areas of need identified to strengthen the small business ecosystem are informed by the County's involvement and engagement with cities, business support organizations and small businesses that include:

- Capacity building of small business support organizations to meet current and future needs

- ▶ More technical assistance/advisory services to better serve targeted geographies, communities and/or industries
- ▶ Additional flexible capital to enable greater business retention, expansion and attraction

Did the County attempt to form an EDA previously?

A: During the 2024 Legislative Session, Ramsey County introduced proposed legislation amending HRA statutory language and establishing an EDA to allow for business programming to be an eligible use of Ramsey County HRA levy funding. HF 3784 (Lee) / SF 4655 (Hawj) was later amended based on feedback from cities. A redlined version, including a memo from the County Attorney's office describing the changes is available. The current draft version for the 2025 Legislative session of the bill reflects this city feedback in 2024.

In 2016, the County did submit legislation that would have created a Ramsey County EDA. The legislation was pulled by the County following community concerns around the creation of a new taxing authority. The county's current legislation would not create a new taxing authority as it merely allows for additional eligible uses (i.e. business programming) of the County's existing Housing and Redevelopment Authority.

Does Ramsey County provide business programming? If so, what programs? How much does it spend? And how does it pay for business programs?

A: Ramsey County provides limited business programming. The County funds the programming through the County's general property tax levy. Current business programming totals \$345,000.

- ▶ Entrepreneur support: Open to Business – Provides no cost direct technical assistance and other forms of support to small business owners and aspiring entrepreneurs. This program was expanded countywide in 2019 in response to direct city requests for this program.
- ▶ Small Business Growth: Ramsey County has two cohort-based leadership programs geared for established businesses. Both programs are a partnership with Hennepin County.
 - CEO Next – Group learning leadership program for CEOs/founders of second stage businesses that are growth-minded (\$1M-50M in revenues, 10-99 employees, etc.)
 - CEO Now – Group learning leadership program for CEOs/founders of first stage businesses that are growth-minded (\$250K-2M in revenues, more than one employee, operating for two years, etc.) Newly established in 2024.
- ▶ Marketing & attraction programming: RamseyCountyMeansBusiness.com An online portal providing workforce and economic development resources throughout the county to current and prospective businesses and investors. This online portal went live in 2019 and was refocused during the pandemic as a central repository for covid business relief resources. A redesign of the portal is underway and will be live in early 2025.

How do other metro counties support business programming and how did they obtain authority to provide economic development activities?

A: Hennepin County received special legislation (MN Statute 383B.79) - *A multijurisdictional reinvestment program is authorized involving Hennepin County, the Hennepin County Housing and Redevelopment Authority, and one or more of the following political subdivisions: the cities of Minneapolis, Brooklyn Center, and other interested statutory or home rule charter cities in Hennepin County, the Minneapolis Park Board, the Three Rivers Park District, and any watershed district entirely or partially located in Hennepin County. The multijurisdictional program may include plans for housing rehabilitation and removals, industrial polluted land cleanup, water ponding, environmental cleanup, community corridor connections, corridor planning, creation of green space, acquisition of property, development and*

redevelopment of parks and open space, water quality and lakeshore improvement, development and redevelopment of housing and commercial projects, economic development, and job creation.

- ▶ Hennepin County utilizes Housing and Redevelopment Authority funding for a variety of economic development programs including their CEO Next and Elevate Business platform. Due to the broader nature of this statute, this has limited applicability to Ramsey County.

Dakota County has a Community Development Agency. Under MN Statute 383D.41, subdivision 7, *After December 31, 1999, the Dakota County Housing and Redevelopment Authority shall be known as the Dakota County Community Development Agency. In addition to the other powers granted in this section, the Dakota County Community Development Agency shall have the powers of an economic development authority.*

- ▶ A core focus of local Community Development Agencies (CDAs) is the ability to own and operate affordable housing. Ramsey County has expressed no interest in owning and operating affordable housing, so this the CDA statute has limited applicability to Ramsey County.

Washington County has a Community Development Agency. In 2016, Washington County successfully sought special legislation to amend their Housing & Redevelopment Authority and created a Community Development Agency. Under MN Statute 383D.41, section 2, subdivision 2a, *Request to handle economic development, housing, or redevelopment duties. The governing body of a statutory or home rule charter city or township with an existing municipal economic development authority may request the Washington County Community Development Agency to handle the economic development, housing, or redevelopment duties of the authority and, in such an event, the Washington County Community Development Agency shall act and have exclusive jurisdiction for economic development, housing, or redevelopment duties in the statutory or home rule charter city or township pursuant to the provisions of the Economic Development Authorities Act, Minnesota Statutes, sections 469.090 to 469.1081.*

- ▶ A core focus of local Community Development Agencies (CDAs) is the ability to own and operate affordable housing. Ramsey County has expressed no interest in owning and operating affordable housing, so this the CDA statute has limited applicability to Ramsey County.

Scott County and Carver County each have a Community Development Agency. CDA's provide the most diverse array of eligible programing for housing, redevelopment and economic development uses.

Other questions:	
JENNIFER O'ROURKE Director of Government Relations 651-366-7276 jennifer.orourke@ramseycounty.us	JOSH OLSON Director of Community & Economic Development 651-295-0370 josh.olson@ramseycounty.us

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

March 26, 2025

No. 25-27

**RESOLUTION SUPPORTING LEGISLATION EXPANDING THE RAMSEY COUNTY
HOUSING AND REDEVELOPMENT AUTHORITY (“HRA”) TO INCLUDE
ECONOMIC DEVELOPMENT AGENCY (“EDA”) POWERS**

WHEREAS, the Commissioners of Ramsey County (“County”) and the Falcon Heights City Council (“City”) consider small businesses to be the backbone of stability and growth for their respective local government and municipality; and

WHEREAS, the County and the City also consider continued investment in small businesses as critical for sustaining stability and growth in their respective local government and municipality; and

WHEREAS, the County has secured funding that could be dedicated for investment in a variety of programs to support small businesses located in the City, but cannot currently access or distribute said funds due to the lack of an effective channel through its HRA; and

WHEREAS, pursuant to proposed legislation through the State of Minnesota the County seeks to gain access to said funding and allow for the distribution of funds to small businesses located in the City; and

WHEREAS, the proposed legislation creates an EDA and grants to the HRA the powers of the EDA (excepting the EDA’s power to tax); and

WHEREAS, the City supports the County in pursuing legislation to secure channels to fund small businesses located within the City and believes such funding will be beneficial to the City and essential for stability and growth; and

WHEREAS, the City wishes to avail itself to such funding should it become available and expresses its commitment to collaborate in the process necessary for passing said legislation and its corresponding implementation;

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

1. That the City supports the County in its legislative endeavor and endorses proposed legislation that creates a Ramsey County EDA and expands the powers of the Ramsey County HRA to include Ramsey County EDA powers (excluding the EDA’s power to tax).

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

1. That the City commits to the collaboration and the processes necessary for the passing and implementation of said legislation.

Moved by:

Approved by: _____
Randall C. Gustafson
Mayor

GUSTAFSON
MEYER
LEEHY
WASSENBERG
MIELKE

_____ In Favor
_____ Against

Attested by: _____
Jack Linehan
City Administrator

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Meeting Date	March 26, 2025
Agenda Item	Policy H2
Attachment	Bill Summary; Resolution 25-28
Submitted By	Jack Linehan, City Administrator

Item	Authorizing Letter of Support for the Equal Access to Broadband Act
Description	The Equal Access to Broadband Act, reintroduced this year, would improve cities' control over public rights-of-way, allowing local governments to negotiate franchise agreements for broadband providers' use of public rights-of-way, helping to ensure cities receive reasonable compensation and to help ensure equal access and equitable broadband deployment by requiring providers to meet buildout requirements in underserved areas. Additionally, the Equal Access to Broadband Act would help fund access television. As the Equal Access to Broadband Act awaits action in both the House and Senate, Staff recommends authorizing a letter of support for it.
Budget Impact	N/A
Attachment(s)	• Bill Summary • Resolution 25-28
Action(s) Requested	Staff recommend approval of the attached resolution and authorizing a letter of support for the Equal Access to Broadband Act.



S.F. No. 2045 – Equal Access to Broadband Act

Author: Senator Ann H. Rest

Prepared by: Laura Paynter, Legislative Analyst, (laura.paynter@mnsenate.gov)

Date: March 20, 2025

S.F. 2045 modifies provisions relating to broadband services and infrastructure.

Section 1 (116J.39, subdivision 1) amends the definition of “broadband” or “broadband service” in the office of broadband development section of the statutes to mean a service that offers internet access.

Section 2 (116J.394) amends the definition of “broadband infrastructure” and adds another section to which the broadband development definitions apply.

Section 3 (116J.399, subdivision 1) modifies the definitions for “broadband easements” by striking the broadband infrastructure definition, amending the broadband service to be consistent with the language in section 1, amending the provider definition to exclude wireless and direct satellite service providers, and inserting a definition for local franchising authority.

Section 4 (116J.399, subdivision 8) modifies the local government right-of-way easement management by striking the telecommunications right-of-way permit authority under section 273.163 and providing that it is regulated under section 5. The section does not apply to a public utility easement.

Section 5 (116J.399) adds a subdivision describing franchise or municipal authorization, which allows a local franchising authority to require a broadband provider to obtain a franchise or municipal authorization. It authorizes a local franchising authority to charge fees to raise revenue, defray costs, or both. The fee may be up to 5% of a provider’s gross revenues plus up to 3% more to support a local access channel if applicable.

Section 6 (222.37, subdivision 1) modifies the use requirements for public roads in the railroad commerce and property chapter by specifying that broadband providers may use public roads and are subject to franchising requirements in section 5 along with other identified service providers. The section also states that authorization must be given before

service can be provided and a company that provides multiple services may be required to obtain a franchise for each one.

Section 7 (237.162, subdivision 4) modifies the definition of “telecommunications right-of-way user” in the telecommunications chapter to exclude broadband and cable service.

Section 8 (237.163, subdivision 2) gives local government units the authority to franchise public rights-of-way and receive compensation for use and occupancy.

Section 9 (237.163, subdivision 6) allows local government units to recover right-of-way management costs.

Section 10 (237.163, subdivision 7) strikes language prohibiting local government units from (1) requiring fees or in-kind services for permission to use a public right-of-way or install a small wireless facility and (2) imposing regulations on the placement or operation of communications facilities in a right-of-way where a provider is already authorized to operate.

Section 11 (412.221, subdivision 6) modifies the statutory cities chapter to allow a city council to franchise occupants and users of a public right-of-way and to receive compensation.



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**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

March 26, 2025

No. 25-28

**RESOLUTION AUTHORIZING LETTER OF SUPPORT FOR THE EQUAL ACCESS
TO BROADBAND ACT**

WHEREAS, the Equal Access to Broadband Act would allow local governments to negotiate franchise agreements for broadband providers' use of public right-of-way; and

WHEREAS, the Equal Access to Broadband Act aims to ensure equal access and equitable broadband deployment; and

WHEREAS, the Equal Access to Broadband Act would require broadband providers to meet buildout requirements in underserved areas, ensure cities receive reasonable compensation for the use of public rights-of-way, improve city control over public rights-of-way and help fund access television; and

WHEREAS, City Staff recommends authorizing a letter of support for the Equal Access to Broadband Act as it awaits action in the House Legacy Finance Committee.

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

1. That the City Council acknowledges the importance of supporting the Equal Access to Broadband Act and the City Administrator is hereby authorized to execute said letter of support.

ADOPTED this 26th day of March 2025 by the City Council of Falcon Heights, Minnesota.

Moved by:

Approved by: _____
Randall C. Gustafson
Mayor

GUSTAFSON
MEYER
LEEHY
WASSENBERG
MIELKE

_____ In Favor
_____ Against

Attested by: _____
Jack Linehan
City Administrator

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Meeting Date	March 26, 2025
Agenda Item	H3
Attachment(s)	See below
Submitted By	Jack Linehan, City Administrator

Item	Approval of Resolution 25-29 Accepting Proposal from iWorQ to Include Payment Processing from Payroc as the City's Payment Processor
Description	In 2021, the City approved an agreement with AllPaid to serve as the City's merchant of record (MoR) for online payment processing. The agreement was set that AllPaid would collect 2.95% of credit card processing fees per transaction for sales the City made, which include payment of permit revenues, recreation signups and payments for other city services. In late 2024, AllPaid notified the City that changes to their ownership would result in a minimum charge of \$3.99 per transaction, starting January 1, 2025. This would represent a significant service charge for many minor transactions. The City explored numerous options for alternatives. Most credit card payments the City receives are through iWorQ, the City's building permit software provider. As AllPaid didn't integrate with iWorQ, staff need to manually input payments in to the permitting system. The City reached out to iWorQ, and they have recommended Payroc as their primary payment provider. The proposal from Payroc/iWorQ would be an annual fee of \$900 for the integration of iWorQ, and a one-time setup fee of \$500. Customers would pay a processing fee of either \$2 per transaction or 3.5%, whichever is greater. This means that any purchase under \$57 would have a \$2 credit card processing fee, and purchases \$57.01 or greater would be 3.5%. With most permit fees and recreation payments under \$57, we anticipate this would be more manageable for our customers, and provide staff efficiencies by integrating payments in to our permitting system.
Budget Impact	Funds are available for the FY2025 cost of \$1,400
Attachment(s)	• Proposal from iWorQ • Payroc / iWorQ Partnership Overview Program • Resolution 25-29
Action(s) Requested	Staff recommends that City Council approve Resolution 25-29 accepting the proposal from iWorQ, and authorize the City Administrator to execute a service agreement with Payroc as our merchant of record.

IWORQ SERVICE(S) AGREEMENT

For iWorQ application(s) and service(s)

Falcon Heights hereafter known as ("Customer"), enters into THIS SERVICE(S) AGREEMENT ("Agreement") with iWorQ Systems Inc. ("iWorQ") with its principal place of business 1125 West 400 North, Suite 102, Logan, Utah 84321.

1. SOFTWARE AS A SERVICE (SaaS) TERMS OF ACCESS:

iWorQ grants Customer a non-exclusive, non-transferable limited access to use iWorQ service(s), application(s) on iWorQ's authorize website for the fee(s) and terms listed in Appendix A. This agreement will govern all application(s) and service(s) listed in the Appendix A.

2. CUSTOMER RESPONSIBILITY:

Customer acknowledges that they are receiving only a limited subscription to use the application(s), service(s), and related documentation, if any, and shall obtain no titles, ownership nor any rights in or to the application(s), service(s), and related documentation, all of which title and rights shall remain with iWorQ. Customer shall not permit any user to reproduce, copy, or reverse engineer any of the application(s), service(s) and related documentation.

iWorQ is not responsible for the content entered into iWorQ's database or uploaded as a document or image.

3. TRAINING AND IMPLEMENTATION:

Customer agrees to provide the time, resources, and personnel to implement iWorQ's service(s) and application(s). iWorQ will assign a senior account manager and an account management team to implement service(s) and application(s). Typical implementation will take less than 60 days. iWorQ account managers will call twice per week, provide remote training once per week, and send weekly summary emails to the customer implementation team. iWorQ can provide project management and implementation document upon request.

iWorQ will do ONE import of the Customer's data. This import consists of importing data, sent by the Customer, in an electronic relational database format.

Customer must have clear ownership of all forms, letters, inspections, checklists, and data sent to iWorQ.

4. CUSTOMER DATA:

Customer data will be stored on AWS GovCloud. iWorQ will use commercially reasonable efforts to backup, store and manage Customer data. iWorQ does backups twice per week and offsite backups twice per week.

Customer can run reports and export data from iWorQ application(s) at any time.

Customer can pay iWorQ for additional data management service(s), onsite backups, application(s) and other service(s).

Data upload and storage is provided to every Customer. This includes uploading files up to 25MB and 100GB of managed data storage on AWS GovCloud. Additional upload file sizes and managed data storage sizes can be provided based on the application(s) and service(s) listed in Appendix A.

Customer can upload and store images with personal information like driver's license, and more. This Data can be used by the customer to complete the permitting, licensing, or code enforcement processes. Customer understands that the data must be uploaded and stored in the Sensitive Data Upload section of the iWorQ software for access and security purposes.

iWorQ is not responsible: (1) For the content entered into iWorQ's database, (2) For images or documents scanned locally and uploaded by the iWorQ users, (3) For documents or images uploaded by citizens over the web, and (4) For backup data sent to the Customer by iWorQ.

5. CUSTOMER SUPPORT:

Customer support and training are FREE and available Monday-Friday, from 6:00 A.M. to 5:00 P.M. MST, for any authorized user with a login. iWorQ provides unlimited remote Customer training (through webinars), phone support, help files, and documentation. Basic support request is typically handled the same day. iWorQ provides "Service NOT Software".

6. BILLING:

iWorQ will invoice Customer on an annual basis. iWorQ will send invoice by mail and by email to the address(s) listed in Appendix A. Terms of the invoice are net 30 days from the date of the invoice. Any billing changes will require that a new Service(s) Agreement be signed by Customer.

Any additional costs imposed by the Customer including business licenses, fees, or taxes will be added to the Customer's invoice yearly. Support and services fees may increase in subsequent years but will increase no more than 5% per year.

Customer pricing is based on a 3 Year Term and reflects a discounted annual price. Changes to the Term or the Termination Policy (Section 7. Termination:), will affect the annual pricing and could double your annual cost. Customer reserves the right to pay the 3 Year Term upfront to secure discounted annual pricing.

7. TERMINATION:

Prior to the expiration of the initial 3-YEAR TERM (the "Initial Term"), either party may terminate this Agreement, by providing the other party with a Sixty (60) days' written notice prior to the effective date of the expiration. Should Customer terminate any part of the application(s) and or service(s) the remaining balance will immediately become due. Should Customer terminate any part of the application(s) and or service(s) a new Service(s) Agreement will need to be signed. Upon expiration of the Initial Term, this Agreement shall automatically renew for successive one (1) year terms unless either party provide notice of termination or non-renewal no less than sixty (60) days prior to expiration of the then-current term.

Upon termination of this Agreement, iWorQ will discontinue all application(s) and or service(s); iWorQ will provide customer with an electronic copy of all of Customer's data, if requested by the Customer (within 3-5 business days).

During the term of the Agreement, the Customer may request a copy of all of Customer's data, which shall be provided to Customer for a cost of no more than \$2500 per copy. Please note, if Customer is not in compliance with the material terms and conditions of this Agreement, iWorQ will not be required to provide Customer with the data.

8. ACCEPTABLE USE:

Customer represents and warrants that the application(s) and service(s) will only be used for lawful purposes, in a manner allowed by law, and in accordance with reasonable operating rules, and policies, terms, and procedures. iWorQ may restrict access to users upon misuse of application(s) and service(s).

9. MISCELLANEOUS PROVISIONS:

This Agreement will be governed by and construed in accordance with the laws of the State of Utah. Any legal action or proceeding related to this Agreement must be brought and determined in the State of Utah and may not be brought or determined in any other forum or Jurisdiction.

Customer recognizes that iWorQ Systems is a software company located in Utah. Any changes to this section, including changes to the Venue or Forum, will be subject to an increase in their annual pricing.

10. CUSTOMER IMPLEMENTATION INFORMATION:

Primary Implementation Contact Elke Johnson Title Administrative & Communications Coordinator
Office Phone 651-792-7621 Cell Email elke.johnson@falconheights.org
Secondary Implementation Contact Alyssa Landberg Title Assistant Finance Director
Office Phone 651-792-7628 Cell Email alyssa.landberg@falconheights.org

11. CUSTOMER BILLING INFORMATION:

Billing Contact Alyssa Landberg Title Assistant Finance Director
Office Phone 651-792-7628 Cell Email alyssa.landberg@falconheights.org
PO# (if required) Tax Exempt ID # 41-6007644

12. ACCEPTANCE:

The effective date of this Agreement is listed below. Authorized representative of Customer and iWorQ have read the Agreement and agree and accept all the terms.

Signature

Effective Date:

Printed Name Jack Linehan

Title City Administrator

Office Number 651-792-7611

Cell Number

iWorQ Service(s) Agreement

APPENDIX A

iWorQ Cost Proposal

Falcon Heights	Population- <u>5491</u>
2077 W Larpenteur Falcon Heights, MN 55113	Prepared by: Jack Radford

Annual Subscription Fees

<u>Application(s) and Service(s)</u>	<u>Package Price</u>	<u>Billing</u>
Community Development (Department) *Permit Management *Code Enforcement *Portal Home -Configurable portal for ease of applying for permits, tracking current permits online -Allows for submitting code enforcement issues online and viewing code cases -Messaging feature for easy interaction with citizens -Inspection and plan review tracking -Track permits and cases with customizable reporting -OpenStreetMap tracking abilities with quarterly updates -3 custom database web forms for Portal Home -Includes unlimited access to 15 letter templates and 3 custom letters	\$4,000.00	Annual
Payment Processing (Payroc) - Online Credit/debit card processing - Payments are recorded and tracked in iWorQ - iWorQ's reporting tool can track all historical transactions	\$900.00	Annual
Subscription Fee Total (This amount will be invoiced each year)	\$4,900.00	

One-Time Setup, GIS integration, and Data Conversion Fees

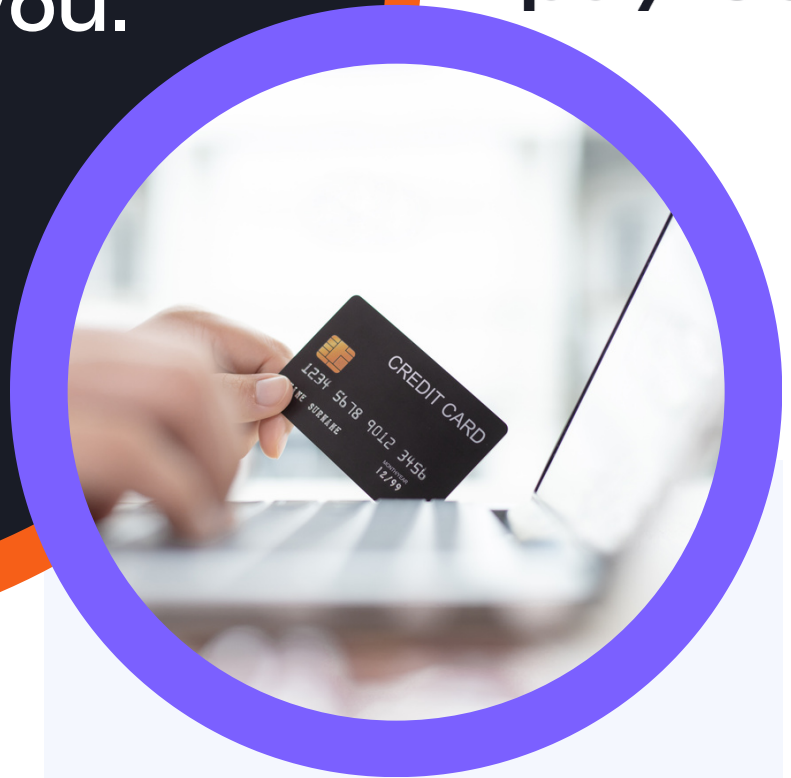
<u>Service(s)</u>	<u>Full Price Cost</u>	<u>Package Price</u>	<u>Billing</u>
One-Time Setup Total (This amount will be added year 1)	\$5,000.00	\$500.00	Year One

NOTES SERVICE(S) DESCRIPTION

- I. Invoice for the (Annual Subscription Fee Total + One-Time Total) will be sent out 2 weeks after signature and Effective Date
- II. This subscription Fee and Agreement have been provided at the Customer's request and is valid for 25 days
- III. This cost proposal cannot be disclosed or used to compete with other companies.
- IV. This agreement combines existing services totaling \$4,000 with proposed added services (Payment Processing) totaling \$900 for a combined annual total of \$4,900. Added services may be prorated.

Integrated payments designed for you.

Streamline your local government agency with iWorQ's embedded payment solution that speeds time to cash and makes day to day processes simple.



Meet Payroc.

Delivering top-tier community development and public works software solutions requires collaboration with highly specialized experts. That's why we've partnered with Payroc, an award-winning integrated payments leader.

Payroc seamlessly embeds payments into iWorQ, streamlining billing and payment collection processes for the communities you serve.

With Payroc, all billing and payment activities are centralized within your iWorQ management software, eliminating the need to work between systems. This simplifies reporting and reconciliation while removing inefficient processes.

Citizens can easily make payments online or in person using their preferred payment method.



Work Smarter

Automate billing processes and simplify reconciliation with a centralized payment solution.



Get Paid Faster

Accelerate time to cash by delivering a simple, convenient way for citizens to pay online.



Boost Security

Rest easy knowing a Level 1 PCI Compliant payments provider is on security detail.



Frictionless Experience

Meet citizens where they are by accepting all payment types including payment cards and ACH.



Flexible. Transparent. Cost Effective.

At Payroc, delivering choice and flexibility are at the core of what we do, especially when it comes to how our customers prefer to cover payment acceptance costs. Choose from one of the following [pricing programs](#) designed to meet the needs of your government agency and provide transparency to the fees you'll pay.

Option 1

Service Fee Program

- + Direct integration with iWorQ
- + City pays **NO** fees
- + Client pays **3.5% or \$2** (whichever is greater)
- + Account is month to month
No early termination fees
- + ACH is \$.75 a check

Option 2

Non-Service Fee Program

- + Direct integration with iWorQ
- + City pays flat **3.25%. NO** monthly fees
- + Client pays **NO** fees
- + Account is month to month
No early termination fees
- + ACH is \$.75 a check

About Payroc



700+

Team
Members Strong



151K

Clients
and Partners



\$80B

Securely
Processed

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

March 26, 2025

No. 25-29

**RESOLUTION ACCEPTING PROPOSAL FROM IWORQ TO INCLUDE
PAYMENT PROCESSING FROM PAYROC AS THE CITY'S PAYMENT
PROCESSOR**

WHEREAS, in 2021, the City of Falcon Heights entered into an agreement with AllPaid to serve as the City's merchant of record (MoR) for online payment processing, including permit fees, recreation signups, and payments for other city services; and

WHEREAS, in late 2024, AllPaid notified the City of changes to its fee structure, increasing transaction fees to a minimum of \$3.99 per transaction beginning January 1, 2025, creating a financial burden for smaller payments and customers; and

WHEREAS, the City identified iWorQ as a more effective platform for payment integration, as it is already used for the City's permit management system; and

WHEREAS, iWorQ has proposed the use of Payroc as their preferred and integrated payment processor, offering more favorable transaction fees to customers (\$2.00 or 3.5%, whichever is greater) and reducing staff time by eliminating the need for manual data entry; and

WHEREAS, the total cost of the integration includes a \$900 annual subscription fee and a one-time setup fee of \$500, for which funds are available in the FY2025 budget; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of Falcon Heights, Minnesota: That the City accepts the proposal from iWorQ to include Payroc as the City's payment processor, and authorizes the City Administrator to execute a service agreement with Payroc to serve as the City's merchant of record for payment processing.

ADOPTED this 26th day of March, 2025 by the City Council of Falcon Heights, Minnesota.

Moved by:

Approved by: _____
Randall C. Gustafson
Mayor

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

Attested by: _____
Jack Linehan
City Administrator